
TOURO LAW

STUDENT HANDBOOK

2006 - 2007



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INTRODUCTION

This Student Handbook contains the academic and other rules and regulations all students at the Law Center are required to observe. You also will find useful information on courses, people and programs at the Law Center.

Current information affecting students generally is published in *The Touro Times*, the Law Center's official weekly publication, and posted on the Law Center's website, <http://www.tourolaw.edu>. It is a good idea to check these sources of information regularly.

Any requests for modification of, or exemptions from, the provisions of the handbook should be made in writing to the Office of Student Services, on forms available from that office.

Welcome ... or welcome back ... to the Law Center, and best wishes for a challenging and rewarding year.

A handwritten signature in black ink, appearing to read "Lawrence Raful". The signature is fluid and cursive, with a large initial "L" and a long, sweeping tail.

Lawrence Raful
Dean

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RESERVATION OF RIGHTS

This handbook is intended for the guidance of Law Center students, faculty and administration. The handbook sets forth, in general, the manner in which the Law Center intends to proceed with respect to the matters addressed, but the Law Center reserves the right to depart, without notice, from the terms of this handbook. The handbook is not intended to be, and should not be regarded as, a contract or as establishing any contractual rights.

REGISTRATION

Before registration begins, students should obtain advice on course planning from the Office of Student Services or their faculty advisor. A course planning guide is available from the Office of Student Services, from the Registrar's Office, from the Law Center website.

Note: Students who have not complied with the immunization requirement (see page 28) or have not submitted undergraduate transcripts from the institution granting a bachelors degree will not be permitted to register. Approximately three weeks prior to the start of Fall Semester registration, a draft Fall Semester schedule is posted for student comment. Final Fall Semester registration materials are distributed approximately ten days before the start of registration. This packet contains, among other things, course and examination schedules. A draft of the following Spring Semester schedule is also posted before the start of Fall Semester registration, to assist students in long-range course selection and planning. An updated draft of the Spring Semester schedule is posted for student comment approximately three weeks before the start of Spring Semester registration.

Course Petitions

The Law Center makes every effort to respond to student demand for elective courses to be added to the schedule, consistent with scheduling needs and professor availability. Students are encouraged to circulate course petitions each semester during the period after the draft schedule is posted and before the final registration materials are distributed. Course petitions should indicate the course requested, the days/times requested (or courses not to conflict with) and should be legibly signed and dated. Course petition forms are available from the Office of Student Services. Courses added in response to petitions are subject to normal registration priorities (e.g., Day students have priority over Evening students for Day Division courses, and vice versa; and upper level students have registration priority over lower level students). Students who signed a course petition do not obtain any registration priority for that course.

Registration Priorities

In allocating seats for students who register on their scheduled day, for courses which become over-subscribed, fourth-year part-time day and third-year full-time day students are given priority over second-year day students for Day division courses; fourth-year part-time evening students are given priority over third and second-year part-time evening students for Evening division courses. Students who accelerate their graduation are not given priority over students graduating on schedule.

Day students are given preference for registration in day courses as are Evening students for evening courses. Waiting lists are maintained for over subscribed courses.

Prerequisites and Co-requisites

Each student is responsible for ascertaining the prerequisites or co-requisites, if any, for elective courses. Failure to meet these conditions may result in the denial of course credit. Prerequisites and co-requisites appear in the course descriptions, which are on the website, and are listed in registration materials each semester.

Drop/Add Period

Students are permitted to drop or add elective courses during the drop/add period, which generally commences on the second day of classes and continues through the end of the second week of classes. **NEITHER COURSES NOR INDEPENDENT RESEARCH MAY BE ADDED AFTER THE DROP/ADD PERIOD HAS EXPIRED.**

It is the responsibility of each student to see that dropped courses do not appear on the student's record. Each time a student drops or adds a course, the student will be given an official notice acknowledging the change. Students should keep these notices as records of the changes. If a student registers for a course, does not drop it, and later fails to take the exam or otherwise complete the course requirements, the student may receive a failing grade for the course unless the student was dropped from the course by the Law Center.

Students dropping or adding courses should take care that they observe the applicable minimum and maximum credit limit for their status. See Upper Level Student Credit Hours Per Semester, page 15.

Withdrawal from Courses

Courses dropped during the drop/add period will not appear on a student's transcript. Courses dropped after the drop/add period appear on a student's transcript as "W's," which signifies that the student withdrew with permission. The "W" is not computed as part of the student's grade point average (GPA). A student may withdraw from an elective course up to but not including the last two weeks of classes of the semester. The student must complete a drop/add form available from the Registrar's Office or on the website and return it for approval.

If a student does not withdraw by the applicable deadline and if the student does not sit for the final examination (or otherwise complete the course requirements), the failing grade of "WU" (Administrative Failure) will be entered on the student's transcript and computed as part of the student's GPA.

A student who is not allowed to continue attending a course and/or is not allowed to take the final examination by his/her instructor due to absences in excess of those allowed under Law Center regulations (see "Attendance," page 3) will receive the failing grade of "WU." The grade of "WU" signifies both failure and non-completion and, therefore, may affect residency and financial aid status. See the sections on Residency Requirements, page 4, and Financial Aid, pages 22-24.

Students contemplating withdrawing from one or more courses should consider the effect such withdrawal may have on the residency requirement and on the minimum number of credit hours per semester. See the sections on Residency Requirements, page 4, Credit Hours, page 5 and Financial Aid, pages 22-24.

Students may not withdraw from required courses.

Taking Courses in Another Division

All required courses* must be taken in division (i.e., Day students must take all required courses in the Day Division and Evening students must take all required courses in the Evening Division), including retakes of failed courses and retakes mandated by the Academic Policy Committee. No exceptions are made for full-time students who wish to take a required course in the Evening Division in order to facilitate or accommodate employment.

Students may take elective courses in another division, under certain circumstances. During the registration period, Day students may register only for day electives and Evening students may register only for evening electives. After the end of the regular registration period (when day students register for day electives and evening students register for evening electives) students may "cross over" (i.e., Day students may register for vacancies in evening electives and Evening students may register for vacancies in day electives). Full-time students taking elective courses in the Evening Division should be mindful of the requirement that in every semester, they must take more than half their credit load in Day Division courses.

In the event of a waiting list for an oversubscribed elective course, priority is given to in-division students (e.g., Day students get waiting list priority over Evening students in Day Division elective courses, Evening students get waiting list priority over Day students in Evening Division elective courses). Students on waiting lists are notified of available seats by TLC e-mail and have three (3) days to respond. Failure to check e-mail notices may forfeit a student's eligibility register for an available seat.

*Professional Responsibility, the floating required course, may be taken out of division.

No Credit for Conflicting Courses

Students may not enroll in courses for which published meeting times conflict. Students registering for conflicting courses will be deregistered from one or all of the conflicting courses at the discretion of the Registrar's Office.

Auditing Courses

A student may elect to officially audit one course per fall or spring semester as long as the student is registered for the minimum number of credits for his/her program and division. The credit equivalent of the audited course may not cause the student's course load to exceed the maximum allowable credits for his/her program and division.

Only elective courses may be audited. An individual faculty member may at his/her discretion exclude any or all of his/her courses from this option.

A student may register to audit a course during the registration period including but not later than the last day of the drop/add period for the fall or spring semesters. Summer courses may not be audited.

Audited courses dropped after the applicable drop/add period will be reflected by a "W" on the student's transcript.

The faculty member will report grades in the usual manner. A passing grade will be converted to "AUD" on the student's official record. If a failing grade is submitted, the course will be removed from the student's record and no reference will appear on the transcript.

A student auditing a course must:

- attend at least 85% of scheduled classes
- prepare for and participate in class
- take all quizzes, midterms, etc.
- complete all assignments
- take and pass the final examination

The decision to elect the Audit option may not be revoked (i.e., a student may not later convert the Audit option to take the course for a grade/credit).

Late Registration

Any student who does not register on the date designated for his/her registration may register as late as the first day of classes with permission of the Registrar's Office. There is a late registration fee of twenty-five dollars (\$25.00) and students risk being closed out of over subscribed classes.

Payment of Tuition and Fees

No student will be permitted to register until the student has paid all applicable tuition and fees in-full or has received clearance from the Office of the Bursar.

PLEASE SEE PAGES 25-26 FOR A COMPLETE DISCUSSION OF
TUITION AND FEES.

ACADEMIC RULES AND REGULATIONS

CONDUCT

Conduct Generally

All students must conduct themselves according to the Law Center Code of Conduct. The Code of Conduct is on the website. Students must also comply with all requirements imposed by the administration, any member of the full-time or part-time faculty and their designees, provided that such requirements reasonably relate to the educational process or the administration of the Law Center.

Attendance

American Bar Association Standard 304(d) provides: A law school shall require regular and punctual attendance.

The faculty has adopted the following policy: The faculty requires that each student attend classes regularly. Regular attendance is defined as attending at least 85% of scheduled classes. Each instructor may raise or lower a student's grade by 1/3 of a grade based on classroom attendance and/or participation. A student may, on the recommendation of the instructor, be precluded by the Dean from taking an examination (or, in a paper course, from submitting the paper) because of excessive absences. During the first week of class, each instructor is requested to inform students of this policy and the number of absences that will be allowed. Before the last two weeks of class, a student may withdraw from an elective course if he/she is not allowed to sit for an examination by the professor. However, any student taking a required course who does not meet the attendance requirement and is not allowed to sit for the examination, will receive a failing grade of "WU" for the course, which signifies both failure and non-completion and therefore, may affect one's residency and financial aid status. (The grade of "WU" is a failing grade and is computed as part of a student's GPA.)

Allowable absences are calculated at 15% of the number of credit hours per course per semester.

Two (2) absences are permitted for a class that meets one time per week.

A two credit class = 2 credit hours x 14 weeks x .15 = 4 credit hours = 2 absences

A three credit class = 3 credit hours x 14 weeks x .15 = 6 credit hours = 2 absences

Four (4) absences are permitted for a class that meets two times per week.

A two credit class = 1 credit hour x 2 classes x 14 weeks x .15 = 4 credit hours = 4 absences

A three credit class = 1.5 credit hours x 2 classes x 14 weeks x .15 = 6 credit hours = 4 absences

Six (6) absences are permitted for a class that meets three times per week.

A three credit class = 1 credit hour x 3 classes x 14 weeks x .15 = 6 credit hours = 6 absences

In the on-campus summer session, allowable absences are calculated as follows

A two credit class = 2 credit hours x 2 classes x 7 weeks x .15 = 4 credit hours = 2 absences

A three credit class = 3 credit hours x 2 classes x 7 weeks x .15 = 6 credit hours = 2 absences

Outside Employment

Outside employment should be kept to a minimum. A full-time student may work no more than 20 hours per week while classes are in session. Full-time students must sign a statement to this effect prior to registering each semester. Students who violate this regulation are subject to disciplinary action.

First-year full-time students are discouraged from engaging in any employment. A student may not rely on outside employment as an excuse for poor academic performance.

Except for students participating in the Law Center's approved Dual Degree Programs, students (part- and full-time) may not be matriculated students at another institution of higher learning without the advance written permission of the Dean.

REQUIREMENTS FOR GRADUATION

General Requirements

In order to be eligible for graduation, a student must meet each of the following requirements within six (6) years from the first semester of enrollment or readmission*:

- Successful completion of a minimum of eighty-seven (87) credits**, eighty-eight (88) credits for students beginning their studies in Fall 2006;
- A minimum cumulative grade point average of 2.000;
- Satisfaction of all residency requirements (see below);

- d. Passing grades in all required courses;***
- e. Satisfactory completion of the Advanced Writing Requirement (submission required the first day of a student's final semester); the Perspective Requirement; and the Public Interest Requirement (see page 6);
- f. Filing of a graduation application during the 5th semester if full time and during the 7th semester if part-time;
- g. Approbation of the faculty; and
- h. Clearance by the Bursar's Office. Certifications to sit for bar examinations will not be processed if a student has any outstanding obligation to the Law Center.

*Official certificate of Bachelors degree conferral must be on file.

** Unless a higher number is required by the Academic Policy Committee as a condition of retention.

***Unless the APC requires grades of C or higher in courses it requires a student to repeat as a condition of retention.

Residency Requirements

The Law Center accepts the residency rules of the American Bar Association (ABA Standard 304) and the New York State Court of Appeals (22 NYCRR 520.3). These rules are intended to require full-time students to attend law school for at least the equivalent of six (6) fifteen (15) week semesters and part-time students for at least the equivalent of eight (8) fifteen (15) week semesters. The rules also specify, among other things, that full-time and part-time students must take and pass a minimum number of credits each semester; must attend a minimum number of classes each week; and that full-time students must take more than half their credits each semester in day session courses. The latter requirement may be waived for students in their final year due to hardship caused by employment, family problems or other factors.

Students transferring between full-time and part-time divisions must pay special attention to the residency rules, because the method of calculating residency credit differs depending on a student's status.

For more information on residency, please contact the Office of Student Services.

Accelerated Graduation

A full-time student may graduate one semester early by attending five semesters and two summer semesters at the Law Center. A part-time student may graduate one semester early by attending seven semesters and at least two summer semesters at the Law Center. In addition to all other requirements, part-time students must take and pass at least four (4) credits, and full-time students must take and pass at least five (5) credits in each such summer semester, in order to comply with residency requirements. Acceleration by any other method is not permitted. Accelerating students may not exceed the maximum number of credits permitted in any semester, including the summer semester, except with the approval of the Dean, which will be granted only in extraordinarily compelling circumstances.

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 wishing to accelerate graduation must apply for and obtain the permission of the Associate Dean for Student Services. Under normal circumstances, full-time students must apply for permission to accelerate graduation before the start of the summer semester which follows completion of their first two semesters of study. Part-time students wishing to accelerate graduation must apply before the start of the second summer semester which follows completion of their first four semesters of study.

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

Transfer of Credits

Students may receive credit for courses taken at American Bar Association accredited law schools, but only if they obtain advance written permission of the Assistant Dean for Student Services.

There is no automatic right to attend another law school or to transfer credit to the Law Center. Permission will not be granted unless the student has a cumulative GPA of at least 2.0, and the course is currently or prospectively unavailable at the Law Center. If the course is offered at the Law Center, a student must demonstrate a compelling reason for taking it elsewhere. Except under the most extraordinary circumstances, required courses must be taken at the Law Center, and all other graduation requirements must be satisfied through courses or projects undertaken at the Law Center.

Transfer credit may be awarded only for courses in which the student has earned a grade of "C" or higher (or its equivalent). Only the credits earned, not the grade, will be transferred and appear on a student's record. The request for transfer credit must be supported by an official transcript from the school at which the course or courses were taken.

Transfer Students

A student accepted as a transfer student from an American Bar Association accredited law school may receive credit for up to forty-three (43) credits. Only courses in which the student received a grade of "C" or higher (or its equivalent) will be considered for transfer credit. A current catalogue and an official transcript from the prior school must be provided to the Registrar before transfer credits can be accepted toward the Law Center degree requirement. Students may also be required to provide course descriptions and syllabi for courses taken at their original school.

A transfer student may, with the approval of the Assistant Dean for Student Services, and subject to the other applicable rules and procedures contained in this Handbook, take courses at another ABA approved law school, beyond those accepted for transfer credit at the time the student first enrolled at the Law Center, as long as the total number of transfer credits does not exceed forty-three (43).

Class Ranking and Honors Eligibility: For purposes of class rankings, no distinction is made between transfer students and students who began their studies at Touro, except that transfer students cannot displace a student who began his/her studies at Touro in the top 10% of the class. If a transfer student has a GPA which places him/her in the top 10% of his/her class, a student in that class who started his/her studies at Touro and who has the highest GPA below the 10% cutoff point would be added to the top 10%. Transfer students may be eligible to compete for Law Review or Moot Court. Interested transfer students should check with each organization for eligibility standards and competition rules. Transfer students are eligible for valedictorian/salutatorian honors. See page 17.

THE REQUIRED CURRICULUM FOR STUDENTS BEGINNING STUDIES AFTER FALL 2006

FULL-TIME

First Year Fall	First Year Spring
Legal Process I (3) Civil Dispute Resolution and Procedure I (2) Contracts I (3) Torts I (3) Criminal Law I (3) <i>14 credits required</i>	Legal Process II (3) Civil Dispute Resolution and Procedure II (3) Contracts II (3) Torts II (2) Property I (4) <i>15 credits required</i>
Second Year Fall	Second Year Spring
Business Organizations I (3) Constitutional Law I (2) Evidence (4) Property II (2) <i>11 credits required</i> <i>up to 5 credits of electives available</i>	Constitutional Law II (4) Trusts & Estates (3) <i>7 credits required</i> <i>up to 9 credits of electives available</i>
Third Year Fall	Third Year Spring
<i>All electives</i>	<i>All electives</i>

PART-TIME

First Year Fall	First Year Spring
Legal Process I (3) Civil Dispute Resolution and Procedure I (2) Contracts I (3) Torts I (3) <i>11 credits required</i>	Legal Process II (3) Civil Dispute Resolution and Procedure II (3) Contracts II (3) Torts II (2) <i>11 credits required</i>
Second Year Fall	Second Year Spring
Business Organizations I (3) Constitutional Law I (2) Criminal Law I (3) <i>8 credits required</i> <i>up to 3 credits of electives available*</i>	Constitutional Law II (4) Property I (4) <i>8 credits required</i> <i>up to 3 credits of electives available*</i>
Third Year Fall	Third Year Spring
Evidence (4) Property II (2) <i>6 credits required</i> <i>up to 5 credits of electives available*</i>	Trusts & Estates (3) <i>3 credits required</i> <i>up to 8 credits of electives available*</i>
Fourth Year Fall	Fourth Year Spring
<i>All electives*</i>	<i>All electives*</i>

*PT students can take twelve (12) credits in one semester.

STUDENTS MUST TAKE THE REQUIRED COURSES IN THE PRESCRIBED SEQUENCE. All sequential (i.e., two-semester) required courses must be taken with the same professor. Students are assigned to all required courses (except Professional Responsibility) by the Registrar's Office. Students may not change their registration in assigned required courses. Students may not withdraw from required courses.

Upper Level Student Credit Hours Per Semester

Full-time students must carry a minimum of twelve (12) credits and may take a maximum of sixteen (16) credits each semester. Full-time students receiving credit for Law Review, Moot Court Board, or serving as a Teaching Assistant may exceed the maximum credit load by up to one (1) credit, at no extra charge.

Part-time students must carry a minimum of eight (8) credits and may carry a maximum of eleven (11) credits each semester. Part-time students receiving credit for Law Review, Moot Court Board, or serving as a Teaching Assistant may exceed the maximum credit load by up to one (1) credit, at no extra charge. Part-time students may take 12 credits during any one of their last six (6) semesters, at no extra charge. Students who transfer to part-time after having completed at least one semester full-time may not take a semester of twelve (12) credits. This provision also applies to transfer students who were full-time at their prior school but who enter the Law Center as part-time students. Part-time students may never exceed twelve (12) credits, even for Law Review, Moot Court, or TA credit.

In exceptional circumstances, and with the advance written permission of the Dean or the Dean's designee, a student may exceed the applicable maximum credit limit by one (1) credit, if:

- it is the student's final semester; and
- the student needs the single credit to graduate at the end of that semester; and
- the student is not accelerating his/her graduation.

In this situation the student will be required to pay for the one (1) extra credit at the then-prevailing per credit rate. Faculty Fellows may also exceed applicable credit limits. See Honors Program, page 17.

Summer Semester Eligibility

Students whose cumulative GPAs are at least 2.0 may register for summer classes. Students with GPAs under 2.0 or who are on Academic Probation may not register for summer classes without the permission of the Assistant Dean for Student Services.

Summer Semester Credit Hours

A student may take a maximum of six (6) credits during any summer semester. A part-time student who intends to earn residence credit for a summer semester must take and pass at least four (4) credits. A full-time student who intends to earn residence credit for a summer semester must take and pass at least five (5) credits.

Professional Responsibility, Perspective, and Public Interest Requirements*

All students are required to take and pass Law 650, Professional Responsibility.

Students are required to satisfy the Perspective Requirement by taking one of the following courses: American Legal History, Comparative Individual Liberties, Comparative Law, English Legal History, Indian Law & Philosophy, International Law, International Criminal Law, Jewish Law, Jewish Legal History, Jewish Legal Philosophy, Jurisprudence, Justice (3 or 1 credit versions), Law & Literature, Legal History, Russian Legal System in Transition, Selected Topics in Jewish Law, or Sociology of Law.

Every student is also required to satisfy the Public Interest Requirement as a condition of graduation. The requirement can be satisfied in one of the following three ways:

1. Successful completion of one of the following clinical courses or rotations: Civil Rights Litigation Clinic; Criminal Law Clinic (defense work only); Elder Law Clinic; Family Law Clinic; International Human Rights Asylum Litigation Clinic; Nassau/Suffolk Law Services Rotation; the Not-for-Profit Corporation Law Clinic**, or Civil Externship Clinic**, or
2. Successful completion of: a) one of the following courses: Rights of the Poor, Racism and American Law, or Disability Law; and b) twenty (20) hours of pro bono legal work; or
3. Certification of completion of forty (40) hours of pro bono legal work.

Definition of pro bono legal work: the pro bono legal work must be uncompensated and designed in some way to address, either directly or indirectly, the legal needs of poor persons or of traditionally underrepresented groups. The work must be non-clerical, law-related, and performed under the supervision of an attorney. Students electing to do pro bono legal work to satisfy the Public Interest Requirement must obtain advance written approval of their proposed placement from the Director of Public Interest, and comply with certain administrative requirements. Placement Approval forms may be obtained from the Office of Clinical Programs or the Office of Career Services.

While these requirements may be fulfilled at any time prior to graduation, students are strongly advised to satisfy them before their last year. Students who elect to satisfy the Public Interest Requirement by an option that involves pro bono legal work must complete such work no later than April 15 of their final semester or risk not being certified for July bar exams (or November 15 for December grads).

*Only courses taken at the Law Center or in the Law Center's summer abroad programs will satisfy these requirements. Normally, courses taken at another institution will not satisfy any Law Center graduation requirement. However, with the advance written approval of the Assistant Dean for Student Services, a student may satisfy the Perspective Requirement by satisfactorily completing a course in a summer or semester abroad program of another ABA-approved law school, where the course is the same or substantially similar as a Law Center course that would satisfy the Perspective Requirement.

**Where the client served, or the services provided, satisfy the definition of pro bono legal work following paragraph 3.

Advanced Writing Requirement

The Advanced Writing Requirement may be satisfied in one of the following ways:

- (1) an Independent Research Project of 1-3 credits, of at least 20 pages, earning a grade of “B” or better;
- (2) a course paper of at least 20 pages, earning a grade of “B” or better;
- (3) a writing produced for Law Review or the Moot Court Board, of at least 20 pages, of a quality meriting a grade of “B” or better; or
- (4) a legal document or documents prepared in connection with an upper-level course (including a clinic), of a total length of at least 20 pages, of a quality meriting a “B” or better, if the work shows “substance, originality, analysis, and rigor.” The documents that might satisfy this option include complaints, bills of particulars, affidavits, proposed jury instructions, briefs, wills and other similar legal documents in the discretion of the professor. When used for purposes of the Advanced Writing Requirement, these documents must be accompanied by a file memo describing the legal doctrine, thought, research, strategy, or tactic through which the writer conceived it.

Normally, only a full-time faculty member may deem a paper sufficient to satisfy the Advanced Writing Requirement. However, certain practice-oriented courses or clinics (e.g., Pre-Trial Litigation, Not-For-Profit Corporation Law Clinic, Civil Externship Clinic, Judicial Clerkship Clinic) taught by adjunct professors may qualify under certain circumstances. For details, contact the Registrar’s Office. Additionally, the paper may only be submitted for approval of satisfaction of the requirement to the faculty member who supervised its preparation.

Writings submitted to Law Review or Moot Court Board must be approved by the faculty advisor of the respective organization in order to satisfy the Advanced Writing Requirement. Please note that Law Review and Moot Court may have additional requirements covering satisfaction of the Advanced Writing Requirement.

A paper used in a competition for Law Review or Moot Court membership may not be used to satisfy the Advanced Writing Requirement, whether or not the student was successful in the competition. However, research done for a competition paper may be used in connection with an Independent Research project, or a Law Review article that satisfies the Advanced Writing Requirement, so long as full disclosure is made to the Law Review advisor or the faculty member supervising the Independent Research project.

Regardless of the grade, a paper will not satisfy the Advanced Writing Requirement unless the sponsoring faculty member completes and signs an Advanced Writing Requirement Approval form. The forms are available from the Registrar’s Office and on the website. The sponsoring faculty member should return the approved form to the Registrar's Office, together with a copy of the paper.

Students must submit an Advanced Writing Requirement Advisor form, identifying their faculty supervisor, by October 1 of their last year (May graduates), or February 1 of their last year (December graduates).

Students must submit their completed Advanced Writing Requirement to their supervising professor no later than the first day of their final semester, absent good cause or extraordinary circumstances as determined by the Dean.

Students who do not complete the Advanced Writing Requirement by the applicable deadline, or any authorized extension thereof, will not be certified for eligibility for any bar examination.

CREDIT FOR CERTAIN ELECTIVES

Independent Research

Students may earn academic credit for Independent Research, a research and writing opportunity under the supervision of a full-time faculty member. Adjunct professors may not supervise Independent Research projects.

Independent Research is treated as any other course, and is, therefore, governed by the same registration procedures and withdrawal deadlines. A student registers for Independent Research in the same way as any other course. Similarly, a student may not register for Independent Research after the drop/add period has expired.

Because Independent Research requires regular interaction between the student and the supervising faculty member, in addition to registering as for any other course, an Independent Research Proposal form must be completed and submitted to the Office of Student Services not later than the last day of the drop/add period.

An interested student must obtain an Independent Research Proposal form from the Office of Student Services, or the Registrar’s Office, include a one-page description of the research project, obtain the approval of the full-time faculty member who will supervise the project, and then file the completed form with the Office of Student Services as well as register for the course in the Registrar's Office. This procedure must be completed prior to or during the registration period for the semester in which the student plans to receive Independent Research credit, but in no case later than the last day of the drop/add period for that semester. Registration is not complete without the submission of a completed Proposal Form. If the form has not been properly submitted by the last day of the drop/add period, the Registrar's Office will cancel the student's registration.

Eligibility. Full-time students may register for Independent Research only after successful completion of all first year required courses (Legal Process I & II, Torts I & II, Contracts I & II, Civil Dispute Resolution and Procedure I & II, Criminal Law I & Property I). This means that full-time students may not register for Independent Research until the summer following their first year. Part-time students are eligible to register for Independent Research after successful completion of the following required courses in their first 3 semesters: Legal Process I & II, Contracts I & II, Torts I & II, Civil Dispute Resolution and Procedure I & II and Criminal Law I. This means that part-time students may not register for Independent Research until the

spring semester of their second year. The maximum number of Independent Research credits which may be applied towards graduation is six (6). Normally a student may register for no more than one Independent Research project in a semester.

A student who has received credit in a course by submitting a research paper is not entitled to submit that same work as an Independent Research project. Any prior work which a student has done involving the subject matter of a proposed Independent Research project must be disclosed in advance by the student to the supervising faculty member.

Independent Research normally carries two (2) credits in the semester when taken. In exceptional circumstances, Independent Research may be taken for one (1) or three (3) credits, after the student has obtained approval of the supervising faculty member and the Assistant Dean for Student Services. Three (3) credit projects may only be done in fall or spring semesters. The summer semester limit on Independent Research project is two (2) credits.

As a guideline for papers submitted for Independent Research credit: (a) twenty (20) pages of text (exclusive of footnotes) should be submitted for each credit; (b) the supervising faculty member should meet regularly with the student to review the progress of the work; and (c) the work must be supervised by a full-time faculty member, except in unusual circumstances, with the advance written approval of the Dean.

Research file and drafts. A student doing an Independent Research project must submit his/her research file to the supervising faculty member, together with the student's first draft of the paper. The supervising faculty member may require the student to make further submissions of his/her research file.

Filing of completed paper and edited first draft. A final copy of the Independent Research paper with the grade affixed must be signed by the supervising faculty member and submitted to the Registrar's Office. An edited first draft must be filed with the final paper. "Edited first draft" means the first draft with comments noted by the supervising faculty member.

Caution: Students on academic probation are not eligible to register for or participate in Independent Research. Students placed on academic probation after registering for Independent Research (but before completing the project) will receive the grade of "INC" or "Incomplete" for the project. A student placed on academic probation is not eligible to work on an Independent Research project, or to receive either a grade or academic credit, until the student is no longer on probation.

Credit for Law Review and Moot Court

Students can qualify for membership on Law Review and Moot Court Board through annual competitions. Each organization has its own eligibility criteria and competition rules. Competitions are announced through postings and in *The Touro Times*.

A member of the Law Review staff may receive one (1) credit for each semester of work on the staff. The granting of the one (1) credit for the second semester in a particular academic year shall be conditional upon completion of a note or article which has been determined to be publishable by the faculty advisor to the Law Review, based upon the recommendation of the Editorial Board of the Law Review. Members of the Law Review Editorial Board may receive two (2) credits for each semester of work on the Editorial Board.

A student may receive one-half (1/2) credit per semester for work on the Moot Court staff and one (1) credit per semester for work on the Moot Court Editorial Board. Thus, a student serving on the staff for two years will receive two (2) credits. One year of staff work and one year of Editorial Board work will result in a total of three (3) credits. Credit will be retroactively denied if the student does not complete four consecutive semesters on the Moot Court Board. For example, a part-time student may resign from Moot Court and retain all credit after successfully completing his/her second and third years of service. However, a part-time student would not be eligible for credit by serving in his/her second and fourth years on Moot Court.

To receive credit for Law Review or Moot Court Board, a student must register in the same way as for other courses. Except for students selected as Faculty Fellows (see Honors Program, page 17), students may not receive simultaneous credit for participation in Law Review and the Moot Court Board during the same academic year. Award of credit for Law Review or Moot Court Board must be approved by the respective Editor-in-Chief and faculty advisor.

Externships

Any student enrolled in an upper division course may earn externship credit for legal work related to the subject matter of the course. Externship credit will only be given for work performed during the same semester as the related course. Enrollment for externship credit must be approved by the faculty member teaching the course and the Director of Clinical Programs. An externship may be supervised only by a full-time faculty member. Although the student may identify an externship placement, the Office of Clinical Programs and the Office of Career Services can assist in locating and contacting suitable placements. The placement may be with a private law office, the court system, or the law office of a public interest or government employer; it must be supervised by an admitted attorney or judge; and may not involve any compensation. The faculty member teaching the related course must determine whether the externship will entail substantive legal experiences appropriate for academic credit, whether the work will be relevant to the course and whether adequate supervision of the student's work will be provided. The student must secure a written description of the placement and the duties to be performed from the supervising attorney or judge. The supervising faculty member will specify the criteria necessary to complete the externship and receive externship credits. These may include maintaining a journal of activities, making oral or written presentations to the class, periodic meetings with the faculty member, submission of work performed in the placement, submission of other written reports or papers regarding placement activities and/or other similar requirements.

While externships ordinarily earn two (2) credits, the Director of Clinical Programs may approve one (1), two (2), or three (3) credits, depending on the number of hours devoted to the placement. Ordinarily, three (3) credits will only be awarded for an organized summer externship program which contains an educational or training component. The externship may be graded on a Pass/No credit basis at the option of the faculty member teaching the related course. Unless extraordinary circumstances exist, externship credits will not be approved during the same semester in which the student is enrolled in a clinical course. Externship credits count as clinical credits.

Externship forms may be obtained from the Office of Clinical Programs or the Office of Career Services.

Clinical Courses and Externship Credits

Clinical courses and externships may substitute for traditional classroom periods, but may not exceed fifteen percent of the total credits required for graduation. Thus, a student may not apply more than thirteen (13) credits of clinical study toward the eighty-eight (88) credits required for graduation.

The amount of credit awarded for each clinic depends upon the required hours of clinical work. Of the total number of credits awarded in a clinic, generally two (2) are traditional classroom credits. All clinics are graded courses. Registration for all clinical courses is by application through the Clinical Programs Office. Applications are available, and acceptance decisions usually made, prior to the regular registration period in each semester. Seniority is a significant factor for acceptance into a clinic.

ACADEMIC STANDARDS

Good Standing, Probation, and Dismissal

All students must maintain satisfactory academic progress to remain in good standing at the Law Center and to remain eligible for federal financial assistance. See the section on Financial Aid, pages 22-24.

Except as otherwise specifically provided in this section, students are required to maintain a cumulative grade point average of at least 2.000 or to be making satisfactory academic progress towards attainment of that standard within a reasonable time frame. Students who fall below a 2.000 will be placed on academic probation or dismissed for academic deficiency in accordance with the provisions of this section.

Academic Standards

For part-time and full-time students following the completion of one semester, the following provisions apply:

- (a) any student whose cumulative grade point average is below 1.250 shall be dismissed for academic deficiency, such dismissal to be carried out administratively;
- (b) the Academic Policy committee shall have discretion to place on probation or dismiss for academic deficiency any student whose cumulative grade point average is 1.250 or above, but below 1.500.

For part-time students following the completion of two semesters, the following provisions apply:

- (a) any student whose cumulative grade point average is below 1.800 shall be dismissed for academic deficiency, such dismissal to be carried out administratively;
- (b) any student whose cumulative grade point average is 1.900 or above, but below 2.000, shall be placed on probation, to be carried out administratively; and
- (c) the Academic Policy Committee shall have discretion to place on probation or dismiss for academic deficiency any student whose cumulative grade point average is 1.800 or above, but below 1.900.

For full-time students following completion of the first two semesters of study and part-time students following completion of the first three semesters of study, the following provisions apply:

- (a) any student whose cumulative grade point average is below 1.850 shall be dismissed for academic deficiency, such dismissal to be carried out administratively;
- (b) any student whose cumulative grade point average is 1.950 or above, but below 2.000, shall be placed on probation, to be carried out administratively; and
- (c) the Academic Policy committee shall have discretion to place on probation or dismiss for academic deficiency any student whose cumulative grade point average is 1.850 or above, but below 1.950.

For full-time students following completion of the first three semesters of study and part-time students following completion of the first four semesters of study, the following provisions apply:

- (a) any student whose cumulative grade point average is below 1.900 shall be dismissed for academic deficiency, such dismissal to be carried out administratively;
- (b) any student whose cumulative grade point average is 1.950 or above, but below 2.000, shall be placed on probation, to be carried out administratively; and
- (c) the Academic Policy Committee shall have discretion to continue on probation, place on probation or dismiss for academic deficiency any student whose grade point average is 1.900 or above, but below 1.950.

Any full-time student who at any time following completion of four semesters of study, or any part-time student who at any time following completion of five semesters of study, does not have a cumulative grade point average of at least 2.000 shall be dismissed for academic deficiency, such dismissal to be carried out administratively.

Academic Standards Summary

Full-time and part-time students after 1 semester

Below 1.250	Dismissal (administratively)
1.250-1.500	Academic Policy Committee (retention or dismissal)

Part-time students after 2 semesters

Below 1.8	Dismissal (administratively)
1.8-1.899	Academic Policy Committee (retention or dismissal)
1.9-1.999	Academic probation (administratively)

Full-time after 2 semesters

Part-time after 3 semesters

Below 1.85	Dismissal (administratively)
1.85-1.949	Academic Policy Committee (retention or dismissal)
1.95-1.999	Academic probation (administratively)

Full-time after 3 semesters

Part-time after 4 semesters

Below 1.9	Dismissal (administratively)
1.9-1.949	Academic Policy Committee (retention or dismissal)
1.95-1.999	Academic probation (administratively)

Additional Requirements

The placing or continuation of a student on academic probation shall be subject to such conditions and requirements as the Academic Policy Committee may deem appropriate, including, for example, a requirement that a student retake a course or courses previously passed, but with low grades. In any case in which the Academic Policy Committee has discretion to place or continue a student on probation or dismiss a student for academic deficiency, the student may appear before the Academic Policy Committee in support of his/her petition for retention on academic probation. During such appearance, the student must address the deficiencies in academic performance and present information upon which the Academic Policy Committee could conclude that retention on academic probation would be appropriate. In order to place or continue the student on academic probation, the Academic Policy Committee must conclude that the reasons for the student's academic deficiencies are not likely to recur. Students who are within the discretionary range of the Academic Policy Committee and who fail to appear for their hearing will be dismissed automatically. The division in which a student was last enrolled controls as far as Academic Policy Committee decisions are concerned.

The propriety or accuracy of grades received by the student will not be reviewed or considered by the Academic Policy Committee. As noted elsewhere in this Handbook, grades are final when submitted except for computational and recording errors. For purposes of this Academic Standards section, grades received, or to be received, for summer school study will be calculated in a student's grade point average only after completion of the following fall semester.

In the event that the Academic Policy Committee concludes that dismissal for academic deficiency is appropriate, with or without a petition for retention on academic probation by the student involved, or such dismissal is carried out administratively in accordance with the foregoing, dismissal will be effective upon notification by the Academic Policy Committee, the Dean, the Dean's designee, or the Registrar's Office.

The decisions of the Academic Policy Committee are final concerning dismissals for academic deficiency, retention on academic probation, and conditions and requirements for retention on academic probation.

Notwithstanding any other provision of these rules, any full-time student who has completed four or more semesters and any part-time student who has completed five or more semesters, whose grade point average is 1.950 or above, but below 2.000, and who has never previously been on academic probation, may petition the Committee for probationary status. Such a petition shall be granted by the Committee upon a showing by the student of a strong probability of ongoing future compliance with the Law Center's requirement of a 2.000 cumulative grade point average. The Committee may impose such conditions of probation as it finds appropriate under the circumstances. However, no probation approved under the provisions of this paragraph shall exceed one semester. A student placed on probation under the provisions of this paragraph whose grade point average is below 2.000 at the conclusion of the following semester shall be dismissed administratively.

A student who exercises his/her right to petition the Committee pursuant to the abovementioned provisions shall be afforded an opportunity to be heard by the faculty members of the Committee.

Every student who appears before the Academic Policy Committee shall have the right to one preemptory challenge. Any such challenge must be made in writing prior to the hearing.

A request for a withdrawal or a leave of absence does not delay or defer the consideration of a student's academic eligibility, whether administratively or by the Academic Policy Committee.

Restrictions on Students Placed on Academic Probation

Students placed on academic probation, whether administratively or by the Academic Policy Committee, may not:

1. run for, or serve as an officer of the SBA or any student organization or as a member of any law school committee; or compete for or serve as a member of Law Review, Moot Court, the *Restatement* or any other school-sponsored journal or publication. Students on academic probation may continue to be members of the Student Bar Association and non-academic student organizations;
2. serve as a Teaching Assistant or Research Assistant;
3. register for or participate in an Independent Research project or externship;
4. without permission of the Assistant Dean for Student Services, take a course or courses at another institution; or
5. without permission of the Assistant Dean for Student Services, register for summer classes, whether at the Law Center or another institution: or
6. take courses at another institution as part of a dual degree program.

In addition, students placed on Academic Probation, whether administratively or by the Academic Policy Committee, are required to participate in an academic support program, as directed by the Dean or the Dean's designee.

In individual cases within its jurisdiction the Academic Policy Committee may also impose additional conditions or limitations on probation that are just and reasonable.

Academic Standards for Transfer Students

Students who are accepted at the Law Center as transfer students must meet all academic standards of the Law Center, beginning with the completion of the first full (i.e., fall or spring) semester of study at the Law Center. For example, a transfer student who has completed one year of full-time study prior to enrolling at the Law Center, and who enrolls at the Law Center as a full-time student, will be held to the academic standards applicable to a second year full-time student, based upon the grades received in his/her third semester of study (his/her first at the Law Center). However, notwithstanding any other provision of these rules, a student who has transferred to the Law Center and who, at the end of his/her first semester shall have failed to attain the necessary Grade Point Average to remain eligible to continue, but who has achieved a Grade Point Average of at least 1.0, is entitled to a hearing before the Academic Policy Committee, which shall have discretion to dismiss the student or to continue the student on probation subject to such conditions as the committee shall find appropriate.

Academic Standards for Readmitted Students

There are separate academic standards for students who are academically dismissed and subsequently readmitted, whether such students were dismissed at Touro or at another school. See "Readmission," page 16.

Academic Standards for the LL.M. Programs

There are separate academic standards for students in the LL.M. programs (LL.M. for Foreign Law Graduates and the General LL.M). LL.M. candidates should consult their respective LL.M. program director.

ACADEMIC SUPPORT

The Law Center offers a wide range of outside-the-classroom programs and services designed to help beginning students adjust to the demands of legal education, and continuing students improve their academic performance. These include an Academic Support Program, staffed by a Director and an Assistant Director, experienced professionals who present workshops and consult with students on study skills, briefing, note taking, outlining and exam writing, and Teaching Assistants (TAs), superior upper-level students who facilitate small, structured study groups for first-year students, focusing on analytic exercises, exam practice and feedback. The Academic Support Program also offers help to students in academic difficulty, through programs including:

Special Second Semester Contracts II Course

Students in the bottom 20-25% of the class after their first semester will be assigned to a special section of Contracts II, for intensive work on analysis and writing skills, in addition to the substantive law. The course carries the normal three (3) credits, but meets for four (4) hours, rather than the normal three (3) hours a week. In addition, the course is exempt from the mandatory grade curve (see page 13), and is subject to a separate mandatory curve.

Second Year Workshops.

Second-year students with GPAs under 2.4 after two semesters are required to attend weekly workshops on legal analysis, writing, study skills and exam taking.

Workshops for Students on Academic Probation

All students on academic probation are required to attend weekly workshops on legal analysis, writing, study skills and exam taking. Lack of satisfactory participation will be considered in future discretionary retention decisions, and may result in continuation on probation, regardless of the student's GPA.

FINAL EXAMINATIONS

Students must follow all instructions given to them before, during and after examinations.

Examinations are graded anonymously. Students will be issued identification numbers prior to examinations in the fall and spring semesters. These are to be held in strict confidence and are the only identification to be used on examination materials. In addition to other applicable penalties, deliberate violation of the Law Center's policy of anonymous grading may jeopardize academic credit for the course in which an improper disclosure is made.

Examination Deferrals

Students who fail to take an examination when scheduled will receive a failing grade for the course, unless a deferral has been authorized by the Assistant Dean for Student Services. Deferrals must be obtained in advance of the scheduled time of the examination.

A petition for deferral of an examination must state the examination(s) to be deferred, explain the reasons for the request, and outline plans for making up the examination. Petitions may be obtained from and must be submitted for approval to the Office of Student Services. Requests for deferrals will not be approved unless they are thoroughly documented.

A deferred examination will generally be authorized only because of serious illness or other compassionate reasons, such as a death or serious illness of a close family member.

Deferral for Medical Reasons

Stress or stress-related problems are not valid reasons to miss an examination. When a student is unable to take an examination due to illness, a deferral may be granted if the illness is debilitating to the extent that the student has been confined to bed and is under the care of a physician. A student will not be excused from an examination if he/she is not under the care of a physician and does not provide a note from the physician indicating the nature of the serious/debilitating illness and confirming that it is impossible for the student to take his/her exam as scheduled. The Law Center reserves the right to accept or deny a student's petition to defer a scheduled exam.

In the rare instance when a student is unable to take an examination for the medical reasons, it is his/her responsibility to (1) telephone the Office of Student Services at least one-half (1/2) hour prior to the start of the exam; (2) be examined by a physician prior to or within twenty-four (24) hours of the scheduled exam; and (3) provide the necessary medical documentation to support a rescheduling of the exam. This documentation must be presented to the Office of Student Services within one (1) week of the exam.

Deferral for Compassionate Reasons

An examination may be deferred due to the death or serious illness of a spouse, significant other, parent, child, grandparent, or other close family member. Students seeking to defer an exam for compassionate reasons must: (1) notify the Office of Student Services at least one-half hour prior to the start of the exam; and (2) provide documentation to support the reason for the requested deferral. Documentation might include, for example, medical notes, death certificates or funeral notices. Documentation must be provided within one week after the date the examination was originally scheduled. An examination deferred for compassionate reasons must be made up as soon as possible, but with consideration for the nature and extent of the relationship, as well as the student's obligations for arranging medical, child or family care; arranging for or attending funeral or memorial services; or participating in religious observances. In no event, however, will a deferral for compassionate reasons be granted beyond three weeks after the end of the exam period of the semester in which the examination was originally scheduled. See "Rescheduling of Deferred Examinations," below.

Deferral For Scheduling Reasons

Two Examinations in One Day. Students with two examinations scheduled on one day (whether or not those examinations are consecutive) may request that one of the examinations be deferred. The deferred examination will be rescheduled to the first open day in the student's examination schedule, i.e., the first school day following the date of the deferred examination when the student has no other examination scheduled.

Evening Examination Followed by a Morning Examination. Students scheduled to take an evening examination followed by a morning examination the next day may request to take the morning examination on a staggered basis, i.e., beginning at 11:00 a.m. rather than 9:15 a.m.

When Deferrals Will Not Be Granted

The following are non-exclusive examples of situations where exams will not be rescheduled:

1. A student may not be excused from an examination once the student has received it.

2. Students who arrive late for an examination are not entitled to an extension of time in which to complete the examination. The Dean may make an exception to this rule due to inclement weather or transportation delays. A transportation delay must have been unavoidable and fully documented.
3. Where a student is taking a bar review course.

Rescheduling of Deferred Examinations

Deferred examinations must be made up as soon as possible after the medical condition or personal hardship situation that led to the deferral has been resolved. However, except in extraordinary circumstances, a deferred examination will not be rescheduled later than three weeks after the end of the examination period of the semester in which the exam was originally scheduled. If a student cannot retake the examination within that time, the student will receive an "Incomplete" in the course and will be required to take the examination the next time the course is offered, whenever possible with the same instructor. If the course content is changed prior to the time the student takes the examination, the student must be prepared to be examined on the new content.

GRADES

Grades are available on the Law Center's website. Instructions for obtaining grades from the website are posted in the Registrar's Office and published in *The Touro Times*. Grade distribution charts for each professor/course in past years are on file in the library.

The Registrar's Office will issue each student an unofficial transcript following the spring semester,* which contains the student's grades for all preceding semesters, a semester GPA and a cumulative GPA. It is the student's responsibility to contact the Registrar's Office if the student believes there is an error in the unofficial transcript.

*Unofficial transcripts will be issued to students, following the fall semester, if requested.

Grading System

All grading is anonymous, with the exception of practice courses, papers, and seminars. On examinations, students identify themselves only by examination numbers assigned each semester by the Registrar's Office.

Grades are assigned on the following scale:

A = Excellent (4.000)	INC = Incomplete
B = Good (3.000)	P = Passed
C = Fair (2.000)	CR = Credit
D = Poor (1.000)	NC = No Credit
F = Failed (0.000)	W = Withdrew with permission
+ = +.333 (No grade A+)	WU = Failed (0.000)
- = -.333 (No grade D-)	N = No grade submitted by instructor

An instructor may raise or lower a student's grade by 1/3 of a grade based on classroom attendance and/or participation.

Grade Computation

A grade point average can be calculated as follows:

Example:

Civil Dispute Resolution & Procedure I	2 credits	A-	2	x 3.667	=	7.334
Contracts I	3 credits	B	3	x 3.000	=	9.000
Torts I	3 credits	C	3	x 2.000	=	6.000
Legal Process I	<u>3 credits</u>	F	0	x 0.000	=	<u>0.000</u>
	11 credits					22.334

Quality Points (22.334) ÷ credits (11) = 2.030 (GPA)

Note: Grades have the following equivalent quality points:

A=4.000, A-=3.667, B+=3.333, B=3.000, B-=2.667, C+=2.333, C=2.000, C-=1.667, D+=1.333, D=1.000, F=0.000, WU=0.000.

Grade Curves

There is a mandatory grade curve for all required courses (except Legal Process I-II and Professional Responsibility sections where enrollment is 30 or fewer). There is a recommended curve for elective courses under certain circumstances (two or more sections of the same course in one semester, 36 or more student in each section). Professors can depart from the recommended curve only with permission of the Dean. The curves are designed primarily to promote fairness and normalize grading among different sections. Details on the grade curves are available from the Registrar's Office.

Pass/No Credit Grading Option

Pass/No Credit grading option is available to students in good academic standing. Pass/No Credit grading is applicable only to elective courses. An individual faculty member may at his/her discretion exclude any or all of his/her courses from this option. Although a student receiving a grade of "P" will receive full credit for the course, this grade is not counted in

calculating the student's Grade Point Average. A grade of "NC" is entered for a grade of C- or less, indicating no credit earned. The instructor will report grades in the usual manner, and the Registrar's Office will convert the grade to Pass/No Credit.

A student may elect to take no more than two (2) courses, for no more than eight (8) credits, on a Pass/No Credit basis during his/her academic career. No more than one (1) course may be taken on a Pass/No Credit basis during any academic year, consisting of fall, spring and summer semesters.

In the fall and spring semesters, a student must make the Pass/No Credit election within one (1) month after the first class meeting. The deadline for exercising the option in the summer semester is two (2) weeks after the first class meeting. The Pass/No Credit option, once elected, may not be revoked, whether before or after the grade has been turned in.

Students who elect the Pass/No Credit option must comply with the 85% attendance requirement and satisfy all other course requirements. Applications may be obtained from the Registrar's Office.

Grade Review

Grades are final as submitted except for computational and recording errors. Any change of grade submitted by a faculty member due to a computational or recording error must be approved by the Dean. Grades are not subject to review or appeal. Each student will be provided with a reasonable opportunity to review with the instructor the student's examination or written assignment. When a grade is to be changed because of a computational or recording error, the grade change request must be submitted by the faculty member by the last day of class of the full semester (i.e., fall or spring) following the semester in which the grade was earned. No grades will be changed, even for computational or recording errors, after that time.

Course Failure and Retake

A student who fails a required course must retake the course the next time the course is regularly offered. When the course is retaken, both grades will be of record, and will be calculated in the student's GPA. A student who fails an elective course may retake the course. Both grades will be of record, and will be calculated in the student's GPA.

Students who fail the first part of the following required two part sequential courses may continue with the second part of that course, but only after counseling by the Assistant Dean for Student Services: Civil Dispute Resolution & Procedure, Constitutional Law, Contracts, Property and Torts. Students who fail Legal Process I must continue with Legal Process II.

Repeated Courses

A student may not repeat a course in which he/she has earned a passing grade unless the student is required to do so by the Academic Policy Committee.

If the Academic Policy Committee mandates that a student retake a course, both courses (credits and grades) are of record, and will be calculated in the student's GPA. The Academic Policy Committee requires that a grade of "C" or higher be earned in all courses the Committee requires a student to retake. Where the Academic Policy Committee requires a student to retake courses, the student's minimum number of credits required for graduation is increased accordingly (i.e., the credit value of the required retakes are added to the total number of credits required for graduation).

Students required by the Academic Policy Committee to retake a course or courses must retake such course or courses the next time the course is regularly offered. If Academic Policy Committee required retakes cause schedule conflict problems, such conflicts will be resolved by the Assistant Dean for Student Services.

Students who retake courses at the direction of the Academic Policy Committee may not be eligible for financial aid for those courses. Students who are required by the Academic Policy Committee to repeat courses must confer with the Financial Aid Office regarding the effect of such action on their financial aid eligibility.

See, also, the section on Financial Aid, pages 22-24.

Incompletes

Any student who has an approved petition on file in the Registrar's Office authorizing the rescheduling of an examination will receive a grade of "INC" - Incomplete. A student will also receive a grade of "INC" if the student has received an extension to complete a paper. An "INC" is not computed as part of the student's GPA. In Independent Research, seminars and other courses in which the grade is based entirely or in large part on a paper, the professor supervising the paper or teaching the course may approve an extension beyond the end of the semester, but no later than the end of the semester following the semester in which the paper was originally due. Students are responsible for insuring that the professor forwards a memorandum to the Registrar *before the end of the semester* authorizing such extension and specifying a date by which the paper will be completed and the grade submitted. Forms suitable for this purpose are available from the Registrar's Office. The professor may approve a further extension by filing with the Dean a written statement affirming that the student is making satisfactory progress on the paper, and specifying a new date for its completion. Any such extension must be filed before the previous extension expires. In no event may such second extension extend beyond one additional semester. This means that the longest possible extension on an Independent Research Project or course paper is two full semesters (fall and spring) after the semester in which the paper was originally due. Students who fail to complete the paper by the end of the semester and who do not obtain an extension, or who do not complete the paper by any authorized extension, will receive the grade of "F" for the Independent Research Project or course.

See, also, the section on Financial Aid, pages 22-24.

WITHDRAWALS, LEAVES OF ABSENCE, AND VISITING STUDENT STATUS

Authorized Withdrawals from School

Students considering withdrawing from the Law Center must speak with and obtain permission from the Assistant Dean for Student Services. Students transferring to another law school must also obtain a withdrawal of record.

Unauthorized Withdrawals from Courses

Approximately one month before each semester begins, students will receive a Registration Verification Form from the Registrar's Office. Students should report any errors in their registration to the Registrar's Office within one (1) week of receipt of the Registration Verification Form.

At the conclusion of each semester, professors submit a grade report for each course. If a student registers for a course and does not sit for the examination, the student will receive the failing grade "WU" if the student has neglected to withdraw from the course prior to two weeks before the end of the semester, was not excused from the examination, was not officially granted an Incomplete in the course, or was not otherwise excused from completing the course requirements.

See, also, the section on Financial Aid, pages 22-24.

Leaves of Absence

A student who, for serious medical or personal reasons, cannot continue in attendance at the Law Center may request permission from the Assistant Dean for Student Services to take a leave of absence. The student should complete a Leave of Absence Request Form and specify a definite time for the student's return to the Law Center, such time not to exceed one year. A student on leave of absence who wishes to return to the Law Center must notify the Registrar's Office at least two months prior to the beginning of the semester in which the student plans to return. If an extension is desired, the student must file a new Request Form and obtain written approval. Under no circumstances will leaves of absence be granted for more than two (2) years. A student who stops attending classes without obtaining a leave of absence must file an application for readmission. Leaves of Absence will be granted to students who have not completed at least two (2) semesters of study only for medical reasons.

A fee of fifty dollars (\$50.00) must accompany the approved Leave of Absence application form, as well as an approved extension of a Leave of Absence form, when it is submitted to the Registrar's Office. Each Leave of Absence extension is subject to a new \$50 fee.

Note: Leaves of Absence affect students' federal financial aid status. Sixty days following the start of a Leave of Absence, the six-month grace period for repayment of loans begins to toll. The six-month period is measured from the last day of actual attendance. Requests for hardship exceptions should be directed to the Financial Aid Office.

Visiting Student Status at Another Law School

Under normal circumstances students are not permitted to attend another law school. However, permission may be granted for visiting student status at an ABA accredited law school when an exceptional change in the student's personal circumstances requires the student to relocate for the period of visiting status, or when some exceptional educational opportunity arises.

Students may request permission from the Assistant Dean for Student Services for visiting status at another ABA accredited law school only after satisfactorily completing their required courses. A maximum of thirty (30) credits may be taken at another school or schools. All other regulations regarding the transfer of credits are applicable (see "Transfer of Credits," page 4).

Only under the most extraordinary circumstances will a student be allowed visiting status at another law school during the last semester of legal study.

Transfer from One Division to Another

Students may transfer from full-time to part-time or from part-time to full-time status by submitting a petition to the Assistant Dean for Student Services. Students considering transferring from one division to another are advised that eligibility to sit for the New York State Bar Examination depends in part on compliance with the residency rules established by the New York State Court of Appeals. Briefly, these rules require that a full-time student attend the equivalent of six (6) semesters of instruction and a part-time student attend the equivalent of eight (8) semesters of instruction. The rules also deem a part-time program equal to three-fourths (3/4) of a full-time program. Thus, for example, a student who has completed two (2) years as a full-time student and then transfers to part-time status for his/her third year will not meet the Court of Appeals residency requirements. For this reason, transfers from one division to another must be planned carefully.

In the absence of extraordinary circumstances, the following rules apply to requests to transfer from full-time to part-time or from part-time to full-time:

- A student will be permitted only one transfer during his/her legal studies.
- No transfers from full-time to part-time will be approved for a student's last semester.*
- A student may not request a transfer from part-time to full-time until the student has completed at least one semester.**
- A transferring student must continue all sequential required courses with the same professor.

- A transferring student must continue all sequential required courses in the division (i.e., day or evening) in which he or she was enrolled at the time of the transfer request.
- * Dual degree candidates may transfer to part-time in their final semester if they are taking courses for credit toward their dual degree at the partner institution.
- **The practical effect of this provision is that an entering part-time student may not transfer to full-time status until the completion of two (2) part-time semesters.

READMISSION

Students who have been academically dismissed at Touro or at another law school, and who wish to apply for readmission should obtain a copy of the rules governing readmission and the necessary application materials from the Office of Admissions.

Students who are readmitted via the Readmission Committee, whether previously dismissed at Touro or at another school, are treated as new, first-semester students and receive no credit towards graduation for any course work previously completed. Readmitted students are also subject to separate academic standards. Full-time or part-time after one semester: below 2.3, administrative dismissal; 2.3-2.399, Academic Policy Committee (retention or dismissal). Full-time or part-time after two semesters: below 2.2, administrative dismissal; 2.2-2.299, Academic Policy Committee (retention or dismissal). Full-time and part-time readmitted students after three semesters revert to regular standards.

AWARDS AND HONORS

Faculty Awards

Students graduating with a cumulative grade point average of 3.200 to 3.399 receive the Juris Doctor degree cum laude, those with a GPA of 3.400 to 3.599 receive the degree magna cum laude and those with a GPA of 3.600 or better receive the degree summa cum laude. Additionally, students who fall below a 3.200 GPA, but who are in the top 10 percent of their class, will be graduated cum laude.

Special awards and honors are bestowed on two major occasions during the academic year for graduating students, at the Senior Awards Ceremony and Commencement Exercises in the spring.

The following awards are given at Commencement Exercises:

1. The Highest Cumulative Grade Point Average, Full-time and Part-time Divisions - Valedictorian.*
2. The Second Highest Cumulative Grade Point Average, Full-time and Part-time Divisions – Salutatorian.*
3. Dean’s Award for Outstanding Leadership and Overall Academic Excellence.

The following awards are presented at the Senior Awards Ceremony, usually held on the morning of Commencement Exercises:

1. Exceptional Contribution to the Growth of the Law School.
2. Exemplary Contributions to the Quality of Student Life.
3. Exceptional Service to the Public and the Community.
4. Best Paper by a Graduating Student (published or unpublished).

*see page 17 for Valedictorian/Salutatorian eligibility rules in case of leave of absence, division transfer, or transfer from another school.

Other Honors and Awards

Law Center students are also eligible for the following awards:

CALI Award for Academic Excellence: The Law Center, in cooperation with the Center for Computer Assisted Legal Instruction (CALI), awards to each student with the highest grade in each section of each course the CALI Award for Academic Excellence.

New York State Bar Association Achievement Award: Presented to a graduate for outstanding contribution to a bar association at the school, state or national level.

New York State Bar Association Law Student Legal Ethics Award: Presented annually by the New York State Bar Association for the best paper on Legal Ethics by a Law Center student.

Nathan Burkan Memorial Writing Competition Award: Presented annually by the American Society of Composers, Authors and Publishers to the best papers by Law Center students on Copyright Law.

Alumni Association Academic Achievement Award: Awarded to the full-time and part-time students with the highest GPA in their respective divisions, one year prior to their graduation.

National Association of Women Lawyers Outstanding Woman Law Graduate Award: Presented annually by the National Association of Women Lawyers to the outstanding woman law graduate.

Bessie Ray Geffner Memorial Award: Presented to the Outstanding Woman Law Student – Evening Division

Michael Aaron Silver Award: Presented to a student for promoting tolerance and harmony among the diverse elements of the Law Center community.

Honors Program

An Honors Program is open to students in the top 10% (with a minimum 3.2 GPA) of each division/class. Benefits include: designation as Faculty Fellows, with transcript notation; eligibility to exceed applicable credit limits at no additional charge (credits taken above normal limits cannot be used to accelerate graduation on or to change a student's status, e.g., from full-time to part-time or from part-time to per-credit status – put another way, credits taken above normal limits are added to the total needed for graduation); eligibility to receive credit for service on both Law Review *and* Moot Court; invitations to distinguished speaker programs, special seminars, and faculty events; and priority on assignment as faculty research assistants. The right to take credits in excess of applicable limits may be used only to take additional course or courses. Eligible students are notified at the beginning of each fall semester and provided with details of the program.

Dean's List

Dean's List honors are awarded in the Fall and Spring semesters.

A student who has taken at least the minimum number of credits required in his/her division (part-time or full-time) and is ranked in the top 15% of his/her class in that semester is eligible for the Dean's List. The student must have completed and received grades in all of the courses in which the student was registered in that semester. Exceptions: (1) A student will not be eligible for the Dean's List unless he/she was in good academic standing (2.000) for the semester under consideration. (2) If the student has a missing or incomplete (INC) grade, the Registrar's Office will ascertain whether this is the fault of the professor or the student. If it is the latter, the student will not qualify for the Dean's List for that semester.

Valedictorian/Salutatorian Eligibility After Leave of Absence

A student who takes an authorized leave of absence does not thereby forfeit his/her eligibility for valedictorian/salutatorian honors. A student who has taken an authorized leave of absence and returns to the Law Center becomes eligible for such honors in the class with which he/she will graduate. If the student returns to a different division, his/her eligibility for valedictorian/salutatorian honors will be determined in accordance with the provisions relating to valedictorian/salutatorian honors after division transfer.

Valedictorian/Salutatorian Honors After Division Transfer

If a student changes divisions during his/her law school career and has a GPA which makes him/her eligible for the position of valedictorian or salutatorian, the final determination of the division in which he/she should be declared the valedictorian or salutatorian would be based on the division in which he/she had earned more than 50% of his/her credits. If the number of credits is equal, the student would be eligible for valedictorian or salutatorian in the division in which he/she began his/her studies.

Valedictorian/Salutatorian Eligibility of Transfer Students

Transfer students will be eligible to be the valedictorian or salutatorian. If a transfer student has a GPA, based on Touro grades, which makes him/her eligible to be considered for the position of valedictorian or salutatorian, that student's rank in class from his/her original school will be given the comparable rank of a Touro student from that year. The GPA of that comparable rank will be used to calculate the transfer student's final GPA, but only for purposes of determining whether or not he/she will be the valedictorian or salutatorian.

Class Ranking

Students are ranked at the end of the fall and spring semesters in the division in which they were registered for the respective semesters. In the event of a grade change, a student's rank is recalculated within the existing class rankings (the entire class is not re-ranked).

Class Ranking After Division Transfer

If a student changes divisions during her/his law school career, her/his class ranking at graduation shall be the division in which she/he has earned more than 50% of her/his credits. If the number of credits earned in each division is equal, the student's class ranking at graduation shall be in the division in which she/he began her/his studies.

BAR ADMISSION REQUIREMENTS

Each jurisdiction has its own requirements for admission to its bar. Each student is encouraged to inquire of the appropriate officials as to applicable requirements. The requirements for taking the New York Bar examination and for admission to the New York Bar are available in the Registrar's Office. That office also has available the names and addresses of officials responsible for bar examinations and admissions in other jurisdictions.

A number of states require that persons intending to practice law in those states register with a designated state office or official prior to commencing the study of law. Students should therefore ascertain and comply with such requirements in the jurisdictions where they expect to practice.

CERTIFICATION OF BAR ELIGIBILITY

The Rules of the New York State Board of Law Examiners (22 NYCRR Section 6000.2(b)) provide that a law school must certify an applicant's eligibility by February 1 for the February Bar Exam, and by July 1 for the July Bar Exam. The Board of Law Examiners has informed the Law Center that requests for waivers of these certification deadlines will not be considered. As a result, students taking summer courses, for any reason, to complete their graduation requirements will not be eligible for certification for the July New York Bar exam, as summer courses do not end until mid-July.

LIBRARY

Hours

Sunday	9:00 a.m. - 11:45 p.m.
Monday - Thursday	7:00 a.m.* - 11:45 p.m.
Friday	7:00 a.m.* - 2:45 p.m.
Saturday	CLOSED

*The library opens for study at 7:00 a.m. Circulation services are available beginning at 8:00 a.m.

Library hours are subject to change. Call the Circulation Desk (631-421-2244 x329) to verify hours and holiday closings.

Special Note for Exam Periods: Library hours are adjusted during the fall and spring exam periods as follows: the library is open until 12:45 a.m. on Sundays through Thursdays; in the fall exam period only, the library is open on Saturday evenings from 6:00 p.m. – 11:45 p.m.; in the spring exam period only, the library remains open until 5:45 p.m. on Fridays. Check the library calendar each semester for the start and end times of library exam hours.

Reference Hours

Sunday	11:00 a.m. - 5:00 p.m.
Monday - Thursday	9:00 a.m. - 9:00 p.m.
Friday	9:00 a.m. - 2:30 p.m.

Access to Other Libraries

Most area academic law libraries have regulations governing the use of their libraries by students from other schools. Law Center students wishing to obtain passes to study at other area academic law libraries should check with a staff member in the Public Services Department to determine which schools offer visiting privileges and to request passes. Students should request passes in a timely manner; waiting until the last minute may cause problems.

Students needing to locate a specific item not available in our library may be able to visit on a one-time basis an area academic law library that has the item. Students should meet with the reference librarian on duty to obtain a "green letter" for this purpose. In addition to providing the "green letter," the reference librarian can assist with locating a library that has the needed material.

The local court libraries are open to the public, as is the law collection at Stony Brook. The Huntington Public Library has a small law collection.

Announcements/Notices

Announcements and notices relating to library use and programs posted on the web site and on general library web course pages.

Borrowing Rules

A currently validated and bar-coded Law Center ID card is required to charge out library materials. The majority of the law collection, considered to be reference/research-related, does not circulate outside of the library. Such materials as reference books, loose-leaf services, periodicals, books in series (reporters, etc.), form books, citators, microforms, books with supplements, and books marked as non-circulating may be used freely within the library, but may not be checked out.

Student loan periods for circulating materials

Reserve Books	2 hours, in-library use only
Course Reserves	2 hours, in-library use only
Exams	2 hours, in-library use only
Classified Treatises	2 weeks
Judaica Treatises	1 week
Audio-Visual Materials	48 hours
Fiche Readers	48 hours
Tape Players	48 hours
Transcribers	2 hours, in-library use only

Any item may be marked with an exception to the normal loan period and/or the in-library usage restriction.

Borrowing Rules - Fines and Lost Book

Fines are imposed to help ensure equal access to library materials for all users. It is the borrower's responsibility to know when materials are due and to return materials on time. The library does not send weekly overdue notices. Notices will be sent after periodic record checks or when another person requests an item that is overdue. All fines must be paid in full upon return of an item. Appeals of fines may only be made in extraordinary circumstances; the fine must be paid before the appeal is made. Any appeal must be made in writing to the Library Director. A copy of the written receipt of the fine payment must accompany the appeal. Failure to return materials and pay fines will result in a notice being sent to the Office of the Registrar.

Fine schedule

Regular circulating materials	\$0.10 per day
Reserve materials (inc. A/V items and equipment)	\$0.25 per hour (\$6.00 per day)
Maximum fine for books	\$40.00
Maximum fine for audio/visual materials	\$30.00

Lost items must be reported to a staff member at the Circulation Desk. The charge for a lost item is the cost of the item, a \$12.00 processing fee, and any outstanding fine through the date that the loss was reported. If an item is out of print, or if the cost cannot be determined, a flat fee of \$65.00 is charged.

Borrowing Rules - Renewals/Recalls

Regular circulating materials may be repeatedly renewed unless another person has requested the item. Judaica materials may be renewed only once. Reserve items may ordinarily be renewed unless another person has requested an item, but some reserve items may have special renewal restrictions. Renewals must be made in person. Any outstanding fine for an overdue book must be paid before renewing.

The library reserves the right to recall any item.

Carreling

The carreling (holding at tables or in carrels) of books and other library materials is permitted only with the permission of a professional librarian. All requests to carrel materials must be made while a professional librarian is on duty; other library staff members may not give carreling permission. The librarian will issue a carreling card with a time limit of 96 hours; this card must be displayed with the material. Such finding materials as indexes, digests, and citators may not be carrelled. The library reserves the right to recall materials from a carrel. No other requests to forego reshelving will be honored.

Computers, Network Access, and Printing

The computers in the library are part of the Law Center's network. Students must log in to the network through a user name and password issued by the IT Department. The IT Department is responsible for all computer services except computer-assisted legal research and instruction.

General use computers are located in the Main Reading Room, the Media Center, the Learning Lab (Room 104), Room 110, and Room 223A. One of the computers in the Main Reading Room is equipped with an extra-large monitor and a trackball; all of the general use machines are equipped with sound cards and headphones. In addition to the general use computers, there are several computers dedicated to specific purposes. Any dedicated computer will be designated with its purpose.

Wireless connectivity is available in the talking rooms, conference rooms, labs, and the Main Reading Room.

The network printer for the computers in Rooms 104 and 110 is located in the Document Delivery Room (Room 108A), as are the Westlaw and LexisNexis stand-alone printers. Network printers for the Media Center, the Main Reading Room, and Room 223A are located in those rooms. Library users are responsible for picking up print jobs.

Students receive 250 free print pages for the network printers each semester. After those pages are used, students can buy additional print pages at the Circulation Desk in the Main Reading Room of the library. The cost for additional pages is 7¢ per page; payment is by cash or check only. To check the status of a print account, click the Start button on the desktop to access the Start menu; then click check print limit. Disputes about the status of a print account are referred to the IT Department. Organizations and research assistants may be eligible for extended print limits; such extensions are handled by the IT Department, not the library. There are no print limits or charges for the LexisNexis or Westlaw stand-alone printers.

NOTE: Printing is a network function; failure to properly log in to the network before using a computer will result in a failure to print. Failure to log out properly may result in a loss of pages from a print account. All computer users should log in to the network before beginning work and log out from the network after work is completed.

Computer-Assisted Instruction/Research

Computer Assisted Legal Research (CALR) and Computer-Assisted Instruction (CAI) are available on all networked computers in the Law Center. In addition, students have remote access to LexisNexis, Westlaw, and CALI, as well as any other programs designated by the library.

All students receive Westlaw and LexisNexis educational passwords during the fall semester of the first year of law school. LexisNexis and Westlaw must be used only for academic purposes (course-related research); use for commercial purposes is prohibited by our contracts. Educational passwords are fully active during the fall and spring semesters until graduation; special registration is required for summer use. The passwords are active for job related databases only for a limited time after graduation.

CALI exercises are interactive, computer-based exercises used to supplement study materials. Free copies of a CD-ROM version of the exercises for home use are available at the Reference Desk. Students can also access the exercises on the CALI web site (<http://www2.cali.org>) with a password provided by a reference librarian.

Students can access the internet through any networked computer not designated for some sole use. All web sites available without charge can be accessed with or without assistance from a member of the reference staff. A reference librarian must assist with access to fee-based online databases. The Touro Law Center Internet Policy, published by the IT Department, governs use of the internet at the Law Center. Copies of the policy are posted in the labs and on the Law Center web site. Students should not download programs to or add shortcut icons to Law Center computers.

Computer-Related Problems

The library staff provides paper and toner cartridges for all the printers in the Library. In addition, some library staff members can assist users with minor problems relating to access or with locating various computer programs.

The IT Department (Room 107) is responsible for all major problems relating to network access, connection problems, computer failure, inability to print (excepting the LexisNexis and Westlaw stand-alone printers), failure of a diskette to upload or download properly, and logins. A reference librarian can help with print failures from the LexisNexis and Westlaw stand-alone printers.

Minor problems with LexisNexis and Westlaw should be referred to the student representatives for each service. Their names and office hours are posted inside Room 104 and on the web sites for each service. Research problems should be directed to a reference librarian in the Main Reading Room of the library. Westlaw and LexisNexis provide hotline phones in Room 104. These phones connect directly to the Customer Service Departments for each service and may be used for research assistance or to request re-sending of print jobs. These phones should never be used for problems regarding failure to connect to Westlaw or LexisNexis; such problems should be referred to the library staff or to the IT Department, as appropriate.

Conference Rooms

The library has three conference rooms (Rooms 227A, B, and C) available to students on a first come/first served basis using on the following guidelines: Touro Law Center student study groups, but not individuals or organizations, may reserve a room for a maximum of three hours per day by requesting a reservation at the Circulation Desk in the Main Reading Room. Reservations must be made in the name of the group; members may not sign up for individual times in order to extend reservations. Reservations will be held for 15 minutes; at least two group members must be present within that time to hold open a reservation. A group may continue past a reserved time provided no other group has made a reservation for the next time slot. Individuals may use, but not reserve, conference rooms provided that they yield to any Law Center student study groups intending to use the rooms for discussion.

Eating, Drinking, and Smoking

Light snack foods and drinks are permitted in the library except in the computer labs (Rooms 104 and 223A) and at the computer stations in the Main Reading Room, Room 102, and Room 110. Drinks must be in sturdy, spill-proof containers (no paper, soft plastic, or Styrofoam cups). Please discard waste properly.

Smoking is prohibited in all areas of the library.

Interlibrary Loan

Law Center students needing items not available in the library may request that the library attempt to borrow the materials on interlibrary loan. Forms for this purpose are available at the Circulation and Reference Desks. A reference librarian should be consulted before completing the form.

Lost & Found

All items of personal property left in the library are turned over to the Security Department located in the Receptionist's Office near the main entrance to the Law Center.

Noise and Noisy Equipment

Please keep noise to a minimum in all areas of the library.

Laptops and tape players with earphones may be used in all the quiet rooms except Rooms 113 and 234A, as well as in the designated talking rooms, the Bridge, the Main Reading Room, and the Media Center. Tape players without earphones may be used in the designated talking rooms. Cell phones should be used in the hallways only.

Paging/Messages

The library will not page or take messages for users except in extreme emergencies.

Photocopying

The library has several self-service photocopiers located in the Library Lounge at the entrance to the Main Reading Room. Two of the copiers accept coins, bills, and COPYMATE cards, and a third accepts COPYMATE cards only. The COPYMATE card dispenser is located in the library lounge as well. All copies cost 10 cents per page. The COPYMATE card dispenser will accept \$1, \$5, \$10, and \$20 bills. When a card is initially dispensed, it will not have value and must be reinserted to add value. Please follow the instructions posted on the machine.

Do not attempt to use scratched, bent, or mutilated copicards. Do not attempt to use copy cards purchased elsewhere; the machines will only accept cards purchased at the Law Center.

Reshelving

All library users are required to properly reshelve all the non-reserve materials they have used before leaving the library.

Security

Mutilation, hiding, or theft of library materials is a violation of the Code of Conduct. Please report incidents to the library staff. The library reserves the right to inspect all bags, briefcases, backpacks, purses, etc., when persons are leaving the library. Personal possession should not be left unattended; each person is responsible for the security of personal possessions. In case of emergency, a security guard is on duty at the entrance to the Law Center.

Special Needs

Students with special needs are encouraged to contact the Library Director for assistance. Accommodations can be made and appropriate equipment can be acquired, as warranted.

Suggestions

Students may make suggestions through the Online Catalog. At the initial screen, click on Suggestions for the Library and enter a suggestion in the pop-up box.

Talking/Quiet Rooms

Many library rooms are designated as talking rooms or quiet rooms. Quiet rooms (Rooms 103, 108, 110, 111, 113, 224, 226, 231, 234, 234A, and the Bridge) should be kept as quiet as possible; talking is prohibited in these rooms. Talking rooms (Rooms 104, 223, and the outer area of 227) are available for groups wishing to hold discussions on a first come/first served basis. Individuals wishing to use these rooms for quiet study may do so provided that they yield to groups intending to use the rooms for discussions. Other rooms not designated as talking or quiet rooms, including the library hallways, should be kept as quiet as possible.

Tape Players, Transcribers, Fiche Readers

Portable tape players, tape (regular or mini-cassettes) transcribing equipment, and portable microfiche readers can be checked out from the Circulation Desk.

CAREER SERVICES

The Career Services Office (CSO) is located in Room 203. The CSO is committed to assisting all students and alumni in their job search. The CSO provides the following services:

Employment Opportunities

All available jobs, internships, clerkships, fellowships and externship positions are posted on bulletin boards outside the CSO and the Law Center's website, with hard copies available in the CSO. Job opportunities are updated daily. Access codes for jobs on the website are available in the CSO. Students/alumni are responsible for submitting a resume and any other documents requested by the CSO and/or employer in response to a specific job listing. The CSO does not send resumes to employers without consent by students/alumni.

Employment data for graduates is maintained and may be examined on request.

On-campus Interviewing

Employers are encouraged to interview students on campus throughout the year. However, most on-campus recruitment takes place in the fall. Sign-up procedures will be posted in advance with specific information about application procedures. The Law Center's policy is that any student who cancels an on-campus interview, without just cause (and prior notice to the CSO), will not be eligible to interview through the office in the future.

Counseling and Workshops

Individual counseling is available by appointment and on a walk-in basis. Students/alumni are strongly urged to schedule an appointment for review of their resumes and cover letters, and general advice on job-search strategies and interview techniques. Individual counseling sessions for first-year students are held in November, December and January to inform them about CSO programs and services. Workshops on resume preparation, interviewing techniques, job-search strategies and legal practice areas are held regularly.

Career Panels and Information Seminars

Career panels composed of attorneys and experts in related practice areas are presented to provide information on a variety of legal career options and offer networking opportunities. Students are encouraged to take advantage of these valuable seminars on the practical aspects of a career in law.

Career Resources

Over 100 reference and resource materials, "how to" books, directories, annual reports, periodicals, current articles, audio and video tapes, and much more are available in the CSO. Students are encouraged to visit the CSO webpage, <http://tourolaw.edu/cpc>, to access information about the CSO library, as well as career-related internet resources. Students are encouraged to familiarize themselves with the resource materials available in the CSO.

Computers and a printer are available for resume and cover letter preparation, and to research employment opportunities.

FINANCIAL AID

In keeping with its policy of awarding financial aid on the basis of need, the Law Center provides assistance to accepted students who, without such help, would be unable to pursue their legal education. The Law Center's financial aid package consists of a combination of scholarships and loans to help make it possible for students to complete their studies despite financial need.

The steps you should follow to apply for financial aid are outlined below

- 1) To receive aid from the Federal Student Aid Program, you must complete and mail the Free Application for Federal Student Aid (FAFSA) or the Renewal Application for Federal Student Aid. If you have Internet access, you can file a FAFSA or a Renewal Application electronically at www.fafsa.ed.gov. It is important, however, that you do not submit more than one application. In order to file your FAFSA electronically, you will need a PIN number. You can order a PIN number at www.pin.ed.gov.
Touro's six digit Title IV school code is 010142. Touro College's Manhattan campus address is 27-33 W. 23rd Street, New York, N.Y. 10010. For your FAFSA to be processed properly, you must use Touro College's Manhattan address in Step Six: Releases and Signatures. All other forms and correspondence should be directed to the Law Center's Huntington address. Finally, if you wish to apply for a Touro Grant, and you are single and under the age of thirty-five, you must complete the Parent(s) Section.
- 2) If you file by mail, the federal government will send you a Student Aid Report (SAR), which you must send or bring to the Law Center's Financial Aid Office. It takes approximately six to eight weeks for the federal government to complete this process, if you file by mail. If you file on line with your PIN number, it takes 5 days.
- 3) Complete the Touro College Application for Financial Aid and return it to the Law Center's Financial Aid Office.
- 4) If you are a New York State Resident and are taking 12 or more credits, you may wish to apply for the New York State Tuition Assistance Program (TAP). The Free Application for Federal Aid (FAFSA) is used to generate a TAP Application. When completing the FAFSA be sure to indicate that you are a New York State resident and plan on being a full-time student. This, in turn, will generate a TAP Express Application, which will be sent to your home. When completing the TAP Application, enter your taxable income figures from your 2001 New York State Income Tax Return. Touro's TAP Code is 5866. After you receive your award certificate from New York State Higher Education, send or bring them to the Law Center's Financial Aid Office.
- 5) If you are a veteran, you may wish to apply for the Vietnam Veterans Tuition Award Program or the Persian Gulf Veterans Tuition Award Program.
- 6) Loan applications are available through the Financial Aid Office. You must complete the borrower section of the application in black ink. Make sure all information is accurate and legible, then send or bring the forms to the Financial Aid Office. The loan application can be processed once the office receives your Student Aid Report (SAR). You must enter the amount you wish to borrow on the Touro application.

The following programs are available to Law Center students

Loans

Federal Stafford Loan Program/Subsidized and Unsubsidized Stafford Loan

Eligible students may borrow up to \$18,500 per academic year with a total aggregate borrowing limit (including undergraduate and graduate debt) of \$138,500.

Based on the student's financial need, the interest on the loan may be "subsidized," by the federal government for up to \$8,500. The student will be responsible for the interest payments on the remaining, or the "unsubsidized," balance of the loan. Students have the option to make these payments while in school or have it capitalized (added to the principal) by the lender.

Access Group Program

A private lender, the Access Group, offers two other types of loan to law students: The Law Access Loan and the Bar Examination Loan (BEL). The Law Access Loan enables eligible students to borrow up to the cost of attendance less their other financial aid. Interest rates vary quarterly, based on a published index. Interest payments may be deferred while a student is enrolled in school and capitalized once, immediately prior to repayment.

The Bar Examination Loan (BEL) is intended as a bridge loan to cover expenses after graduation through the bar examination. It allows a student a one-time opportunity to borrow up to \$8,000 in his/her graduating year.

Both loan programs have a minimum borrowing amount of \$500.

Other private loans are also available. For more information, contact the Financial Aid Office.

Canada Student Loans Plan

The Canada Student Loans Plan makes bank loans available to Canadian students who need financial assistance to enable them to engage in full-time study toward a degree.

Information and application forms can be obtained from the Guaranteed Loans Administration, Department of Finance, Ottawa, Ontario, K1A,0G5, Canada.

Loan Consolidation

Loan consolidation enables students to combine all their federal loans into one new loan. The interest rate is the weighted average of the loans consolidated. Benefits include lower monthly payments and having the convenience of all loans held by one lender.

Students must apply through one of their current lenders, after graduation.

Deferral/Cancellation of Student Loans

Students receiving federally guaranteed student loans or federal direct student loans may qualify for deferral of the repayment of the principal and interest, or for partial cancellation of the student loan, for service under the Peace Corps Act (22 U.S.C. 2501 et seq.) or the Domestic Volunteer Service Act of 1973 (42 U.S.C. 4951 et seq.). Contact the Financial Aid Office for details. The Law Center also offers a Loan Forgiveness Fund, which provides grants to help repayment for graduates who pursue public interest law careers. For information on this program, contact the Office of Student Services.

Federal Perkins Loan (NDSL)

To be eligible, a student must be enrolled for at least six (6) credits per semester and maintain satisfactory academic progress. The annual interest rate is 5 percent. Repayment begins 9 months after graduation for new loans and 6 months after graduation for existing loans. As the Law Center is allocated limited funds through this program, the maximum loan per student is \$2,000 per academic year.

FCWS - Federal College Work Study Program

The Work Study program offers part-time employment opportunities for students who demonstrate financial need. Earnings from this program are a part of the student financial aid package.

Regents Professional Opportunity Scholarship

The New York State Board of Regents offers grants of up to \$5,000 a year to eligible full-time students who agree to practice one year in New York State for each annual grant received. Awards are made in priority order to: (1) students who are economically disadvantaged and a member of a minority group historically underrepresented in the profession; and (2) members of minority groups historically underrepresented in the profession. Applications must be submitted by May 1 of each year. Application forms are available from the Office of Student Services, or by calling (518) 486-1319.

TAP - New York State Tuition Assistance Program

Legal residents of New York State enrolled as full-time students may be eligible for tuition assistance under this program. The awards range from \$75 to \$550 per year depending upon the net state taxable family income and tuition cost. Applications may be obtained in the Financial Aid office.

Scholarships and Grants

Touro Grants

These grants are based solely upon demonstrated student need as determined through a review of the FAFSA analysis along with any other pertinent information.

Touro Scholarships

Dean's Fellowships, Merit Scholarships, and Incentive Awards provide full and partial tuition remission. They are awarded by the Admissions Committee to incoming students on the basis of academic achievement and LSAT score. These awards are renewable throughout a student's course of study in accordance with the terms of the original offer.

Outside Scholarships and Fellowships

To help students avoid wasting money on commercial scholarship search services, the following is a list of websites that provide free scholarship and fellowship information.

www.Salliemae.com
www.collegenet.com
www.collegeboard.com
www.finaid.org
www.fastweb.com

Canadian Students

www.fastweb.com/canada

To perform a scholarship search, a student answers a series of on-line questions. After the questionnaire is complete, a response is generated within minutes. The response normally includes a list of award programs, deadlines, the amount of the award, a short description, and contact information. Many sites also offer budget planners and repayment calculators.

Eligibility for Continuing Federal Financial Assistance

All students are required to maintain satisfactory progress in accordance with the standards set forth below in order to remain eligible for federal financial assistance. Satisfactory progress will be evaluated at the end of each academic year. Students who fail to meet these standards will be granted one semester of probation with the exception of the final semester. Students who have not attained the requirements by the last semester indicated will lose eligibility for financial assistance and must appeal to have it reinstated. Students who are granted a probation semester must reach the required levels of the next evaluation point in order to remain eligible for financial assistance.

JD Program – Full-time

<u>Required Evaluation Point</u>	<u>Cumulative Minimum GPA</u>	<u>Minimum Successful Course Completion</u>
End of first academic year	2.0	18
End of second academic year	2.0	36
End of third academic year	2.0	54
End of fourth academic year	2.0	72
End of fifth academic year	2.0	87

JD Program – Part-time

<u>Required Evaluation Point</u>	<u>Cumulative Minimum GPA</u>	<u>Minimum Successful Course Completion</u>
End of first academic year	2.0	12
End of second academic year	2.0	24
End of third academic year	2.0	36
End of fourth academic year	2.0	48
End of fifth academic year	2.0	60
End of sixth academic year	2.0	72
End of seventh academic year	2.0	87

See, also, the sections on Academic Standards, pages 9-11, Grades, pages 13-14, and Withdrawals and Leaves of Absence, page 15.

BURSAR/PAYMENT OF TUITION AND FEES

The function of the Bursar's Office is to collect tuition and fees from students on behalf of the College. To that end, the Bursar's Office is responsible for charging tuition to student accounts according to the college fee schedule and to collect payments from students.

Students are permitted to register for a forthcoming semester only if they have paid all tuition and fees in full, or have made other arrangements satisfactory to the Bursar. Please check with the Bursar's Office for exact tuition due dates. Summer tuition and fees must be paid at the time of Summer registration.

Any student wishing to use Financial Aid to help pay tuition and fees must file a FAFSA form by April 15 preceding the academic year for which the financial aid is sought. The Financial Aid Office will contact the student to submit the necessary loan application(s) as well as the appropriate documentation. This process usually takes 10-12 weeks. Earlier filing is suggested to provide the Financial Aid Office sufficient time for processing and allow for the timely disbursement of loan proceeds. Any student choosing this payment option will be subject to late payment fees if this deadline is not met.

Electronic Transfer of Loan Proceeds: Under New York state law, the Law Center is authorized to receive the proceeds of student loans via electronic fund transfer (EFT). Students who use this option will not have to endorse their loan checks, but will have to provide written EFT notification.

The graduation fee must be paid together with the tuition in the student's last scheduled full semester of attendance. The graduation fee must be paid whether or not the student plans to attend the graduation ceremony.

Late payment fees will be charged to students making payments or endorsing their loan checks after the tuition due date. A schedule of these fees is available in the Bursar's Office. THE LAW CENTER DOES NOT OFFER AN INTEREST-FREE DEFERRED PAYMENT PLAN.

Registration Fee

All students are required to pay a \$100.00 registration fee at the beginning of the Fall and Spring semester. Please check at the Office of the Bursar for exact registration fee due dates and compliance. This fee is non-refundable.

Paying Tuition on a Per-Credit Basis

All students, full- and part-time, must carry at least the minimum credit load in every semester, and must pay the applicable full or part-time tuition. Requests to pay tuition on a per credit basis will be considered by the Assistant Dean for Student Services only when a student needs six or fewer credits to complete his or her degree requirement and the student has already complied with the minimum weeks in residence requirements (see page 4).

Tuition Refund Schedule

A student wishing to withdraw from any or all classes must complete the necessary form(s) in the Registrar's Office. Please note that the Administrative Fee is non-refundable.

On approved applications the following refund schedule will apply to students withdrawing from ALL CLASSES:

Fall & Spring semesters:

Before the first day of classes.....	100% of tuition
During the first week of classes.....	90% of tuition
During the second week of classes.....	75% of tuition
During the third week of classes.....	50% of tuition
During the fourth week of classes.....	25% of tuition
After the fourth week of classes.....	NO REFUND

Summer semester:

Before the first day of classes.....	100% of tuition
During the first week of classes.....	60% of tuition
During the second week of classes.....	20% of tuition
During the third week of classes.....	NO REFUND

Please note that students opting to attend Summer semester will not be entitled to any refund of tuition and fees if the student is subject to academic dismissal after the computation of Spring semester grades.

According to the Reauthorization Amendments of 1998, all students in receipt of Title IV funds will be subject to the "Return of Title IV" policy. Please consult with the Bursar's Office.

Refund Checks

As a result of the large variety of funds available to students, some students may receive funds in excess of their tuition and fee charges. Such funds are returned to students to be used for other school-related expenses.

The Bursar's Office is responsible for disbursing funds to students resulting from overpayments of any type, commonly referred to as "refunds." Refund checks are issued following Federal and State guidelines once satisfactory attendance and academic progress are verified.

Students who have not made full payment or have not made satisfactory arrangements with the Bursar by the end of the second week of classes in any semester will be notified in writing by the Dean that the student is ineligible to continue to attend classes. Any such student will have his/her registration cancelled. Re-registration is subject to payment of \$100.00 fee.

Grade reports, transcripts, loan deferrals, bar exam and other certifications, requests for leave of absence and withdrawals will not be processed or issued to students who have delinquent tuition or other accounts.

NON-DISCRIMINATION POLICY

Touro Law Center does not discriminate on the basis of race, color, religion, national origin, sex, age, handicap or disability, marital status, or sexual orientation. This policy applies to admissions policies and practices, educational programs, employment practice, and other activities sponsored by the Law Center. Touro Law Center complies with all applicable federal, state, and local laws relating to discrimination.

STUDENT ORGANIZATIONS

Students wishing to form an organization must meet with the Assistant Dean for Student Services, and comply with certain administrative requirements. Student organizations authorized by the Office of Student Services are eligible to compete for (but are not guaranteed) funding from the Student Bar Association. The authorization of a student organization by the Office of Student Services does not represent approval or endorsement of any of the organization's programs or policies.

Student organizations authorized by the Office of Student Services may use classrooms and other locations for meetings and other appropriate activities. Room request forms may be obtained from the Office of Development and must be submitted for approval at least two weeks prior to the event.

BULLETIN BOARDS/OFFICIAL AND PERSONAL MESSAGES/POSTERS

Materials may not be posted on the walls of the building. Commercial notices may be posted only on the designated bulletin board in the student mailbox area. Student and student organization notices may be posted only on the designated bulletin boards in the student mailbox area.

Official Messages

All general official messages to the student body will be sent by e-mail. STUDENTS ARE EXPECTED TO CHECK THEIR TOURO E-MAIL REGULARLY, AND WILL BE HELD RESPONSIBLE FOR ALL INFORMATION CONTAINED IN E-MAILS SENT TO THEIR TOURO ADDRESSES. Notices also appear in *The Touro Times*, the Law Center's official weekly publication. *The Touro Times* is distributed in mailboxes every Monday morning during the fall and spring semesters and is also posted on Touro's website. Students are responsible for knowledge of the contents of *The Touro Times*.

Student Mailboxes/Personal Messages

Personal messages to students will be placed in the student mailboxes or mailed to the students' residences. Student mailboxes are not secure. Valuable or irreplaceable items should not be left in student mailboxes.

PUBLIC RELATIONS AND FUND-RAISING

The Office of Development and Alumni Affairs is responsible for coordinating all fund-raising and public relations activities. Members of the Law Center community, including students, faculty and administration, should refer all media inquires and public relations issues to the Office of Development and Alumni Affairs. If a faculty member, student or student organization would like a matter to be directed to the media, the Office of Development and Alumni Affairs must be contacted as soon as possible. No fund-raising activities of any kind may be undertaken without first coordinating with the Office of Development and Alumni Affairs.

STUDENT SERVICES

Crimes and Other Emergencies

Students who wish to report crimes or other emergencies occurring at the Law Center, on Law Center property or in the apartment building should communicate immediately with the Office of Student Services (room 121, ext. 305) or the Security Office (reception room, ext. 374). For crimes or emergencies occurring in the apartment building during hours that the Law Center building is closed, students should notify the Resident Manager. The room number of the Resident Manager is posted prominently in the building.

Injuries on the Premises

Students who are injured on Law Center property must inform the Office of Administration (room 131, x308) within twenty-four (24) hours of the incident. Students who are injured during the evening hours must also inform the Security Office.

Health Insurance

Several different health insurance plans are available to Law Center students. Pamphlets and applications are available in the Registrar's Office. Students are encouraged to apply at the beginning of the fall semester.

Lost or Stolen Books/Property

All losses, thefts or property damage should be reported to the Receptionist or to the Security Office. Found items should be turned in the Security Office.

Professional Counseling

Each Law Center student is welcome to discuss course selection, career options, and other matters with the Assistant Dean for Student Services, his/her faculty advisor, any other faculty member, or the staff of the Career Services Office.

Personal Counseling

Any student who would like to speak with a counselor or therapist may inform the Assistant Dean for Student Services, who will make the appropriate arrangements. All referrals are on a strictly confidential basis. A professional counselor is available at the Law Center on a regular schedule while classes are in session. The counselor sees students by appointment. There is no charge for this service. Details are published regularly in *The Touro Times*. The Law Center also supports an on-campus representative of the NY State Association Bar Lawyer Assistance Program, who provides confidential advice and referrals on issues of alcohol and substance abuse. Contact information is posted and provided in the *The Touro Times*.

Student Lockers

Locker space is available on the first and second floors of the Law Center. Except for apartment building residents, all students are entitled to one locker. Students may obtain a locker assignment from the receptionist. All lockers must be cleaned out at the end of each academic year, after which time the Law Center will not be responsible for the contents.

Facsimile Transmissions

The Law Center will accept academic documents via facsimile only as working documents pending receipt of official, authenticated original documents. The Law Center will transmit academic documents via facsimile for a fee of \$4.00. These records will not be considered official, and will be marked, "Not For Transfer Purposes."

Class Cancellations/School Closings

Whenever a class is cancelled, an official notice will be posted on the bulletin board outside the Student Services Office (Room 121). Every attempt will be made to place a copy of the notice on the door of the classroom.

If the school is closed due to inclement weather or an emergency, a recorded announcement will be placed on the school's automated telephone system and a banner will appear on Touro's main webpage. Announcements will also be made over the following radio stations: WMJC - 740AM, WCBS - 880AM, WINS - 1010AM and WALK - 97.5FM.

Bookstore

The bookstore is located in Room B-1 and is operated by Barnes & Noble. All required books and supplementary materials, as well as supplies are available for sale. The hours of operation are posted on the door.

Cafeteria

The cafeteria, located on the first floor, sells hot and cold Glatt Kosher food and beverages.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

It is the policy of the Law Center to provide reasonable accommodations for students with disabilities, including learning disabilities and health impairments, as well as other disabilities. Students whose disabilities may require some type of accommodation, including courseload modification or exam accommodations, are encouraged to meet with the Assistant Dean for Student Services, who is the Law Center's Disabled Services Coordinator, as early as possible. It is the student's responsibility to initiate a request for accommodations or modifications, even if the student has previously identified himself/herself as a person with a disability. Appropriate modifications and accommodations will be worked out on a case-by-case basis.

Students with certain disabilities will be required to provide appropriate documentation. When medical/physical disabilities are at issue, a physician's statement will usually be sufficient so long as that statement describes both the disability and the limitations that the disability poses for the student.

For students with learning disabilities, the documentation must be prepared by a professional qualified to diagnose a learning disability, including but not limited to a licensed physician, learning disability specialist, or psychologist; and must meet certain technical requirements.

Students who feel that their request for accommodations has not been appropriately addressed by the Law Center Disabled Services Coordinator should address their concerns in writing to the Vice Dean.

For more information about documentation requirements, or for a referral to a qualified testing service, please contact the Office of Student Services.

All applications concerning disability accommodations will be treated as confidential, and will only be disclosed when there is a specific need to know this information (e.g., to a proctor of an examination for which special accommodations have been approved).

ACCESS TO AND PRIVACY OF STUDENT RECORDS

Consistent with Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, the Law Center has enacted policies which are intended to guarantee students access to their own records, and to prevent the unauthorized release of such records.

FERPA and its implementing regulations provide that educational institutions and agencies must provide students access to certain official records directly related to the students, and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate; that educational institutions must obtain a student's written consent before releasing personally identifiable data about the student from records to other than a specified list of exceptions; and that students must be notified of these rights.

FERPA also provides that the Law Center may designate certain categories of information as "Directory Information" which may be disclosed for any purpose, at the discretion of the Law Center, except as provided below. The Law Center hereby designates the following categories of student information as public or "Directory Information": name, address, telephone number, dates of attendance, class, previous institution(s) attended, major fields of study, degree(s) conferred (including dates), honors (including Dean's list), awards, past and present participation in officially recognized activities.

Currently enrolled students may refuse to permit disclosure of this information. To do so, written notification must be received in the Registrar's Office (room 113) prior to September 15 of each year. This request is valid only for the academic year in which it is made. A new written notification requesting non-disclosure must be submitted each academic year.

If a student does not specifically request the withholding of "Directory Information" by filing written notification as indicated above, the Law Center assumes individual approval for disclosure.

Each year, the Law Center publishes a Student Directory based upon information on file with the Registrar's Office, which contains a photograph and lists the name, address, email, and home and business telephone number of each student. This enables students to contact each other during the school year. Students who do not wish to be included in the Student Directory, or who wish to limit the information that appears in their entry of the Student Directory, should notify the Office of Student Services in writing.

Disciplinary Proceedings

Law Center policy and federal law make information about disciplinary proceedings confidential. Students should be aware, however, that the school may make official record information available to bar admission authorities, and that federal law makes limited exceptions to the confidentiality principle in cases involving assaults and other crimes of violence. For example, the conduct of proceedings involving a claim of "sexual assault" must afford "to the accuser and to the accused ... the same opportunities to have others present during a campus disciplinary proceeding," and the outcome of such a proceeding **MUST** be disclosed to both the accuser and the accused. For other crimes of violence, federal law permits disclosure of the results of any disciplinary proceeding to the alleged victim.

PROOF OF IMMUNIZATION

In accordance with New York state law, students born on or after January 1, 1957 must demonstrate proof of immunization to measles, mumps, and rubella. New York state law also requires colleges and universities to provide information about meningococcal meningitis and students are required to complete a M.M. Vaccination Response form.

Students must submit acceptable proof of immunization no later than one month after the start of classes. Forms are available with registration materials or from the Registrar's Office. No student who is required to provide proof of immunization will be permitted to register or attend classes unless a properly completed form has been submitted.

FIREARMS, OTHER WEAPONS PROHIBITED

The introduction or possession of weapons of any kind, including firearms, with or without a permit, is prohibited at the Law Center, except for students who are law enforcement officers who are required to carry firearms during the times they are at the Law Center. Students who are law enforcement officers required to carry firearms during the time they are at the Law Center must notify the Office of Student Services at the beginning of each semester.

SMOKING

Smoking is prohibited everywhere in the Law Center building.

RELIGIOUS OBSERVANCE

The New York State Education Law provides that each student who is absent from school, because of his or her religious beliefs, must be given an equivalent opportunity to register for classes or make up any examinations, study or work requirements which he or she may have missed because of such absence on any particular day or days. No fees of any kind will be charged for making such equivalent opportunity available.

STUDENT COMPLAINT PROCEDURE

Students with complaints about any aspect of the Law Center should first discuss the problem directly with the faculty member, administrator or staff member involved. If this fails to achieve an acceptable resolution, the matter should be brought to the attention of the head of the administrative office with responsibility for the area of the student's concern. The responsibility of each administrative office is described in detail on pages 35-37. If the problem persists, the complaint should be brought to the attention of the Assistant Dean for Student Services. Complaints received by the Assistant Dean for Student Services will receive a written response if requested. Students who are unsatisfied with the response by the Assistant Dean for Student Services may address the matter to the Dean. All complaints to the Dean must be in writing and will receive a written response.

COMPLAINTS TO NEW YORK STATE EDUCATION DEPARTMENT

Section 494C(j) of the Higher Education Act of 1965, as amended, provides that a student, faculty member, or any other person who believes he or she has been aggrieved by an institution of higher education has the right to file a written complaint.

In New York State, a complaint may be filed by any person with reason to believe that an institution has acted contrary to its published standards or that conditions at the institution appear to jeopardize the quality of the institution's instructional programs or the general welfare of its students. Any person who believes he or she has been aggrieved by an institution on or after May 4, 1994, may file a written complaint with the New York State Education Department within three years of the alleged incident.

How to File a Complaint

1. The person should first try to resolve the complaint directly with the institution by following the internal complaint procedures provided by the institution. An institution of higher education is required to publish its internal complaint procedure in a primary information document such as the catalog or student handbook. (The Department suggests that the complainant keep copies of all correspondence with the institution.)
2. If a person is unable to resolve the complaint with the institution or believes that the institution has not properly addressed the concerns, he or she may send a letter or telephone the Division of College and University Evaluation to request a complaint form. Please telephone (518) 474-2593 or write to:
New York State Education Department
Division of College & University Evaluation
Cultural Education Center, Room A47
Albany, NY 12230
3. The form should be completed, signed, and sent to the above address. The completed form should indicate the resolution being sought and any efforts that have been made to resolve the complaint through the institution's internal complaint processes. Copies of all relevant documents should be included.
4. After receiving the completed form, the Department will notify the complainant of its receipt and make any necessary request for further information. When appropriate, the Department will also advise the institution that a complaint has been made and, when appropriate, the nature of the complaint. The complainant will also be notified of the name of the evaluator assigned to address the specific complaint. The evaluator may contact the complainant for additional information.
5. The Department will make every effort to address and resolve complaints within ninety days from receipt of the complaint form.

Complaint Resolution

Some complaints may fall within the jurisdiction of an agency or organization other than the State Education Department. These complaints will be referred to the entity with appropriate jurisdiction. When a complaint concerns a matter that falls solely within the jurisdiction of the institution of higher education, the complainant will be notified and the Department will refer the complaint to the institution in question and request that the matter receive a review and response.

Upon conclusion of the Department's complaint review or upon a disposition of the complaint by referral to another agency or organization, or to the institution, the Department will issue a written notice to the complainant describing the resolution of the complaint. The complainant may contact the Department evaluator directly for follow-up information or for additional assistance.

SEXUAL HARASSMENT POLICY

Sexual harassment is reprehensible and will not be tolerated by the Law Center community. It subverts the mission of the Law Center and threatens the educational experience, the careers and the well being of students, faculty, and employees.

Any student, faculty member, staff member or employee at the Law Center who believes that he or she has been or is being subjected to sexual harassment should report the matter to the Dean. The Law Center has adopted a written policy for dealing with reports of sexual harassment. Copies are available from the Office of Student Services, the Dean's Office, and the Library.

SPEECH POLICY & PROCEDURES - DIVERSITY COMMITTEE

Touro Law Center is committed to providing an environment where all students can learn and thrive. Pursuant to that goal, the Law Center's "Speech Policy" provides:

"It is the policy of the Law Center that no member of the Law Center community should by speech, word or deed denigrate another member of the Law Center community based on that individual's race, ethnicity, national origin, gender, religion, sexual preference, age or disability, thereby creating a hostile or demeaning environment for education or other Law Center activities."

The Diversity Committee is composed of faculty members, students and administrators. It is charged with counseling individuals that violations of the Speech Policy are unacceptable and sensitizing those individuals to the destructive and deleterious effect such conduct has on the Law Center environment. The twin goals of the Diversity Committee are conciliation, where possible, and counseling. The Committee has no power to impose sanctions.

When the Committee receives a complaint under the Speech Policy, a small number of faculty and student members of the Committee will arrange to meet with the parties involved. Once jurisdiction is exercised over a complaint, the Committee can compel a student's attendance. Where appropriate, the Committee will facilitate discussions between the parties. Consistent with the goals of conciliation and counseling, these meetings will be small, informal and confidential, with no record or transcript kept. Neither party will be permitted to bring a representative to the meetings.

The Committee will not issue written findings or determinations with respect to specific incidents. The Committee will publish an annual report describing its activities and addressing, generally, the incidents that occurred during the past year, without naming or otherwise identifying any of the parties involved.

Conduct involving certain intentional acts of physical violence and physically threatening or otherwise intimidating behavior may be a violation of the Code of Conduct. See Article III B (2).

It is also the policy of the Law Center that:

- (A) No outside speaker who has been asked to speak on an issue relevant to the Law Center should be denied the opportunity to speak because of the content of the speech.
- (B) There should not be any prior restraint with respect to faculty, administration, or student publications.

INTERNET/INTRANET POLICY

Access to and use of the Internet and Touro's internal network (TLC Net) are governed by the provisions of this Handbook and the Law Center Code of Conduct. Any use of the Internet or the Law Center's network that violates any provision contained in the Handbook or Code of Conduct or Sexual Harassment Policy may be grounds for appropriate disciplinary proceedings.

Provisions in the Student Handbook and Code of Conduct include, but are not limited to, the Speech Policy; Non-Academic Misconduct; Plagiarism; and the Sexual Harassment Policy.

Students accessing the Internet through Touro's network must be aware that they are representatives of Touro while they are on-line. E-mail sent from a Touro account will carry a Touro return address. Therefore, students using the Internet through a Touro account are expected to act with common courtesy and use common sense. Among other courtesies, students should not denigrate persons based on race, color, religion, national origin, sex age, handicap or disability, marital status, or sexual orientation. There are several guides to Internet etiquette. If you have any questions, please consult one.

Students are allowed access to the Internet through Touro Law Center's network through use of a password. Students are responsible for any action taken on the Internet or Touro's network when their password is used. Therefore, it is imperative that passwords be kept confidential, and that students sign off computers when their work is completed.

Students who are allowed to access the Internet through Touro's network by use of a password assigned to a student organization may use such access only for the purpose of doing work for that student organization. Students who access the Internet through Touro Law Center's network by use of a password assigned to a student organization and exercise that access for personal use will be deemed to be in violation of the Touro Law Center Internet Policy and may be subject to sanctions.

Students may not install any software onto the computers at Touro Law Center. Students are not permitted to copy software from the Law Center's computers.

Any student who knowingly makes, acquires, or uses unauthorized copies of computer software licensed to Touro Law Center or uses unauthorized software on Touro Law Center equipment may be subject to disciplinary action.

Touro reserves the right to amend this policy at any time it deems appropriate. Use of the Touro Law Center network, or the Internet through the network, constitutes acceptance of Touro Law Center's Internet Policy and its terms and conditions.

REFERRAL SECTION

As a convenience to students and as an aid in problem solving, the following is a summary of the responsibilities of the various administrative offices, in areas of concern to students.

Office of the Dean

The Dean has overall responsibility for the administration of the Law Center.

Vice Dean

Full-time Faculty Development

Adjunct Faculty

Schedule of Course Offerings

Faculty Teaching Assignments

Institutes:

Institute of Jewish Law

Institute of Local and Suburban Law

Institute for Business Law and Technology

Trial Practice Institute

Information Technology (IT)

Academic Student Organizations (*Law Review* and Moot Court)

Assistant Dean for Student Services

Academic Standards and Performance

Academic Petitions:

Accelerated Graduation

Division Transfer

Visiting Student Status

Withdrawals/Leaves of Absence

Accommodations for Students with Disabilities

Administration of Examinations

Code of Conduct

Course Advisement

Dual Degree Programs:

J.D./M.B.A.

J.D./M.P.A. (Health Law)

J.D./M.S.W.

Faculty Advisors

Faculty Fellows/Honors Program

Final Examination Issues/Medical and Scheduling

Deferrals

First Year Orientation

Honors Program

Independent Research

Personal Counseling

Research Assistants

Residency Requirements (to be consistent with prior direction, pg. 4)

Student Handbook/Student Directory

Student Organizations (excluding Law Review and Moot Court)

Student/Faculty Evaluations

Writing Competitions

Associate Dean for Research and Planning

LL.M. (General)

Associate Dean for Continuing Legal Education/ Director of Continuing Legal Education

All questions relating to the Law Center's Continuing Legal Education program.

Associate Dean for Administration/Assistant Dean for Budget and Planning

Liaison to Touro College

ABA and AALS Reports

Bookstore

Budget

Building Maintenance, Repair, and Safety

Cafeteria

Check Requests

Dean's Fellows

Emergency Loans

Financial Aid and Bursarial Appeals

In-house Counsel

Lockers

Mailroom

Parking Permits

Personnel

Purchasing/Supplies

Reception

Scholarships

Security

Support Staff

Vendors

The Touro Times

Any information to be included in *The Touro Times*, the Law Center's official weekly publication, should be submitted by 5:00 p.m. Thursday for publication the following week.

Assistant Dean for Career Services

Resumes and Cover Letters

Interview Skills

Mock Interviews

Job Postings and Opportunities for Paid and Voluntary Positions

Bar Association Membership Information

Employment and Job Fair Information

Public Interest Law Career Information

Career Panels and Information Seminars

Judicial Clerkship Opportunities

Pro Bono Opportunities and Pro Bono Students of America (PBSA)

Assistant Dean for Institutional Advancement

Alumni Affairs
Alumni Association: Liaison, Annual Meeting, Directory
Special Events: Distinguished Jurist in Residence
Distinguished Public Interest Lawyer in Residence
Bruce K. Gould Award
Goods and Services Auction
Family Association
Touro Lawyer Magazine
Fund Raising
Public Relations
Room Reservation Requests

Registrar

Registration
Academic Calendar
Bar Requirements
Certification for Loan Repayment Deferment
Change of Address Forms
Class Rank Reports
Dean's List & Other Academic Honors
Drops/Add
Grade Reports
Graduation: Record Review, Ceremony, Caps, Gowns,
Diplomas, Awards
Health Insurance
Proof of Immunization
Residency Requirements (to be consistent with prior
direction, page 4)
Transcripts and Certifications
Writing Requirement Forms

Assistant Dean for Admissions

Admissions
Readmissions
Transfer students

Director of International Programs

LL.M. for Foreign Law Graduates
International Summer Programs

Law Library Director

Library Policy and Operations
Associate Director
Collection Development
Special Collections
Head of Public Services
Circulation
Reserve
Copy Cards
Reference
Computer Assisted Legal Research
Legal Research Instruction
Visiting Privileges
Head of Technical Services
Acquisitions
Processing
Interlibrary Loan
Automated Circulation System
Head of Cataloging
Automated Catalog

Information Technology (IT) Director

Student Internet Passwords
Student E-mail Accounts
In-school Computer and Printer Issues
User Print Limits
Website

Financial Aid

All aspects of federal and private financial assistance
Work Study Program

Bursar

All aspects of billing and the collection of tuition and fees

Diversity Committee

Complaints or inquiries concerning the Law Center's
Speech Policy (see page 30)