

2023-2025 CATALOG



TOURO LAW
JACOB D. FUCHSBERG LAW CENTER
TOURO UNIVERSITY



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TOURO UNIVERSITY

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CATALOG

tourolaw.edu

ACCREDITATION

Touro College was chartered by the Board of Regents of the State of New York in June 1970.

Touro University is accredited by the Middle States Commission on Higher Education (MSCHE), 1007 N. Orange Street, MB #166 Wilmington, DE 19801, (267) 284-5011. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the United States Secretary of Education and the Council for Higher Education Accreditation. This accreditation status covers Touro University and its branch campuses, locations and instructional sites in the New York Area, as well as branch campuses in Illinois, Berlin, Jerusalem, and Moscow. For additional information, visit [Middle States Accreditation](#).

Touro University California (TUC) and its branch campus Touro University Nevada (TUN), as well as Touro University Worldwide (TUW) and its division Touro College Los Angeles (TCLA), are part of the Touro College and University System, and separately accredited by the Western Association of Schools and Colleges Senior College and University Commission (WSCUC), 985 Atlantic Avenue, Alameda CA 94501 (Tel: 510-748-9001).

New York Medical College (NYMC) is a separately accredited institution within the Touro College and University System, also accredited by the Middle States Commission on Higher Education (MSCHE).

The Hebrew Theological College (HTC) in Skokie, IL is also a part of the Touro College and University System. HTC is accredited by the Higher Learning Commission (HLC).

Touro Law Center is accredited by the American Bar Association (ABA) Council of the Section of Legal Education and Admission to the Bar, 321 North Clark Street, Chicago, IL 60654, (312) 988-6738. The ABA Council of the Section of Legal Education and Admission to the Bar is approved by the U.S. Department of Education as the national agency for the accreditation of law schools. Touro Law Center is also a member of the Association of American Law School (AALS), 1614 20th Street, NW, Washington, D.C. 20009-1001, (202) 296-8851.

POLICY OF NON-DISCRIMINATION

Touro University is an equal opportunity employer. Touro University treats all employees, job applicants, and students without unlawful consideration of race, ethnicity, religious creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical condition), age, disability, medical condition, marital status, genetic information, sexual orientation, gender, gender identity, gender expression, military service or veteran status, citizenship status, or any other classification protected by applicable federal, state, or local laws. We are committed to ensuring the fulfillment of this policy in all decisions, including but not limited to, recruitment, the administration of educational programs and activities, hiring, compensation, training and apprenticeship, placement, promotion, upgrading, demotion, downgrading, transfer, layoff, suspension, expulsion and termination, and all other terms and conditions of admission, matriculation, and employment.

For the full policy statement see <https://www.touro.edu/non-discrimination/>.

IMPORTANT NOTICE

This Catalog contains only general guidelines and information. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the policies and procedures of Touro. Some of the subjects described in this Catalog are covered in detail in official policy and procedure documents found online and elsewhere. You should refer to these documents for specific information, since this Catalog only briefly summarizes those policies. For that reason, if you have any questions concerning a particular policy or procedure, you should address your specific questions to the Office of Institutional Compliance. Please note that the terms of the full official policies are controlling in the case of any inconsistency.

This Catalog is neither written nor meant to confer any rights or privileges on students or impose any obligations on Touro. No individual or representative of Touro (except the President) has the authority to enter into any agreement or understanding contrary to the above.

This Catalog is written for informational purposes only and may contain errors. The policies, procedures and practices described herein may be modified, supplemented or discontinued in whole or in part, at any time with or without notice. All changes will be posted on the Touro website. Although we will attempt to inform you of any changes as they occur via the Touro email address assigned to you upon activating your TouroOne portal account, it is nevertheless your responsibility to keep current on all University policies, procedures and practices. Your assigned Touro email address is the official method of contact for all such notices and for all Touro communication. For the avoidance of doubt, all applicable new and revised policies, procedures, and practices posted on the Touro website will become effective to you, whether or not you become specifically aware of them.

Students are required to investigate for themselves as to whether the program they enroll in meets their personal, educational and career needs. Different jurisdictions have different licensing requirements and standards. While students may expend significant sums associated with higher education, successful completion of a course, program, or degree is dependent on many factors. The payment of tuition permits a student to register and take the courses and programs available and offered by the Touro school or program in which the student is enrolled. Acceptance in a school or program does not form the basis of a contract. Indeed, a student's acceptance may be revoked if it is later learned, among other things, that his or her qualifications have been misstated or overstated, or there is some other omission or misrepresentation. Except as noted in the paragraph below, no contract rights exist or are established in the student- educational institution setting by and between Touro and the student. To this end, you waive and Touro disclaims any contract or liability for promises, assurances, representations, warranties, or other statements made in its marketing or promotional materials, and makes absolutely no promises, assurances, representations, guarantees, warranties or other statements concerning our courses and programs and/or a student's academic success in them. Thus, you waive and Touro further disclaims any liability in tort in connection with any of the foregoing. In order for a degree to be earned, the required grades and grade point averages must be achieved and maintained, and all other requirements of the school and program must be fulfilled. These disclaimers are, in effect, covenants not to sue binding on students, and are tacitly agreed to by a student's matriculation or continued matriculation in our programs.

Registration and matriculation at Touro after the issuance of this Catalog is consideration for and constitutes a student's knowing acceptance of the binding Alternative Dispute Resolution ("ADR") mechanisms contained herein. Thus, any dispute, claim or controversy arising out of or related to your application, registration, matriculation, graduation or other separation from Touro and/or this Catalog, which is not resolved through Touro's internal mechanism, shall next be submitted to non-binding mediation (the "Mandatory Mediation"). The Mandatory Mediation shall be conducted by a neutral mediator selected at Touro's sole discretion. In accordance with the Federal Arbitration Act and to the extent not inconsistent with the primacy of federal law, all Disputes remaining after completion of the Mandatory Mediation shall proceed to binding arbitration (the "Mandatory Arbitration"). The Mandatory Arbitration shall be conducted by JAMS or any other reputable ADR organization before a single arbitrator who shall be an attorney or judge. Selection of the arbitrator and location for the Mandatory Arbitration shall be made at Touro's sole discretion. See "Alternative Dispute Resolution" provision for a more elaborate treatment of the Mandatory Mediation and Mandatory Arbitration provisions.

GENERAL DISCLAIMER

Touro University endeavors to provide ongoing and uninterrupted educational experiences in a safe and effective environment for our students, staff and faculty. Given the dynamic circumstances surrounding the prior COVID-19 pandemic, Touro may choose or be compelled to change the method of course delivery and other relevant policies at any time due to any other future unknown or unforeseen events and the uncertainties that may be attendant thereto. Any changes will be communicated in a timely manner and posted prominently on Touro's website and intranet. We ask that you please stay in contact with your Program administration, faculty and student services staff and remain current with any guidance issued in response to such situations, should they occur.

EXPERIENTIAL LEARNING PROCEDURES

The Law Center's experiential learning program has course requirements in the form of clinics and externships. Clinics and externships are offered every semester and will continue to be available to students using the same procedures used pre-COVID, by application. Apart from their method of delivery, no special rules will apply regarding the availability of clinics or externships to Law Center students.

While the program strives to adhere to its established timing of courses and clinical experiences, unforeseen events may hamper the availability of rotations or a student's ability to progress to the clinical portion of the program. When such situation occurs, it is possible that the completion of the program may be delayed and the time in the program extended to meet accreditation requirements. Furthermore, once appropriate clinical experiences have been arranged, it is up to the student, not the program, to decide whether to attend the clinical site or whether to meet the site specific requirements to attend. Should a student decline to participate, the student understands that their progression in the program may be delayed. Students declining to participate in clinical or other experiential components of the program should contact the Registrar to ensure graduation requirements are met as well as financial aid and other rules and regulations are satisfied.

TABLE OF CONTENTS

MESSAGE FROM THE PRESIDENT	1
DR. BERNARD LANDER, FOUNDING PRESIDENT OF TOURO UNIVERSITY	2
MESSAGE FROM THE SENIOR VICE PRESIDENT FOR ACADEMIC AFFAIRS AND PROVOST, GRADUATE AND PROFESSIONAL DIVISIONS	3
MESSAGE FROM THE DEAN	4
TOURO UNIVERSITY MISSION STATEMENT	5
INTRODUCTION	6
TOURO UNIVERSITY	6
ACADEMIC CALENDAR	10
TOURO LAW CENTER MISSION STATEMENT	10
ABA REQUIRED DISCLOSURES	10
JURIS DOCTOR PROGRAMS	11
Study Abroad Programs with Another ABA Approved Law School	12
DUAL DEGREE AND 3+1 PROGRAMS	12
MASTER OF LAWS (LL.M.) PROGRAMS	14
TWO-YEAR J.D. PROGRAM FOR FOREIGN LAW GRADUATES	14
ADMISSIONS	15
General Requirements	15
Requirements: U.S. Applicants	16
Requirements: Non-U.S. Applicants	16
Visiting Students from Other Law Schools	17
Application Process	17
QUALIFICATIONS FOR ADMISSION TO THE BAR	17
New York State Bar Requirements	18
Applying for Accommodations for the Bar Exam	18
Certification of Bar Eligibility	19
TUITION AND FEES	19
Tuition and Fees 2023-2024	19
Procedures and Due Dates	20
How to Make A Payment	20
Section 103 Provisions for Veteran Students: Pending Payment Compliance for Eligible Students	21

WITHDRAWAL POLICY/TUITION REFUND SCHEDULE	22
FINANCIAL AID	23
Federal Financial Aid	24
Federal Educational Loans (William D. Ford Federal Direct Loan Program)	24
Loans.....	25
Grad PLUS Loan	26
Federal Work Study Program.....	28
Private and Other Loan Programs	28
Veterans Programs	29
Scholarships.....	31
Student Resources.....	32
Public Service Fellowships.....	32
The Fannie and Samuel Glickstein Memorial Summer Public Interest Fellowship	33
REGISTRATION	34
CURRICULUM	35
PRO BONO GRADUATION REQUIREMENT AND NEW YORK STATE OFFICE OF COURT ADMINISTRATION PRO BONO REQUIREMENT	39
ADVANCED WRITING REQUIREMENT	40
STRUCTURED CURRICULUM (SC) PROGRAM	42
ACCELERATING GRADUATION.....	43
LL.M. GENERAL STUDIES DEGREE CANDIDATES.....	43
LL.M. IN U.S. STUDIES DEGREE CANDIDATES.....	43
CLINICS.....	44
EXTERNSHIPS	46
COURSE DESCRIPTIONS -- JD Courses.....	48
COURSE DESCRIPTIONS -- LL.M. Foreign Lawyer Courses.....	76
ACADEMIC STANDARDS, POLICIES, AND REGULATIONS	77
Requirements for Attendance	77
Contact Hours	77
Registration Process	77
Add/Drop Period	78
Confirmation of Course Schedule.....	78
Auditing a Course	78
Grading System	79

Grade Table.....	79
Calculating your GPA	80
Current Grading Curve	80
Grade of "Incomplete" (INC).....	82
Course Failure and Retake.....	83
Examination Deferrals.....	84
Rescheduling of Deferred Examinations.....	86
Examinations on Computer.....	86
Disability Accommodations for Exams.....	87
Class Ranking	87
Final Class Ranking after Division Transfer.....	87
Leaves of Absence.....	87
Withdrawal from the Law Center.....	88
Visiting Student Status at Another Law School.....	89
Transfer from One Division to Another	89
Withdrawal from Courses.....	90
Taking Courses in Another Division.....	91
Academic Standards for JD Students	91
Good Standing (Academic Standards for JD Students Who Began Their Studies in the Fall 2021 Semester or Earlier)	91
Automatic Academic Dismissal	91
Academic Policy Committee Hearings in Specific Cases	93
Academic Standards for JD Students Who Began Their Studies in the Spring 2022 Semester or Later..	94
Good Standing.....	94
Automatic Academic Dismissal	94
Automatic Academic Probation	94
Academic Policy Committee Hearings in Specific Cases	95
Academic Policy Committee Procedures	95
Restrictions on Students Placed on Academic Probation	96
Repeating Courses as a Requirement of Probation.....	96
General Requirements	97
Academic Standards for Readmitted Students.....	97
Academic Requirements for Transfer Students.....	98
Academic Standards for the LL.M. Programs.....	99
GOULD LAW LIBRARY.....	99
Reference Office	100
Circulation Services and Reserve Library Materials	100
Interlibrary Loans	100
Computer Use.....	100
Subscription Databases	100
CALI (Computer Assisted Legal Instruction)	101
Photocopying and Scanning.....	101
Study Room Reservations	101
Unattended Items & Lost Items.....	102

Library Courtesy Policies.....	102
Accessing Other Academic Law Libraries	102
STUDENT SERVICES	103
TouroOne Portal.....	103
Office of the Bursar	103
Office of the Registrar	104
Degree Works.....	105
Transcripts	106
Academic Support.....	107
Career and Professional Development	107
Campus Engagement at Touro Law.....	109
Office of Student Services and Records	109
Academic Counseling.....	109
Personal Counseling	109
Students with Disabilities.....	110
Final Examinations	110
Student Health and Wellness	111
On-Campus Resources	111
Student Assistance Program from Touro University - New York	111
ACADEMIC EXCELLENCE AND BAR SUCCESS	113
LEAP – THE LEGAL EDUCATION ACCESS PROGRAM	113
WRITING CENTER.....	114
ACADEMIC HONORS, JOURNALS AND STUDENT ORGANIZATIONS.....	114
Awards and Honors.....	114
Dean's List	114
Honors Program	114
Pro Bono Scholars Program.....	115
Graduation Honors – Juris Doctor, Master of Laws, and Master of Laws in U.S. Legal Studies.....	115
Other Honors and Awards	116
Law Review, Moot Court Honors Board, and Trial Advocacy Practice Society	116
STUDENT ORGANIZATIONS.....	118
Forming an Organization.....	119
TOURO UNIVERSITY CODES AND POLICIES	121
Touro University Code of Conduct.....	121
Touro University Social Media Policy	122
Adjudication of University Code of Conduct Violations	122

Student Complaint Procedure	125
Touro University Academic Integrity Policy.....	127
Failure-To-Educate and Liability Disclaimer	140
Touro Policy on Bias-Related Crimes	141
Policy on Title IX and Sexual Misconduct.....	142
Title IX Grievance Policy	142
Title IX Coordinator.....	142
When Title IX Applies	143
Sexual Misconduct	143
Touro University Campus Security Policies	146
Policy on Drugs and Controlled Substances.....	147
STUDENT RESPONSIBILITIES AND RIGHTS	148
Campus Citizenship	148
Standards of Classroom Behavior	148
Acceptable Use Policy for Information Technology	148
Internet Services and User-Generated Content Policy.....	149
Dress Code	149
Anti-Hazing Policy	149
No-Smoking Policy (including the use of electronic cigarettes or vapor devices)	149
CONFIDENTIALITY OF STUDENT EDUCATION RECORDS.....	150
The Family Educational Rights and Privacy Act of 1974 (FERPA).....	150
Authorization for Non-Disclosure of Directory Information.....	151
TOURO UNIVERSITY BOARD OF TRUSTEES	152
TOURO BOARD OF GOVERNORS	152
UNIVERSITY ADMINISTRATION.....	153
TOURO LAW CENTER DIRECTORY	155
Administration	155
Law Librarians.....	155
Full-Time Faculty	156
Adjunct Faculty.....	161

MESSAGE FROM THE PRESIDENT



In the four decades that have passed since Dr. Bernard Lander founded the Touro Law Center as part of Touro University, our institution has grown significantly and achieved remarkable success. Thanks to our dedicated deans and an outstanding faculty, the Touro Law Center has remained faithful to its mission, consistent with Jewish tradition, in providing our student body with a rigorous, innovative, and immersive path towards becoming practice-ready professionals. For 40 years, we have continued to graduate men and women committed to serving the needs of their clients and communities with compassion and integrity.

As the second president in Touro's history, I am deeply committed to our mission of serving humanity and building a better world, as well as providing academic excellence in an environment that is supportive of the religious and cultural values of all of our students. This environment is conducive of

not only academic and personal growth but also genuine service. Our students' concerns with others have, in the past, led them to volunteer and make a difference in such emergencies as Hurricane Sandy and the more recent coronavirus pandemic. All the while, our faculty and those you will come in contact with at in various school-connected settings will nurture your intellectual curiosity and open your minds to new ways of problem solving in order to meet complex challenges. These many efforts exemplify what Touro is all about: a place where knowledge and values meet.

Thank you for joining us in the pursuit of our shared mission. I wish you the greatest success in achieving your academic and professional aspirations.

Alan Kadish, M.D.

DR. BERNARD LANDER, FOUNDING PRESIDENT OF TOURO UNIVERSITY



Dr. Bernard Lander was an inspirational leader and visionary who revolutionized the field of education. As an educator and preeminent scholar, Dr. Lander devoted his life to Jewish and general higher education. Dr. Lander founded Touro College in 1970 and served as its first president until his passing in February 2010. Under his stewardship, Touro underwent significant growth, becoming an institution with multiple campuses and international reach. In February 2022, Touro was granted University status by the New York State Board of Regents. Today, Touro University educates approximately 19,000 students across the United States and around the world.

Dr. Lander's creative genius and original thinking continues to be reflected in Touro's innovative approach to the field of higher education. He believed that it was his mission in life to strengthen Jewish continuity through the myriad of Torah and educational institutions that he established, and to provide opportunities for advancement for individuals from all walks of life.

Before founding Touro College, Dr. Lander was recognized as one of the foremost influences on American Jewry. After receiving semicha (rabbinical ordination) from his beloved teacher, Rabbi Moshe Soloveitchik, he assumed the prestigious pulpit position at Beth Jacob Congregation in Baltimore, Maryland. Soon thereafter, in recognition of his work at Columbia University while earning his doctorate in sociology and his communal leadership, he was named associate director of former New York City Mayor Fiorello LaGuardia's Committee on Unity, a precursor to the city's Commission on Human Rights.

In 1958, Dr. Lander was appointed dean of the Bernard Revel Graduate School of Yeshiva University, where he played a major role in the establishment of a network of graduate schools. He also served for over thirty years as vice president of the Union of Orthodox Jewish Congregations, where he emerged as a spokesman for the American Jewish community and was deeply involved in the creation of its acclaimed youth movement, the National Conference of Synagogue Youth. Simultaneously, he was a professor of sociology at The City University of New York and was selected to serve on several presidential commissions that dealt with social policy issues. Touro College and Touro University are Dr. Bernard Lander's legacies, institutions that will continue to provide quality education for many generations to come.

**MESSAGE FROM THE SENIOR VICE PRESIDENT FOR ACADEMIC AFFAIRS
AND PROVOST, GRADUATE AND PROFESSIONAL DIVISIONS**



Dear Students of the Jacob D. Fuchsberg Touro Law Center,

Congratulations on choosing Touro for your legal education. We are confident that at the Law Center you will find a vibrant intellectual community where faculty and students interact with respect and professionalism. You have selected a Law Center that is student-centered and focused on your success. We have a lot to offer, and hope that you will in turn, take advantage of myriad opportunities for learning and inquiry, both inside and outside of the classroom.

While at Touro, you will have opportunities to engage in community service and in research, and you will undoubtedly interact with lawyers, judges and public officials who are leaders in the profession. In addition, there will be opportunities to interact with students and faculty in various other disciplines throughout the Touro University system.

You will have unique education experiences that are offered in the context of law school situated on a “courthouse campus” and in a host community that houses residents with myriad legal issues.

It is indeed the people that make the place. At Touro University the faculty, administration and staff are warm, caring and committed to your success. Your Touro Law education will provide the knowledge and skills required to excel in whatever area you chose to practice. Because of our mission, you will also hone leadership skills that will enable you to help others and to make a difference.

Please familiarize yourself with the programs and policies contained in this catalog as they will guide you throughout your academic journey at the Law Center.

I look forward to meeting you and to watching you reach your academic and career goals, first as students and then as alumni. Best wishes for a meaningful experience at Touro.

Sincerely,

Patricia E. Salkin, J.D., Ph.D.

MESSAGE FROM THE DEAN



Touro Law provides a rigorous curriculum to students who are interested in pursuing a law degree and ultimately a career in a variety of fields including the practice of law, law-related employment, government service, or entrepreneurial pursuits. You can choose from a wide variety of courses to explore different areas of the law throughout your time at the Law Center. Not only will you learn the theory and substance of the law, but you will have opportunities to gain practical, hands-on skills training through externships, internships, and our in-house clinical program.

Our unique location across from both a Federal and state courthouse provide many synergies between our school, the courthouses, and the judges, lawyers, and staff who work there. I invite you to take the time to get to know your classmates, professors, and the administration and staff who will help you along your law school journey. You will find that as a law school community each is dedicated to your success.

Law school will be challenging, but also rewarding. And, upon graduation, you will join a network of more than 6,500 Touro Law alumni who serve as leaders in the profession and their communities and mentors to our students.

Sincerely,

Elena B. Langan, J.D.

TOURO UNIVERSITY MISSION STATEMENT

Touro University is an independent institution of higher education under Jewish auspices, established to promote and perpetuate the Jewish heritage, as well as to serve the general community in keeping with the historic Jewish commitment to intellectual inquiry, the transmission of knowledge, and service to society. Touro offers undergraduate, graduate and professional programs that serve diverse components of the Jewish community and the larger society, especially those who have been historically underserved. These academic offerings span Jewish studies, the liberal arts and sciences, and medical and health sciences. Touro is a University where personal growth, scholarship and research are fostered and where men and women are prepared for productive lives of dignity, value, and values.

The core values of the University are based on two fundamental components, as reflected in Hillel's dictum in Ethics of the Fathers, "If I am not for myself, who will be for me? And if I am concerned only with myself, what am I?" These values mirror Touro's commitment to quality education as well as integrity, and respect for all members of the Touro Community.

The following goals support Touro's Mission:

1. To impart and enrich the Jewish heritage and its tradition of intellectual inquiry and to incorporate its ethos into the University's academic offerings
2. To promote ethical behavior and responsibility through the curriculum and community outreach
3. To advance the career interests and professional aspirations of our students through a broad range of academic programs and innovative approaches
4. To advance faculty and student research and scholarship
5. To promote educational opportunities and access, focused on the student experience and student success

INTRODUCTION

This Catalog is intended to be a guide for students, informing them of their rights and responsibilities as well as institutional policies and procedures. It does not constitute a contract and therefore the University reserves the right to make changes at any time without prior notice. This edition replaces and supersedes all prior editions.

Students are responsible for knowing and observing all regulations which may affect their status at the University. For this reason, they are expected to acquaint themselves with the contents of this Catalog and the Student Handbook and to read regularly the notices posted on the Touro website.

In addition, individual programs within Touro University may have their own catalogs and handbooks outlining the policies and procedures that apply specifically to students in those programs. In such cases, the student is responsible for knowing both the school-wide and program policies.

Touro Law students are responsible for being familiar with current academic regulations, requirements and policies as contained in this catalog and in the Touro Law Center Student Handbook. Current versions of these documents and policies can be found on the Touro Law Center website (www.tourolaw.edu). Students are also responsible for knowledge of official announcements and other documents issued by Touro University Jacob D. Fuchsberg Law Center.

TOURO UNIVERSITY

Touro University (“Touro” or “the University”) is a Jewish-sponsored independent institution of higher learning and professional education founded to strengthen Jewish heritage while providing the highest quality educational opportunities to society as a whole.

The University was chartered by the New York State Board of Regents in 1970 and opened a year later as “Touro College.” In 2022, Touro celebrated its 50th anniversary and was granted university status by the Board in recognition of the institution’s advanced academic standing. Shortly thereafter, in 2023, Touro marked yet another new and exciting chapter in its history with the opening of its new Cross River Campus at 3 Times Square. The modern campus brings together eight schools in more than 300,000 square feet, housing state-of-the-art classrooms, research labs and administrative offices on 12 floors.

Touro has grown from an initial class of 35 students in New York City to an international university system of approximately 19,000 students located in six states and four countries. Its commitment to academic excellence and growth through innovative programs continues to inform all of Touro’s endeavors. Today, Touro enjoys the strong leadership of Chancellor Rabbi Doniel Lander and President Dr. Alan Kadish in furthering Touro’s historic purpose.

Touro's schools serve a variety of communities, providing engaging courses in a range of fields - from medicine and pharmacy to law; business to education; and speech pathology to Jewish studies. The Touro educational experience reflects the Jewish intellectual tradition of commitment to the transmission of knowledge and respect for applied knowledge and discovery.

It is this commitment to a Jewish intellectual tradition that fuels the many outstanding achievements by faculty and students throughout Touro. At the same time, the Touro University experience goes beyond classroom instruction - Touro fosters an atmosphere of warmth, in which close faculty-student relationships, student camaraderie and individual attention are nurtured.

Enhancing the Jewish Heritage

Touro's first college, the Touro College of Liberal Arts and Sciences, was established in 1971. Decades later, the various divisions of the College were designated The Lander Colleges, in honor of Founding President Dr. Bernard Lander, for his historic contribution to higher Jewish education in America. The Lander Colleges embody Touro's commitment to enriching the college experience for Jewish men and women. They are comprised of three colleges: The Lander College of Arts and Sciences – Flatbush (with separate divisions for men and women); the Lander College for Women – The Anna Ruth and Mark Hasten School in Manhattan; and the Lander College for Men in Queens. Other Touro schools similarly dedicated to the unique needs of the Jewish people include the Graduate School of Jewish Studies, which prepares students for careers in education and community service; the School for Lifelong Education, to serve the academic needs of the Hasidic community; the Institute for Professional Studies – Machon L'Parnasa, which provides practical applications in higher education for the ultra-orthodox community; and Touro College Los Angeles, which follows a curriculum modeled after The Lander Colleges. In 2015, Touro welcomed the Hebrew Theological College of Skokie, Illinois into the Touro system.

Fulfilling Needs - and Building Strength - in Healthcare

Touro has grown into one of the largest healthcare educational systems in the country. Beginning with the School of Health Sciences in New York City in 1972, Touro pioneered the training of physician assistants and established other campuses in the New York area that prepare healthcare professionals to serve a broad range of patient needs including nursing, physical and occupational therapy, speech language pathology, psychology, and mental health. In

2020, Touro responded to the growth of data and security issues in healthcare by expanding its offerings to a new campus in Skokie, Illinois with programs in healthcare cybersecurity, data analytics, nursing and physician assistant studies.

The Touro College of Osteopathic Medicine (TouroCOM) opened in 2007 in Harlem, committed to training osteopathic physicians with a particular emphasis on practicing in underserved communities. Subsequently, in 2014, a second campus of TouroCOM opened in Middletown, New York and most recently, in 2023, a third TouroCOM campus opened in Great Falls, Montana.

The Touro College of Pharmacy, originally established in Harlem with a shared vision to promote wellness, relocated to our new Cross River Campus in Times Square. In 2022, Lovelace Research Institute in Albuquerque, New Mexico joined the Touro system. Founded in 1947, Lovelace is one of the oldest not-for-profit biomedical research institutes in the country, noted for excellence in respiratory disease and neuroscience research, toxicology, drug development and protecting the nation against chemical, biological and nuclear threats.

In 2011, New York Medical College (NYMC), one of the nation's oldest and most prestigious health science universities, joined the Touro system, thereby creating one of the largest affiliations of medical and health education and biological studies programs under one banner. Located in Westchester County, NYMC is the leading academic biomedical research center between New York City and Albany, with nearly \$38.5 million in sponsored research and other programs under management. In 2016, the Touro College of Dental Medicine opened on the NYMC campus, New York State's first new dental school to launch in nearly 50 years.

A Western Division was established in 1997 with Touro University California (TUC) and its several health science schools: Touro University College of Osteopathic Medicine, Touro University College of Pharmacy, and the College of Education and Health Sciences. In 2004, Touro University Nevada (TUN) was created as a branch campus of TUC to help address critical needs in health sciences and education and as a resource for community service in Nevada. TUN includes the Touro University Nevada College of Osteopathic Medicine and the College of Health and Human Services, which offers numerous degree programs in health sciences and education.

Charting New Territory in Law, Business and Technology

Touro University Jacob D. Fuchsberg Law Center, opened in the 1980's, operates out of a new law complex on Long Island that includes a federal and state courthouse – the first law campus of its kind in the country. The Graduate School of Business offers a variety of graduate degree programs and trains graduates to work effectively in a world market of independent economies. The Graduate School of Technology offers multiple degree programs that reflect the power and pace of technological change. Touro University Worldwide, an online university, offers graduate degree programs for lifelong learners or those interested in furthering their professional development.

Educating the Educators, Serving the Community

Touro's Graduate School of Education prepares America's future leaders in education with one of the largest teacher education programs in New York State. Through its Lander Center for Educational Research, public schools are assisted in addressing problems that impact student achievement and educational opportunity. The New York School of Career and Applied Studies was established to provide quality undergraduate education at multiple locations throughout New York City that serve the needs of the city's populations. The

Touro Graduate School of Social Work inspires and prepares graduates for clinical social work practice in an urban environment and for the most effective advocacy for their clients.

Forging Ties with Israel and Revitalizing Jewish Life in Europe

Touro College in Israel was established in 1986 to provide the English-speaking population in Israel with the opportunity to earn credits towards an academic degree while studying in Israel. In 1991, Touro College became the first American institution of higher education to establish a program of Jewish studies in Moscow. The Lander Institute Moscow, established to afford members of the Jewish community a greater awareness of their Jewish heritage, offers a well-rounded general education and preparation to serve organizations and schools. In 2003, Touro began offering an academic program through Touro College Berlin and later established on the Berlin campus the Lander Institute for Communication about the Holocaust and Tolerance.

ACADEMIC CALENDAR

The Touro Law Center academic calendar can be found at [academic calendars](#). Students should regularly check the site for any calendar changes that may have been made.

TOURO LAW CENTER MISSION STATEMENT

Touro University Jacob D. Fuchsberg Law Center's mission, consistent with Jewish tradition, is to provide dedicated students a rigorous, innovative, and immersive path towards becoming practice-ready professionals committed to promoting justice and serving the needs of their clients and communities with compassion and integrity.

ABA REQUIRED DISCLOSURES

In accordance with the ABA Accreditation Standards 509 – Required Disclosures, the Touro Law Center publicly discloses on its website, in the form and manner and for the timeframe designated by the Council, the following information:

1. admissions data;
2. tuition and fees, living costs and financial aid
3. conditional scholarships
4. enrollment data, including academic, transfer and other attrition
5. number of full-time and part-time faculty, professional librarians, and administrators;
6. class sizes for first-year and upper-class courses; number of seminar, clinical and co-curricular offerings;
7. employment outcomes;
8. bar passage data
9. refund policies
10. curricular offerings, academic calendar and academic requirements
11. policies regarding the transfer of credit earned at another institution of higher education.

The ABA Required Disclosures can be found on the Touro Law Center website, here: <https://www.tourolaw.edu/AboutTouroLaw/722>.

JURIS DOCTOR PROGRAMS

The Juris Doctor (JD) degree program at the Law Center combines an innovative, enriching curriculum with flexible scheduling to meet the needs of qualified candidates. Prospective and beyond.

Touro Law offers full-time, part-time day, part-time evenings and Sundays, and the FlexTime JD program for students seeking to earn a Juris Doctor (JD) degree. The JD degree is awarded upon successful completion of 88 credits. Touro Law offers a three-year full-time day program with an August or January start option. The four-year part-time day and part-time evening and Sunday programs have an August start. Touro Law also offers a FlexTime JD program. This is a combined online and in-person program. Students attend classes in person on scheduled Sundays (usually a minimum of 10-12 Sundays) plus complete online asynchronous work each semester. Upper level students can take electives that are available in any of our programs, including on Sundays, as well as up to 20 online credits.

Beyond the required coursework, students in the JD programs may create their own unique law school experience, choosing from a curriculum that includes an extensive array of practice-oriented offerings and opportunities for hands-on learning – including clinics, skills courses and externships.

Full-time students must carry a minimum of twelve (12) credits and may take a maximum of sixteen (16) credits each semester. Students who exceed the maximum credit load will be charged for any credit that exceeds the maximum credit load. A full-time student may never go above 17.5 credits per semester.

Students who transfer from full-time to part-time status after having completed at least one (1) semester full-time may not take a semester of 12 credits in the part-time program. This provision also applies to transfer students who were full-time at their prior school but enter the Law Center as part-time students.

Absent extenuating circumstances, full-time students in the structured curriculum are not permitted to take more than (16) credits in a semester.

Part-time (4 year) students must carry a minimum of eight (8) credits and may carry a maximum of eleven (11) credits each semester. Part-time students may, however, take 12 credits during one of their last six (6) semesters. Except for the single semester in which they may enroll in 12 credits, part-time students may never exceed eleven (11) credits, even for Law Review, the Moot Court Honors Board of Advocates or TAPS.

Part-time FlexJD Program (4 year) students must carry a minimum of eight (8) credits and may carry a maximum of eleven (11) credits per semester. Part-time FlexJD Program students may, however, take twelve (12) credits during one of their last six (6) semesters. Except for the single semester in which they may enroll in 12 credits, students in the FlexJD Program may never exceed eleven (11) credits, even for Law Review, the Moot Court Honors Board of Advocates or TAPS. Students in the FlexJD Program will be required to attend summer classes during some years.

In exceptional circumstances, and with the advance written permission of the Assistant Dean for Student Services, a student may exceed the applicable maximum credit limit by one (1) credit, if:

- ▶ the student is in the final semester
- ▶ the student needs the single credit to graduate at the end of that semester
- ▶ the student is not accelerating graduation.

In this situation, the student will be required to pay for the one (1) extra credit at the then-prevailing per credit rate.

PLEASE NOTE: Students must comply with the NYS Court of Appeals rule which states that students are not permitted to take more than twenty percent of the total required credits in a semester. This means that students may not, under any circumstances, take more than 17.5 credits in any one semester.

Students wishing to seek permission to take more than the maximum or less than the minimum number of credits for their division must complete a [Petition to Assistant Dean Form](#) found in the Office of Student Services and Records or on the Law Center website and return the form to the Office of Student Services and Records.

Study Abroad Programs with Another ABA Approved Law School

If a student elects to study through another school's program, and are otherwise eligible to enroll in a summer program, the program must be ABA-approved, and the student must obtain approval from the Touro Law Center Associate Dean for Academic Affairs. Students must complete the [Request to Attend Another Institution](#) form. To receive credit for another school's courses abroad, the student must earn a C+ or above (or that school's equivalent) in the course(s).

Upon completion of another school's summer abroad program a student ***must arrange for an official transcript of grades earned to be sent to the Registrar's Office.*** The credits will transfer to Touro Law, but the grade(s) will be recorded only as TR (Transfer).

DUAL DEGREE AND 3+1 PROGRAMS

Touro Law offers a JD/MSW degree program in partnership with the State University of New York at Stony Brook (SUNY Stony Brook) and a 3+1 JD/MBA program with Touro Graduate School of Business. Students must apply separately to Touro Law Center and to the partner institution and be accepted for admission by both. Each of the partner institutions has its own admissions requirements.

JD/MSW State University of New York at Stony Brook

Offered by the School of Social Welfare, Health Sciences Center at State University of New York at Stony Brook, the Master of Social Work (MSW) promotes integration of the disciplines of law and social work. The curriculum incorporates professional education in both fields, thereby addressing the relationships among legal doctrine, legal process, and social service.

The MSW involves extensive clinical training and ordinarily requires 64 credits. Taken in conjunction with the JD, the dual-degree's load represents a savings of 24 credits. Students complete both degrees after completing a total of 128 credits (88 + 64 - 24). The specific allocation of cross-transfer credit depends on which institution supervises the final thesis.

Dual-degree candidates benefit from:

- **Maximum flexibility in overall program planning**, since each of the partner institutions admits two or more new classes during the academic year.
- **The reciprocal transfer of credits** through a reduction of up to one year in the time required to obtain the combined degrees.
- **Potential tuition savings**. The Law Center's tuition is charged at the prevailing per-credit rate (instead of per full-time/part-time semester) when students are taking classes simultaneously at Touro Law and at a partner institution.

Dual-degree programs serve three purposes:

1. Cross-disciplinary training ensures greater preparedness for a variety of career choices both in the law and on its periphery;
2. Substantive knowledge gained in non-law fields broadens students' perspectives on legal problems; and,
3. Dual qualifications heighten graduates' competitiveness in terms of employment opportunities and remuneration.

3+1 JD/MBA Touro Graduate School of Business

The 3+1 Touro JD/MBA program allows students to focus on law school and then acquire the business skills needed to advance in the business of law, whether students plan to be a sole practitioner, practice corporate law, advance to a partner role in a law practice, or engage in entrepreneurial pursuits. Students save a year of study and tuition compared to a traditional MBA program.

Law school students take a business track representing 12 credits of business-related courses already in the law school curriculum and offered at the campus in Central Islip followed by 3 semesters of core MBA curriculum at the Touro Graduate School of Business in the heart of New York City's financial district. There are on-line options available.

MASTER OF LAWS (LL.M.) PROGRAMS

Touro Law offers two distinct LL.M. programs:

Master of Laws (LL.M.) - General

Touro Law offers an LL.M. to students already possessing a law degree from an American Bar Association (ABA) approved law school in the United States. Designed to provide upper-level training and education to students in the law, the program provides advanced education with maximum flexibility. Students can select from virtually the entire upper level JD curriculum, which offers a variety of courses taught by distinguished full-time faculty – who bring experience from major law firms, government agencies, and advocacy groups – as well as adjunct faculty, including sitting judges, senior public officials, and renowned practitioners. Students can construct as generalized or as specialized an arrangement of courses to meet their particular professional needs and intellectual interests.

To attain the Master of Laws degree, students must successfully complete 24 credits, including a comprehensive research paper. Students may complete the LL.M. Program at their own pace, enrolling in either day or evening classes.

Not only is the LL.M. a valuable credential, but coursework completed toward the degree satisfies New York's Continuing Legal Education requirement for attorneys.

Master of Laws (LL.M.) in U.S. Legal Studies for Foreign Law Graduates

This program gives graduates of foreign law schools a significant exposure to U.S. laws and policy. Satisfactory completion of 27 credits is required within 24 months of matriculation. LL.M. students are not eligible to register for any distance education courses.

Three courses are required: (1) Introduction to the U.S. Legal System, (2) Legal Process for Foreign Attorneys (LL.M. Tutorial), and (3) Professional Responsibility. Five non-required survey courses designed just for LL.M. students are also offered. These courses are condensations of courses that are normally offered in the first year of the JD program. Students can also choose to take courses from the expansive JD curriculum. Additionally, students are permitted to audit one course per semester. Students who excel in the LL.M. program may be considered for transfer to the JD program. Graduates of the program may qualify to take the New York bar examination.

TWO-YEAR J.D. PROGRAM FOR FOREIGN LAW GRADUATES

This program offers foreign law graduates the opportunity to earn a JD degree in two years.

This program is ideal for those who desire a comprehensive understanding of the American Legal principals and who want to have access to the bar exam not just in New York State but in all 50 U.S. states.

Admission to the Two-Year JD Program requires:

- Successful completion of a degree from an accredited law school in a country other than the United States. No credit will be allowed for law study in a foreign country that was undertaken through distance education
- Students are not eligible to register for any distance education courses. This includes iLaw courses or any other courses offered as a distance learning (online) course.
- Submission of a Touro Law Center Application for Admission
- Completion of the Law School Admission Test (LSAT) and subscription through LSAC to the Credential Assembly Service (CAS)*

*The LSAT is given several times every year. Students may register for any test date and still be considered for the upcoming class, as long as their applications can be completed in time to be considered for the desired date of law school entry.

ADMISSIONS

Prospective students are encouraged to contact the Admissions Office with any questions they may have regarding the application process and the various programs Touro Law offers. Zoom office hours are available. Prospective students are also encouraged to attend one of the scheduled Open Houses where they will have an opportunity to speak with representatives from the Admissions Office and participate in a mock law school class. For a virtual tour of the Law Center, please click [here](#).

GENERAL REQUIREMENTS

The admissions process seeks to identify applicants who show an ability to pursue the study of law successfully and to make an important contribution to the Law Center's educational program and to the legal profession. While significant weight is attached to a student's undergraduate cumulative grade point average and Law School Admission Test (LSAT) score(s), the selection process is not strictly mathematical and includes evaluation of:

- College major and course selection
- Trend of undergraduate grades
- Writing ability (as demonstrated by the quality of the Personal Statement and the LSAT Writing Sample/s)
- Personal qualities of integrity and commitment to public service
- Successful graduate study, where applicable
- Professional experience and achievement after college, where applicable
- Letters of recommendation from persons with direct knowledge of the individual's intellectual ability, aptitude for the study of law, and strength of character.

REQUIREMENTS: U.S. APPLICANTS

Applicants should hold a bachelor's degree from an accredited institution. A degree from a non-U.S. institution is acceptable if it is academically equivalent to a bachelor's degree awarded by an accredited institution in the United States.

No particular undergraduate curriculum is required; however, the Admissions Committee favors courses and programs that are the most intellectually challenging. In addition, the Admissions Committee expects that students will be knowledgeable about the government and history of the United States and the foundations of modern civilization. Above all, prospective students should demonstrate proficiency in analytical reasoning, as well as strength in oral and written communication.

Applicants must register with the [Credential Assembly Service](#) (CAS) and take the LSAT (Law School Admission Test).

REQUIREMENTS: NON-U.S. APPLICANTS

Non-U.S. applicants with a bachelor's degree from an accredited institution in the United States are required to follow the same application procedures as U.S. applicants, including subscription to the [Credential Assembly Service](#) (CAS).

A foreign applicant with a degree from a non-U.S. institution must demonstrate that the degree is equivalent to a bachelor's degree awarded by an accredited institution in the United States. All applicants must register with [LSAC](#) for transcript evaluation services. Applicants must also take the LSAT (Law School Admission Test).

Transfer students seeking admission to the Juris Doctor (JD) program with advanced standing may enter during the fall, spring, or summer semesters and choose full-time day, part-time day, or part-time evening attendance. Students who wish to change divisions post-matriculation may petition to do so once during their studies.

A student who has successfully completed two semesters at another law school may apply to transfer to the Law Center with advanced standing. The Admissions Committee evaluates transfer applications by considering class standing and performance in law school, the reasons for the requested transfer, and the number of vacancies available in the class.

Decisions on advanced standing will be made after acceptance but prior to registration for the first semester at the Law Center. Students from ABA-accredited law schools may be awarded advanced standing for up to 43 credits. Students from non-ABA-accredited law schools that are state-accredited may be awarded advanced standing for no more than 29 credits, representing one-third of the total credits required for graduation from Touro. In either case, only course grades of C+ or higher (or its equivalent) are transferable and only the credits, not the grades, are transferred.

Depending upon their point of entry, transfer students are generally eligible for academic honors and may compete for membership on the Touro Law Review and Moot Court Board.

VISITING STUDENTS FROM OTHER LAW SCHOOLS

Students in good standing at other law schools may enroll in Touro Law Center's Juris Doctor program for one or more semesters by obtaining visiting student status. They may enter during the fall, spring or summer semesters and choose full-time day, part-time day, part-time evening and Sundays, or FlexTime JD Program attendance.

Applicants must complete a Visiting Student Application Form and submit it to the Office of Admissions, along with an official law school transcript and a letter from their current dean or registrar granting permission for the visit and detailing any special conditions. Visiting status is granted on a space-available basis.

APPLICATION PROCESS

Applications may be submitted at any time after September 1 during the calendar year immediately preceding the calendar year in which applicants plan to begin law school. Applications are processed on a rolling basis; therefore, early application is strongly advised. Late applications are processed according to available space and may be placed at a competitive disadvantage. Applicants are responsible for making sure that all required documents reach the Office of Admissions on time. The Admissions Committee will not consider any file until it is complete. To apply to Touro Law Center, please click [here](#).

Applicants must register with the [Credential Assembly Service](#) (CAS), which receives and analyzes academic transcripts, and take the LSAT. Applicants are responsible for ensuring that the Law School Data Assembly Service (LSDAS) file is completed on time.

Letters of recommendation can be helpful in the decision-making process, particularly when they include appraisals of a candidate's academic abilities and personal qualities and when they are written by someone who has personal knowledge and is qualified to make such assessments. While strongly encouraged, letters of recommendation are not required. They may be submitted at the applicant's discretion and should be forwarded directly to the [LSAC Letter of Recommendation Service](#).

The Law Center does not require interviews, but an admissions counselor is always available to consult with applicants who wish to discuss any aspect of their admissions file.

QUALIFICATIONS FOR ADMISSION TO THE BAR

The Touro University Jacob D. Fuchsberg Law Center is approved by the Council of the Section of Legal Education and Admissions to the Bar of the American Bar Association, 321 North Clark Street, Chicago, IL 60654, 312-988-6738, and is authorized to award the Juris Doctor (J.D.) degree. The J.D. program meets the law school educational requirements to sit for the bar exam in all 50 states, the District of Columbia, and the U.S. territories of Guam, Northern Mariana Islands, Palau, Puerto Rico, and the U.S. Virgin Islands.

The Law Center received acquiescence of its Master of Laws (LL.M.) in U.S. Legal Studies program. This LL.M. program meets the law school educational requirements to sit for the bar exam in the following jurisdictions: California, New York, Vermont, Washington, Wisconsin, and the U.S. territory of Palau.

Please note that acceptance into the J.D. or LL.M. program is not a guarantee of licensure in any state or jurisdiction.

Each state/jurisdiction has its own requirements for admission to its bar. For information about state bar examinations, please visit the American Bar Association website at: https://www.americanbar.org/groups/legal_education/resources/bar_admissions/. In addition to a bar examination, there are character, fitness, and other qualifications for admission to the bar in every U.S. jurisdiction. Applicants are encouraged to determine the requirements for any jurisdiction in which they intend to seek admission by contacting the jurisdiction. Addresses for all relevant agencies are available through the National Conference of Bar Examiners.

A number of states require that persons intending to practice law in those states register with a designated state office or official prior to beginning the study of law. Students should therefore ascertain and comply with such requirements in the jurisdictions where they expect to practice. You are encouraged to review these requirements at www.ncbex.org.

New York State Bar Requirements

The requirements for taking the New York Bar examination and for admission to the New York State Bar are available on the website of the NYS Board of Law Examiners at www.nybarexam.org.

New York State administers the Uniform Bar Exam (UBE). The UBE is a uniform battery of tests that consists of the Multistate Bar Examination, 200 multiple-choice questions; the Multistate Essay Examination, six essay questions; and two Multistate Performance Test, two practical skills questions.

In addition to the UBE, an applicant for admission in New York must take and complete the New York Law Course, an online course in New York-specific law and must take and pass the New York Law Exam, an online examination consisting of 50 multiple-choice questions. The New York Law Exam may be taken up to two years before or after successful completion of the bar exam.

Students must also take the Multistate Professional Responsibility Exam (MPRE), which is a one day, two hour, sixty-question multiple-choice exam. The MPRE can be taken up to three years before or after successful completion of the bar exam. For more information on the MPRE please go to www.ncbex.org.

Applying for Accommodations for the Bar Exam

Students requiring accommodations for the New York State Bar Exam and the New York Law Exam bar exam should see <https://www.nybarexam.org/ADA/ADA.htm> for important information.

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 June 15 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.

TUITION AND FEES

TUITION AND FEES 2023-2024

First Year Students

Full-time Students	(12-16 credits)	\$28,330/semester
Part-time Students	(8-11.5 credits)	\$1,935 per credit

Second Year Students

Full-time Students	(12-16 credits)	\$28,330/semester
Part-time Students	(8-10.5 credits)	\$1,935 per credit

Third Year Students

Full-time Students	(12-16 credits)	\$28,330/semester
Part-time Students	(8-11 credits)	\$1,935 per credit

Fourth Year Students

Part-time Students	(8-11 credits)	\$1,935 per credit
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FlexTime JD Program (Per Credit Charge)

\$1,935 per credit

Master's Programs (Per Credit Charge)

\$1,935/credit

Miscellaneous Fees

Late Registration Fee	\$ 25.00
Student Activity Fee	\$ 60.00/semester (fall and spring)
Technology Fee	\$ 150.00/semester (fall and spring)
Administrative Fee (Winter and Summer Semesters)	\$ 100.00/semester (non-refundable)
Administrative Fee Masters Program (per semester)	\$ 100.00/semester (non-refundable)
Academic Success and Bar Program Fee	\$ 365.00/semester (fall and spring)
Graduation Fee (paid in students' final semester)	\$ 375.00
Stop Payment Fee	\$ 50.00
Returned Check Fee	\$ 40.00
Transcript Fee	\$ 10.00

Late Payment Fee	\$ 100.00 (per month)
Payment Plan Fee	\$ 100.00

The Touro University Board of Trustees reserves the right to change the fee schedule without prior written notice.

Procedures and Due Dates

Tuition and fees are due the day the semester starts. Late payment fees are charged at a rate of \$100 per month. Students are permitted to register for a forthcoming semester only if they have made full payment or other arrangements with the Bursar.

How to Make A Payment

Upon registering for courses, students accept full responsibility to pay all tuition, fees, and/or other costs incurred or assessed as a result of such registration. Students are responsible for ensuring that all their accounts are paid on time and in full. All students have 24 hour access to their account activity, making payments, enrolling in payment plans and direct deposit on our online payment portal, TouchNet.

How to make a payment:

1. Log onto the [Touro One Portal](#).
2. Click the "Financial Services" tab on the left side of the page.
3. Click Access TouchNet under the Office of the Bursar section.
4. Select "My Account."
5. Select "Applicable Terms" and "Verify Amount."
6. Select "Date" and "Continue."
7. Select Payment Method.
8. Enter your credit card, checking or savings account information and Select "Continue."
9. Review payment and click "Schedule Payment."
10. A message will be sent that states "Thank you, you have successfully scheduled your payment(s) for MM/DD/YY."

Payment methods accepted through TouchNet include all major credit cards or by E-Check using a checking account. Please be advised that payments on student accounts made online by credit or debit card will be charged a 2.95% non-refundable convenience fee by our third-party provider, TouchNet® Pay Path.

*Students can avoid this fee by simply choosing to pay with our electronic check (E-check) option. To pay by E-check, log into your online student account, select electronic check for your method of payment and provide your bank routing number and account number.

The Office of the Bursar is committed to guarding our students from unlawful acts of identity theft. The College takes very seriously the privacy rights of students, including the protection of personal credit card and bank account information.

If you are an Authorized User (other than the student) log in here: https://secure.touchnet.net/C21513_tsa/web/login.jsp

The bank account holder must have knowledge and authorize this transaction. To authorize a third party, such as a parent or spouse, to access the student's TouchNet account and make a

payment on his/her behalf, select "Authorize Payers," then select "Add New." Enter the authorized payer's name and email address, then create a username and password. The authorized payer will receive the TouchNet link and their personal username and login information via email.

International Payments

Touro University has partnered with Flywire to provide our international students with a secure payment method that simplifies the payment process.

Pay with accounts in your home country, in your currency for most countries.

Offers payment methods like bank transfer, credit cards, and e-payments (Alipay/PayPal) making the process familiar and easy for you.

Avoid unnecessary bank fees and receive favorable foreign exchange rates.

Track the progress of your payment anytime. Flywire's multilingual customer support is available to help 24 hours a day using multiple channels

To begin your payment, go to Touro University's Flywire payment site at touro.flywire.com and follow the instructions provided by Flywire to complete the payment.

FLYWIRE CUSTOMER SUPPORT

Email: support@flywire.com

Website: <https://help.flywire.com>

How to Pay Video: <https://vimeo.com/153781014>

Please contact the Bursar's office if you have any questions about our policies or procedures for wire transfers. (Touro will not accept wires that exceed the student's account balance.)

Graduation Fee

The graduation fee is due 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.

SECTION 103 PROVISIONS FOR VETERAN STUDENTS: PENDING PAYMENT COMPLIANCE FOR ELIGIBLE STUDENTS

In accordance with Title 38 US Code 3679 subsection (e), Touro University adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33)¹ or Veteran Readiness and Employment (Ch. 31) benefits, while payment to the College is pending from the VA. Touro University will not:

- prevent nor delay the student's enrollment
- assess a late penalty fee to the student
- require the student to secure alternative or additional funding
- deny the student access to any resources available to other students who have satisfied their tuition and fee bills to Touro University, including, but not limited to, access to classes, libraries, or other institutional facilities.

¹ "GI Bill" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

However, to qualify for this provision, such students may be required to:

- produce the Certificate of Eligibility by the first day of class;
- provide a written request to be certified;
- provide additional information needed to properly certify the enrollment as described in other University policies.

WITHDRAWAL POLICY/TUITION REFUND SCHEDULE

Students wishing to withdraw from the College must contact the Office of the Registrar. For approved applications/withdrawals the following refund schedule will apply:

FALL/SPRING/SUMMER SEMESTERS

100% - Before first day of classes

100% - During add/drop

50% - 1st week following add/drop

0% - After 1st week following add/drop

WINTER INTERSESSION

100% - Before first day of classes

0% - On or after first day of classes

Refunds

Any student in overpayment of tuition will receive a refund. All refunds are issued within 14 days of the credit balance posted to their student account (check your TouchNet account activity to confirm the posting). Refunds may be processed via paper check or E-check directly to the student's bank account of choice. We **strongly recommend** that students enroll in the Direct Deposit option, which allows you to receive your refund faster via electronic deposit to the bank account of your choice.

It takes 5 minutes to enroll and get your funds directly into your bank account.

- Log onto the [Touro One Portal](#).
- Click on the **Financial Services** Tab on the left side of the page.
- Click Access **TouchNet** on the right side of the page.
- Click on **eRefunds** at the top and then **set up account**.

Please ensure that you update your account information. The University is not responsible for delays in payments due to incorrect information entered by the student or their representatives. If paid by credit card, that credit card will be refunded.

If you applied for Federal Direct Loans, you will be notified via email of the date your loan funds have been received and credited to your student account. If you wish to cancel all or a portion of your loan, please return the notification to the Financial Aid Office within 14 days.

A student wishing to withdraw from any or all classes must complete the necessary form(s) in the Registrar's Office.

FINANCIAL AID

The Financial Aid Office is responsible for all financial aid matters, including the processing of loans and the packaging of state and Federal grants. It also supervises the Federal College Work Study Program. Any question regarding financial aid should be directed to the Financial Aid Office at fin-aid@tourolaw.edu or 631-761-7020.

Financial Aid Application Process

1. Complete the Free Application for Federal Student Aid (FAFSA) online at <https://studentaid.gov/h/apply-for-aid/afsa>. In order to complete the FAFSA, a student will need an FSA ID. A student can create an FSA ID at <https://studentaid.gov/fsa-id/create-account/launch> if the student has forgotten or do not have an FSA ID. The FAFSA school code is 010142, Touro University, Main Campus, New York, NY.
2. Review the Student Loan Budget Worksheet to budget and calculate how much to borrow (https://www.tourolaw.edu/pdf/financial_aid/TLC-Student-Loan-Budget-Worksheet-new-students.pdf). OR (https://www.tourolaw.edu/pdf/financial_aid/TLC-Student-Loan-Budget-Worksheet-returning-students.pdf)
3. Complete the Federal Stafford/Graduate PLUS Loan Entrance Counseling online at <https://studentaid.gov/entrance-counseling>. Under “Graduate/Professional Students” click on “Complete Entrance Counseling. Select Touro University – Touro Law Center as the school.
4. Complete Master Promissory Note (MPN) for Federal unsubsidized Loan and Federal Graduate PLUS Loan online at <https://studentaid.gov/>. Under “Graduate/Professional Students” click on “Complete the MPN for a subsidized/unsubsidized Loan and Direct Plus Loan. A separate MPN is required for each loan. Select Touro University – Touro Law Center as the school. The MPN <https://studentaid.gov/mpn/grad/landing> must be completed only once (if loan is borrowed within the first year) and is valid for ten years.
5. Complete Graduate PLUS Loan Request Form (https://www.tourolaw.edu/pdf/financial_aid/TLC-PLUS-Loan-Request-Form.pdf). This form is on the school’s website and should be submitted directly to the Financial Aid Office (fin-aid@tourolaw.edu).
6. If declining federal student loans and opting for an Alternative/Private education loan, students must research and select the lender of their choice. Complete the application and promissory note directly online at the lender’s website. Students must notify the Financial Aid Office if they are borrowing an alternative/private education loan.
7. Financial Aid Self Service System: View and Accept/Decline Awards.
 - a. Log on to Student Portal: <https://touroone.touro.edu/cas/login>.
 - b. First Time users – click first time user and enter the information it requests. If the student gets a message that their account is already valid, then go to next section, revalidate. Select Financial Services.
 - c. Select Financial Aid Awards.

- d. Select Aid Year.
- e. Select the “Terms and Conditions” tab. Read the terms and conditions. Click the Accept button.
- f. Select Accept Award Offer- choose accept or decline for each fund and select Submit Decision.

FEDERAL FINANCIAL AID

Federal financial aid – Stafford Loan, Graduate Plus Loans and Work-Study – is available to U.S. citizens, permanent residents, and some eligible non-citizens. In fact, if qualified, you may receive federal loan funding to cover your entire “cost of attendance” comprising actual law school expenses, including tuition and fees, books, living expense (on or off campus), and travel.

For purposes of federal aid, all law students are considered “independent” regardless of age and/or whether still living with parents. In order to receive Federal Financial Assistance, each student must meet the general eligibility requirement outlined below:

- Be enrolled or accepted for enrollment on at least a half-time basis as a regular student in an eligible program. (Touro Law Center defines half-time enrollment to be at least 6 credits each term--summer, fall, spring).
- Be a U.S. citizen or eligible non-citizen with appropriate documentation
- Have a valid Social Security number
- Maintain satisfactory progress, as defined by the institution, towards a degree
- Not be in default of a prior federal student loan

FEDERAL EDUCATIONAL LOANS (WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAM)

The U.S. Government is the exclusive lender of record, for all federally funded student loans, effective July 1, 2010; as such these loans are fully funded by the U.S. Department of Treasury. Direct loans are low cost educational loans made available to eligible students directly from the Department of Education. The Federal Direct Stafford Loan and the Federal Direct Grad PLUS Loan offer a number of repayment options, plus opportunities for deferment, forbearance, loan forgiveness, and cancellation (for death or total and permanent disability). Upon repayment, the loans can be consolidated with prior and future federal loans and neither loan charges a penalty for early payment. For further information on loan repayment options and loan repayment calculators go to: <https://studentaid.gov>.

There are two types of Direct Loans: Unsubsidized and Grad Plus. Through the Direct Unsubsidized Stafford Loan, eligible law students may borrow up to \$20,500 per academic year and up to \$138,500 for all post-secondary education. The maximum annual Grad Plus Loan is the educational cost of attendance, as determined by the school, minus any other financial aid

received. Grad Plus Loans have no aggregate limit. Both loans carry an origination fee which is deducted upfront from the loan proceeds.

Federal Unsubsidized loans are guaranteed while federal Grad Plus Loans are credit-based; however, the credit score is not used in determining eligibility. Borrowers must demonstrate that they do not have an adverse credit history. Adverse credit history is defined to mean that as of the date of the credit report, in addition to other conditions (e.g. bankruptcy, foreclosure, tax lien, or a default determination), the applicant must have one or more debts that are 90 days delinquent or that are in collection or have been charged off during the prior two years and a total combined outstanding balance of those debts greater than \$2,085. Students denied a Grad Plus loan will receive notice from the Department of Education but may appeal the decision and ultimately secure the loan on either their own credit strength, after demonstrating satisfaction of debt or “good faith” payments or opt to apply with an endorser or “co-signer”.

Loans

Understand all of your borrowing options. If you have any questions, don’t hesitate to contact us.

Depending on your level of need, you can apply for a [Federal Unsubsidized Loan](#), a [Federal Grad PLUS loan](#), or a combination of private and alternative loans.

Before accepting any loan, make sure you have a clear understanding of the interest and fees you’ll pay on it as well as your repayment plan options. _

Interest Rates for Direct Loans First Disbursed on or After July 1, 2023, and Before July 1, 2024		
Loan Type	Borrower Type	Fixed Interest Rate
Direct Subsidized Loans and Direct Unsubsidized Loans	Undergraduate	5.50%
Direct Unsubsidized Loans	Graduate or Professional	7.05%
Direct PLUS Loans	Parents and Graduate or Professional Students	8.05%

All interest rates shown in the chart above are fixed rates that will not change for the life of the loan.

Most federal student loans have loan fees that are a percentage of the total loan amount. The loan fee is deducted proportionately from each loan disbursement you receive while enrolled in school. This means the money you receive will be less than the amount you actually borrow. You’re responsible for repaying the entire amount you borrowed and not just the amount you received.

The chart below shows the loan fees for Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct PLUS Loans first disbursed on or after Oct. 1, 2019.

Loan Fees for Direct Subsidized Loans and Direct Unsubsidized Loans	
First Disbursement Date	Loan Fee
On or after 10/1/20 and before 10/1/22	1.057%
On or after 10/1/19 and before 10/1/20	1.059%
Loan Fees for Direct PLUS Loans	
First Disbursement Date	Loan Fee
On or after 10/1/20 and before 10/1/22	4.228%
On or after 10/1/19 and before 10/1/20	4.236%
Loans first disbursed prior to Oct. 1, 2019, have different loan fees.	

Year	Dependent Students (except students whose parents are unable to obtain PLUS Loans)	Independent Students (and dependent undergraduate students whose parents are unable to obtain PLUS Loans)
Graduate or Professional Student Annual Loan Limit	Not Applicable (all graduate and professional degree students are considered independent).	\$20,500 (unsubsidized only).

Grad PLUS Loan

To receive a Grad PLUS loan, you must

- be a graduate or professional student enrolled at least half-time at an eligible school in a program leading to a graduate or professional degree or certificate;
- not have an adverse credit history ([unless you meet certain additional eligibility requirements](#)); and
- [meet the general eligibility requirements for federal student aid](#).

The maximum PLUS loan amount you can borrow is the cost of attendance (determined by the school) minus any other financial assistance you receive.

You don't have to start making payments until six months after you graduate, leave school, or drop below half-time enrollment.

During any period when you're not required to make payments, interest will accrue on your loan. You may choose to pay the accrued interest or allow the interest to be capitalized (added to your loan principal balance) when you have to start making payments. Your loan servicer will notify you when your first payment is due.

Eligibility for Continuing Federal Financial Assistance In order to remain eligible for federal financial assistance, all students are required to maintain satisfactory progress in accordance with the qualitative and quantitative standards detailed below. Satisfactory progress is evaluated at the end of each academic year. Students who fail to meet applicable standards at the end of each academic year will be dismissed or granted one semester of probation, with the exception of the final semester, at the end of which they must reach the level of the next required evaluation point. Students who have not attained the requirements by their last semester will lose eligibility for financial assistance and must appeal to have it reinstated. The Satisfactory Academic Progress

Policy for Touro is available online at: <https://www.touro.edu/students/policies/satisfactory-academic-progress-policy/>.

Loan Consolidation Loan consolidation enables students to combine all existing federal student loans into one new loan. The interest rate is the weighted average of the loans consolidated. Benefits include lower monthly payments by taking a longer period of time to repay the loan and having the convenience of all loans held by one servicer. Students can apply to consolidate their loans when repayment commences by contacting the Department of Education at: <https://studentaid.gov/app/launchConsolidation.action>.

Deferral/Cancellation of Student Loans Students receiving 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, the Domestic Volunteer Service Act of 1973, or for performing certain types of service such as teaching in a low-income school. For a complete list of cancellation and discharge provisions visit the U.S. Department of Education website at <https://studentaid.gov/>.

Federal Loan Forgiveness Many people working in public service can benefit from a federal student loan forgiveness program. The College Cost Reduction and Access Act of 2007 (P.L.#110-84) defines public service as: “A full-time job in emergency management, military service, public safety, law enforcement, public health, public education, social work, public interest law services (including prosecution or public defense or legal advocacy in low income communities at a nonprofit organization...” After 10 years of service and 120 qualified federal student loan payments (based on an income-based repayment-(IBR) structure) the remaining balance of the federal loan/s will be forgiven. The Department of Education will require documentation, forms and verification. For more information visit: <https://studentaid.gov/pslf/>.

Return to Title IV Policy The U.S. Department of Education's (ED) Return to Title IV (R2T4) policy requires Touro to calculate a refund and repayment of Title IV (federal) financial aid received by students who cease attendance (includes both voluntary and involuntary separations from Touro) prior to the 60% point of a term for which they received federal aid. The R2T4 calculation is based upon each student's amount of federal financial aid and enrollment status; therefore, each calculation is unique. As a result of their individual calculations, students may be required to repay all or a percentage of their federal aid. Students may owe immediate payments to both Touro and the Department of Education.

Briefly, students earn a percentage of their federal aid with each day they are enrolled in and attending their classes. When students separate from Touro we are required to calculate the percentage of federal aid the student has earned as of the last day of enrollment and the remaining percentage that is unearned. Neither the student nor Touro is permitted to retain unearned federal funds. Students that are required to repay any unearned funds that were used to pay their student account charges (such as tuition and fees) as well as any Title IV credit balance disbursements (refund monies) will be required to repay such funds directly to Touro and/or the Department of Education. The only Title IV funds that are excluded from the R2T4 calculation are Federal Work Study earnings.

FEDERAL WORK STUDY PROGRAM

Federal Work Study (FWS) funds are generally awarded for employment during the summer months and on a limited basis during the academic year. These awards provide students opportunity for resume building, as well as help offset student loan debt. FWS students may be employed at the Law Center, in off-campus government agencies, or in nonprofit organizations. Pay rate is \$19 per hour. First-year students are strongly discouraged from working in excess of 20 hours per week while school is in session.

SUMMER FEDERAL WORK STUDY PROGRAM

During the summer, Touro Law offers Federal Work Study funding to students who would engage in *otherwise unpaid internships* with nonprofit organizations or public sector agencies and offices. Over the recent past students have interned at a myriad of agencies such as the District Attorney's Offices, Legal Aid Society, Public Defender's Offices, as well as U.S. District Court, U.S. Bankruptcy Court and other State and County Courts. Under this program, the federal government pays a portion (75%) of the student's wages and Touro Law pays the balance (25%), providing an excellent opportunity for students to secure academic or career-oriented employment with an approved agency.

Students can work up to 30 hours per week at a pay rate of \$19 per hour. In turn, students who accept a summer work study award are expected to save a portion of their earnings to help meet the cost of attending law school during the following academic year. The government requires the student's financial aid eligibility to be reduced at a rate that is based upon the student's requested summer work study amount. In order to be eligible for this program a student must demonstrate need by completing the *Free Application for Federal Student Aid* (FAFSA) online at <https://studentaid.gov/h/apply-for-aid/fafsa>.

Funds will be distributed on a "first come- first served" basis. This is determined by the electronic time stamp on your e-signature on the [Notice of Intent Form](#), at submission. Summer Federal Work Study Awards are usually announced by April 30th. Student applicants do not need to have a placement or job offer secured in order to complete the Notice of Intent and FAFSA but should have a job offer by May 15th.

PRIVATE AND OTHER LOAN PROGRAMS

Alternative Loans. Alternative loans enable 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 not be deferred while a student is enrolled in school, depending upon the loan terms offered by the lender. The minimum borrowing amount is \$1,000. The Alternative/Private Education Loan may not offer the same flexibility in repayment options or any opportunity for deferment, forbearance, loan forgiveness, and cancellation (meaning it cannot be discharged even in the event of death or total and permanent disability). The loan can be consolidated, but only with other consumer loans, and may carry various charges upon repayment.

Bar Examination Loan. Bar Study Loans are private, credit-based student loans designed to assist graduating students and recent graduates with the cost of preparing for and taking the bar exam. Generally, students may be eligible to borrow up to \$15,000; the maximum is set by the lender based on credit worthiness and total indebtedness. The interest rate is variable and changes quarterly, with either no cap or a very high cap. Only borrow what you absolutely need.

Keep in mind that Bar Study Loans cannot be consolidated with your federal loans. Also, Bar Study loans do not offer the same repayment and forbearance options as federal loans. They are ineligible for any of the Federal Loan repayment options currently available, such as Income Based Repayment, and cannot be included in the Federal Public Service Loan Forgiveness Program. It is, therefore, recommended that you exhaust your maximum federal loan eligibility before borrowing a private Bar Study Loan.

Below is a list of lenders currently offering Bar Study Loans. Lenders are NOT listed in order of preference. Information is subject to change, so students are encouraged to visit each of the websites to get the most up-to-date information on these loans.

You must apply directly with the lender you choose. Once you are approved by your lender, you must have your expected graduation date certified by the Financial Aid Office. Loan funds are mailed directly to the borrower's address rather than disbursed to the school.

[Discover Bar Exam Loan](#)

[Sallie Mae Bar Study Loan](#)

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.

VETERANS PROGRAMS

Touro Law Center honors veterans for their dedication and sacrifice. The Law Center is very appreciative of your service and is a proud participant in the Yellow Ribbon Program, providing additional means of tuition assistance to student who are veterans.

Yellow Ribbon Program

The Yellow Ribbon GI Education Enhancement Program (Yellow Ribbon Program) is a provision of the Post-9/11 Veterans Educational Assistance Act of 2008. This program allows institutions of higher learning to voluntarily enter into an agreement with the VA to fund tuition expenses that exceed either the post 9/11 GI Bill® annual cap for private institutions or the resident tuition and fees for a public institution. The participating educational institution can contribute up to 50% of those expenses, and the VA will match the same amount as the institution.

Veterans Affairs Education Programs – VA Educational Benefit Descriptions

The VA administers several education programs as set forth by law, Title 38 United States Code. Each program is found in a different chapter of the law and this number is often used to refer to

each of the different programs. They also have specific names. Each program provides different benefits for different groups of individuals.

- **Chapter 33** Known as the Post-9/11 GI Bill®, the newest benefit program was created for individuals who have served on Active Duty after 9/10/01. Rate of payment is based on the length of time served.
- **Chapter 30** The *Montgomery GI Bill® – Active Duty*, is the most common program. It is for individuals who entered on Active Duty anytime since July 1, 1985 and who paid into an education fund for one year.
- **Chapter 1606** The *Montgomery GI Bill® – Selective Reserves* is for individuals in the Selected Reserve or National Guard (not on Active Duty). You must be actively drilling and under a 6-year contract. They are eligible for benefits only as long as they remain in the Reserves or Guard.
- **Chapter 1607** The *Reserve Educational Assistance Program (REAP)* is a recent Department of Defense education benefit program, designed to provide educational assistance to members of the Reserve components called or ordered to Active Duty in response to war or national emergency (contingency operation) as declared by the President or Congress. This program makes certain individuals who were activated after September 10, 2001, either eligible for education benefits or increased benefits.
- **Chapter 35** The *Dependents Educational Assistance Program (DEA)* is for dependents of a member of the Armed Forces who died on active duty or as the result of a service-connected disability, or is 100% permanently and totally disabled based on a service-related reason. Dependents receive up to 45 months of full-time benefits. Children are generally eligible for benefits between the ages of 18 and 26, but in certain instances may begin before age 18 and continue beyond age 26. They have a VA file or claim number (C#) that is related to the parent or spouse under whom they are eligible. The dependent's file is also identified with a suffix (10 or W, 41 or A, 42 or B, etc.). The Chapter 35 program has its own application form (VA Form 22-5490), and its own Change of Program/Training form (VA Form 22-5495).
- **Chapter 31** *Veteran Readiness and Employment (VR&E)* is a program for disabled veterans. This is a unique program. Full tuition, fees, books, and in many cases parking costs are paid by the VA to the school. In addition, the student gets a monthly stipend depending on training status. THIS IS NOT THE GI BILL® and NOT an educational benefit program. Education costs may be part of rehabilitation and training for employment. Veterans must work with VR&E case worker for eligibility information.

Note: Monthly housing allowances are paid 'in arrears' to eligible students, meaning that payments at the beginning of the month are for the prior month's attendance. This also means that payments do not begin when classes begin. Students need to be prepared to pay housing costs in advance of receiving housing allowance from the VA.

If you need specific Veterans Eligibility information about your own eligibility, you must call the VA directly, because we do not have, nor are we able to provide veteran-specific student information. The phone number is 1-888-GIBILL1 (1-888-442-4551); the web site is <https://benefits.va.gov/gibill/>.

How to Apply for Veterans Benefits

In order for students to secure federal veterans benefits, prior to or at the point of enrollment students must:

1. Complete and submit the VA application online at: <https://benefits.va.gov/gibill/>. Students will receive a Certificate of Eligibility (COE) from the VA indicating eligibility and whether the service meets Yellow Ribbon Program requirements.
2. Direct Deposit of Housing Allowance: Students also have the opportunity to complete a Direct Deposit Enrollment Form so that living expense money can be directly deposited into their own banking account by either calling 1-877-838-2778 or completing VA Form 240296.
3. Submit to the Registrar's Office a copy of their Certificate of Eligibility (COE).
4. Submit to the Registrar's Office a copy of their Certificate of Release or Discharge From Active Duty, DD Form 214.
5. Submit to the Registrar's Office a copy of *TLC's Veterans Benefits Request Form*.

New York State Veterans Tuition Awards

New York State residents who have served in the military are eligible to apply for Veterans Tuition Awards (VTA). Awards are for eligible veterans matriculated in a full-time or part-time study program.

SCHOLARSHIPS

Scholarships are offered to entering Touro Law Center students based on their prior academic records and potential for success in law school. In addition, fellowships and awards are available to continuing students and to those interested in pursuing specific areas of interest within the profession, based on their demonstrated academic achievement.

The following are awarded by the Admissions Committee automatically to incoming students based on a combination of LSAT and UGPA. All scholarships are renewable in accordance with the terms of the award. No application is required:

- **Dean's Fellowships** - Full tuition scholarship renewable for the duration of law school (dependent upon maintaining academic excellence). Students are considered based on undergraduate record, LSAT score, community involvement, work experience, and a combination of other factors.
- **Merit Scholarships** - Awarded to promising entering students based on their undergraduate record, performance on the LSAT, and a combination of other factors. These scholarships range from \$1,000.00 to 95% tuition remission, renewable annually, within the terms of the original offer.

These awards are renewable throughout a student's course of study in accordance with the terms of the original offer. Scholarships are also awarded to returning students based on academic achievement in law school.

There are many scholarships available to upper-class students. For a complete list and specific information on all of the Touro Law Center scholarship options, please see [Institutional Scholarships](#).

STUDENT RESOURCES

Law Student Scholarship Databank. AccessLex Institute maintains a searchable scholarship databank (<https://www.accesslex.org/databank>) to help aspiring and currently enrolled law students find and apply for scholarships that fit their interests and backgrounds. The databank includes some 800 scholarships and writing competition opportunities.

Access Connex by Access Lex. Gives students free access to a team of Accredited Financial Counselors who can answer financial questions about borrowing strategies, loan terms, repayment options, credit, and more.

Max by Access. Free personal financial program designed exclusively for law students. Students can learn top financial strategies with in-person and online learning options, one-on-one financial coaching from Accredited Financial Counselors and over \$300,000 in scholarship incentives each year.

PUBLIC SERVICE FELLOWSHIPS

The Public Interest Law Fellowship program at Touro Law Center helps encourage and facilitate the placement of students in public interest legal work.

Each year, a limited number of upper-division students are selected for summer positions with public interest law employers. Public interest legal employment, for purposes of the Fellowship Program, is defined as legal work performed under the supervision of an attorney engaged in poverty law, civil rights law or public rights law, including representing charitable organizations. Judicial Clerkships are not funded by the program.

Fellows receive a \$6,650 stipend from the Law Center for 10 weeks of employment. To be eligible, students must submit an application detailing their commitment to public interest employment, including a current law school transcript and letter of reference. Finalists are selected by the Public Interest Law Fellowship Committee and recommended to the dean for appointment.

THE FANNIE AND SAMUEL GLICKSTEIN MEMORIAL SUMMER PUBLIC INTEREST FELLOWSHIP

The Fannie and Samuel Glickstein Memorial Summer Public Interest Fellowship was established by the loving family and friends of Fannie and Samuel Glickstein.

The purpose of the Fellowship is to facilitate student employment in public interest legal work. Historically, students interested in public interest legal work have had to make a financial sacrifice. The Fannie and Samuel Glickstein Memorial Fellowship is designed to make it possible for one law student each summer to work at a public interest job. The Fellowship will offset the financial sacrifice made by a student who takes a public interest job during the summer months while at law school.

The Public Interest Law Fellowship Subcommittee will make the selection of the recipient of the Fannie and Samuel Glickstein Memorial Fellowship. The Subcommittee will select the most qualified student from the pool of applicants for the Public Interest Law Fellowships.

REGISTRATION

Prior to Registration for Classes

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 student meningococcal meningitis vaccinations. Students must submit acceptable proof of immunization no later than the first day of classes. No student who is required to provide proof of immunization will be permitted to register or attend classes unless a properly completed [Student Immunization Record Form](#) has been submitted.

Degree Certification for Admission

By the first day of classes:

- ▶ JD students: Official transcript certifying the conferral of a Bachelor's degree.
- ▶ LL.M. in U.S. Legal Studies students: Official transcript certifying the conferral of a foreign law degree.
- ▶ LL.M. General Studies: Official transcript certifying the conferral of a Juris Doctor degree from an ABA-accredited institution.

JD Program

To be eligible for graduation, a student must meet each of the following requirements within five (5) years or 60 months from the first semester of enrollment or readmission:

- ▶ Satisfactory completion of the following:
 - Required Courses
 - Experiential Requirement
 - Pathway: Skills Competency and Professional Values (NYS Court of Appeals Pathway Rule (520.18). (This is satisfied through successful completion of Practical Legal Analysis I & II.)
 - Pro Bono Requirement
 - Advanced Writing Requirement (AWR)
 - Writing Diagnostic Test (all students must pass Core Grammar for Lawyers)
- ▶ Successful completion of a minimum of eighty-eight (88) credits.
- ▶ Pursuant to the [NYS Court of Appeals Rule 520.3](#) only 20 of the 88 credits are permitted to have been earned from online distance learning courses. Moreover, students cannot receive academic credit for online distance learning courses until 28 credits toward the first degree in law have been completed. All students enrolled in the J.D. program that require 88 credits for the J.D. degree conferral are eligible to enroll in a maximum of 20 credits of distance education courses. (This limit does not apply to courses that were taught virtually as a result of the pandemic but DOES apply to those courses that were offered as a distance education course, including iLaw courses, regardless of the pandemic).
- ▶ At least 64 credits must be earned by attendance in regularly scheduled doctrinal classroom courses at the Law Center.
- ▶ A minimum cumulative grade point average of 2.333 for students who began their studies before the fall 2022 semester.
- ▶ A minimum cumulative grade point average of 2.000 for students who began their studies from the fall 2022 semester onwards.
- ▶ Graduation Audit (completed no later than the semester prior to the student's final semester).
- ▶ Approbation by the faculty.
- ▶ Clearance by the Bursar's Office and all other Administrative Offices.

Additional requirements may be imposed by the Academic Policy Committee as a condition of retention.

For students who began their studies in or after the Fall 2022 semester:

Advanced Legal Analysis I & II (LAWN 952 & LAWN 953)
Business Organizations (LAWN 770)
Civil Dispute Resolution & Procedure I & II (LAWN 671 & 672)
Constitutional Law I & II (LAWN 636 & 637)
Contracts I & II (LAWN 610 & 611)
Criminal Law I (LAWN 617)
Evidence (LAWN 640)
Introductory Legal Analysis I & II (LAWN 623 & LAWN 773)
Legal Process I & II (LAWN 643 & LAWN 644)

Practical Legal Analysis I & II (LAWN 605 & LAWN 622) (This satisfies the requirement of Pathway: Skills Competency and Professional Values (NYS Court of Appeals Pathway Rule (520.18))

Professional Responsibility (LAWN 650)
Property I & II (LAWN 630 & LAWN 631)
Torts I & II (LAWN 615 & 616)

Trusts & Estates (LAWN 680)
Advanced Writing Requirement
Experiential Requirement
Pro Bono Requirement
Writing Diagnostic Test (all students must pass Core Grammar for Lawyers)

For students who began their studies prior to Fall 2022 semester:

Advanced Legal Analysis I & II (LAWN 952 & LAWN 953)
Advanced Writing Requirement
Business Organizations I (LAWN 770)
Civil Dispute Resolution & Procedure I & II (LAWN 671 & 672)
Constitutional Law I & II (LAWN 636 & 637)
Contracts I & II (LAWN 610 & 611)
Criminal Law I (LAWN 617)
Evidence (LAWN 640)
Experiential Requirement
Introductory Legal Analysis (LAWN 623)
Legal Process I & II (LAWN 643 & LAWN 644)
(Legal Process III (LAWN 788) in addition for part-time evening students)

Practical Legal Analysis I and/or II (LAWN 605 & LAWN 622) or completion of the Pathway Project (This satisfies the requirement of Pathway: Skills Competency and Professional Values (NYS Court of Appeals Pathway Rule (520.18))

Pro Bono Requirement
Professional Responsibility (LAWN 650)
Property I & II (LAWN 630 & LAWN 631)
Torts I & II (LAWN 615 & 616)

Trusts & Estates (LAWN 680)

Writing Diagnostic Test (all students must pass Core Grammar for Lawyers)

Students must take assigned required courses in the prescribed sequence. Students may be assigned to all required courses by the Office of Student Services and Records (except as noted in the registration materials). Students may not change their registration in administratively-assigned required courses.

Students may not withdraw from required courses, regardless of whether they are administratively assigned or the student has registered for them on their own.

For more information about course sequencing in the JD program, please see the [Touro Law Center Course Planning Guide](#).

Experiential Requirement

In accordance with ABA Standard 303(a)(3), the Law Center's curriculum includes an experiential requirement: Students must complete a minimum of six (6) credits consisting of a combination of a simulation course, field placement, or clinic. Students may satisfy the requirements with one of the following combinations:

- One (1) six (6) credit clinic,
- One (1) simulation course + One (1) five (5) or six (6) credit clinic,
- One (1) simulation course + One (1) field placement,
- One (1) field placement + One (1) three (3) or more credit clinic,
- Two (2) field placements, or two (2) three (3) credit clinics.

In addition, students selected as Pro Bono Scholars will satisfy the experiential requirement in their final semester.

Clinics

Students may not enroll in a clinic until they have completed the first year of law school. Touro's clinics are either six (6), five (5) or three (3) credits. Either of these options will count towards the 6-credit requirement. The clinics are:

Advanced Bankruptcy Clinic (LAWN 987) (6 credits)

Advanced In-House Clinic (LAWN 793) (2 or 3 credits)

Bankruptcy/Mortgage Foreclosure Clinic (LAWN 885 – 6 credits) (LAWN 518 – 3 credits)

Child Support Mediation Clinic (LAWN 694) (3 credits) (online only)

Community Law Services Clinic (LAWN 582) (5 credits)

Criminal Defense Clinic (LAWN 863) (6 credits)

Criminal Prosecution Clinic (LAWN 995) (5 credits)

Education and Youth Clinic (LAWN 715) (6 credits)

Immigration Law Clinic (LAWN 861) (5 credits)

Landlord-Tenant Mediation Clinic (LAWN 917) (3 credits)

Senior Citizens Law Project (LAWN 564) (6 credits)

Small Business & Not-for-Profit Clinic (LAWN 851) (3 credits)

Veterans and Service Members Rights Clinic (LAWN 881) (6 credits)

Externships

The Law Center offers externship opportunities every semester. Generally, there are judicial externships in both state and federal courts, criminal law externships with prosecutors' offices, public defenders' offices and with private defense attorneys, and civil externships at private firms of all sizes, engaged in every practice area. Students may also choose to work in public interest organizations, or government agencies. Students may choose from placements on Long Island, in New York City (including the boroughs of Manhattan), and in Westchester County. Externships carry 4 credits (2 credits for 140 hours of work experience at the placement and 2 credits for the seminar class). Advanced externships carry 2 credits (2 credits for 140 hours of work experience at the placement).

Simulations

The Law Center offers numerous simulation courses each semester. The simulation courses that will satisfy one (1), two (2) or three (3) credits towards your six (6) credit requirement are:

ADR, Moot Court, and TAPS Competition Tutorials (1)
Drafting Commercial Documents (LAWN 743) (2, 3)
Family Law Practice Module (LAWN 667) (2)
Honors Trusts & Estates Practice Module (LAWN 682) (1)
Interviewing, Negotiating and Counseling (LAWN 696) (3)
Law & Entrepreneurship ((LAWN 588) (3)
Law Practice Management (LAWN 716) (2)
Legal Ethics in Medical Malpractice (LAWN 537) (1)
Licensing of Intellectual Property (LAWN 813) (2)
Mediation (LAWN 943) (3)
Negotiation (LAWN 583) (3)
Patent Practice Seminar (LAWN 815) (2)
Pre-Trial Litigation (LAWN 709) (3)
Selected Topics in Trial Advocacy/Practice (2 courses)
Trial Practice (LAWN 706) (3)

Pro Bono Requirement

All students must complete fifty (50) hours of pro bono legal work to be admitted to the bar in New York State. This public interest legal work must be uncompensated and designed so as to address, either directly or indirectly, the legal needs of financially-eligible persons, or of traditionally underrepresented groups. The work must be non-clerical, law-related, and performed under the supervision of an attorney.

The following clinics will satisfy both the Touro graduation requirement and the New York State pro bono requirement:

- ▶ Advanced Bankruptcy Clinic
- ▶ Advanced In-House Clinic
- ▶ Bankruptcy and Mortgage Foreclosure Clinic
- ▶ Child Support Mediation Clinic
- ▶ Community Law Services Clinic
- ▶ Criminal Defense Clinic

- ▶ Education and Youth Clinic
- ▶ Immigration Law Clinic
- ▶ Landlord-Tenant Mediation Clinic
- ▶ Senior Citizens Law Project
- ▶ Small Business and Not-for-Profit Law Clinic
- ▶ Veterans' and Servicemembers' Rights Clinic

Students who take the Criminal Prosecution Clinic must separately satisfy the Touro Law Center requirement by participating in pro bono projects offered through the Public Advocacy Center (PAC). Students electing this option must obtain advance written approval of their proposed placement from the Director of the Public Advocacy Center, and comply with certain administrative requirements. Students who successfully complete the Pro Bono Scholars Program will satisfy Touro Law Center and New York State pro bono requirements.

PRO BONO GRADUATION REQUIREMENT AND NEW YORK STATE OFFICE OF COURT ADMINISTRATION PRO BONO REQUIREMENT

Every Touro Law student must comply with Touro Law Center's Public Interest/Pro Bono (PILP) Requirement for graduation and must also complete a New York State 50-hour pro bono requirement if you plan to be admitted to New York Courts.

PLEASE NOTE: There are key differences between what counts toward the Touro Law Center PILP Requirement for graduation and what counts under the New York State 50-hour Pro Bono Requirement. It is possible to fulfill both the Touro Law PILP and the New York State 50-hour requirement in the same placement if the placement meets Touro Law's narrower definition of pro bono. Please be aware that Touro Law's rule does not include work with government agencies including courts (for example a District Attorney's Office placement may count for the New York Court requirement, but not for Touro Law's requirement). There are other significant differences between the requirements. Please review both carefully. For further information regarding the New York State 50-hour Pro Bono Requirement please read the details on [New York State's website](#).

The certified completion of 50 hours of Pro Bono Work is one of three ways Touro Law Center J.D. students may choose to satisfy their Public Interest/Pro Bono (PILP) Requirement for graduation. Students may also elect to successfully complete one of the designated qualifying [clinics](#).

To satisfy the Pro Bono Requirement for Touro Law the work must be:

1. Legal in nature, unsalaried and without other compensation, but placements for credit will count. Work for which a student receives credit (for example, an [externship](#)) may also satisfy the pro bono requirement.
2. Under the supervision of an attorney; and designed to directly or indirectly address the legal needs of poor persons or of traditionally underrepresented groups. Work in a private profit-making law firm, even if unsalaried, will not qualify unless the work is performed exclusively on behalf of an eligible client, represented by the firm through the Nassau

County Bar Association Volunteer Lawyers Project, the Suffolk County Bar Association Pro Bono Project or similar pro bono matching program in other counties.

3. Performed in a setting which will enable the student to be involved in the provision of legal services to disadvantaged individuals or groups, such as a legal aid office, advocacy group for battered spouses, and public interest organizations. Unsalaries work for courts or governmental agencies including a District Attorney's office will not qualify unless it meets the requirements.
4. 50 hours spent in actual legal work. The time necessary for training or explanation of the tasks to be accomplished will not count toward the 50-hour requirement.
5. Students participating in the New York State Pro Bono Scholars Program will also satisfy both the Touro Law and the New York State Courts Pro Bono requirements, if they are in an otherwise appropriate placement.

Touro University Pro Bono Recognition Award

At graduation, Touro Law recognizes students who have completed more than 100 hours of pro bono legal services. In order to be included, please notify the Director of Public Interest of all work and hours that are completed in excess of the 50-hour requirement and in excess of 100 hours. You may use the Pro Bono Completion Form for this program.

ADVANCED WRITING REQUIREMENT

The American Bar Association requires that every student produce legal writing that displays substance, originality, analysis, and rigor. Students must satisfy the Advanced Writing Requirement (AWR) as part of their graduation requirements for the J.D. degree. In order to satisfy the AWR, the student must engage in supervised legal research that culminates in a significant writing or body of writings as specified below, of at least 20 pages (inclusive of footnotes) earning a grade of "B" or higher for students who began their studies before fall 2022 and "B-" for students who began their studies in or after fall 2022. The paper must be double-spaced, with one-inch margins, on 8½ x 11-inch paper, in 12-point Times New Roman font, with footnotes in 10-point font. The goals of the AWR are to provide students with an opportunity to: engage in independent legal research; analyze and make a sustained reflection on a particular area of law; and experience an intense, faculty-supervised writing exercise.

An AWR may be supervised by any full-time faculty member. An adjunct or visiting faculty member, teaching a course or seminar, may also supervise an AWR in collaboration with a full-time faculty member, with the approval of the Associate Dean for Academic Affairs.

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

- (1) A writing or body of writings produced in one upper-level course or seminar, that has been designated as a course or seminar that may satisfy the AWR, to be supervised by the full-time faculty member teaching the course; or

- (2) A writing produced for an Independent Research Project of at least 1 credit, to be supervised by the full-time faculty member; or
- (3) A writing produced for Law Review or the Moot Court Board, to be supervised by the full-time faculty member; or
- (4) A writing produced in connection with a Clinic, to be supervised by the full-time faculty member teaching the Clinic.

To begin the Advanced Writing Requirement process, the student must follow these steps:

- (1) Register for a course designated as satisfying the AWR or register for Independent Research.
- (2) Prior to the end of the add/drop period, obtain the professor's agreement to supervise the AWR and have the professor sign the [AWR Intent to Satisfy Form](#), and other required signatures.
- (3) Submit the [AWR Intent to Satisfy Form](#) to the Office of Student Services and Records, identifying the faculty supervisor, by the deadline published in the academic calendar.

Registration for an upper-level course, Independent Research, or a Clinic does not automatically satisfy the AWR. Sponsorship of the AWR is at the discretion of the faculty member, and obtaining the faculty member's consent and signature on the [AWR Intent to Satisfy Form](#) is the sole responsibility of the student. A student satisfying the AWR with an Independent Research paper must also complete the [Independent Research Proposal Form](#).

Courses through which a student may satisfy the AWR will be listed in the registration materials.

- (1) The student and the supervising faculty member should meet regularly to review the progress of the work. It is suggested that the student and supervisor create a timeline with deadlines for the submission of drafts and the final paper to ensure timely completion of the AWR.
- (2) Students must submit their completed AWR to the supervising professor no later than the first day of their final semester, absent good cause or extraordinary circumstances, as determined by the Assistant Dean for Student Services and Records.

Students who do not complete the AWR by the applicable deadline as indicated on the Academic Calendar, or by an extension of time authorized by the administration, **WILL NOT** be certified for eligibility for the bar examination immediately following graduation.

Exceptions

A writing used in competition for membership on Law Review or Moot Court may not be used to satisfy the AWR. However, any prior research work done for such a competition for membership may be used in connection with a subsequent writing produced for an Independent Research Project, Law Review, or the Moot Court Board that would otherwise satisfy the AWR, as long as full disclosure is made in advance to the faculty member supervising the AWR.

STRUCTURED CURRICULUM (SC) PROGRAM

The requirements of the Structured Curriculum (SC) Program are as follows:

► Students Required to Participate

All students with grade point averages of 2.830 or lower must follow the Structured Curriculum.² Because the Law Center already has a robust bar prep program for students in their final year, the program focuses on the addition of doctrinal courses to help students learn the law that is tested on the bar exam and are required for the effective practice of law. Students placed in the Structured Curriculum Program must remain in the program for the duration of their time at the Law Center, even if a student's cumulative GPA rises above a 2.830.

► Course Requirements

In addition to all currently required courses, the following courses (totaling 12 additional credits) are added to the list of required courses for SC students:³

Criminal Procedure (3), Family Law (3), Sales (3), and Secured Transactions (3); Remedies (3)

► Additional Recommended Courses

Administrative Law (3), Conflicts of Law (3); Criminal Law II (2), NY Practice (3); Real Estate Transactions (2);

► Advisement – Academic Plan

SC students must meet with their faculty advisors (1) at the beginning of the semester, (2) mid-semester, (3) before registration for the upcoming semester, and (4) at the end of the semester. Students in the SC program are required to participate in the advisement program through graduation. Advisors will assist students in the SC program in scheduling the required courses in sequences that will best serve their advisees. (A schedule of Fall/Spring offerings for all of the additional required courses will be provided to advisors.) SC students may be advised to register for Advanced Legal Research (2 credits) to satisfy their AWR requirement.

Advisors will discuss with SC students all outside commitments – extracurricular activities, employment outside the law school, and other personal or professional obligations – that may affect the student's academic performance.

► Grades

All courses in the Structured Curriculum must be taken on a graded basis. The Pass/No Credit option is not available to students in this curriculum.

² Full-time students with GPAs of 2.830 or lower at the end of their 2nd semester will be placed into the SC; part-time students with GPAs of 2.830 or lower at the end of their 3rd semester will be placed into the SC.

³ It will be within the discretion of the Associate Dean for Academic Affairs to substitute an equally rigorous and equally valuable bar-related course for one or more of the four courses required by the SC. This decision will be based upon, among other things, ongoing data collection and analysis of UBE topics.

ACCELERATING GRADUATION

Students are required to have a minimum GPA of 3.200 to be considered for accelerated graduation, and must apply for and obtain the permission of the Assistant Dean for Student Services and Records by completing the [Petition to Assistant Dean Form](#). Students cannot accelerate graduation by simply taking additional classes. A petition to accelerate graduation cannot be based on the reduction of any degree requirements and will not be granted on the basis of the reduction of any degree requirements. Accelerating graduation may pose academic risks, jeopardize chances to pass the bar, and reduce course selection. For these reasons, accelerating graduation is *not* an entitlement.

- ▶ Full-time students should 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, including Flex-time students, wishing to accelerate graduation should apply after the completion of their second semester but before the start of their fifth semester.

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

LL.M. GENERAL STUDIES DEGREE CANDIDATES

To be eligible for graduation with the LL.M. degree in General Studies, a student must meet each of the following requirements:

- ▶ Satisfactory completion of required courses.
- ▶ Successful completion of a minimum of twenty-four (24) credits.
- ▶ Successful completion of a comprehensive research paper.
- ▶ A minimum cumulative grade point average of 2.333 for students who began their studies prior to Fall 2022. Effective Fall 2022 the minimum grade point average is 2.000
- ▶ Graduation Audit (completed no later than the semester prior to your final semester).
- ▶ Approbation by the faculty.
- ▶ Clearance by the Bursar's Office and all other Administrative Offices.

Additional requirements may be imposed by the Academic Policy Committee as a condition of retention.

LL.M. IN U.S. STUDIES DEGREE CANDIDATES

To be eligible for graduation with the LL.M. degree in U.S. Studies, a student must meet each of the following requirements:

- ▶ Satisfactory completion of required courses.
- ▶ Successful completion of a minimum of twenty-seven (27) credits.
- ▶ A minimum cumulative grade point average of 2.000.
- ▶ Graduation Audit (completed no later than the semester prior to your final semester).
- ▶ Approbation by the faculty.
- ▶ Clearance by the Bursar's Office and all other Administrative Offices.

Additional requirements may be imposed by the Academic Policy Committee as a condition of retention.

The following is a list of LL.M. specific courses available for LL.M. students only:

- Civil Procedure Survey (2 credits)
- Constitutional Law Survey (2 credits)
- Contracts Survey (3 credits)
- Property Survey (2 credits)
- Torts Survey (2 credits)

The following is a list of recommended courses for LL.M. students:

- Business Organizations I (3 credits)
- Criminal Procedure (3 credits)
- Family Law (3 credits)
- New York Practice (3 credits)
- Trusts and Estates (3 credits)

1. Successful completion of a minimum of twenty-seven (27) credits in twenty-four (24) months as mandated by the New York State Court of Appeals, unless academic difficulties dictate additional coursework, and must attain a minimum cumulative grade-point average (GPA) of 2.333.
2. LL.M. students are not eligible to register for any distance education courses (this includes iLaw courses or any other course offered as a distance learning (online course).
3. LL.M. students are required to take two (2) courses in basic American law, such as Evidence, Criminal Law, or Sales. In addition, the *Introduction to the United States Legal System* will qualify as a course in basic American law. This requirement is designed to satisfy the New York Court of Appeals Rules for the Admission of Attorneys and Counselors at Law.

All rules for J.D. students stated in this Catalog apply to students in the LL.M. in U.S. Studies program, except as otherwise stated that are specific to students in this program.

CLINICS

Clinics are an integral part of the educational process at Touro Law. Available to full-time students starting in their second year and part-time students starting in their third year, clinics provide students with an opportunity to represent actual clients with real legal problems and to work with experienced attorney-professors. Under the close supervision of faculty, clinic students advise clients and appear on their behalf in court or at administrative hearings.

In addition to providing valuable first-hand experience, clinics help students hone essential professional skills such as interviewing, drafting legal documents, and investigating and developing evidence.

Currently, several clinics are offered including:

- Advanced In-House Clinic (offered Spring semesters)
- Bankruptcy and Mortgage Foreclosure Clinic
- Child Support Mediation Clinic
- Criminal Defense Clinic (offered Spring semesters)
- Criminal Prosecution Clinic (offered at Suffolk DA in Fall semesters and at Kings County DA in Spring Semesters)
- Education and Youth Justice Clinic
- Immigrant Rights Advocacy Clinic
- Landlord-Tenant Mediation Clinic
- Senior Citizens Law Project
- Small Business and Not-for-Profit Law Clinic
- Veterans' and Servicemembers' Right Clinic

The purpose of the Clinical Program is both to teach skills required for effective advocacy and to develop a methodology for the practice of law. Our goals are thus more ambitious than teaching students "how to" perform lawyering tasks. The cases are a teaching tool and not an end in themselves. Students should always be thinking in terms of these educational goals.

The fact that this educational experience is pursued through the representation of actual clients places participating students within the ethical constraints applicable to all attorneys. While the educational needs of students are paramount when designing the program and deciding which cases to accept, the needs of the client become primary once a case is accepted.

For most students, participation in the clinical program is the first opportunity to practice law. The habits of a lifetime will begin here. It is therefore important that our standards be the highest. Every case, no matter how small the issue or amount in controversy will be handled in the most professional manner.

REQUIREMENTS/APPLICATION PROCEDURES AND FORMS

Clinic Application

Enrollment in a Fall or Spring semester clinic is by application only. This application is distributed to eligible students via e-mail in advance of course registration. We cannot assure that you will be accepted into your first choice, so you are encouraged to rank two or more clinics. Some clinics require supplementary information and/or interviews. Any questions regarding the clinic program should be addressed to [Melina A. Healey](#), Director of Clinical Programs, or the individual professor teaching a clinic.

Accepted students will receive email notification in advance of the course registration deadline with a link to confirm their placement. Placements that are not confirmed are released to students on the waiting list. Once a student confirms their placement, they will be automatically enrolled and will need permission from the Director of Clinic Programs to withdraw. Applications submitted after the deadline will be considered only at the discretion of the Director of Clinic Programs.

CLINIC SELECTION CRITERIA

All students who will have completed credits equivalent to one year of full-time law study (29 credits), may apply for a clinic. Factors relevant to selection for admission include:

1. Student seniority (this factor is given significant priority);
2. First time Clinic enrollees are given priority over those who have previously enrolled in a clinic;
3. Evening and Flextime students are given priority in the 3-credit clinics; and
4. Completion of relevant pre-requisite courses, interviews, and other clinic-specific screening criteria.

While there is no minimum grade point average for enrollment in the clinics, a student on academic probation may not enroll in a clinic.

Pro Bono Requirement

The fifty (50) hour Touro requirement is satisfied upon the student's successful completion of every clinic except the Criminal Prosecution Clinic.

Mandatory Clinic Evaluations

In order to receive credit, clinic students are required to fill out anonymous evaluations of their clinic experience.

For more information, please visit the links below.

- [General Information](#)
- [Clinic Descriptions](#)
- [Faculty and Staff](#)
- [Requirements/Applications and Forms](#)

EXTERNSHIPS

Touro Law Center's Externship Program provides students with the opportunity to work in various areas of legal practice, develop essential lawyering skills, gain knowledge about particular fields of law, practice in specialized courts, and learn about how lawyers and law firms, government organizations and the courts operate.

Every Touro Law student is guaranteed an externship experience for academic credit. Touro Law students may be placed in different types of settings, usually classified as civil, judicial (federal and state) or criminal (prosecution and defense).

The placements include:

- private law offices
- the courts
- law offices of public interest organizations
- federal, state and local government employers

All externships carry four (4) credits – 2 credits placement (a minimum of 140 hours of field placement required) and 2 credits seminar class.

Students may elect to take a second externship (the “Advanced Externship”) after they have successfully completed their first externship. The second externship will carry two (2) credits and consist of a minimum of 140 hours of field placement. Students will be asked to communicate periodically with the externship director.

For more information about externship programs, please contact the Director of Employer Relations at (631) 761-7035.

COURSE DESCRIPTIONS -- JD Courses

Accounting for Lawyers

LAWN 712

This course provides an accounting background for students who plan to work in corporate, financial, and tax areas. Emphasis is placed on the methods used to produce statements of income and financial descriptions of assets and liabilities, with a view to developing the requisite skills for interpreting financial statements. *2 credits*

Administrative Law

LAWN 792

This course examines the nature and scope of the power of administrative agencies and the restraints on administrative power imposed by the Constitution, statutes, and common law. Topics covered include the delegation of power to administrative agencies, administrative investigations, the right to be heard, formal and informal decision-making processes and procedures, administrative adjudication and rulemaking, and judicial review of administrative actions. *3 credits*

Advanced Externship

LAWN 997

Students who have taken the Civil Externship (LAWN 897) or Judicial Clerkship Externship (LAWN899) are permitted to take the Advanced Externship. Students are required to work 140 hours in private law firms, corporate law departments, government legal offices, or non-profit/public interest legal groups. Students' responsibilities include attending court, administrative proceedings and business transactions; interviewing, negotiating, and counseling; and researching and drafting pleadings and memoranda. Students will meet periodically with a supervising faculty member. *2 credits*

Advanced In-House Clinic

LAWN 793

The Advanced In-House Clinic is available to students who have successfully completed an in-house clinic. The "in-house" clinics are those clinics that are operated out of the law center, and which share clients as a single law office. They include all current clinics with the exception of the Criminal Defense and Criminal Prosecution Clinics. Advanced Clinic provides an opportunity to take on a greater range of responsibilities in casework, to collaborate on cases across clinics through rigorous inter-clinic case rounds and consultation, and to help supervise new clinic students on client work. Students in the Advanced Clinic will continue their ongoing client cases, take on additional cases, deepen their engagement with the relevant substantive issues, and learn from the problems and opportunities presented by the casework of their fellow students. The Advanced In-House Clinic will meet in seminar for one 50-minute session weekly and will take the learning opportunities presented by the students' casework as its primary material, employing in weekly "case rounds" discussions planned and led by the students. They will engage in structured reflection and consultation with each other about their cases; review and provide feedback on drafts of written submissions; discuss possible strategic and ethical choices that must be made on cases; and "moot" each other to prepare for upcoming court appearances,

hearings, or other advocacy contexts. In addition, students will be responsible for selecting substantive issues for more focused examination than is possible in the basic semester-long clinic. Each student or student pair will take responsibility, in collaboration with Professor Healey and their clinic supervisor, for developing a set of readings, questions, and case issues to discuss in the weekly seminar. The students will structure and facilitate group discussions of these topics. *2 or 3 credits*

Advanced Legal Analysis I Workshop

LAWN 952

This 2-credit pass/fail course provides information about, strategies for success on, and training in the context of select bar-tested subjects for success on the MBE and MEE portions of the Uniform Bar Exam, the exam required for attorney licensing in New York. This workshop course emphasizes completing practice bar questions under timed conditions. *2 credits*

Advanced Legal Analysis II Workshop

LAWN 953

This 2-credit pass/fail course builds on MBE and MEE skills introduced in ALA I and continues to provide rigorous training in these exam formats in the context of select bar-tested subjects, providing additional preparation for success on the Uniform Bar Exam, the exam required for attorney licensing in New York. *2 credits*

Advanced Legal Research

LAWN 606

This course reviews traditional, non-computerized legal research, including Reporters, Digests, Encyclopedias, Restatements, and secondary materials. In addition, it stresses the use of computer-assisted legal research and the use of non-legal resources. As a course in library skills training, it is intended to help students develop confidence in their research capabilities. *2 credits*

Aging & Longevity Law

LAWN 913

This course examines the laws and social institutions that impact the aging population, with particular attention to issues of inter-generational justice, justification for special protection and programs for the elderly, as well as ethical dilemmas for professionals assisting them. Topics covered include guardianship, conservatorship, and planning for incapacity; financing and delivery of health care, plus related decision-making; nursing homes; elder abuse; Medicare and Medicaid; Social Security; protection of private pensions; and age discrimination. *(No prerequisite.) 3 credits*

Aging: Health Law and Policy

LAWN 642

As the older segment of our nation's population increases, there is a greater need for professionals trained in the specialized skills and knowledge to assist the elderly and their families. This course at intersection of law, healthcare, and policy explores caring for an older population and supporting healthy aging. The course topics can include gerontology, the legal and public health frameworks involved in financing and delivering care for the U.S. aging

population, Social Security, housing options for older adults and long-term care, and improving health outcomes for older adults. Attention will be given to issues such as age discrimination, elder abuse and neglect, and emerging technologies. The course fosters interprofessional collaboration and provides perspectives from multiple disciplines, including law, business, social work, and the health sciences, to better understand and support healthy aging. *3 credits*

Alternative Dispute Resolution Tutorial

LAWN 757

This tutorial will engage the student who will be participating in the ABA Law Student Division ADR Competitions in intensive learning and preparation for the Competition. The ADR competition for Negotiation, Arbitration and Client Counseling give students the opportunity to learn non-litigation problem-solving skills and help prepare students for common lawyering tasks. The tutorial will focus on preparation for the competition(s), by focusing on skills development needed for the competition. The tutorial on the skills needed for the competition will be 14 hours, exclusive of the time needed for “mooting” for the specific competition. Students will enroll in the tutorial in either the semester they participate in the competition or the prior semester, depending on the date of the competition. *1 credit (graded on P/NC basis)*

Antitrust Law (iLaw)

LAWN 654

This course focuses on the Sherman Act, Clayton Act, Robinson Patman Act, Hart-Scott-Rodino Antitrust Improvement Act, and related legislation regarding the regulation of trade and protection of competition. Students also consider an economic analysis of American antitrust law as applied in various areas of industry. *3 credits*

Arbitration

LAWN 784

This course will fully explore arbitration under the U.S. Federal Arbitration Act. While the course focus will necessarily begin with the statute, most of the law governing arbitration under the Act is found in federal court opinions, including a substantial body of case law generated by the Supreme Court. The course will also touch upon the role of arbitral institutions and institutional arbitration rules, and may, to the extent time allows, briefly address the role of state arbitration law. This is largely a doctrinal course in its coverage of the law governing arbitration, though the coverage of arbitral institutions and rules will also address a variety of practical considerations. *3 credits*

Asian Americans and the Law

LAWN 646

This course covers legal issues relevant to Asian Americans in the United States from the 19th Century to the present. It examines legal and political issues and controversies that have emerged as Asian immigrants of diverse origins came to the United States. It deals with how the Asian American experience has influenced U.S. legal history. The topics examined in the course may include citizenship, immigration exclusion, state-sponsored discrimination, Japanese internment, education, affirmative action, racial profiling, and hate crimes. The course will draw on cases, historical sources, and academic texts. It examines these legal questions in the social contexts race, identity, migration, redress, and equality. *2 credits*

Bankruptcy/Mortgage Foreclosure Clinic

LAWN 885 *(5 credits)*

LAWN 518 *(3 credits)*

The Bankruptcy Clinic provides advice and represents clients who are in financial distress. Students will gather information from and on behalf of the client and then prepare a Chapter 7 Bankruptcy Petition. Students will also participate in U.S. Bankruptcy Court at Section 341 hearings as well as prepare, file and argue numerous bankruptcy motions. Students will also represent clients whose homes are either in mortgage foreclosure proceedings or are about to go into foreclosure. Representation includes assisting clients to renegotiate the mortgage terms to save their homes, representation in mandatory court conferences and in preparing and presenting any defenses available in the foreclosure case.

Bankruptcy Law

LAWN 877

This course provides an introduction to and comprehensive survey of Federal bankruptcy law, focusing on the United States Bankruptcy Code and Federal Rules of Bankruptcy Procedure. Coverage begins with the state law collection remedies and proceeds to focus on the entire bankruptcy process for both individuals and businesses, from the initial filing of the bankruptcy petition through confirmation and/or discharge. Roughly equal time will be devoted to consumer bankruptcy and business bankruptcy. This course includes the economic, political, and ethical issues underlying bankruptcy's competing goals: providing insolvent consumer and business debtors with a fresh start while satisfying creditor claims in an equitable and orderly manner.
2 credits or 3 credits

Business Organizations I

LAWN 770

This course introduces students to the law of agency, partnership, limited partnership, joint ventures, limited liability companies, limited liability partnerships, and other forms of business enterprise. It also provides an introduction to the formation and financing of the corporation and a close examination of the New York Business Corporation Law. Emphasis is placed on the choice of business form; capital structure and sale of stock under the relevant federal and state law; management; the role of enterprise in society; and issues concerning the closely held corporation.
(Required.) 3 credits

Child Support Mediation Clinic

LAWN 694

This clinic trains students to engage in mediation practice and explores the merits and approaches to this alternative to litigation. The course develops problem solving, negotiation, and conflict management skills. Seminar will focus on mediation strategy and simulations, exploring the theory and practice the techniques underlying all phases of the facilitative mediation model of mediation. Students will also provide vital mediation services to the litigants in child support disputes and potentially other areas of need. Emphasis will be placed on developing essential mediator skills, such as active listening, formulating questions, reframing, creating rapport, using language effectively, deescalating negative

emotions, and non-verbal communication. This clinic is fully remote for both case work and seminar, but clinic students may use the clinic offices and meet in person with clients if desired. *3 credits*

Children and the Law

LAWN 967

Central to this course are the relationships among children and their parents/guardians and various state agencies. In addition to the core constitutional issues, general topics include the juvenile justice system; child abuse, parental neglect, and foster care; severely deformed newborns; and medical treatment of and experimentation on children. *2 credits*

Civil Dispute Resolution & Procedure I

LAWN 671

Civil Dispute Resolution & Procedure II

LAWN 672

These courses explore the ways in which civil legal disputes are resolved, with an emphasis on the procedural rules attendant to various stages of litigation in federal district courts. The primary topics covered will be jurisdiction, service, venue, injunctive relief, pleadings, Rule 11, joinder, discovery, and pre-trial and post-trial motion practice. Coverage will also include the Erie doctrine, jury trial rights, verdicts and judgments, preclusion, and appeals. *(Required.) 3 credits each course*

Civil Practice Externship Seminar

LAWN 897

Civil Practice Externship Placement

LAWN 568

This course emphasizes practice skills in a format that combines a field placement with a weekly seminar. Students work approximately 10 hours per week for 14 weeks in private law firms, corporate law departments, government legal offices, or non-profit/public interest legal groups. Students' responsibilities include attending court, administrative proceedings and business transactions; interviewing, negotiating, and counseling; and researching and drafting pleadings and memoranda. The seminar component focuses on skills training, but also provides a forum for students to discuss issues arising in their field placements. *2 credits each course*

Climate Change Law and Policy

LAWN 847

Climate change is one of the most significant challenges confronting the world's legal, political, and economic systems. Students will learn about the science of climate change, climate change laws and policies at the international, national, and state levels, and climate change litigation. Students will also have the opportunity to develop their legal writing skills through the completion of a research paper and through providing feedback on fellow students' papers. After providing some background on the science and economics of climate change, the course will first explore the history of the UNFCCC process, including the Kyoto Protocol and the Paris Agreement. We will also consider potential successor regimes to the current "pledge-and-review" structure. The

course will then cover U.S. federal law and policy, including regulation of greenhouse gases under the Clean Air Act, the Inflation Reduction Act, as well as proposed policy options that might be featured in future legislation. The course will then consider state and local efforts to curb greenhouse gas emissions and adapt to climate impacts and how they fit into the global picture. Finally, we will address the possibility of geoengineering. *3 credits*

Community Law Services Clinic

LAWN 599

Students will work in the Touro Law Center's Clinic in two to three of the following subject areas: Mortgage Foreclosure; Veterans and service Members Affairs; Immigration; Bankruptcy and the Senior Citizens law Project. Students will be required to complete 168 hours of field work and attend two classes a week as part of the course. This course is only offered during the summer. *5 credits*

Constitutional Law I

LAWN 636

Constitutional Law II

LAWN 637

These courses address constitutional doctrines involving the three branches of the federal government and their relationships with one another and with state and local authority. The courses also focus on individual rights, including due process, equal protection, affirmative action, and privacy. *(Required.) 3 credits each course*

Contracts I

LAWN 610

Contracts II

LAWN 611

This course provides a two-semester study of the general scope of the legal protection given to contracts. Coverage includes the formation of contracts, mistake, statute of frauds, parole evidence rule, commercial impracticability, misrepresentation, illegality, contract interpretation, economic duress, conditions, breach of contract, damages and other remedies, third-party beneficiaries, assignments, and delegations of contractual duties. *(Required.) 3 credits each course.*

Copyright Law

LAWN 529

Copyright Law explores these legal complexities and relevant policy considerations in light of 21st century realities. This course surveys the domestic and international laws and policies of copyright law, with a secondary emphasis on related areas of law such as rights of publicity, unfair competition, contractual protection of ideas, and new technologies in varying degrees. Topics to be covered include the subject matter of copyright; ownership and transfer of copyrights; the rights afforded to copyright owners in the US and via international treaties and conventions;; duration of protection; infringement; and remedies. The course will include guest speakers who

are involved in cutting edge issues in copyright, which will allow students to hear directly from and start networking with practitioners and others involved in copyright law. *3 credits*

Corporate Finance

LAWN 664

This course exposes students to legal materials in the areas of enterprise valuation, capitalization, and reorganization (including corporate debt and dividend policy), as well as mergers and acquisitions. Students discuss readings in financial and management theory as they relate to legal restraints on financial decision-making. Students also analyze investment decision-making, with particular emphasis on alternatives in financing expansion of plant and equipment through fund sources within the corporation and through external fundraising by selling equity and debt. *(Prerequisite: LAWN 770 Business Organizations I.) 3 credits*

Corporate Tax

LAWN 782

This course provides a study of the fundamental principles of federal corporate taxation. The emphasis is on relations between corporations and their shareholders in such areas as capitalization, distributions, redemptions, liquidations, and reorganizations. The course includes a discuss of the same issues with respect to S corporations, and concludes with an introduction to partnership/Limited Liability Company (LLC) taxation. *(Prerequisite: Federal income Tax) 2-3 credits*

Criminal Defense Clinic

LAWN 863

The Criminal Defense Field Clinic provides students with the opportunity to engage in the actual practice of criminal law under the supervision of the faculty supervisor and an experienced Attorney at the Legal Aid or Public Defender's Office. Each student is placed with an attorney and works with that attorney on the attorney's cases for a minimum of 12 hours each week, through all phases of the criminal process, from arraignment through trial. Students may accompany attorneys to court, participate in client and witness interviews, conduct investigations, review documents, draft motions, and help develop case theory and litigation strategies. In addition to the required field hours, students attend a weekly 3-hour seminar where the faculty supervisor focuses on selected topics in criminal law and procedure, evidence, ethics, and lawyering skills. The substance of the seminar may be drawn from the cases the students are working on, may include simulations, and may focus on the students' experiences with their attorney/cases, with particular scrutiny of the political, social, economic, and psychological factors that frequently determine the outcome of criminal proceedings. *5 credits*

Criminal Law I

LAWN 617

This course examines substantive criminal law both in its common law and modern statutory forms. Topics covered include culpability required for criminal responsibility (minimum conduct, voluntariness, etc.); exculpatory doctrines and defenses (duress, insanity, mistake, etc.); homicide, rape, and other criminal acts; and domestic violence. The course also explores the

problems associated with imposition of criminal sanctions, as well as reasons for and appropriateness of particular punishments, including the death penalty. *(Required.) 3 credits*

Criminal Law II

LAWN 618

Building upon Criminal Law I, this seminar focuses on the elements of specific crimes, including robbery, assault, rape, burglary, larceny, receipt and possession of stolen property, and sale and possession of drugs. Students also examine such topics as the insanity defense, criminal responsibility and punishment of juveniles, white-collar crimes and criminals, and victims' rights. *2 credits*

Criminal Procedure

LAWN 621

This survey course covers the constitutional law governing criminal procedure from arrest to trial, including right to counsel, arrest, searches, wiretapping, electronic eavesdropping, entrapment, interrogation and confession, lineups, showups, other pre-trial identification procedures, and grand jury investigations. *2-3 credits*

Criminal Prosecution Clinic

LAWN 995

This field clinic provides students with hands-on experience working in the Suffolk County District Attorney's Office prosecuting real cases in the Suffolk County District Court. Students will be assigned misdemeanors (including DWIs) and violations. Students will have primary responsibility for their cases and will appear on the record on all phases of their cases while working under the supervision of Assistant District Attorneys and the faculty supervisor. Students conduct investigations, interview police and civilian witnesses and negotiate dispositions with defense counsel, as well as prepare for and conduct hearings and trials. Students will work a minimum of 12 hours weekly in the Suffolk County District Attorney's office. In addition a 3-hour weekly seminar, taught by the faculty supervisor, will provide a focused course of study on the prosecution process, premised on the understanding that students already have a basic knowledge of criminal law and criminal procedure. This clinic will give the student live practice in the role of the prosecutor as part of the criminal justice system, while experiencing the myriad legal, social, economic and political issues that are present in the practice of criminal law and in the criminal justice process. *(LAWN 621 Criminal Procedure and LAWN 706 Trial Practice recommended as prerequisites.) (Open only to students in their final year of study.) 5 credits*

Cybercrime

LAWN 819

This course provides a detailed look at the impact of computers and the Internet on different aspects of criminal law and practice. Topics include jurisdiction; cybercrime laws and enforcement; malicious hacking; virus creation and distribution; traditional crimes (fraud, theft) utilizing computers and networks; and fourth amendment cyber-related issues. *2 credits*

Drafting Commercial Documents

LAWN 743

This seminar involves discussion, negotiation, and drafting of business agreements. Documents might include a sale or distribution agreement; loan and security agreements; an intellectual property license; a technology evaluation and development agreement; or employment, consulting, or confidentiality agreements. *2 or 3 credits*

Education Law

LAWN 585

This course offers a survey of the legal issues that arise in the school context with respect to both students and teachers. The topics considered may include compulsory attendance laws; residency requirements; control of the curriculum by parents and teachers; sex, age, and race classification; students' and teachers' procedural and substantive due process rights; teachers' collective bargaining rights; equality in public school financing; ability grouping of students and special education; religion in school; and state aid to private religious schools. *2 credits*.

Education & Youth Justice Clinic

LAWN 715

Clinic students engage in critically important work for justice-involved youth. They defend young people involved in the Suffolk County juvenile and criminal justice systems and advocate for their educational rights. The Youth Justice Clinic collaborates with professionals-in-training from other disciplines to meet the diverse client needs of this vulnerable group. The course also provides an opportunity to discuss and address systemic issues around the school-to-prison pipeline. Clinic students provide educational advocacy to justice-involved young people in matters such as school suspension and expulsion hearings; special education proceedings; and impartial hearings. They also represent those young people in delinquency and adolescent offender cases. Students collaborate with peers in schools of social work and education to ensure that clients' educational and therapeutic needs are met and their outcomes in court cases are maximized. Students also, work on impact litigation and policy and legislative efforts to address the patterns of injustice they encounter in client representation. The Clinic includes simulated investigations; client interviewing and counseling; and a trial. Seminar explores the problem of widespread under-education and over-incarceration of youth of color. Students will examine the school-to-prison pipeline, including the responsibilities of family and schools, the role of implicit bias, how current laws and policies contribute to the pipeline, how trauma-informed practices can inform our laws and policies, what reforms might better serve youth, and how practitioners across disciplines can address these problems. *6 credits*

Employment Law

LAWN 777

This course addresses the law governing the employment relationship, with particular attention to relevant contract and tort doctrines that apply to employment relationships. Coverage includes such subjects as regulation of wages, hours, benefits, and pensions; workers' compensation; unemployment compensation; family and medical leave; employee privacy in areas such as polygraphs, drug testing, and background checks; trade secrets and covenants not to compete;

employee ownership of work product; occupational safety and health; and plant closings and downsizing. *3 credits*

Employment Discrimination Law

LAWN 776

This course covers basic principles of employment discrimination law and examines theories of violation, methods of proof, administrative and judicial procedures, remedies, and litigation strategies. Students examine Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act, as well as other federal and state statutes dealing with workplace discrimination based upon race, color, sex, religion, national origin, age, disability, and sexual orientation. *3 credits*

Entertainment Law

LAWN 714

This course examines the kinds of agreements commonly used in the entertainment field, including those between movie studio or television company and artist, between producer and artist, and between business manager and artist. Industry structure and rights acquisition are also considered. This course provides students with the Intellectual Property basics they will need in order to understand entertainment law agreements. *3 credits*

Entrepreneurship and the Law

LAWN 588

Entrepreneurship Law is geared toward the laws relating to small businesses and start-up companies. It is designed primarily to guide a future attorney on issues that may arise with an entrepreneur client. It may also be useful to those who become entrepreneurs themselves one day. Some of the legal topics to be covered include: forms of businesses, employer/employee relations, starting a business, trademark and copyright protection, contracts as related to hiring, non-competition and arbitration clauses, ADR, product liability, vicarious liability, online businesses and websites, insurance and liabilities. *2 credits*

Environmental Law

LAWN 794

This course explores the statutory, administrative agency, and judicial responses to conflicting demands placed upon the environment. Topics covered include consequences of and pro-tections against pollution, liability for disposal of hazardous sub-stances, and preservation of natural resources. *3 credits*

Evidence

LAWN 640

This course involves analysis of the principles governing proof of facts in litigation under the Federal Rules of Evidence and under common law. Areas emphasized include relevance, hearsay, direct-examination and cross-examination, impeachment of witnesses, expert testimony, and privileges. *(Required.) 4 credits*

Family Law

LAWN 666

This introductory course addresses the legal relationship between persons who are married to each other, those who live together as a family unit without being married, and those who have children in common; obligations each partner owes to the other; grounds for the dissolution of a marriage; and economic obligations imposed by separation and divorce. The course also explores the legal relationship between parents and their children, including an analysis of custody, support, and adoption rights. The course also explores such cutting-edge topics as same-sex marriage and Assisted Reproductive Technologies. *3 credits*

Family Violence

LAWN 866

Family Violence is a seminar course that examines the nature of family and dating violence. The course will examine the dynamics of abusive relationships, how the law works to protect victims of family violence and their children, the intersections of family law (divorce, custody, visitation, and relocation) and family violence and the punishment and “treatment” of batterers. The course will also examine the intersections between family violence and race, culture, ethnicity, religion, and sexual orientation. Students will learn about civil orders of protection, the criminal prosecution of domestic violence, stalking statutes, the Violence Against Women Act, relevant tort actions, and immigration and asylum law. This course may, with prior approval of the professor, satisfy the Advanced Writing requirement. *2 credits*

Fintech Law

LAWN 668

From simple apps to high-speed trading platforms, the financial services industry is increasingly relying on technology solutions to deliver improved services. As a result of the rapid introduction and evolution of technology in this space, the legal framework regulating the financial technology (FINTECH) industry is also rapidly evolving to keep pace. This two (2) credit course will explore the impact of technology on legal issues in the financial services industry including topics such as regulatory issues in high-speed trading, the evolving use of block-chain technology in financial services, issues relating to cryptocurrency and non-fungible tokens (NFTs), initial coin offerings (ICO's), cybersecurity and data privacy issues, and the potential impact of artificial intelligence based systems on legal issues, such as property rights and tort liability. *2 credits*

Health Care Law

LAWN 983

The United States is now at a pivotal moment in the history of health law. Health Care Law will survey the major components of the field with an emphasis on questions of contemporary policy as well as of substantive law. The collection of legal principles that comprise American “Health Law” determine when and how, if at all, the healthcare system is held accountable or improved. Health Care Law affects and sometimes determines who will live and who will die; who will receive organ transplants and who will not; how national health resources are distributed differently among people with similar challenges to their health but with different social resources. The course is necessarily selective in coverage, but designed to offer students with no prior experience in health law, health policy or health care, a foundational understanding of how the system works; how the law is frequently, but not always, a helpful partner in the search for quality and equality in the health of individual people. *2 credits*

HIPAA and Cybersecurity

LAWN 605

This course presents a comprehensive approach to administering the Health Insurance Portability and Accountability Act (HIPAA) from an information security and cybersecurity approach. The course places an emphasis on protecting electronic protected health information (ePHI) applying HIPAA privacy rules, security rules, and safeguards. The course discusses methodologies for conducting risk assessments specific to the organization when applying HIPAA requirements to protecting ePHI. The topic coverage continues with an in-depth overview of the Health Information Technology for Economic and Clinical Health (HITECH), the Health Insurance Trust Alliance (HITRUST), and the common security framework (CSF) designed to integrate with the NIST cybersecurity framework to perform assessments, manage remediation, and track compliance for HIPAA-related activities. *3 credits*

Holocaust and the Law

LAWN 938

This course draws together the fields of comparative law, constitutional law, jurisprudence, conflicts of laws, international law, human rights and legal history to examine the Nazi philosophy of law, emanating from the egregious racial ideology, and how it was used to pervert Germany’s legal system in order to discriminate against, ostracize, dehumanize, and ultimately eliminate, certain classes of people; and then, to study the role of international law in rectifying the damage by bringing perpetrators to justice and constructing a legal system designed to prevent a repetition. *1, 2, 3 credits*

Honors Trusts & Estates with Practice Module

LAWN 682

In this course, students will learn and then apply the law governing gratuitous transfers, focusing primarily on wills, trusts, and other will substitutes. It will explore the policies and theories behind donative transfers during life and at death and examine the applicable doctrinal law based in statute and case law. The course will focus on the practical application of these doctrinal materials and the attorney’s role in planning and administering an estate through the use of simulation

exercises and drafting projects. Particular attention will be devoted to interviewing and counseling clients, drafting and analyzing wills, trusts, and other testamentary instruments and legal documents used in probate, construction, accounting and guardianship proceedings. Both the doctrinal and skills component of the course will emphasize the applicable New York statutory law but evaluate it in a comparative context. The course will also introduce the student to the relevant professional responsibility issues which practitioners may expect to encounter. *4 credits*

Human Trafficking

LAWN 509

The course will examine human trafficking in the United States. Topics include: the basics of New York State and the Federal Sex and Labor Trafficking Statutes, the history of New York State's specialized Human Trafficking Courts, and the victim-defendant relationship. Students will learn about trafficking related policy movements, legislative changes, and post-conviction relief and immigration remedies for trafficking survivors. Students will hear from a diverse array of human trafficking practitioners such as, a Human Trafficking Court Judge, Human Trafficking District Attorney, Defense Attorney, Immigration attorney, and service provider organizations. Students may intern with the Public Advocacy Center (PAC) trafficking related organizations. *3 credits*

Immigration Law Clinic

LAWN 861

The Immigration Law Clinic will represent juveniles and adults in a number of areas including Special Immigrant Juvenile Status, asylum and naturalization. This work will provide opportunities to appear in New York State Family Court and Immigration Court and help develop both courtroom and writing skills of students. This work also requires client interviewing and case planning. The clinic is committed to law reform and advancing the cause of social justice. *6 credits*

Independent Research

LAWN 882 (1 credit)

LAWN 884 (2 credits)

Independent Research is available for faculty-supervised research and writing on any topic. Students submit a proposal at the time of registration, outlining the nature and scope of the project, and develop the resulting paper through multiple drafts. *(Open only to students beginning their third semester full time or fourth semester part time.)*

Insurance Law

LAWN 747

This course explores principles of insurance law and the rules by which legislative, administrative, and judicial bodies seek to promote, scrutinize, and regulate insurance companies. It examines also how the rules governing enforcement and interpretation of insurance contracts differ from those relating to other types of contracts. *3 credits*

Intellectual Property**LAWN 516** (2 credits)**LAWN 812** (3 credits)

This course offers an introduction to the law of copyrights and trademarks, as well as the related common law principles of unfair competition and misappropriation of property and ideas.

International Law**LAWN 724**

This course examines the sources, methods, and institutions of international law, as well as the impact of international law on U.S. law. Students consider customary international law, treaties, and processes for legal change in connection with a variety of substantive topics and procedural settings, such as the United Nations, human rights, and international trade. *3 credits*

International Criminal Law**LAWN 728**

Crimes and criminal proceedings of concern to more than one nation form the basis for this course. The chief subjects of study are extradition practices and multilateral conventions dealing with crimes, although consideration is also given to United Nations action and war crime trials/tribunals, as well as proposals for an international criminal code and an international criminal court. *3 credits*

Interviewing, Negotiating, & Counseling**LAWN 696**

Students will be introduced to the fundamentals of interviewing, negotiating, and counseling skills necessary for effective client representation. Topics covered include client-centered thinking; active listening; interview planning; question formulation and ordering; approaches to counseling; and techniques and styles of negotiation. *3 credits*

Introduction to Federal Income Tax (Tax I)**LAWN 835**

This course is designed to familiarize students with the basic elements of income taxation for business and non-business practices. Students who take only this course should have the tax background for a career in family law as well as personal injury law and would be well prepared for the Family Law SClinic and to assist low income taxpayers complete their returns as part of the Law Center's Volunteers in Tax Assistance (VITA) program. To help bring the course together and train students to prepare simple tax returns, a tax preparation problem will be assigned. *2 credits*

Introduction to Legal Analysis I Workshop**LAWN 623****Introduction to Legal Analysis II Workshop****LAWN 773**

This class focuses on the development of the skills essential to law school learning. It involves completing written and oral exercises in analyzing, synthesizing, outlining, communicating, and exam-taking skills. The class also addresses study habits and time management. *(Required.)*

Introduction to Workers' Compensation

LAWN 576

This course provides an overview of Workers' Compensation Law, how to handle first party workers' compensation cases, and the effects of workers' compensation issues on third-party claims. The material covered in this class will be useful to students planning on handling workers' compensation cases as well as personal injury matters. *1 credit*

Judicial Clerkship Externship Seminar

LAWN 899

Judicial Clerkship Externship Placement

LAWN 534

This clinic combines a field placement as a clerk in the chambers of a trial or appellate judge with a weekly seminar focusing on various aspects of civil litigation and the judicial process. The fieldwork component requires each student to work approximately 12 to 15 hours per week as a judicial clerk in state or federal court. Students' responsibilities include extensive research and writing on issues assigned by the judge. In addition, they submit weekly journals describing their placement experiences. Integrating theory with litigation practice through simulations, the seminar component focuses on judicial decision-making, utilizing readings, student journals, and discussions of issues arising from the field placements. *2 credits each course*

Jurisprudence

LAWN 645

Jurisprudence refers to a broad range of topics concerning the nature, source, purpose, and operation of law: What is a legal system? In what respects does it differ from a set of commands backed by threats? Must a legal system necessarily distinguish between substantive and procedural law? What, if anything, is the relationship between law and morality? What is the source of an obligation to obey the law? May refusal to obey the law be excused on the grounds that the law is unjust? How is the distinction between a just and an unjust law properly analyzed? In what sense is the term "legal rule" used? To what extent does the adjudicative process involve the application of legal rules? How are valid legal conclusions reached? How can the validity of legal conclusions be judged? *3 credits*

Land Use, Zoning, & Planning

LAWN 670

With an emphasis on practical application, this course presents a survey of the various governmental land use control mechanisms, including zoning, building code, and environmental laws and procedures. *3 credits*

Landlord-Tenant Law

LAWN 874

This course covers New York residential housing law. In addition to basic landlord/tenant law, topics covered will include rent control, evictions, rent strikes, housing discrimination, and federally subsidized housing. The last third of the course will focus on access to justice issues in the courts, with particular focus on housing issues and landlord/tenant disputes. *2 credits*

Landlord-Tenant Mediation Clinic

LAWN 917

Clinic students in the Landlord-Tenant Mediation Clinic are trained in the basics of mediation and are given the important responsibility to facilitate mediations in active landlord-tenant cases in Suffolk County District Court. Students will learn the basics of landlord-tenant law and mediation techniques. Seminar will include simulations exploring negotiation and alternative dispute resolution. For case work, students will be paired in groups of two and, under the supervision of a court-certified mediator, will act as mediators with the goal of resolving cases. This clinic will provide a critically important service to litigants and judges in landlord-tenant matters. It is anticipated that housing courts will receive a crush of cases due to the expiration of eviction moratoriums, uncertainty of unemployment insurance benefits, and other challenges posed by the pandemic. Students will also develop negotiation skills, proficiency in mediation, and knowledge of landlord-tenant law and court procedures. *3 credits*

Law Practice Management

LAWN 716

This course provides an introduction to law practice management, with an emphasis on solo and small firm practice. Students explore the decision to start a law practice; affiliational arrangements and partnership agreements; compensation and benefits; paralegal and non-legal personnel; ethical and malpractice pitfalls and malpractice insurance; substantive and administrative systems; law library and other information resources; computer hardware and software; client development and client relations; fee setting, billing, and collection; and financial planning and budgets. *2 credits*

Legal & Ethics Issues Medical Malpractice

LAWN 537

This is a joint course between Touro Law Center and New York Medical College, enrolling both law students and medical students. It explores ethical issues, medical malpractice issues, and trial practice issues in a medical malpractice trial. The course has online class sessions and a day of live class sessions culminating in a portion of a medical malpractice trial in a simulated action. There is asynchronous instruction on issues of medical malpractice, patient safety, quality regulation, as well as professional expectations and standards of care as they relate to the medical profession from a legal and ethical perspective. In synchronous class sessions, students are also introduced to practice skills, including preparing testimony for trial. By combining both medical and law students in one course, students will gain the perspective of both professions. Medical and law students will better understand the process of a medical malpractice action and law students will better understand the physician's reactions and concerns in these cases. The course begins with an overview of medical malpractice law and then students move to examine the components of a trial in a medical malpractice context. Using a simulated case file, students will examine a medical malpractice case. Law students, with the medical students, plan for and engage in a portion of the trial. In online class sessions, the professor will facilitate the discussions and preparation for trial planning. Students will then present this trial simulation at Touro Law Center and then participate in the ensuing discussion with medical students and faculty. *1 credit*

**Legal Process I
LAWN 643**

**Legal Process II
LAWN 644**

Legal Process is a year-long, six-credit course that teaches students to research, analyze, and write like a lawyer, while also introducing them to basic lawyering skills. Small classes and frequent individual meetings outside the classroom with each student allow for the intensive feedback that is vital to the acquisition of practice skills. In Legal Process I, the focus is on predictive writing. Students learn to synthesize rules from various cases and analyze both common law and statutory issues. There are a number of writing assignments of increasing difficulty, culminating in a draft of an office memorandum of law. After a mandatory conference, each student is required to revise the draft. Students also learn how to interview a client, after which they engage in a simulated interview. In addition, students are taught how to research primary and secondary authority both in the library and online. Legal Process II focuses on persuasive writing. Students write a client letter and they conduct a simulated counseling or negotiation session with the client. The students then write a memorandum in support of a motion. The final project is crafting an appellate brief on a sophisticated issue. Students have mandatory conferences after a first draft, and once the final draft is submitted, the students give an oral argument before a panel of judges. *(Required.) 3 credits each course*

**Licensing in Intellectual Property
LAWN 813**

This course introduces students to the substantive law of licensing, including licenses for various types of intellectual property; licenses in different industries; international licenses; and technology transfer, as well as drafting and negotiating license agreements. *(Prerequisite(s): at least one of the following - Intellectual Property, LAWN 814 Patent Law, LAWN 815 Patent Practice Seminar, or LAWN 820 Patent Litigation.) 2 or 3 credits*

**Mergers & Acquisitions
LAWN 538**

The course explores legal issues related to corporate mergers and acquisitions. Topics covered include acquisition structures and mechanics, shareholder voting and appraisal rights, board fiduciary duties, federal securities laws requirements, anti-takeover defenses, accounting and tax issues, and antitrust considerations. *3 credits*

**Music Law
LAWN 711**

Music Law takes a practical look at representing performers, bands, songwriters, and others in the music industry. We will look at both the law and the industry, exploring the agreements that transfer rights between the various parties and case law affecting those rights, as well as examining the industry itself and who those parties are in the industry. Students will benefit from the insight of guest speakers from various areas of the industry. Topics typically include: recording agreements, band agreements, touring, merchandising, licensing, songwriting, music publishing, and management. *3 credits*

Negotiations

LAWN 583

This course covers in-depth a widely-used negotiation method called problem solving or interest-based negotiations that works effectively in any professional and personal setting. As a lawyer this skill set is essential for resolving legal disputes and making deals. This negotiation method is also relevant for working in law firms, businesses, large organizations, and government/public service including as a public or elected official. The course gives special attention to learning interests, active listening, your personal conflict style, effective negotiation styles, and how to overcome cognitive distortions when making decisions in negotiations. The course also covers cross-cultural and multi-party negotiations and introduces facilitation and mediation. Throughout the semester, students will practice and refine key skills in multiple exercises. *3 credits*

New York Practice

LAWN 710

This course covers civil practice in the New York courts under the New York Civil Practice Law and Rules (CPLR), focusing on the jurisdiction and structure of the court system, statutes of limitations, motions, pleadings, discovery, remedies, special proceedings, judgments, and appeals. *3 credits*

Patent Law

LAWN 814

The course addresses the nature of patents as property, as well as the substantive law governing questions of validity and infringement in actions to enforce patents. Also included is discussion of the substantive law affecting the procurement of patents from the U.S. Patent and Trademark Office. *3 credits*

Patent Litigation

LAWN 820

This course is meant to expose students to a broad range of issues associated with complex civil litigation of a technological nature. Among the topics covered are jurisdiction, venue, declaratory judgments, preliminary and permanent injunctions, discovery, claim interpretation and Markman hearings, doctrine of equivalents, invalidity, unenforceability, damages, defenses (including laches and estoppel), and antitrust counterclaims. *(Pre- or co-requisite: LAWN 814 Patent Law or one of the following – LAWN 516 or 812 Intellectual Property, LAWN 815 Patent Practice Seminar; or permission of the professor.) 2 credits*

Patent Practice Seminar

LAWN 815

This seminar allows students to develop skills in the drafting of patent claims, specifications, and other legal documents prepared by patent attorneys. Working under the supervision of patent counsel, students prepare and present a research paper on a particular aspect of patent law. *(Prerequisite: LAWN 814 Patent Law.) 2 credits*

Practical Legal Analysis I

LAWN 605

This graded course provides students with the opportunity to build advanced performance testing/lawyering skills, with a special focus on professional responsibility aspects of attorney licensing exams. The course will satisfy some of the required experiential credits. (Required) *2 credits*

Practical Legal Analysis II

LAWN 622

This graded course builds on PLA I, providing students the opportunity to develop advanced performance testing and lawyering skills. The course will satisfy some required experiential credits. (Required) *1 credit*

Pre-Trial Litigation

LAWN 709

In a context that simulates actual practice, this seminar details the pre-trial steps in litigation. Students develop litigation strategies, then apply the substantive and procedural law. The impact of the rules of evidence on the pre-trial stage is also considered. Students draft pleadings, discovery requests, and motion papers, and practice taking and defending depositions. *3 credits*

Principles of Healthcare Security

LAWN 600

This course presents the student with foundational concepts and processes to achieve optimal information security in a modern healthcare environment. The course covers the organization, financing, and delivery of healthcare, and discusses technology, terminology, and data management principles. The topic coverage continues across all aspects of information security and privacy, with a special emphasis on real-life scenarios in clinical practices and business operations in healthcare. The course addresses best practices for healthcare information security and privacy with detailed coverage of essential topics such as information governance, roles and occupations, risk assessment and management, incident response, patient rights, and cybersecurity. Finally, the course addresses U.S. laws and regulations as well as a summary of those laws and regulations within the European Union, the United Kingdom, and Canada.

3 credits

Pro-Bono Scholars Externship Seminar

LAWN 970

The subject matter of the course is the crisis and delivery of public interest legal services and the various ways that society is responding to meet the need. Students will take the New York Bar Examination and then will begin a 12-week externship in which they are required to work full time in a public interest program. In addition to the externship placement, students are required to attend regular class sessions. Students will receive 12 credits for the course which includes the field placement and the classroom component. This course meets Touro Law Center's skills requirement and the New York Court of Appeal's 50-hour pro bono requirement. It also meets the American Bar Association's ethics requirement. (*Permission of Program Administrator required.*)

12 credits

Professional Responsibility

LAWN 650

This course explores the attorney's ethical obligations to the profession, the court, and the client under the rules and requirements that govern attorney behavior, thereby allowing students to confront and resolve the ethical dilemmas that arise in the practice of law. *(Required.) 2 credits*

Professional Responsibility: Ethical Criminal Practice

LAWN 691

This course focuses on the attorney's ethical obligations to the profession, the court and the client under the rules and requirements that govern attorney behavior in the context of criminal practice. Subjects covered include the respective autonomy of the attorney and client; the duty of confidentiality and its limits; conflicts of interests; and ethical responsibilities in the investigation and trial of criminal cases. *2 credits*

Property I

LAWN 630

Property II

LAWN 631

This two-semester course explores the origins and present state of the American law of private property. Its principal focus is real estate, although it also touches on the law of personal property. Among the topics covered are the origins of private ownership, the fee simple and life estates, future interests, co-ownership of real property, defeasible fees, the purchase and sale of real property, the title recording system, restrictive covenants and servitudes on land, and landlord-tenant law. *(Required.) 3 credits each course*

Public Health Law

LAWN 625

This course introduces students to federal, state, and local laws that govern public health issues and the ways in which recent public health crises are pushing the boundaries of this legal framework. It will examine in depth the laws that attempt to keep the public healthy and safe from contagious diseases such as COVID-19; drugs, alcohol, tobacco, and vaping; gun violence; obesity; environmental hazards; and dangerous workplace practices—among other potential health risks. The course will interrogate how courts evaluate risks to population health and balance them against potential harm to the economy, individual liberties, and social justice. Students will also consider data from studies and presentations of public health issues in the media. Topics addressed will include ethical considerations, how to define a legal right to health (to the extent one exists), and when the focus should be on the whole population or a particular group within that population instead of the individual. The course does not have a prerequisite but is designed to complement the other offerings in health law. Students will have the option of writing a paper which may satisfy the Advanced Writing Requirement. *2 credits*

Racism & American Law

LAWN 903

This course begins by examining the extent to which racism has been reflected in the country's legal system, the ways in which the legal order has abetted racism, and the notion of law as an agent of social change. The course then focuses on contemporary uses of American law as a tool to reshape racially stratified economic, social, and political structures. The course examines primarily the experience of black Americans, but addresses also the experiences of other racial groups. *2 credits*

Real Estate Transactions

LAWN 674

This course involves an in-depth review of the documents used in the purchase and sale of commercial and residential real estate, from contract to delivery of a deed. Students examine mortgage financing and mortgage foreclosure; regulation of real estate brokers; title insurance; condominiums, cooperatives, and homeowners' associations; and income and transfer tax issues. *(Prerequisite: Property I) 2 credits*

Sales

LAWN 745

This course provides a detailed study of the law applicable to the sale of goods, as reflected in Article 2 of the Uniform Commercial Code. The course also considers the relationship between Article 2 and aspects of consumer law and products liability law. *3 credits*

Secured Transactions

LAWN 748

This course focuses on the creation and enforcement of consensual security interests in personal property, as reflected in Article 9 of the Uniform Commercial Code and the consequences of bankruptcy proceedings for secured creditors. *3 credits*

Selected Topics in Contracts

LAWN 660

This course builds on Contracts and aims to deepen and expand your understanding of the rationales and policy goals that underpin contracts and how contracts operate in practice. It will also give you practical experience reading contract terms, understanding their implications, and drafting your own. *2 credits*

Selected Topics in Corporate Law

LAWN 659

This course covers selected topics in corporate law. It builds upon and extends the law covered in Business Organizations I as to corporations but is selective in coverage. Its coverage can include advanced corporate governance topics, the role of the corporation in society, issues associated with start-ups and initial public offerings, the role of counsel for corporate clients, advanced coverage of the role of fiduciary duties that what might be covered in the Business Organizations I course, and the economics of corporate law. *(Prerequisite: Business Organizations I) 2 credits*

Selected Topics in Criminal Justice

LAWN 920

This seminar addresses important criminal justice issues, including the ethical obligations of prosecutors, defense counsel, and judges; abuse of discretion; plea bargaining; jury selection; legalization of drugs; registry of convicted sex offenders; entrapment; and the death penalty. *(Prerequisite: LAWN 617 Criminal Law I) 2 credits*

Selected Topics in Criminal Justice: Comparing Jewish and American Law

LAWN 502

This course provides a forum for students to explore criminal justice in a comparative perspective. Following introductory classes on the sources and structure of Jewish law, the course will examine substantive, procedural, and philosophical topics related to criminal justice that are found in both Jewish law and American law. Topics may include capital punishment, self-incrimination, confidentiality, ethics in prosecution and criminal defense, and the interaction of Jewish law with other legal systems, including the American legal system. Course materials will include translations of primary and secondary sources of Jewish law, as well as contemporary American legal scholarship. No knowledge of Hebrew or prior study of Jewish law is required for the course. *2 credits*

Selected Topics in Criminal Law: New York Practice

LAWN 786

This course examines the practice of criminal law. In studying New York criminal practice, we will analyze and discuss the application, procedure, and principles surrounding litigation in criminal courts. *(Prerequisite: LAWN 617 Criminal Law I.) 2 credits*

Selected Topics in Law and Literature

LAWN 947

This course explores the treatment of the theme of law in various literary genres, in particular, the ways in which literature reflects the developing state of the law and attendant societal attitudes toward the law, comparing shifting trends over time and contrasting law in the literature of different cultures. *2 credits*

Selected Topics in Racism & American Law: The History & Legal Trials of the Scottsboro Boys

LAWN 871

On March 25, 1931, nine young black men were hitching a ride on a train through Alabama, and at a train stop, sheriff's deputies arrested them for a rape on the train alleged by two white women. The "boys" were jailed in Scottsboro, the Jackson County seat. Twelve days later, they were put on trial and four separate juries convicted eight of them and sentenced them to death. Outrage over the trials was widespread across the North. There were seven retrials and the case twice went to the US Supreme Court. The defendants spent from six to as many as nineteen years in jail. Among the groups that came to the defense of the Scottsboro Boys were the American Communist Party, the International Labor Defense, the ACLU, the NAACP, and others. During these years the two women recanted their allegations, although that did not necessarily set the men free. The case is one of the most famous in the history of race and injustice in the South. *1 credit*

Selected Topics in Tort Law

LAWN 624

According to participants' mutual interests, this seminar exposes students to current issues and cases in tort law, covering such areas as medical malpractice, airline accidents, tobacco litigation, and government immunity. *2 credits*

Selected Topics in Torts: Litigating Tort Claims

LAWN 787

This course will examine some of the most common types of litigated torts. You will review the Summons and Complaints, Bills of Particulars and other material, depending upon the type of case presented. We will be discussing and reviewing the best course of action within the litigation for each party. You will be expected to explore relevant case law on each of the subject cases. *2 credits*

Selected Topics in Trial Advocacy: Direct Exam and Admission of Evidence

LAWN 598

Every trial attorney knows that presenting his or her case in a clear, convincing and coherent way is critical to achieving a successful result. Often the outcome of a trial hinges on a battle of expert witnesses. Whether your case involves medical issues, environmental issues, DNA evidence or ballistics, an expert witness must be called to explain these complicated matters to the jury. Your job, as the attorney, is to help your expert teach the jury the relevant subject matter and persuade the jury that your expert is more credible than your adversary's. Knowing that the other side is trying to accomplish the same goals makes your ability to cross-examine the opposing expert as important as conducting your direct examination. This course will focus on how to direct and cross-examine expert witnesses, and each student will be required to conduct both direct and cross-examinations of the witnesses, including some actual experts. Preparation is absolutely essential if you take this course. Critique and instruction will be given by the professor as well as top attorney guests. (Prerequisite: Trial Practice.)

Selected Topics in Trial Advocacy: Expert Witnesses

LAWN 573

Every trial attorney knows that presenting his or her case in a clear, convincing and coherent way is critical to achieving a successful result. Often the outcome of a trial hinges on a battle of the experts. Whether your case involves medical issues, environmental issues, DNA or ballistics, an expert witness must be called to explain these complicated matters to the jury. Your job, as the attorney, is to help your expert to teach the jury your subject matter and to assist the jury in concluding that your expert is more qualified than your adversary's. Knowing that the other side is trying to accomplish the same goals makes your ability to cross-examine the opposing expert as important as conducting your direct exam. This course will focus on how to direct and cross-examine expert witnesses and each student will be required to conduct both direct and cross-examinations of the witnesses. This summer, we will be working with two actual murder cases which cases were tried in Suffolk County, and for which we have the actual transcripts of the expert testimony. Preparation is absolutely essential if you take this course. Critique and instruction will be given by the professor as well as top attorneys and judges. *2 credits*.

Selected Topics in Trial Advocacy: NY Rules of Evidence

LAWN 785

The course is designed to teach the New York rules of evidence that exist in criminal and civil courts. New York is unique in that the Federal rules of evidence do not apply in New York State courts. New York does not have codified rules of evidence for state courts. This class will teach students the New York rules of evidence and how they are applicable in the state courts. This course will present a comprehensive overview of evidence law, including relevancy, fungible and non-fungible evidence, foundations for the admissibility of evidence, hearsay, competency, direct examination and impeachment of witnesses, privileges, presumptions, and burdens of proof. *(Prerequisite: Evidence) 2 credits*

Selected Topics in Trial Advocacy: Opening Statements and Closing Arguments

LAWN 577

The importance of the opening statement and closing argument in any trial cannot be overestimated. Despite the fact that most judges instruct their juries that opening statements are not evidence, over 50 percent of jurors have decided where the case should go after the opening statements, without having heard any evidence whatsoever. One's best hope of changing the jurors' initial impressions is to make a cohesive and persuasive closing argument. Students will work with one case file, developing themes and dissecting the evidence and testimony in order to develop convincing opening statements and closing arguments. We will work on substance, technique and style and each student will have the benefit of having his or her performance(s) critiqued by lawyers and judges so that he or she will be able to incorporate suggestions made in to subsequent presentations during the class. Each student will also have the benefit of having his and her presentations recorded. *2 credits*

Selected Topics in Trial Advocacy: Trial of a Family Law Case

LAWN 578

Family Law cases are a breed unto themselves. These cases are almost always tried by a judge, rather than a jury, and invariably they involve very sensitive issues that require a special type of advocacy. In this course we will focus on representing children who may be victims of neglect and/or abuse, as well as learning how to advocate on behalf of those who are accused of such behavior. For those students or graduates who are interested in joining the 18b and AFC (attorney for the child) panels, this course is designed to provide part of the training necessary to expedite your acceptance to these panels. We will work with one NITA case file that has been specifically designed to deal with the problems unique to family law cases. Students will have the benefit of working with current sitting Family Court Judges and top trial attorneys, who will share their exceptional knowledge and talent with the class and also will critique student performance on a number of different trial skills. *2 credits*

Selected Topics in Trial Practice: Cross Examination

LAWN 540

Every trial attorney knows that presenting his or her case in a clear, convincing and coherent way is critical to achieving a successful result. Often the outcome of a trial hinges on a battle of expert witnesses. Whether your case involves medical issues, environmental issues, DNA evidence or ballistics, an expert witness must be called to explain these complicated matters to the jury. Your

job, as the attorney, is to help your expert teach the jury the relevant subject matter and persuade the jury that your expert is more credible than your adversary's. Knowing that the other side is trying to accomplish the same goals makes your ability to cross-examine the opposing expert as important as conducting your direct examination. This course will focus on how to direct and cross-examine expert witnesses, and each student will be required to conduct both direct and cross-examinations of the witnesses, including some actual experts. Preparation is absolutely essential if you take this course. Critique and instruction will be given by the professor as well as top attorney guests. (*Prerequisite: LAWN 706 Trial Practice.*) *2 credits*

Selected Topics in Trial Practice: Objections and Evidence Rules

LAWN 982

Students learn the rules of evidence in law school but frequently have difficulty using them to their advantage at a trial. In this course students will learn to argue evidentiary issues in the context of case files. Students will be assigned to represent parties and will have to discern not only whether something is objectionable, but whether it is in their client's interest to object. *2 credits*

Senior Citizen Project

LAWN 564

This course exposes students to: issues affecting the senior population, including the need for Medicaid and Advance Directives, Landlord-Tenant proceedings, debt collection cases, housing needs, SNAP and HEAP benefits, Medicare requirements, Article 81 guardianships, crimes against the elderly and other general questions. *6 credits*

Small Business & Not-for-Profit Clinic

LAWN 507

This clinic, which gives enrollment preference to evening students, is dedicated to assisting small businesses, community groups and non-profit organizations. Under faculty supervision, students advise clients on appropriate forms of organization to accomplish their goals. They also provide ongoing legal services in matters such as creation of corporate structure and by-laws; application for tax-exempt status; compliance with federal, state, and local laws; government filings; fundraising; advice on board and volunteer liability; and restrictions on lobbying. Clinic students work an average of 6 hours each week on client matters; they also participate in a weekly 2-hour seminar to provide training on the specific issues involved in representing small businesses, community groups and not-for-profit corporations. *3 credits*

Social Media and the Law

LAWN 732

Social Media and the Law is a course focusing on how social media use by individuals and companies impacts the law and compels the creation of new laws and regulations. From Facebook to Twitter, Instagram, LinkedIn, Snapchat and TikTok, the array of social media platforms is creating new legal challenges to consider and solve. Among the areas of law impacted by social media and covered in the course are labor and employment, litigation, legal ethics, jury trials, the First Amendment, advertising and promotions, privacy, and intellectual property. Students will discover and learn how to effectively address trending legal issues for

clients, and will be ready to embrace the next age of law and business with their best legal mind and digital foot forward. This course also provides students with lessons on utilizing social media platforms in a professional capacity and effectively marketing themselves and their capabilities to employers and clients. *2 credits*

Sports Law

LAWN 713

This course covers legal issues arising out of organized amateur and professional sports. Amateur sports topics include the role of the National Collegiate Athletic Association (NCAA) and other governing bodies in matters such as eligibility, gender discrimination, antitrust, and contractual relationships. Professional sports topics include leagues, labor relations, antitrust, and representation of professional athletes. Topics common to both include criminal matters, tort issues, and drug testing. *2 credits; 3 credits (iLaw)*

Street Law Seminar

LAWN 581

The purpose of this course is to introduce to train law students so that they may teach high school students basic principles of United States law. *2 credits*

Structured Barriers and the Pursuit of Equity

LAWN 705

Communities around the United States and around the world are rigorously evaluating the problem of structural discrimination, especially as it relates to the legal, socio-political, and economic impacts of inequality on individual lives. The attention that these issues are receiving from ordinary citizens provides an improved opportunity for developing solutions to the problems that have been plaguing societies for generations. The instructors in this survey course will provide a high-level overview of the problem of structural discrimination as it manifests in a variety of issues across multiple disciplines. Throughout the course, students will develop the analytical tools they need to evaluate some of the structures that produce discrimination so they can understand the impact of these barriers on policy and law. *3 credits*

Supreme Court Seminar

LAWN 936

This course provides an in-depth study of selected recent decisions of the United States Supreme Court, including the history, the issue(s) involved, the precedential significance of the decision, and the decision-writing and voting histories of each justice. *2 credits*

Torts I

LAWN 615

Torts II

LAWN 616

This course provides an introduction to the law of private wrongs, with an emphasis on intentional and negligent interference with persons or property, strict liability, and remedies for the invasion of other personal or economic interests. *(Required.) 3 credits each course*

Trademark Law

LAWN 565

Trademark Law examines the precepts of trademark and unfair competition law. We will investigate issues of ownership, registration, misappropriation, infringement, and dilution in the context of words, phrases, symbols, slogans, product design, and trade dress. The course will also explore related issues such as false and comparative advertising, rights of publicity, and parody and free speech. *3 credits*

Trial Practice

LAWN 706

This seminar allows students to participate in each stage of a simulated trial: they select juries; deliver opening arguments; prepare expert testimony; conduct direct-examination and cross-examination of witnesses; and deliver closing arguments. The use of videotaping allows students to review and analyze their trial skills throughout the course. At the end of the semester, each student conducts an entire trial in front of a judge and jury. *3 credits*

Trusts & Estates

LAWN 680

An introduction to the law of gratuitous transfers and decedents estates. Topics studied are: intestate succession; elective share; wills, gifts and trusts. Primary emphasis is on those aspects which are considered important to the planning of family property arrangements. Throughout the course, the relevant portions of the Uniform Probate Code and the New York Estates, Powers and Trusts Law are studied. *3 credits*

Trusts and Estates Practice Module

LAWN 681

The practice module introduces students to the skills of inter-viewing, counseling, negotiation, and drafting, by using problems based on the substantive law of trusts and estates. In simulations, students may interview witnesses in a will contest, draft trust provisions, conduct direct and cross examination in a will construction proceeding, and counsel a client on an estate planning issue. (Prerequisite/corequisite: Trusts and Estates. Satisfies Intermediate Skills Requirement.)

Under Color of Law

LAWN 736

This course will examine the various statutes; regulations; cases; and events that shaped American housing and banking policy, which led to segregation and systemic unfairness in minority communities. We hope the course will embolden students to continue the fight to bring fundamental fairness to these important areas of American society, particularly here on Long Island.

Veterans & Servicemembers Rights Clinic

LAWN 881

This clinic addresses the heightened need for legal assistance to current and former members of the military service. Students will work with veterans and active duty soldiers on a range of issues,

including reemployment rights, discrimination, education and medical benefits, discharge review, assisting soldiers called to active duty and providing legal help to residents of the Northport VA Hospital's long-term care facility. The clinic includes a 3-hour weekly seminar and a minimum of 12 hours/week of clinic work. *6 credits*

Wrongful Convictions

LAWN 591

This course is designed to provide students with an overview of the issues and case law related to wrongful convictions. The goal of this course is that students will gain an understanding of this dynamic and ever-growing area of law. This course will also provide the opportunity for each student to focus on a case that resulted in a wrongful conviction. *2 credits*

COURSE DESCRIPTIONS -- LL.M. Foreign Lawyer Courses

Civil Procedure Survey

LAWN 627

This survey course examines the relationship between procedural and substantive law in civil litigation under the Federal Rules of Civil Procedure. Topics include jurisdiction, pleadings, motions, discovery, and finality of litigation. *(LL.M. Foreign Law Graduates only.) 2 credits*

Constitutional Law Survey

LAWN 634

This course provides a survey of current constitutional law, including the three branches of the federal government, the powers of the U.S. Supreme Court, congressional regulation of judicial power, and basic constitutional provisions. *2 credits*

Contracts Survey

LAWN 687

This course provides a survey of the legal protections given to contracts (including their formation, breach, and remedies for breach), as well as third-party beneficiaries, assignment, and delegation. *3 credits*

Introduction to the U.S. Legal System

LAWN 810

This seminar explores the sources of law (with special attention to interpretation of case law and statutes), the history and current role of legal institutions, and the constitutional framework of the U.S. legal system. The course concludes with an overview of the jurisdiction and procedure of U.S. civil courts. *3 credits*

Legal Process for Foreign Attorneys

LAWN 601

This course introduces students to the customs and standards of legal discourse in the United States. Students conduct legal research (conventional and electronic); learn the fundamentals of legal analysis; and develop legal writing skills. *2 credits*

Property Law Survey

LAWN 688

This course provides a survey of the Anglo-American system of land ownership and use, including the rights and obligations of ownership of real and personal property. *(LL.M. Foreign Law Graduates only.) 2 credits*

Torts Survey

LAWN 685S

This course provides a survey of the law of private wrongs: intentional torts against persons or property, negligence, and strict liability. *(LL.M. only.) 2 credits*

ACADEMIC STANDARDS, POLICIES, AND REGULATIONS

REQUIREMENTS FOR ATTENDANCE

The faculty requires that each student attend classes regularly. Regular attendance is defined as attending at least 85% of scheduled class hours. Allowable absences are calculated at 15% of the number of class hours per course per semester. During the first week of classes, instructors will inform students of this policy.

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 in a course. 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 instructor. 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 "WF" for the course, which signifies both failure and non-completion. This may affect one's financial aid status. The grade of "WF" is a failing grade and is calculated into a student's GPA.

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

CONTACT HOURS

The standard unit for measuring a student's course of study is the "semester hour." For classroom courses, one semester hour is equal to one academic hour (50 minutes) per week of classroom or direct faculty instruction and homework and assignments (estimated as two hours of out-of-class work) over a fifteen-week semester, or the equivalent amount of work distributed over a different amount of time. University-level lecture courses are normally assigned one credit per semester hour.

REGISTRATION PROCESS

Registration rules and procedures are distributed every semester by the Registrar's Office via email and posted online with the final copy of the upcoming semester scheduled in the Registration Packet. Final registration materials are distributed approximately ten days before the start of registration. This packet contains, among other things, course and examination schedules.

Students are automatically registered in all required courses.

Students should be certain to review the most updated registration materials online before registering for courses. Each student is responsible for ascertaining the prerequisites or co-requisites, if any, for elective courses. Prerequisites and co-requisites appear in the [course descriptions](#), which are on the website, and are listed in registration materials each semester.

A student is not permitted to attend a class for which enrollment has been closed unless that student is enrolled in that class. All determinations for a seat in a course are made exclusively by the Registrar's Office, not by the faculty member.

Add/Drop Period

Students are permitted to drop or add elective courses during the drop/add period, which generally commences immediately after the initial registration period and continues through the end of the first week of classes for the fall and spring semesters. Required courses may not be dropped at any point except under the most extraordinary circumstances. In such cases, students should consult the Assistant Dean for Student Services and Records.

Classes may not be added during the second week of classes without the express written permission of the Associate Dean for Academic Affairs.

Please note that classes missed due to schedule changes at the start of the semester are counted as absences.

Each student is responsible to see that dropped courses do not appear on the student's registration record. Students are responsible for checking their schedule online at www.touroone.touro.edu and must notify the Registrar's Office of any errors or omissions.

Students dropping or adding courses should take care that they observe the applicable minimum and maximum credit limits for their status, as described above.

Confirmation of Course Schedule

Students will not receive written or e-mail confirmation of their course schedule changes. Students are responsible for checking their schedule online for accuracy. Students should report any errors in their registration to the Registrar's Office before classes begin.

Auditing a Course

A student may elect to officially audit one elective course per fall or spring semester in each academic year as long as the student is registered for the minimum number of credits for their 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 their program and division. The form to elect Audit option should be completed and returned to the Registrar's office by the deadline posted in the [Academic Calendar](#).

Only elective courses may be audited. An individual faculty member may at their discretion exclude any or all of their courses from this option. If a professor excludes their course from the audit option the Registrar will notify the student that the audit is not approved (otherwise once a form is received the audit option may not be revoked). 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 and Winter session 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.

A student auditing a course is required to meet with the faculty member to ascertain their expectations for the auditing student. The faculty member must certify that all requirements were satisfied in order for the “AUD” to appear on the student’s official record. If requirements are not satisfied, the course will be removed from the student’s record and no reference will appear on the transcript.

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).

Part-time students, or any student paying per credit, will be charged at the current per credit rate for auditing a course. Any person who wishes to audit a course who is not a matriculating law student will be required to obtain permission from both the professor teaching the course and the Associate Dean for Academic Affairs at the Law Center before a course can be audited. Non-matriculating students will pay the current per credit rate to audit the course.

GRADING SYSTEM

The Law Center reserves the right to withhold diplomas, or other services, until the student has complied with all administrative requirements. This includes, but is not limited to, a student’s failure to complete any mandatory workshop, required diagnostic, online evaluation, satisfaction of a student account balance, or any other requirements in this handbook or requirements mandated by the administration. In no event with the Law Center withhold a Student’s transcript to any of the above scenarios. Notice of any changes, updates, or new requirements will be communicated via email or other official publication such as the Touro Times or the registration materials.

1. Grade Table

Grade	Description	Grade Value
A	Excellent	(4.000)
A-		(3.667)
B+	Good	(3.333)
B		(3.000)
B-		(2.667)
C+	Fair	(2.333)
C		(2.000)
C-	Poor	(1.667)
D		(1.000)
F	Failed	(0.000)
WF	Withdrew Failing	(0.000)
INC	Incomplete	Not calculated in GPA
P	Pass	Not calculated in GPA
P*	Pass with Honors	Not calculated in GPA
CR	Credit	Not calculated in GPA
NC	No Credit	Not calculated in GPA
TR	Transfer	Not calculated in GPA
W	Authorized Withdrawal	Not calculated in GPA
WNA	Withdrew Never Attended	Not calculated in GPA

The Law Center does not assign grades of A+ or D-.

An instructor may raise or lower a student's grade by 1/3 based on classroom attendance and/or participation. An instructor may not make this adjustment retroactively after final grades have been submitted.

2. Calculating your GPA

The GPA is calculated by multiplying the assigned quality points for each grade by the number of credits, taking the resulting number, adding all the quality points, and dividing the total by the total number of credits.

Example:

COURSE	GRADE	GRADE VALUE	X CREDITS	= QUALITY POINTS
Contracts I	B	(3.000)	(3 credits)	9.000
Civil Dispute Resolution & Procedures I	C	(2.000)	(3 credits)	6.000
Legal Process I	B-	(2.667)	(3 credits)	8.001
Torts I	A-	(3.667)	(3 credits)	11.001
Totals			12 credits	34.002

$$\text{Total Quality Points} \div \text{Total Credits} = \text{GPA}$$

$$34.002 \div 12 = 2.834 \text{ GPA}$$

3. Current Grading Curve

Grading curves are administered by the Registrar and are intended to promote fairness and normalize grading among different sections. These mandatory curves apply to all J.D. divisions, full-time and part-time,

a. First Year Required Curriculum Mandatory Curve

The required courses considered to be “first year” courses are Civil Dispute Resolution and Procedure I and II, Contracts I and II, Criminal Law I, Introductory Legal Analysis I and II, Legal Process I and II, Property I and II, and Torts I and II. All of these first year required courses except Legal Process I and II and Introductory Legal Analysis I and II are subject to a mandatory curve. The mandatory mean range for all of these courses except Legal Process I and II and Introductory Legal Analysis I and II shall be greater than or equal to 2.600 and less than or equal to 2.900. In addition, 8% to 15% of all grades for the required courses that are subject to this mandatory curve shall consist of grades of C- (C minus = 1.667) or lower. These requirements apply to the identified courses if a course enrollment is 20 or more students.

b. Upper-Division Curves in Academic Year 2022-2023

The upper division required courses are Advanced Legal Analysis I and II, Business Organizations, I, Constitutional Law I and II, Evidence, Practical Legal Analysis I and II, Professional Responsibility, and Trusts and Estates. For all upper division required courses except Advanced Legal Analysis I and II and Practical Legal Analysis I and II, the mean of all final grades submitted shall be greater than or equal to 2.91 and less than or equal to 3.08. These requirements apply to the identified courses if a course enrollment is 30 or more students.

For elective courses with 30 or more students, the mean of all final grades submitted shall be greater than or equal to 2.90 and less than or equal to 3.35.

c. Upper Division Curves After Academic Year 2022-2023

The upper division required courses are Advanced Legal Analysis I and II, Business Organizations, I, Constitutional Law I and II, Evidence, Practical Legal Analysis I and II, Professional Responsibility, and Trusts and Estates. For all upper division required courses except Advanced Legal Analysis I and II and Practical Legal Analysis I and II, the mean of all final grades submitted shall be greater than or equal to 2.60 and less than or equal to 2.90. These requirements apply to the identified courses if a course enrollment is 20 or more students.

For elective courses with 20 or more students, the mean of all final grades submitted shall be greater than or equal to 2.60 and less than or equal to 2.90.

d. General Curve Policies

There are no exceptions to the application of the above mandatory curve policies, except that in extraordinary circumstances, an instructor may petition the Associate Dean for Academic Affairs for minor deviations from the mandatory curve policy for classes with student enrollments of between 21 and 30 students. The Associate Dean for Academic Affairs may also grant limited exceptions to curve policies to account for transitions in policy across particular academic years.

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

Mandatory curve policies do not apply to classes designated as Honors classes, but substantial compliance with curve policy is preferred.

Mandatory curve policies do not apply to cross-listed courses in which non-law students participate for a grade.

Anonymous Grading Practices

A faculty member is not required to use anonymous grading on any in-semester formative assessment, including a mid-term examination, so long as the assignment is not worth more than 25 percent of the student's grade in the class. Anonymous grading will continue to be required on final examinations. On anonymous examinations, students must identify themselves with the exam identification number provided each semester by the Office of Student Services and Records.

Pass/No Credit Grading Option

Pass/No Credit grading is available to students in good academic standing. Pass/No Credit grading is applicable only for elective courses. Students must complete the [Pass/No Credit Form](#) and submit a request to the Registrar to take a course on a Pass/No Credit basis by the deadline published in the academic calendar. An individual faculty member may, at their discretion, exclude any or all of their courses from this option. The student and the Registrar's Office will be notified once the professor has either approved or denied the request.

A student exercising this option who earns a “C+” or higher will receive a grade of “P” and will receive full credit for the course. This “P” grade is not counted in calculating the student’s Grade Point Average. A grade of “NC” is posted for a grade of “C” or lower, indicating no credit earned. The instructor will report grades in the usual manner, and the Office of Student Services and Records will convert the grade to “Pass/No Credit.”

A student may take no more than two (2) courses, for no more than eight (8) credits, on a “Pass/No Credit” basis during their academic career. No more than one (1) course may be taken on a “Pass/No Credit” basis during any academic year, consisting of fall, winter, spring and summer semesters. The courses Introductory Analysis I and II and Advanced Legal Analysis I and II do not count in this calculation.

Once the “Pass/No Credit” option is elected by the student and it is approved by the faculty member, it cannot be revoked. Students who elect the “Pass/No Credit” option, must comply with the 85% attendance requirement and satisfy all other course requirements. The [Pass/No Credit Form](#) must be completed and submitted to the Office of Student Services and Records.

4. Grade of “Incomplete” (INC)

A grade of “Incomplete” (INC) may be given to students who have acceptable levels of performance for a given course, but have not completed all course requirements – such as an examination, a paper, a field work project, or time on a clinical rotation. “Incomplete” grades are routinely allowed only for the completion of a relatively small percentage of work in a course (e.g., 25%). Grades of “Incomplete” are not issued to students who are doing substandard work in order to give them the opportunity to redo their projects/exams so that they can achieve an acceptable grade.

The procedure for granting an “Incomplete” begins with the student requesting a meeting with the faculty member in which the faculty member will review the student’s progress and decide whether it is appropriate for the student to receive the grade of “Incomplete.” If the faculty member decides that the student does not meet the requirements for the grade of Incomplete, she or he may deny the student’s request. The student may contest the faculty member’s decision by appealing in writing to the Associate Dean for Academic Affairs. Policies regarding the consequences of missing a final exam may differ in individual schools or programs, and will govern the student’s right to request a grade of “Incomplete.”

If the student is permitted to apply for an Incomplete, he or she will fill out a Contract for Grade of Incomplete. The Contract is considered a request until it is approved and signed by the student, faculty member, and Associate Dean for Academic Affairs. Signed copies of the Contract are given to the student, the faculty member, the Associate Dean for Academic Affairs and the Office of Student Services and Records. The Registrar is asked to record the grade of “Incomplete.”

Although the time allowed for the completion of any single project may vary depending on the magnitude of the project, with a typical timeframe being 6 weeks, the grade of Incomplete should not be allowed to stand longer than one semester from the end of the semester in which the course was given. (An Incomplete grade in the Fall must be changed by end of the next Spring; an Incomplete grade in the Spring must be changed by the end of next Fall). The faculty member

will specify the amount of time allowed to finish an Incomplete project in the contract. The amount of time should be appropriate to the project. For instance, a faculty member may only want to allow a relatively short amount of time to complete a missing exam. If the Incomplete is not converted to a grade by the end of the following semester in which it is given, it will automatically convert to an “F” grade. Under special circumstances, the Associate Dean for Academic Affairs may extend the deadline beyond one semester. In such a case, the contract should be revised to reflect the change. Once the student completes the required project, the faculty member determines the final grade for the course and notifies the Registrar by using the standard Change of Grade form.

Courses that receive an “Incomplete” grade will be counted toward the total number of credits attempted, but not earned. The course will not be calculated in the student’s term or cumulative grade point average until the incomplete grade is resolved. If the “INC” grade is subsequently changed to an “F,” the “F” grade will be calculated into the student’s GPA and will appear on the transcript. Incomplete grades can, therefore, affect a student’s financial aid status at the University, but will not initially affect the student’s GPA. For students who are accessing Title IV programs to assist in paying their educational expenses, a grade of “Incomplete” may result in the inability of the Financial Aid office to confirm that students are in satisfactory academic standing.

Course Failure and Retake

Any student who fails a required course must retake the course. 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 elect to 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 a required two-part sequential course may continue with the second part of that course, but only after obtaining the approval of the Associate Dean for Academic Affairs.

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

All Grades Final

Grades are not subject to appeal. 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.

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.

Each student will be provided with a reasonable opportunity to review with the instructor the student’s examination or written assignments.

Grades are available on the TouroOne Portal (touroone.touro.edu). A student must contact the Office of Student Services and Records if the student believes there is an error in the official academic record.

Final Examinations

Final examinations may be scheduled Sundays through Fridays during the exam period regardless of the date(s) the class is scheduled for during the semester. Students must follow all instructions given to them before, during, and after examinations, including those about anonymity and examination procedures.

Examination Deferrals

Students who fail to take a final examination when scheduled may receive a failing grade for the course, unless a deferral has been authorized by the Assistant Dean for Student Services and Records. In general, deferrals must be obtained in advance of the scheduled time of the examination. Deadlines by which students must request deferrals are published each semester.

The [Exam Deferral/Accommodation Request Form](#) must be completed online via the Touro Law Center portal (TLC WEB) and submitted online for approval to the Office of Student Services and Records. All requests for deferrals must be thoroughly documented. Requests will not be approved without documentation.

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

► Deferral for Scheduling Conflicts

- 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. This rule does not apply to FlexJD students.
- Evening Examination Followed by a Morning Examination. Students scheduled to take an evening examination at 6:30 p.m. followed by a morning examination the next day at 10:00 a.m. may request that one be deferred.
- Three exams on three consecutive days. Students scheduled to take exams on three consecutive calendar days may request that one be deferred.

► Deferral for Medical Reasons or Emergencies

A student who is ill before an exam must contact the Office of Student Services and Records immediately and will be required to submit appropriate documentation. If a student experiences an emergency before the exam, they must immediately contact and discuss the situation with the Assistant Dean for Student Services and Records. The student should not contact their professor. Doing so breaches anonymity and professors have no authority to defer or otherwise alter a scheduled exam.

Stress or stress-related problems are not valid reasons to miss an examination. A student will not be excused from an examination if they are not under the care of a physician and do not provide a note from the physician indicating the nature of the serious illness and confirming that it is impossible for the student to take their 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 medical reasons or emergency, it is their responsibility to:

- Notify the Office of Student Services and Records at least one-half hour prior to the start of the exam, and
- Be examined by a physician prior to or within twenty-four (24) hours of the scheduled exam, if applicable; and
- Provide the necessary medical or other documentation to support a rescheduling of the exam. This documentation must be presented to the Office of Student Services and Records no later than 48 hours after the request for deferral has been made.

► **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:

- Notify the Office of Student Services and Records at least one-half hour prior to the start of the exam, and
- Provide documentation to support the reason for the requested deferral.
- Documentation must be provided within 48 hours after the date the examination was originally scheduled.

► **Deferrals for Extraordinary Circumstances**

- Subpoena requiring court appearance at the time of the exam period or immediately preceding the exam period.
- Automobile accident, mugging, robbery, or similar traumatic experience at the time of the exam or period immediately preceding the exam period.
- Childbirth during the exam period or immediately preceding the exam (applies to either parent).
- Religious observances supported by a letter from a minister, priest or rabbi (written on appropriate letterhead).
- Military commitment (written military orders are required).

► When Deferrals Will Not Be Granted

The following are examples of situations for which exams will not be rescheduled:

- A student may not request a deferral from an examination once the student has received the examination.
- A student who arrives late for an examination generally is not entitled to an extension of time in which to complete the examination.
- A student will not be granted a deferral from an examination for travel, vacation/airline flight schedules.
- A student will not be granted a deferral from an examination for social or other personal plans.
- A full-time JD student will not be granted a deferral from an examination for employment reasons.
- A student will not be granted a deferral if a student's medical problems do not seriously interfere with immediate pre-exam preparation of the student's ability to take the exam on the scheduled date of the exam.
- A student will not be granted a deferral from an exam because of bar review courses.
- A student will not be granted for an earlier sitting of an exam before the scheduled date.

Rescheduling of Deferred Examinations

Generally, all deferred examinations must be scheduled as soon as possible after the medical condition or personal hardship situation that led to the deferral has been resolved. Deferred examinations should be completed prior to the end of the examination period. Unless there are extraordinary circumstances, no deferred examination will be deferred more 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.

Examinations on Computer

Student may take assessments, mid-terms and final examinations (collectively "exams") on their laptop computers except when the professor uses other methods (for example, scantron). If a student does not want to use a computer on an examination, the student may handwrite instead. Students may take examinations with PC laptops and Mac laptops. The Law Center's IT Department and the exam software that is used does not support Chrome Books.

To ensure examination security for final examinations, the Law Center uses exam software that prevents access to other files and programs on students' laptops during exams. All students taking final examinations on computer must download and use this software. Students taking open-book or restricted final examinations who have notes stored on their computers must print out their notes in advance of the examination. Students taking an examination on computer must

be in the exam room, with the laptop on, booted up, and ready to start 20 minutes before the examination is scheduled to start. There will be no exceptions to this requirement. Students arriving after this time (for any reason) may be required to write the examination by hand.

Student using computers may be directed to take the examination in a designated section of the exam room.

Disability Accommodations for Exams

Please contact the [Touro Law Center Office of Student Services & Records](#) to request examination accommodations.

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). Second year students are re-ranked at the beginning of the fall semester to account for changes resulting from attrition.

Beginning in the Fall 2022 semester, all students in the part-time division, which is comprised of the part-time day, part-time evening and Sunday, and FlexJD programs, will be ranked with their respective grade or year levels (1L, 2L, 3L and 4L).

Students in the January-start class are in the full-time division and will be ranked separately until their final semester. In their final semester, January-start (3L) students will be ranked with the Fall-start (3L) students.

Final Class Ranking after Division Transfer

A student is ranked in the division in which they were enrolled for a particular semester. If a student changes division during their law school career, their final class ranking at graduation shall be the division in which they earned more than 50% of their 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 they began their studies.

Leaves of Absence

A matriculated student enrolled at the Law Center who chooses to suspend their enrollment, but intends to return and continue their study at Touro, must submit a [Leave of Absence \(LOA\) Request Form](#) that must be reviewed and signed by the administrators listed on the form. A student may initiate a request for an LOA by contacting the Assistant Dean for Student Services and Records. In consultation with other appropriate parties, the Assistant Dean for Student Services and Records will determine whether the leave will be granted. Students are permitted to

take a LOA for one (1) semester during their time as a student at the Law Center. If it is determined that there are extenuating circumstances, a student may be granted a LOA for a second semester.

If extenuating circumstances arise, a student may request a leave of absence mid-semester and/or beyond one semester. These circumstances include, but are not limited to, a death in the family, medical reasons, military leave and personal well-being.

If the student requests a leave of absence mid-semester, submission, approval and processing of the LOA in the student information system should not exceed 7 business days.

Any LOA requested during the semester or for a period beyond one semester will be considered as a non-reportable LOA for purposes of administering federal financial aid and it will be reported as withdrawn from the University. The student's withdrawal date is the date the student begins the non-reportable LOA. A Return of Title IV calculation may be necessary to determine a student's tuition liability.

A student whose leave of absence is approved and is registered for courses at the point of approval is automatically withdrawn from all courses (no additional add/drop form is required). Tuition will be refunded only in accordance with Touro's published refund policy; see p. 22.

There must be a reasonable expectation that the student will return from the LOA. If a student does not return from the LOA the student will be administratively withdrawn from the Law Center.

Leaves of absence are counted in the calculation of the time limits placed by bar examiners for completion of degree requirements.

Returning from a Leave of Absence

Students must consult with the Assistant Dean for Student Services and Records 30 days prior to returning to school from an LOA.

Withdrawal from the Law Center

Authorized Withdrawals from School

Students considering withdrawing from the Law Center must submit a [Request for Withdrawal Form](#) and speak with and obtain permission from the Assistant Dean for Student Services and Records. Students transferring to another law school must also officially withdraw. All students who fail to complete a [Request for Withdrawal Form](#) prior to the first day of the subsequent semester may incur tuition liability.

Before your request can be acted upon, you must review your request with and obtain the written approval of all of the Law Center Offices to be sure you have no outstanding obligations to the Law Center.

Students are strongly advised to consult with the Financial Aid Office regarding the impact on loan status.

Unauthorized Withdrawals from School

A student who stops attending classes without obtaining a leave of absence or approved withdrawal must file an application for readmission if he/she wishes to return to the Law Center.

An unauthorized withdrawal notation on the academic record results in a registrar hold. No services are available to the student until a properly executed withdrawal form is submitted and approved.

Visiting Student Status at Another Law School

Students generally are not permitted to attend another law school. However, permission may be granted by the Associate Dean for Academic Affairs 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 if there is an extreme hardship. An extreme hardship does not include a difficult commute or a desire to re-locate after graduation. There is no right to attend another law school or to transfer credits from another law school to the Law Center.

Transfer credit may be awarded only for courses in which the student has earned a grade of "C+" or higher or the visiting school equivalent. Only the credits earned, not the grade, will be transferred and will 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.

Any student granted visiting student status at an ABA-accredited law school is still required to complete all bar success required courses at Touro Law Center.

Students will not be allowed visiting student status at another law school during the last semester of study at Touro Law, except for extraordinary circumstances.

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 [Division Transfer Application Form](#) to the Assistant Dean for Student Services and Records. 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 a maximum of only (1) transfers in full-time or part-time status during their legal studies.
- ▶ A student may not request a transfer from part-time to full time until the student has completed at least two (2) part-time semesters.
- ▶ A student who requests to transfer divisions after their first two semesters will have their cumulative GPA reviewed to determine whether they need to be placed in the Structured Curriculum Program at that time.

Students seeking permission to change divisions must complete a [Division Transfer Application Form](#). The form must be completed and returned to the Office of Student Services and Records for approval no later than the last day of the semester prior to the semester the student would begin taking classes in the division they requested transfer into.

Valedictorian/Salutatorian Honors after Division Transfer

If a student changes division during their law school career and has a GPA which makes them eligible for the position of valedictorian or salutatorian, the final determination of the division in which they should be declared the valedictorian or salutatorian would be based on the division in which they earned more than 50% of their credits. If the number of credits is equal, the student will be eligible for valedictorian or salutatorian in the division in which they began their studies.

Final Class Ranking after Division Transfer

A student is ranked in the division in which they were enrolled for a particular semester. If a student changes division during their law school career, their final class ranking at graduation shall be the division in which they have earned more than 50% of their 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 they began their studies.

Withdrawal from Courses

Absent exceptional circumstances, students may not withdraw from required courses.

Courses dropped during the add/drop period will not appear on a student's transcript. A course dropped after the add/drop period (up until the last day to drop a class) appear on a student's transcript as "W," which signifies that the student withdrew with permission. A "W" grade is not computed as part of the student's grade point average (GPA).

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 "WF" (Withdrew Failing) will be entered on the student's transcript and computed as part of the student's GPA. The grade of "WF" signifies both failure and non-completion and, therefore, may affect financial aid status. See "Eligibility for Continuing Federal Financial Assistance," p. 26.

A student who is not allowed to continue attending a course and/or is not allowed to take the final examination by their instructor due to absences in excess of those allowed under Law Center regulations will receive the failing grade of "WF." See p. 77, "Requirements for Attendance."

Students contemplating withdrawing from one or more courses should consider the effect the withdrawal may have on the minimum number of credit hours per semester. See section on Minimum and Maximum Credit Hours, and section on Financial Aid.

Taking Courses in Another Division

All required courses must be taken in the division and section as assigned. This policy should be followed when students must retake failed courses and courses mandated by the Academic Policy Committee. Generally, no exceptions are made for full-time students who wish to take a required course in the part-time Division in order to facilitate or accommodate employment.

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 that an elective course becomes oversubscribed, a waiting list is established, with priority given to students in their last semester of study.

Students on waiting lists are notified of available seats by their official Touro e-mail and have three (3) days to respond (1 day during the first week of classes). Failure to check e-mail notices may forfeit a student's eligibility to register for an available seat.

ACADEMIC STANDARDS FOR JD STUDENTS

Good Standing (Academic Standards for JD Students Who Began Their Studies in the Fall 2021 Semester or Earlier)

- (1) Except as otherwise specifically provided in this section, students are required to maintain a cumulative grade point average of at least 2.333, and be making satisfactory academic progress. Students who fall below a 2.333 cumulative grade point average will be placed on academic probation or dismissed for academic deficiency in accordance with the provisions of this section. Students should refer to the [Touro University Satisfactory Academic Progress policy](#).
- (2) 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 Office of Financial Aid section.)
- (3) No student may spend more than one semester on academic probation, whether such probation is the result of the automatic probation provisions contained in section 3.1c, or following a hearing of the Academic Policy Committee pursuant to the provisions contained in section 3.1d. A student failing to achieve and maintain good academic standing at any time after having served a semester on academic probation will be automatically academically dismissed. Automatic academic dismissal is final and not subject to appeal.

Automatic Academic Dismissal

1. *Automatic Academic Dismissal – Full-Time Students in the Three-Year JD Program, and the January Start JD Program:*
 - A. Following 1st semester: A full-time student whose grade point average is below 1.952 after the first semester is automatically dismissed.
 - B. Following 2nd semester: A full-time student whose cumulative grade point average is below 2.183 after two (2) semesters is automatically dismissed.

- C. Following 3rd semester: A full-time student whose cumulative grade point average is below 2.233 after three (3) semesters is automatically dismissed.
 - D. Following 4 or more semesters: A full-time student whose cumulative grade point average is below 2.333 after four (4) or more semesters is automatically dismissed.
2. *Automatic Academic Dismissal – Part-Time Students in the Four-Year and Flex-JD Program*:
- A. Following 1st semester: A part-time student in these programs whose grade point average is below 1.878 after the first semester is automatically dismissed.
 - B. Following 2nd semester: A part-time student in these programs whose cumulative grade point average below 2.133 after two (2) semesters is automatically dismissed.
 - C. Following 3rd semester: A part-time student in these programs whose cumulative grade point average is below 2.183 after three (3) semesters is automatically dismissed.
 - D. Following 4th semester: A part-time student in these programs whose cumulative grade point average is below 2.233 after four (4) semesters is automatically dismissed.
 - E. Following 5 or more semesters: A part-time student in these programs whose cumulative grade point average is below 2.333 after five (5) or more semesters is automatically dismissed.
3. *Automatic Academic Dismissal if Grade Point Average after Probationary Semester is below 2.333*: Academic probation shall not exceed one (1) semester. A student placed on academic probation whose grade point average is below 2.333 at the conclusion of the probationary semester shall be automatically dismissed.
4. Automatic Academic Dismissal is final and not subject to appeal.

Automatic Academic Probation

No automatic academic probation standard exists for students who began their studies in the Fall 2021 semester or earlier *except as specifically stated below*. All other actions for academic deficiency for full-time students are either an automatic academic dismissal pursuant to section 3.1b above or a decision by the Academic Policy Committee pursuant to section 3.1d below to retain on academic probation or dismiss.

1. *Automatic Academic Probation – Full-Time Students in the Three-Year JD Program, the and the January Start JD Program*:
- A. Following 3rd semester: A full-time student whose cumulative grade point average was 2.333 or higher following each of the first two semesters, but falls between 2.283 and 2.332 after three (3) but not more than three (3) semesters is automatically on Academic Probation.
2. *Automatic Academic Probation – Part-Time Students in the Four-Year and Flex-JD Program*:
- A. Following 3rd semester: A part-time student in these programs whose cumulative grade point average was 2.333 or higher following each of the first two semesters, but falls between 2.283 and 2.332 after three (3) but not more than three (3) semesters is automatically on academic probation.
 - B. Following 4th semester: A part-time student in these programs whose cumulative grade point average is between 2.283 and 2.332 after four (4) but not more than four (4) semesters is automatically on academic probation.

Academic Policy Committee Hearings in Specific Cases

1. The Academic Policy Committee has the discretion to decide in a hearing whether a student not in good academic standing shall be dismissed or retained only in the following circumstances:
 - A. *Academic Policy Committee Hearing – Full-Time Students in the Three-Year JD Program and the January Start JD Program:*
 - i. Following 1st semester: A full-time student whose cumulative grade point average is between 1.952 and 2.332 after one (1) but not more than one (1) semester may petition the Academic Policy Committee for probationary status.
 - ii. Following 2nd semester: A full-time student whose cumulative grade point average was 2.333 or higher following the first semester, but falls between 2.183 and 2.332 after two (2) but not more than two (2) semesters may petition the Academic Policy Committee for probationary status.
 - iii. Following 3rd semester: A full-time student whose cumulative grade point average was 2.333 or higher following each of the first two semesters, but falls between 2.233 and 2.282 after three (3) but not more than three (3) semesters may petition the Academic Policy Committee for probationary status.
 - iv. No other option to petition the Academic Policy Committee exists for full-time students.
 - B. *Academic Policy Committee Hearing – Part-Time Students in the Four-Year and Flex-JD Program:*
 - i. Following 1st semester: A part-time student in these programs whose grade point average is between 1.878 and 2.332 after one (1) but not more than one (1) semester may petition the Academic Policy Committee for probationary status.
 - ii. Following 2nd semester: A part-time student in these programs whose cumulative grade point average was 2.333 or higher following the first semester, but falls between 2.133 and 2.332 after two (2) but not more than two (2) semesters may petition the Academic Policy Committee for probationary status.
 - iii. Following 3rd semester: A part-time student in these programs whose cumulative grade point average was 2.333 or higher following each of the first two semesters, but falls between 2.183 and 2.282 after three (3) but not more than three (3) semesters may petition the Academic Policy Committee for probationary status.
 - iv. Following 4th semester: A part-time student in these programs whose cumulative grade point average was 2.333 or higher following each of the first three semesters, but falls between 2.233 and 2.282 after four (4) but not more than four (4) semesters may petition the Academic Policy Committee for probationary status.
 - v. No other option to petition the Academic Policy Committee exists for these part-time students.
 - C. A full-time student who has completed four (4) or more semesters, and a part-time (four (4) Year, including FlexJD) student who has completed five (5) or more semesters, and a part-time (5 Year) student who has completed six or more semester, whose grade point average is 2.283 or above, but below 2.333, and who has never previously been on academic probation, may petition the Academic Policy Committee for academic probationary status.

2. In no case shall an Academic Policy Committee hearing be convened if a student's grade point average falls below 2.333 and the student is or has previously been on Academic Probation for any semester. The only disposition in such cases is academic dismissal.

Academic Standards for JD Students Who Began Their Studies in the Spring 2022 Semester or Later

Good Standing

1. Except as otherwise specifically provided in this section, students are required to maintain a cumulative grade point average of at least 2.000, and be making satisfactory academic progress. Students who fall below a 2.000 cumulative grade point average will be placed on academic probation or dismissed for academic deficiency in accordance with the provisions of this section. Students should refer to the Touro University Satisfactory Academic Progress policy.
2. 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 Office of Financial Aid.)
3. No student may spend more than one semester on academic probation, whether such Probation is the result of the automatic probation provisions contained in the Automatic Academic Probation section, or following a hearing of the Academic Policy Committee pursuant to the provisions contained in the Academic Policy Committee Hearings in Specific Cases section. A student failing to achieve and maintain good academic standing at any time after having served a semester on academic probation will be automatically academically dismissed. Automatic academic dismissal under this paragraph is final and not subject to appeal.

Automatic Academic Dismissal

1. A student with a GPA below 1.800 after their first or any subsequent semester shall be automatically dismissed.
2. A student placed on automatic academic probation pursuant to the Automatic Academic Probation section based on their first semester grade point average at or above 1.800 but below 2.000 must achieve at least a 2.000 cumulative grade point average in their second semester of study to remain in good standing and to continue to be enrolled at the Law Center. If they fail to meet this standard, they shall be automatically academically dismissed.
3. A student retained and placed on academic probation pursuant to the Academic Policy Committee Hearings in Specific Case section based on an Academic Policy Committee hearing must achieve at least a 2.000 cumulative grade point average in their immediately succeeding semester of study after being placed on academic probation to remain in good standing and to continue to be enrolled at the Law Center. If they fail to meet this standard, they shall be automatically academically dismissed.
4. Automatic academic dismissal is final and not subject to appeal.
5. Students who are automatically academically dismissed have no entitlement to a hearing before the Academic Policy Committee.

Automatic Academic Probation

A student will be placed on automatic academic probation after their first semester of study if their first semester grade point average is at or above 1.800 but below 2.000.

Academic Policy Committee Hearings in Specific Cases

Any student never on academic probation previously, with a cumulative grade point average at or above 1.800 but below 2.000 in their second or any later semester is required to participate in an Academic Policy Committee hearing to determine whether they shall be retained or dismissed. If the decision of the Academic Policy Committee is to retain them, they shall be retained on Academic Probation and must achieve at least a 2.000 cumulative grade point average in the immediately succeeding semester to avoid automatic academic dismissal.

Academic Policy Committee Procedures

In any case in which the Academic Policy Committee has discretion to decide to retain a student on academic probation or dismiss a student for academic deficiency, the student is required to appear before the Academic Policy Committee in support of their petition for retention on academic probation.

A student who exercises their right to appear before the Academic Policy Committee shall be afforded an opportunity to be heard by the Committee.

Every student who appears before the Academic Policy Committee shall have the right to one peremptory challenge to exclude a member of the Committee from participation in their hearing.

Students who are within the discretionary range of grade point average to have a hearing before the Academic Policy Committee and who fail to appear for their hearing will be summarily dismissed.

The Office of Student Services and Records or the Associate Dean for Academic Affairs will contact the student to provide information regarding the Academic Policy Committee procedure to be followed.

The student is required to contact the Assistant Dean for Student Services and Records for counseling prior to the impending hearing.

During the hearing, the student must address the deficiencies in academic performance and demonstrate that retention on academic probation would be appropriate.

Such a petition shall be granted by the Committee if it deems that the student shows a strong probability of meeting, on an ongoing basis in the future, the Law Center's good standing requirement. To place or retain 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. The academic standards for the division in which a student was last enrolled are the controlling factors.

The Committee may impose such conditions of academic probation as it finds appropriate under the circumstances.

The propriety or accuracy of grades received by the student will not be reviewed or considered by the Academic Policy Committee. As noted in section 4 of the Handbook, grades are final when submitted except for computational or recording errors.

For purposes of this Academic Standards section, the Academic Policy Committee will not consider grades received, or to be received, for summer school study until the end of the following fall semester. Similarly, grades received, or to be received, for winter intercession study will not be considered until the end of the following spring semester.

In the event of dismissal for academic deficiency, dismissal will be effective upon notification to the student by the Academic Policy Committee, the Dean, the Dean's designee, or the Office of Student Services and Records. Students enrolled in summer classes will have their course

registration cancelled with no tuition refund (See section on Tuition Refund Policies).

Academic Policy Committee decisions on dismissal or retention on academic probation are final and not subject to any appeal or reconsideration.

Restrictions on Students Placed on Academic Probation

The placement or retention of a student on academic probation by the Academic Policy Committee is subject to conditions and requirements set by the Committee. These conditions and requirements may include, for example, a requirement that a student retake a course or courses previously passed.

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

- ▶ Run for or serve as an officer of the Student Bar Association 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 Trial Team 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,
- ▶ Serve as a Teaching Assistant or Research Assistant,
- ▶ Register for summer classes, whether at the Law Center or another institution, without permission of the Assistant Dean for Student Services and Records (permission will only be granted in situation where there are extenuating circumstances),
- ▶ Take courses at another institution as part of a dual degree program,
- ▶ Participate in a Summer Public Interest Fellowship, or
- ▶ Receive Federal Work Study grant funding.

Students are required, as a condition of academic probation and retention, to develop an academic plan for success and submit the plan to the Academic Policy Committee. In addition, students placed on academic probation, whether mandated by the standards or determined by the Academic Policy Committee, may be required to participate in an academic support program. In individual cases within its jurisdiction, the Academic Policy Committee may also impose additional conditions or limitations as part of the probation.

Repeating Courses as a Requirement of Probation

If the Academic Policy Committee mandates that a student retake a course, both courses (credits and grades) remain on the record, and will be calculated in the student's grade point average.

The Academic Policy Committee requires that a grade of "C+" be earned in all courses the student is required to retake by the Committee.

If the Academic Policy Committee should require a student to retake courses, the student's minimum number of credits required for graduation will be increased accordingly (i.e., the credit value of the required retakes will be added to the total number of credits required for graduation).

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 Section on Financial Aid.

General Requirements

The administrative application of the Academic Standards and/or 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. The decisions of the Academic Policy Committee are not subject to any appeal.

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

ACADEMIC STANDARDS FOR READMITTED STUDENTS

There are separate academic standards for students who previously were academically dismissed from Touro Law Center or any other law school:

The academic standards for students readmitted before fall 2022 are as follows:

Full-time or part-time after one semester:

- 2.633 – 2.732: Academic Policy Committee (retention or dismissal)
- Below 2.633: Dismissal (administratively)

Full-time or part-time after two semesters:

- 2.533 – 2.632: Academic Policy Committee (retention or dismissal)
- Below 2.533: Dismissal (administratively)

The academic standards for students readmitted in and after fall 2022 are as follows:

Full-time or part-time after one semester:

- 2.333-2.500: Academic Policy Committee (retention or dismissal)
- Below 2.333: Dismissal (administratively)

Full-time or part-time after two semesters:

- 2.200-2.333: Academic Policy Committee (retention or dismissal)
- 2.200: Dismissal (administratively)

A readmitted student may not spend more than one semester on academic probation. A readmitted student who is placed on probation and fails to achieve and maintain the cumulative GPA required in this paragraph at any time following a semester of probation will be academically dismissed.

After three semesters, full-time and part-time readmitted students revert to regular standards.

Readmission

Procedure for Readmission

Students who have been academically dismissed or who withdrew from the Law Center in less than good academic standing, and wish to re-enter law school, must contact the Office of Admissions. Students who have been academically dismissed from another accredited Law School and wish to re-enter law school at Touro must contact the Office of Admissions and complete the necessary application and provide all required documentation.

All students who are readmitted via the Readmission Committee are treated as new, first-semester students and receive no credit toward graduation for any course work previously completed. Readmitted students will have their prior grades earned reflected on their transcripts and this information will be utilized for Federal financial aid eligibility purposes, as the Department of Education does not recognize academic amnesty for courses taken in the same academic program. Readmitted students are also subject to separate academic standards; see Section on Academic Standards for Readmitted Students.

ACADEMIC REQUIREMENTS FOR TRANSFER STUDENTS

A student accepted as a transfer student from an American Bar Association accredited law school generally may receive up to forty-three (43) transfer credits. Only courses in which the student received a grade of “C+” or higher (or the prior school’s equivalent) can be considered for transfer credit. A current catalog and an official transcript from the prior school must be provided to the Registrar so that transfer credits can be evaluated for acceptance toward Touro Law Center degree requirements. Students may also be required to provide course descriptions and syllabi for evaluation of courses taken at their prior school.

Students who are accepted at the Touro 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 Touro Law Center, and who enrolls at the Law Center as a full-time student, will be held to the academic standards applicable to second-year full-time students, based upon the grades received in their third semester of study (See section on Academic Standards for JD Students).

However, notwithstanding any other provision of these rules, a student who has transferred into the Touro Law Center and who, at the end of their first semester shall have failed to attain the necessary GPA to remain eligible to continue, but who has achieved a GPA of at least 1.800, is entitled to a hearing before the Academic Policy Committee, which shall have discretion to dismiss the student or to allow the student to continue on academic probation subject to such conditions as the Committee shall find appropriate.

ACADEMIC STANDARDS FOR THE LL.M. PROGRAMS

The following Academic Standards apply to LL.M. students:

After completion of 9 credits:

- (a) an LL.M. student whose cumulative GPA is 2.283 to 2.332 shall be placed on academic probation, administratively.
- (b) an LL.M. student whose cumulative GPA is 2.183 to 2.282 shall be subject to a hearing before the LL.M. Academic Policy Committee.
- (c) an LL.M. student whose cumulative GPA is below 2.183 shall be dismissed for academic deficiency, such dismissal to be carried out administratively.

After completion of 18 credits:

- (a) an LL.M. student whose cumulative grade point average is below 2.333 and has previously been on academic probation shall be dismissed for academic deficiency, such dismissal to be carried out administratively.
- (b) an LL.M. student whose cumulative grade point average is below 2.333 but above 2.283 who has not previously been on academic probation may petition the LL.M. Academic Policy Committee for a hearing.

The LL.M. Academic Policy Committee will be a subcommittee of the Academic Policy Committee. The Director of the Program, or their designee, will be invited to participate in the APC hearing.

GOULD LAW LIBRARY

Named for the [Gould family](#), the Gould Law Library is the heart of the Touro LI campus. With over 20 study rooms, a large reading room, two computer labs, and a team of professional librarians to help students and faculty navigate the library's extensive print and online collection, the library is the school's premier educational and research center.

The library's unique [Judaica Room](#) contains a research collection in Hebrew and English that provides valuable materials on Jewish law, supporting the work of the Jewish Law Institute, courses in Jewish law, and the research needs of religious and legal scholars. In addition, the [Lillie Goldstein Collection](#) is a traveling Judaica collection that may be borrowed by law schools without similar resources wishing to offer courses in Jewish law.

The library is also a congressionally designated depository for United States Government documents. Public access to the government document collection is guaranteed by public law (Title 44 United States Code).

Mission:

- To support students and faculty in advancing their knowledge of the law in concurrence with the school's curriculum
- To promote and assist in the research and scholarship needs of the school community
- To provide an inviting atmosphere for learning, studying, and scholarly discussion

Reference Office

The reference office is located on the main floor of the library, adjacent to the circulation desk. Our staff of professional librarians will assist you with locating materials and formulating effective searches. Please feel free to contact us by phone at 631.761.7160 or by e-mail at LibraryReference@tourolaw.edu. Students can also chat with a librarian by live chat or text message using 631.880.4004 during regular reference hours.

Circulation Services and Reserve Library Materials

Library materials may be checked out at the circulation desk on the main floor of the library. Students must present their currently validated Touro Law Center ID card at the circulation desk to receive checkout privileges. Most circulating materials may be checked out for two weeks. Students must keep in mind that many library materials are non-circulating and may only be used within the library.

Occasionally, professors will place books or materials on reserve at the circulation desk. Students may borrow these materials for in-house use for two hours.

All materials borrowed are expected to be returned as they become due. Overdue materials will result in a hold being placed by the Office of Student Records on your grades and registration, as well as suspension of all library privileges. In addition, students are required to pay the replacement cost for any lost materials, as well as a processing fee of \$12.00.

Interlibrary Loans

Reference Librarians can arrange interlibrary loans (ILL) of materials from around the country. Students must submit the completed [ILL Form \(located in the TLC Web\)](#) in person at the Reference Office or email it to libraryreference@tourolaw.edu. A library staff member will contact the student when the item arrives.

Computer Use

Wireless access to the online network is available throughout the library. Two computer labs also are available on the third floor of the library, as is a network printer. The computer labs are not study rooms and cannot be reserved by students. In addition, students may not use the podium computer or the screen projection equipment without permission.

Subscription Databases

[Westlaw](#) and [Lexis](#) passwords are distributed to new students during orientation. These accounts are provided to currently enrolled students, faculty, and staff. Training is provided by Westlaw & Lexis representatives, as well as by the library's staff of professional librarians.

In addition, the library subscribes to a variety of online databases for searching journals, legislative materials, and myriad reference sources across disciplines. All [subscription databases](#) may be accessed by students, faculty, and staff on or off campus.

CALI (Computer Assisted Legal Instruction)

During Orientation, students are given a password activation code for using CALI (Computer-Assisted Legal Instruction). CALI provides interactive online exercises and answers, distance learning, and podcasting on legal topics. This service provides an important supplement to traditional textbooks and learning aids for law students.

Photocopying and Scanning

Multifunction Printers/Copiers/Scanners are provided on each floor of the library. Printing and copying are managed via TCUSPrint/Papercut. An allotment of 1,000 pages per academic year are allocated to each student, and funds can be replenished at <https://tcusprint.touro.edu/user> (**only accessible on-campus**).

In addition, Lexis provides free printing to the Lexis printer, which is located on the third floor of the library.

Additionally, BookScan Stations are located on the first floor (circulation desk) and the third floor (printer room next to the computer labs). With the BookScan Station, you can scan, save, and share your work on the internet.

There is no fee for scanning from multifunction machines or from the book scan stations.

Study Room Reservations

The library has 22 study rooms available for group or individual study that are reserved for currently enrolled students from the Touro Long Island Campus. Touro Law graduating students who will be studying for an upcoming administration of the bar exam are also permitted to reserve a study room. Priority for reservations of study rooms is at the discretion of the Law Library Director.

Reservations are for a maximum of 2 hours a day, and there is a limit of 1 reservation per student per day. Reservations can be made 1 day in advance online by visiting <https://www.tourolaw.edu/studyroom>. Failure to arrive for your reservation within 15 minutes of the scheduled time will result in the reservation being cancelled by the library staff.

All study rooms, except rooms L105 and L106, are “quiet conversation” areas and all library courtesy policies outlined in the handbook regarding noise, food, drink and cell phone usage apply. Study rooms are for studying only and a student may be asked to vacate a study room if they are not studying. Study rooms are not for sleeping, watching television, watching YouTube videos, Netflix, or any other activity that is not related to coursework.

The computer labs located on the third floor cannot be reserved.

Personal items may not be left unattended in a study room and may be collected by security as described below and will result in cancellation of your reservation.

The library reserves the right to amend this policy, upon giving notice to the students and may cancel or change the reservations in the event of a conflict. In addition, the abuse of the study room reservation rules or the failure to return materials to the library will result in a loss of the privilege to reserve a study room.

Unattended Items & Lost Items

Students may not leave items unattended to reserve a table, couch, study room, computer station, or any other place in the library. Unattended items will be removed by security and placed in the Lost and Found located in the Maintenance Department. If you see unattended items please contact a librarian or security. Please do not touch another student's belongings. The library cannot accept responsibility for loss or damage to personal items left unattended.

Library Courtesy Policies

One of the library's many functions is to provide a comfortable, quiet gathering place to study. You are expected to follow the library rules. Any violation or failure to will be reported to the Dean of Student Services and may result in a code of conduct violation.

- **Talking.** Noise travels. Please be mindful that some areas are designated "quiet conversation" areas and others are designated "silent study" areas.
- **Cell Phones.** Phone calls are not permitted in any location of the library. Please exit the library if you need to speak on the phone.
- **Food & Drink.** No food is allowed in the library. Only beverages in covered containers are allowed in the library.
-
- **Moving Furniture.** All library furnishings including tables, chairs and decorative wall hangings may not be moved or removed by a student.

Accessing Other Academic Law Libraries

Currently, students cannot access other academic law libraries.

Library Access Policy

Access to the library is limited to faculty, students and staff of the Touro Long Island Campus. As a general rule, we are not open to the general public, and this includes family, friends, spouses, partners, and significant others.

There are a few exceptions for members of the legal community. Please see the [Library Access Policy](#) located on our website.

STUDENT SERVICES

TOURO ONE PORTAL

Touro University's **TouroOne** portal (<https://touroone.touro.edu/cas/login>) enables students to do the following:

- Register for courses (in programs which allow online registration)
- Add/drop courses during the registration period
- View and print grades
- View and print class schedules
- Search current course offerings
- Check to see whether there is a “hold” against your name
- Accept your financial aid
- Check your financial aid status
- Download financial aid forms
- Access *TouchNet*® for student account activity
- Order an official transcript
- Access your Touro email
- Access Canvas
- View textbook information (titles, authors, ISBNs, prices)

OFFICE OF THE BURSAR

The Bursar's Office, as part of Student Services, is responsible for maintaining all student tuition accounts and the University's receivables. This includes reviewing charges and payments, issuing refunds, collection activities and providing support and guidance to create a seamless experience for our students. These functions are accomplished while servicing the needs of our students within the framework of Touro's policies and legal guidelines.

Hours of Operation

Monday & Wednesday: 9:00 a.m.- 5:30 p.m.

Tuesday and Thursday: 8:30 a.m.- 5:00 p.m.

Friday: 9:00 a.m.- 2:30 p.m.

Other Hours by Appointment

Location

Touro Law Center Campus

225 Eastview Drive

Central Islip, NY 11722

Telephone: 631.761.7026

Fax: 631.761.7029

bursar@toulaw.edu

OFFICE OF FINANCIAL AID

The Financial Aid Office provides assistance and guidance to prospective and currently enrolled students to determine the best way to make their legal education affordable. Students are provided with information on: (1) financial aid programs, (2) applications for state and institutional grants and scholarships; (3) applications for federal, state and private loans and (4) the Federal Work Study Program.

Hours of Operation

Monday & Thursday: 9:30 a.m.- 6:30 p.m.

Tuesday and Wednesday: 9:00 a.m.- 5:30 p.m.

Friday: 9:00 a.m.- 2:30 p.m.

Other Hours by Appointment

Location

Touro Law Center

225 Eastview Drive

Central Islip, NY 11722

Phone: 631.761.7020

Fax: 631.761.7029

E-mail: Fin-aid@tourolaw.edu

OFFICE OF THE REGISTRAR

The Registrar's Office houses academic records, official student files and acts as a resource for students. Among others, the office provides these key services:

- Oversees the course registration process.
- Processes transcript orders.
- Responds to requests for letters certifying enrollment and other academic information.
- Provides documentation related to loan deferments, Veterans' benefits, bar loan applications, bar exam eligibility, and Character & Fitness statements.
- Audits students' academic records for fulfillment of degree requirements.
- Furnishes information used to determine academic awards and honors granted to graduating students.
- Participates in the planning of annual Law Center Commencement Exercises.

If you have questions, contact us.

Touro Law Center

225 Eastview Drive

Central Islip, NY 11722

Telephone: 631.761.7040

Fax: 631.761.7049

Email: registrar@tourolaw.edu

Hours of Operation

Monday - Thursday: 9:00 a.m.- 5:00 p.m.

Friday: 9:00 a.m.- 2:30 p.m.

Other Hours by Appointment

Degree Works

Degree Works is a sophisticated and comprehensive academic advising, transfer articulation, and degree audit solution designed to help students in their completion process/to monitor their academic progress toward degree completion. Degree Works is a web-based tool that meets the needs of all end users, undergraduate and graduate students alike, to complete their programs in a timely fashion.

The benefits of Degree Works include:

- Helping you easily monitor your academic progress online 24/7.
- Presenting exactly what the degree/program requirements are up front with consistency and accuracy.
- Displaying the fastest and best path to graduation that exists for your degree and your interests.
- Complementing your relationship with the advisor by removing some administrative burdens and leaving more time for true advising and career counseling.
- If you are a transferring student, the Degree Works tool will allow you to see where your transferring credits can be applied earlier in the enrollment cycle.
- Allowing you to estimate the number of semesters it will take to graduate.
- Viewing your grades and GPA.

Degree Works can be accessed through *TouroOne* portal (by using *TouroOne* credentials) by following these steps:

- Login to the *TouroOne* portal at <https://touroone.touro.edu/sso/login>.
- Go to the “Academic” tab.
- Click on the “Degree Works” button on the bottom left side of the academic section.

If you are having difficulty accessing Degree Works, please contact Touro’s HelpDesk at nonstop@touro.edu.

If you have any questions, or would like more information, please do not hesitate to contact your advisor or the Registrar’s Office.

Transcripts

Ordering official transcripts

1. To order an official transcript via TouroOne, click “Academic” from the left side navigation menu. In the Official Transcript portlet, click “Order Official Transcript.” Alternatively, you can go directly to www.touro.edu/getmytranscript.
2. Students will be automatically prompted to register an account or to log into an existing account.
3. Students will need to enter either an electronic destination or physical shipping address.
4. For electronic transcripts student will need to select the program that they graduated from or attended. If you graduated from or attended multiple programs, you will need to place a separate electronic transcript order for each program.
5. For students waiting for a degree or grade(s) to be posted, there will be hold options to select at checkout. The order will not be processed until degree is awarded or grade(s) are posted.
6. Once an order is placed students will receive a confirmation email and order number. Students will also receive email once the order is processed and/or shipped.

Processing

Electronic transcript orders will process and deliver to the recipient once order information is confirmed; in most cases this is automatic. If additional information is needed, the transcript unit will reach out to you. This may delay processing times. Paper transcript orders are processed and shipped in 5-7 business days.

Transcript Fees

- Electronic transcript free of charge
- Official paper transcript \$10 per copy

Shipping Fees

- USPS First Class free of charge, no tracking provided
- Fed-Ex domestic overnight shipping \$15, tracking provided
- Fed-Ex international shipping \$25, tracking provided

Viewing and Printing Unofficial Transcripts

1. Log into your TouroOne account at <https://touroone.touro.edu/sso/login>.
2. Click on the “Academic” tab and click on “View Academic Transcript (Unofficial Transcript)” under the “My Records” portlet.
3. If you wish to print, right-click using your mouse then select print.

If you do not have access to a computer and/or printer, you may log onto the website and print your report in any Touro University computer lab.

ACADEMIC SUPPORT

The Touro Law Center (TLC) Academic Excellence & Bar Success Department serves Touro Law students from day one of law school through bar passage. We provide:

- Law school and bar exam success courses,
- Mentoring and coaching, and
- Resources for law school success and bar exam preparation.

We focus on professional development, with an emphasis on skill-building and preparing students for the rigors of law school coursework and exams. These same skills are necessary to pass the bar and enjoy a meaningful, fulfilling, and successful professional legal career.

We look forward to working with you from admission to Touro Law through admission to the bar!

CAREER AND PROFESSIONAL DEVELOPMENT

The Office of Career & Professional Development's (CPD) mission is to empower students and alumni to take control of their careers.

To support this mission, the Office provides individual counseling which includes identifying short- and long-term career goals, preparing career-related documents, understanding job-search techniques, effectively preparing for interviews, and developing networks to achieve individual goals. committed to assisting all students and alumni in their job searches through opportunities and programs, including those listed below. Career Counselors are available for day and evening appointments by making an appointment with your Counselor on [Symlicity](#), emailing your assigned Counselor or calling 631-761-7030.

- ▶ **Employment Opportunities and Listings:** Throughout the year, CPD receives listings from employers for internships, clerkships, and fellowships for full-time and part-time students and post-graduate opportunities for students and alumni. These positions are immediately posted on [Symlicity](#), Touro's online career services management system. Go to <https://law-touro-csm.symlicity.com/students> and click on "Sign Up" to create a free account to access job listings.
- ▶ **Externships: Obtaining Academic Credit While Gaining Legal Experience:** The externship program provides students with the opportunity to receive academic credit while gaining practical work experience. Applicants are matched with field placement opportunities in a variety of fields of law. Students must apply for the externship program. The requirements of the program and an application can be found at: <http://www.tourolaw.edu/Academics/default.aspx?pageid=67>.
- ▶ **On Campus Interviews** Employers are encouraged to interview students on campus throughout the year, although most interviews take place in employer offices. CPD will notify students of on-campus interview sign-up procedures and provide specific information about application procedures by email and via Symlicity.

- ▶ Counseling Appointments and Resume Review Individual career 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 advice on job search strategies and interview techniques. Individual counseling sessions for first-year students may be scheduled beginning October 15th.
- ▶ Programs, Panels, and Information Sessions CPD presents programs on resume preparation, interviewing techniques, job search strategies, and more. Career panels with attorneys and experts in various practice areas are presented to provide information on a variety of legal career options and offer networking opportunities.
- ▶ Career Resources Visit the [Career Services webpage](#) to access information about the CPD library of articles, directories, and employment search resources. Computers and a printer are available in the CPD Office for resume and cover letter preparation, and to research employment opportunities.
- ▶ Reporting Employment Results Touro Law Center is required to collect and report employment information from students in order to comply with American Bar Association, National Association for Law Placement and institutional reporting requirements. Students shall promptly respond to all CPD requests for such information.

Touro Law's employment statistics for the Class of 2019 are the highest in the school's history. The employment statistics for the Class of 2019, as reported to the ABA, show an overall employment rate of 91.2%, ten months after graduation. Additionally, 77.9% of our graduates reported working in full-time, long-term jobs requiring a law degree or for which having a JD is an advantage.

The Class of 2019 found employment in all areas of the law and in a wide range of businesses. The largest job category for our graduates continues to be law firms (61.2%). This category is followed by employment in government and judicial clerkships (21.4%), business and industry (8.7%), and public interest (7.8%).

Hours of Operation

Monday & Thursday: 9:30 a.m.- 6:30 p.m.

Tuesday and Wednesday: 9:00 a.m.- 5:30 p.m.

Friday: 9:00 a.m.- 2:30 p.m.

Other Hours by Appointment

Location

Touro Law Center Campus

225 Eastview Drive

Central Islip, NY 11722

Telephone: 631.761.7030

Fax: 631.761.7039

careers@tourolaw.edu

CAMPUS ENGAGEMENT AT TOURO LAW

At Touro University Jacob D. Fuchsberg Law Center, we have embraced the principles of fairness, accessibility, and mutual respect for all and value the perspective that each student, faculty member, and administrator brings to the law school.

The Law Center is dedicated to promoting, creating, and maintaining a welcoming and respectful environment through various programs, trainings, and initiatives.

If you have questions or would like to talk to someone, please reach out to the Associate Dean of Campus Engagement.

OFFICE OF STUDENT SERVICES AND RECORDS

The Office of Student Services and Records (OSSR) addresses quality-of-life issues affecting students and acts as a liaison among students, faculty and administration. OSSR also serves as a source of information for students by offering support and resources to enhance students' educational experience.

OSSR also assists students with registering for courses, and fulfills requests for official transcripts and letters concerning, among other things, certification of loan deferments, Veteran's benefits, bar loan applications, bar exam eligibility, and Character & Fitness documentation.

The services include:

Academic Counseling

The OSSR along with assigned faculty advisors assists students with course planning, course selection and understanding graduation requirements. Additionally, the OSSR is responsible for processing and approving transfer requests between divisions, extensions for the Advanced Writing Requirement, Academic Policy Committee matters, exam deferrals and withdrawal from the law school.

Personal Counseling

Any student who would like to speak with a counselor or therapist may inform the Assistant Dean for Student Services who will assist in making appropriate arrangements. All referrals are on a strictly confidential basis. Students may also directly contact the Counselor-In-Residence, the Campus Rabbi or The Health Advocate Student Assistant Program, a 24/7 telephone access service that connects to a licensed professional (855-384-1800 or <https://members.healthadvocate.com>). The Law Center also supports an on-campus representative of the NY State Bar Association Lawyer Assistance Program, who provides confidential advice and referrals on issues of alcohol and substance abuse. Finally, Students Helping Students (SHS), who are trained upper-level students, are available to provide additional counseling, mentoring and referral services for students.

Students with Disabilities

Touro University (“Touro” or the “University”) complies with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990, which protects persons from discrimination on the basis of physical or mental impairments for all educational and employment purposes. Reasonable accommodations may be available for students who have physical or learning-related disabilities.

- The Law Center is committed to providing reasonable accommodations to students with documented disabilities who request accommodations. Policies and procedures ensure that students with a disability will not, on the basis of that disability, be denied full and equal access to academic and co-curricular programs or activities or otherwise be subjected to discrimination under programs offered by the University. Law Center students with disabilities seeking reasonable accommodations should do so through the OSSR.
- A student requesting accommodation for a documented disability under the ADA must meet with the Office of Student Disabilities Services (OSDS) Coordinator for the Law Center, Assistant Dean for Student Services (studentservices@tourolaw.edu) and submit an [Application for Accommodations and Services](#). Verbal disclosure of a disability and request for accommodations is not sufficient and cannot substitute for required documentation. Students may apply for reasonable accommodations at any time. Accommodations, if granted, are only provided on a prospective basis. Reasonable accommodations are never provided retroactively.
- Students are required to submit appropriate and current medical or other professional documentation to be approved for reasonable accommodations. Review the [Handbook for Students with Disabilities](#) for more details on student rights and responsibilities and the complaint process.

Final Examinations

The OSSR is responsible for coordination and administration of final examinations that include: providing reasonable testing accommodations, disseminating exam policies and procedures and resolving exam conflicts. (See section Final Examination Deferrals.)

The Office of Student Services and Records publishes important information in the weekly Touro Times. Students also receive information occasionally through their Touro Law e-mail account and may also choose to access information via the OSSR blog, Facebook, or Twitter.

Student Health and Wellness

Touro Law Center is student-centered and dedicated to the health and wellness of its community. All law students experience stress to one degree or another. The Law Center has resources available for student counseling and mental health assistance. All conversations are confidential.

On-Campus Resources

The Assistant Dean for Student Services and Records is available for informal, confidential counseling regarding stress management as the result of law school or non-law-school issues, bereavement, and crisis intervention. She can also assist with advisement in regard to course selection and other academic concerns. To make an appointment, studentservices@tourolaw.edu or call (631) 761-7050.

A professional counselor who visits the Law Center regularly while classes are in session is available to meet with students on a confidential basis, by appointment, free of charge. She is available to meet with students for personal counseling and faculty and staff for consultations. Please contact studentservices@tourolaw.edu for contact information.

The Campus Rabbi is available to meet with students for informal counseling. For appointments, please call (631) 761-7440.

The Touro Law Center's Students Helping Students (SHS) program is a student-centered program that was started in 2010. The SHS program's mission is two-part: first, to serve as a source of comfort, guidance, and referral for fellow students no matter what their concerns or issues might be; and second, to compassionately and competently assist their peers who are at risk or in the throes of mental health problems. For more information, email TLC_SHS@listserv.touro.edu.

Faculty Advisors are also available to meet with students. If you are unsure who your faculty advisor is, please contact the Office of Student Services and Records at (631) 761-7050 or studentservices@tourolaw.edu.

Student Assistance Program from Touro University - New York

The Health Advocate Student Assistance Program offers 24/7 telephone access to Licensed Professional Counselors and up to 3 in-person visits per issue for counseling on personal matters and help with achieving a healthier school/life balance. These services are confidential, and are available at no cost to you. Call Health Advocate's toll-free at (855) 384-1800; visit healthadvocate.com/members, enter Touro University in the dialog box, and choose Student Assistance Program from the drop-down menu; or send an email to answers@healthadvocate.com.

Off Campus Resources

In addition to the internal resources that Touro Law Center offers, the following are also extremely helpful and confidential! Please click on the links below for more information.

[Lawyer Assistance Program](#) (LAP)

LAP provides education and confidential assistance to lawyers, judges, law school students, and immediate family members who are affected by the problem of substance abuse, stress, depression or other mental health issues. Its goal is to assist in the prevention, early identification, and intervention of problems that can affect professional conduct and quality of life.

[Dave Nee Foundation](#)

The foundation is a non-profit corporation with a mission to fight depression and prevent suicide by promoting and encouraging the diagnosis and treatment of depression among adolescents, young adults and law students.

[Lawyers with Depression](#)

Dan Lukasik created Lawyerwithdepression.com, the first website and blog of its kind in the country, to help law students, lawyers and judges cope with and heal from depression. He is a managing partner at the law firm of Bernhardt Lukasik PLLC in Buffalo and is listed in the publications *The Best Lawyers in America*, *SuperLawyers* and The Buffalo Law Journal's Who's Who in Law as one of the top personal injury lawyers in Buffalo.

[Victims Information Bureau of Suffolk](#) (VIBS)

VIBS assists the survivors of domestic violence, rape, and sexual assault; to prevent the incidence of these crimes through education and services; and, to raise community awareness of the need for justice and compassion for victims.

[Response Crisis Center](#)

Response Crisis Center is a nationally accredited, Suffolk County based organization that provides a 24/7 crisis counseling and suicide prevention helpline as well as referrals to community mental health resources. Professionally trained and supervised volunteer counselors offer telephone support and help callers think through next steps, lower their anxiety, and find their own solutions. Crisis counselors also provide referrals for support groups, clinicians, mental health clinics, other hotlines, and a host of other community programs and services.

24/7 hotline: 631-751-7500

Spanish-language helpline (Monday-Friday, 5-10 PM): 631-751-7423

Private online chat: <https://www.responsecrisiscenter.org/chat>

To make an appointment, email studentservices@tourolaw.edu or call 631.761.7050.

Hours of Operation

Monday through Thursday 8:30 a.m. - 6:30 p.m.

Friday 9:00 a.m. - 2:30 p.m.

Contact Us:

Touro Law Center Campus

225 Eastview Drive

Central Islip, NY 11722

Telephone: 631.761.7050

Fax: 631.761.7059

Email: studentservices@tourolaw.edu

ACADEMIC EXCELLENCE AND BAR SUCCESS

The Touro Law Center's Academic Excellence and Bar Success Program is committed to helping students succeed – not only in their studies at the Law Center, but on the bar exam and in their legal career. It recognizes that the law school experience is different from all other types of educational experiences and so its goal is to assist students in developing the specific skills required for mastery of legal analysis and writing.

Touro Law provides bar success courses throughout your entire law school career, starting in the first year and continuing each year through graduation. We also provide resources for post-graduation intensive bar review so that you have all you need to become a licensed attorney. Courses include:

[Introduction to Legal Analysis I](#)

[Introduction to Legal Analysis II](#)

Practical Legal Analysis I

Practical Legal Analysis II

[Advanced Legal Analysis I](#)

[Advanced Legal Analysis II](#)

LEAP – THE LEGAL EDUCATION ACCESS PROGRAM

The Legal Education Access Program (LEAP) was established in 1990 to engender a positive, welcoming environment for all students, and to offer students the opportunity to achieve a high level of success in law school. The program provides inspiring academic support and mentorship. LEAP is open to all admitted students

LEAP at Touro Law comprises:

- A four-week summer program to help students who will begin law school in the fall develop the crucial study and exam skills required for success in law school.
- This voluntary program is conducted in the evening and is offered free-of-charge to participants.
- Teaching assistant (TA) sessions conducted during the first academic year of law school by highly successful upper-division LEAP students. The TAs serve as mentors to first year students helping them develop their study methods and test-taking ability.

Through the positive and supportive atmosphere for success created by LEAP, participants have historically achieved impressive academic success and have excelled in leadership roles at the Law Center.

LEAP student involvement:

- Editor-in-Chief and Managing Editor of the Touro Law Review, and the Journal of Race, Gender, and Ethnicity.
- Winners of the Law Center's prestigious Bainbridge Moot Court Competition.
- Leaders in various student organizations including President of the Student Bar Association.
- LEAP Alumni Association now has more than 1,000 members.

WRITING CENTER

The ability to write clearly and precisely is of vital importance during law school and your professional career. This ability requires a keen attention to word choice, syntax, and the nuances of grammar. The staff of the law school's Writing Center can help you with this!

The Writing Center staff are available for both individual and group sessions. They not only assist with writing basics, but they also teach students efficient ways to organize, self-edit, and revise. The staff will not "fix" your work, but will teach you how to do it yourself so you can become a strong, self-reliant writer.

For further information, or to make an appointment, email us at writingcenter@toulaw.edu.

ACADEMIC HONORS, JOURNALS AND STUDENT ORGANIZATIONS

Awards and Honors

Dean's List

A student who has taken at least the minimum number of credits required in their division (full-time or part-time) and earns a grade point average for that semester that is in the top 15% of their class is eligible for the Dean's List.

Honors Program

The Touro Law Center Honors Program offers special opportunities to those students showing high academic achievement, strong written and oral communication skills, evidence of intellectual curiosity and engagement, and the motivation to participate in a challenging academic experience. Students eligible to apply must have a GPA of 3.4 or higher.

Students who are selected for the Honors Program will continue in the Program until their graduation from the Touro Law Center, provided they continue to meet the selection criteria, including the maintenance of a GPA of 3.4 or higher. Further information on the Honors Program can be found on the [Honors Program website](#).

Benefits of the Honors Program include:

- ▶ Participation in honors sections for an enriched course or courses;
- ▶ Invitations to stimulating and engaging activities within a community of student-scholars;
- ▶ Designation as an Honors Program Scholar, with appropriate notation on transcript and resume, and at commencement ceremony;
- ▶ Eligibility to compete in, serve on, and receive credit for Touro Law Review, the Moot Court Honors Board, Trial Advocacy Practice Society (TAPS), subject to the approval of the Chair of the Honors Program Committee and the respective Editors-in-Chief;

Pro Bono Scholars Program

The Pro Bono Scholars Program (PBSP) allows students, in their final year of law school, to devote their last semester of study to performing pro bono service through an approved externship program. The Pro Bono Scholars Program (PBSP) allows students, in their final year of law school, to devote their last semester of study to performing pro bono service through an approved nonprofit organization, law school clinic, or other legal services provider.

Students who are accepted into the Pro Bono Scholars Program will spend 12 weeks working full-time in a pro bono placement, while also completing an academic component at their law school. Students will have the opportunity to develop quality mentoring relationships and receive invaluable practical training under the supervision of both a practicing lawyer and a faculty member. As an additional benefit for participating in the program, students will be permitted to take the New York bar examination in February of their final year of study, before they graduate. Upon successful completion of the program and any other graduation requirements, students will be awarded their Juris Doctor degree and be admitted to practice as soon as practicable after graduation. By participating in the program, students can accelerate the pace at which they can enter the legal market as licensed attorneys.

Students interested in the Pro Bono Scholars Program should contact the Director of Pro Bono and Public Interest. The program is limited to a small number of students annually.

Graduation Honors – Juris Doctor, Master of Laws, and Master of Laws in U.S. Legal Studies

Graduation honors are based on the cumulative GPA following the prior Fall semester.

1. Cum laude – Students with a cumulative GPA of 3.533 to 3.732 receive the degree cum laude. Additionally, students who fall below a 3.533 cumulative GPA but who are in the top 10 percent of their class, will graduate cum laude.
2. Magna cum laude – Students with a cumulative GPA of 3.733 to 3.932 receive the degree magna cum laude.
3. Summa cum laude – Students with a cumulative GPA of 3.933 or better receive the degree summa cum laude.

Students graduating with honors wear gold honor cords as part of their regalia for the Commencement Ceremony.

Other Honors and Awards

Law Center students are 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 in that course.

Law Review, Moot Court Honors Board, and Trial Advocacy Practice Society

Students can qualify for membership on the Touro Law Review, the Moot Court Honors Board, or the Trial Advocacy Practice Society through annual competitions. Each organization has its own eligibility criteria and competition rules (See links below). Students can contact the organizations via e-mail at LawReview@tourolaw.edu, MootCourt@tourolaw.edu or TAPS@tourolaw.edu. Competitions for membership in these honor societies are announced through postings, email announcements, and in *The Touro Times*.

Students may receive credit for participating in these organizations. In order for students to receive credit for any Honor Society, the student must be registered for the credit by the end of the drop/add in the semester in which they are earning the credit. At the beginning of each semester, the faculty advisor and the editor-in-chief of each honor society will submit a list of participating students to the Registrar. The Office of Student Services and Records will register the students accordingly. Students will not be permitted to register for credit for participation in any honors organizations after the add/drop period, unless the credit is for a moot court or trial competition that takes place after the drop/add period. The faculty advisor and editor-in-chief will notify the Registrar at the end of the semester if the student earned the credit. Full-time students will be charged for any credit over sixteen (16) credits. Part-time students may not register for more than 11 credits, unless it is the one semester in the last six semesters when a student is eligible to take 12 credits.

Except for students selected as Honors Program scholars (see Honors Program Section 5.1b), students may not receive simultaneous credit for participation in Law Review, the Moot Court Honors Board, or the Trial Advocacy Practice Society during the same academic year. Award of credit for any of these honor societies must be approved by the respective faculty advisors. A student may not participate in Law Review, the Moot Court Honors Board, or the Trial Advocacy Practice Society without receiving credit, unless they receive approval to do so from the Advisor for the Honors Program.

Students receiving credit for Law Review, Moot Court Honors Board and/or the Trial Advocacy Practice Society must be in compliance with the NYS Court of Appeals rule which states that students are not permitted to take more than twenty percent of the total required credits in a semester. This means that students may not take more than 17.5 credits in any one semester.

Information regarding all honor societies is available on the website, please see:

- [Touro Law Review](#)
- [Moot Court Honor Board](#)
- [Trial Advocacy Practice Society](#)

Law Review

- ▶ Staff and Senior Staff members of the Law Review may receive one (1) credit per semester to be conferred at the end of each semester.
- ▶ Members of the Law Review Editorial Board may receive two (2) credits per semester to be conferred at the end of each semester.
- ▶ The Editor-in-Chief and Managing Editor of the Law Review may receive three (3) credits per semester to be conferred at the end of each semester.

Additionally, staff members and editorial board members may receive one (1) credit for publication of an article in the Law Review to be conferred at the end of the semester in which the article was published.

A Law Review Executive Board Member may not serve as an Officer or Executive Board Member of any other student or other organization.

Moot Court Honors Board of Advocates Credit

- ▶ Staff members of Moot Court Honors Board may receive one-half (1/2) credit per semester to be conferred at the end of each semester. A student serving on the staff for two years will receive two (2) credits.
- ▶ Members of the Moot Court Editorial Board may receive one (1) credit per semester to be conferred at the end of each semester.
- ▶ One year of staff work and one year of Editorial Board work will result in a total of three (3) credits.
- ▶ A student, including Moot Court Editorial Board members, may receive one credit per each semester in which the student participates in an interschool moot court competition, by completing the Moot Court Competition Tutorial that involves fourteen (14) hours of structured instruction from faculty.

TAPS (Trial Advocacy Practice Society) Credit

- ▶ Staff members of the Trial Advocacy Practice Society may receive one-half (1/2) credit per semester to be conferred at the end of each semester. A student serving on the staff for two years will receive two (2) credits.
- ▶ Members of the TAPS Editorial Board may receive one (1) credit per semester to be conferred at the end of each semester.
- ▶ One year of staff work and one year of Editorial Board work will result in a total of three (3) credits.

STUDENT ORGANIZATIONS

All students automatically become members of the Student Bar Association (SBA), the school's overall student government organization, which acts as a liaison between the student body and the administration and faculty, representing students' interests in the Law Center community. In addition, the SBA conducts academic and social programs, allocates funds to student organizations, and collaborates with student bar associations at other law schools.

The SBA is headed by a student-elected executive board and representatives from each class in the full-time and part-time divisions. It plays an active role in governing the school and in establishing school policy, by selecting students to serve as full voting members on virtually all faculty committees. In addition, the SBA president participates in, and has a vote at, all faculty meetings.

In addition to the Student Bar Association (SBA), Touro Law Center students also may elect to become members of numerous organizations:

- American Bar Association/Law Student Division (ABA / LSD)
- Animal Legal Defense Fund (ALDF), Student Chapter
- Black Law Students Association (BLSA)
- Business Law Society
- Catholic Law Society
- Criminal Law Society
- Family Law Society
- Federal Bar Association - Touro Law Student Division
- Federalist Society
- Health Law Projects (HeLP)
- Immigration Law Society
- Intellectual Property Law Society
- International Law Students Association (ILSA)
- International Refugee Assistance Project (IRAP)
- Jewish Law Students Association (JLSA)
- Journal of Race, Gender & Ethnicity (JRGE)
- Lambda Law Students Association (LGBTQ and Allies)
- Latino/a American Law Students Association (LALSA)
- Phi Alpha Delta Law Fraternity International (PAD)
- Public Interest Law Organization of Touro (PILOT)
- Public Speaking Club (PSC)
- Real Estate Law Society
- Students Helping Students (SHS)
- Suffolk County Bar Association (SCBA), Student Committee
- Tort Law Society
- Unemployment Action Center (UAC), Touro Chapter
- Veterans Law Student Organization (VLSO)
- Women's Bar Association (WBA)

See the Student Organizations Handbook, available from the Office of Student Services, for more information.

Forming an Organization

Students wishing to form an organization must meet with the Director of Student Services and Scholarship Aid, comply with certain administrative requirements, and obtain approval from the Student Bar Association (SBA). Approved student organizations are eligible to request (but are not guaranteed) funding from the SBA each semester. The approval of a student organization by the SBA does not represent approval or endorsement of any of the organization's programs or policies.

Touro Law Upper Division students may be invited to join, or qualify for membership to, a number of honor societies:

Moot Court Honors Board

Students selected to participate on the Moot Court Board have the unique opportunity to showcase their talents in front of practicing attorneys and esteemed judges while experiencing the thrills of competing locally and traveling the country to represent Touro Law Center on the national stage. Drawing on classroom experiences and course work, students undertake all aspects of an appeal, writing briefs and presenting appellate arguments as part of the only credit-bearing Honor Society designed to enrich the researching, writing, and oral advocacy skills of its members. The experience gained as a Moot Court advocate helps to improve performance throughout law school and provide the polish and confidence that will distinguish students in the eyes of prospective employers. Appointment to the Board is highly competitive and is only open to second year full-time and second year part-time students.

Touro Law Review

The Touro Law Review is a journal dedicated to the advancement of legal scholarship. Each issue addresses topics of practical and academic importance, containing articles authored by judges, law professors, attorneys, and students. The Review uses a rigorous and competitive process to select articles submitted for publication. Once selected for publication, each article undergoes an extensive editorial process designed to perfect its accuracy and clarity. Student editors and authors collaborate to contribute a reliable source of law to the legal community.

Trial Advocacy and Practice Society (TAPS)

The Trial Advocacy and Practice Society (TAPS), recently approved as an Honor Society by the faculty at the Law Center, represents the Touro Law Center trial team. Members engage in all aspects of the trial experience including preparing and delivering opening and closing statements, and handling objections, motions and examining witnesses. TAPS members represent the law school in national competitions against other law schools. The group exposes law students to the dynamics of a live courtroom and provides practical trial advocacy experience in national competition formats under the guidance of prominent trial attorneys on Long Island.

Student Organization Events

Student organizations approved by the SBA may use classrooms and other locations for meetings and other appropriate activities. In order to request a room, student organizations must fill out an [Event Scheduling Form](#), which may be obtained from the Office of Student Services and Records by emailing studentservices@tourolaw.edu. The form must be submitted for approval at least two weeks prior to an event or meeting.

Public Relations and Fund Raising

The Office of Communications is responsible for coordinating all fundraising and public relations activities. Members of the Law Center community, including students, faculty and administration, should refer all media inquiries and public relations issues to the Office of Communications.

The Office of Institutional Advancement is responsible for all fundraising and alumni relations activities. If a faculty member, student or student organization would like to fundraise or be connected to an alumnus, The Office of Institutional Advancement must be contacted as soon as possible. **No fundraising activities of any kind may be undertaken without first coordinating with the Assistant Dean for Institutional Advancement and the Director of Student Services and Scholarship Aid.**

TOURO UNIVERSITY CODE OF CONDUCT

Students are expected to behave in a manner that is harmonious with and supportive of the activities and functions of an educational institution. The following types of actions are considered violations of the Touro University Code of Conduct and will result in disciplinary sanction:

1. Theft of, or damage to, University records and property, caused by intentional, negligent or irresponsible conduct;
2. Unauthorized use of any University property, including, but not limited to, its name, property, offices, premises, equipment (computer equipment, telephones, fax machines, copying equipment, laboratories and misuse of student ID cards);
3. Conduct which interferes with or obstructs any University functions or which physically obstructs or threatens to obstruct or restrain members of the University community;
4. The physical or sexual abuse or harassment of any member of the University community (such incidents must also be reported to the Title IX coordinator);
5. Threatening or actual infliction of bodily injury, assault, emotional trauma against students, faculty or staff of the University (such incidents must also be reported to the Chief Security Officer);
6. Disorderly, disruptive or abusive conduct in the classroom or on University premises;
7. Refusal to follow the directives of University officials acting in performance of their duties;
8. Impersonating University faculty, University officials, or University staff;
9. Forging signatures or other information on registration forms, financial aid forms or any other University documents;
10. Computer abuse, including possession of unauthorized passwords, plagiarism of programs, unauthorized destruction of files, misuse of computer accounts and disruptive or annoying behavior on the University's computer system;
11. Unauthorized sale, distribution or consumption of alcoholic beverages on University premises;
12. Distribution, purchase or possession of barbiturates, amphetamines, marijuana, hallucinogens, opiates, or any other addictive or illegal drugs or paraphernalia on University premises;
13. Gambling in any form on University premises;
14. Possession, distribution or sale of weapons, incendiary devices, or explosives on University premises;
15. Tampering with or misusing fire-fighting equipment and/or safety equipment (such as alarm-boxes and extinguishers);
16. Participation in or furtherance of any illegal activity on Touro's premises;

17. Offensive or derogatory written or verbal statements intended to inflict harm on members of the University community, including, without limitation, racist, ethnic, or sexist remarks or references regarding any member or group of the University community;
18. Any abusive conduct or harassment directed at an individual or group of individuals in the University community on the basis of the actual or perceived race, gender, color, national origin, ethnicity, religion, age, disability, sexual orientation, marital or parental status, or citizenship status of such person(s);
19. Refusal to identify oneself to an official or security officer of the University or to present proper identification upon entering the University premises;
20. Actions that are not harmonious with and supportive of the activities and functions of an educational institution; actions that harm the reputation of the University;
21. Aiding or abetting any conduct prohibited by this University Code;
22. Conviction of a felony crime while enrolled at the University;
23. Intentionally filing a false complaint under this University Code of Conduct;
24. Academic dishonesty and lack of academic integrity.

TOURO UNIVERSITY SOCIAL MEDIA POLICY

Touro University policies apply to students' online conduct. University staff members do not "police" online social networks and the University is firmly committed to the principle of free speech. However, when the University receives a report of inappropriate online conduct it is obligated to investigate. This is true even when a student posts to a personal social media account using their own phone or computer while off-campus or during a break. The University has the right to discipline students for misconduct or lack of professionalism wherever it occurs, including online.

Individuals who violate any of the provisions of the Code of Conduct are subject to disciplinary action at the discretion of Touro University. Student organizations violating the above regulations may be penalized by having their charter revoked. Furthermore, disciplinary sanctions may also be imposed against the officers and members of student organizations at the discretion of Touro University.

ADJUDICATION OF UNIVERSITY CODE OF CONDUCT VIOLATIONS

[Please note that there is a separate adjudication process for academic integrity violations (#24 in the Code of Conduct) in the section on Academic Integrity below entitled "Procedures in Response to Violations of Academic Integrity," p. 134.]

Any member of the University Community may notify the Dean or their designated representatives of a Code of Conduct infraction by submitting a written statement describing the alleged infraction to the Office of the Dean within ten (10) school days of the alleged violation or within ten (10) school days from the time the charging individual learned of the alleged code violation, but no later than within three (3) months of the violation.

The Dean, or one of his/her designated representatives, shall inform the individual charged with the infraction, in writing, of the nature of the charges against them and designate a time and place for a meeting in the Office of the Dean.

After meeting with the individual charged with the infraction, the Dean or his/her designated representatives (individuals or committee) will conduct a preliminary investigation of the charges and determine what course of disciplinary action is appropriate. The Dean and/or his/her designated representatives (individuals or committee) can:

- bring the parties together for informal mediation;
- impose any of the disciplinary sanctions listed in the section entitled “Sanctions,” except that the Dean (and/or his/her representatives) cannot require payment of restitution or order expulsion;
- refer the charges to the Student Affairs Committee for a disciplinary hearing;
- dismiss the charges.

Disciplinary Hearings

The Assistant Dean of Student Services and Records may institute disciplinary proceedings by referring a matter to a Student Affairs Committee within fourteen (14) school days of notification of the alleged infraction. Once referred to the Student Affairs Committee a hearing must be commenced within twenty-one (21) school days unless a disciplinary hearing date is adjourned for good cause. Once a disciplinary hearing is commenced it must be completed within ten (10) school days.

Sanctions

After a hearing, the Student Affairs Committee may take one or more of the following actions:

1. **Dismiss the Charges:** After reviewing all relevant information, evidence and record materials, the Student Affairs Committee may decide to dismiss the charges against the student.
2. **Impose disciplinary sanctions**, which include but are not limited to the following:
 - a. **Warning** – A written reprimand putting the student on notice that he/she has violated the Code of Conduct and indicating that further misconduct may result in a more severe disciplinary action. A copy of this warning will be placed in the student's file.
 - b. **Disciplinary Probation** - A student may be placed on disciplinary probation for a definite period of time. While on probation, students may not hold office in Student Government Organizations, Clubs or Societies or represent the University in any capacity. Further violations while on probationary status will result in suspension or expulsion from the University. A copy of the probation notice becomes a part of the student's file.

- c. **Counseling and Treatment** – A student's continued enrollment at Touro University may be conditioned on his/her participation in counseling or treatment at outside counseling and treatment agencies. A student's failure to participate in such a program after being advised that his/her enrollment is conditioned on participation may result in other disciplinary sanctions.
 - d. **Restitution** - A student may be required to pay restitution to the University or to fellow students for damages and losses resulting from his/her action.
 - e. **Suspension** – A student may be suspended and may be barred from attending classes for a definite period, not to exceed two years. Notification of the suspension will appear on the student's academic transcript and will remain until the end of the suspension period. A notification of the suspension will remain in the student's file. A student may not be automatically re-enrolled at the end of his/her suspension and he/she must apply to the Student Affairs Committee for reenrollment.
 - f. **Expulsion** – This is termination of the student's enrolled status at the University. A student who has been expelled from the University is not permitted to complete his/her courses and may not re-register for a future semester. Notification of the expulsion will appear on the student's academic transcript.
3. **Impose Additional Sanctions** – The Student Affairs Committee may impose the following sanctions in addition to those listed above:
- a. A **fine** to be paid to the University, in addition to restitution.
 - b. **Service to the University Community** for a designated number of hours. The required service cannot interfere with the individual's course schedule.
4. **Legal Action** – In addition to imposing the disciplinary sanctions outlined above, the Student Affairs Committee may recommend that students be turned over to law enforcement authorities for legal action. The final decision on referring student cases to the authorities is made by the Office of Campus Security.
5. **Other Sanctions** – The Student Affairs Committee may impose other sanctions that it deems appropriate and fair.

Appeals of Disciplinary Sanctions Imposed for Code of Conduct Violations

Any disciplinary action taken by the Academic Dean for a violation of the Code of Conduct may be appealed by filing a written appeal with the Student Affairs Committee within ten (10) school days. The Student Affairs Committee will set a date for a hearing within fourteen (14) school days of receipt of the student's written appeal. The Student Affairs Committee may overturn the decision of the Academic Dean only if it was clearly erroneous, arbitrary or capricious. The burden of proof is on the student to demonstrate that the decision of the Academic Dean was clearly erroneous, arbitrary or capricious.

The Student Affairs Committee will respond to the appealing individual, in writing, within thirty (30) school days of receipt of the written appeal.

In cases in which the disciplinary sanction was initially imposed by the Student Affairs Committee, the student may file a written appeal with the Academic Dean within ten (10) school days of the committee's decision. The Academic Dean shall appoint a Special Appeals Panel consisting of three full-time faculty members, a student not in the class of the appeal student and a Student Affairs staffer, to hear the student's appeal. This hearing must be scheduled within fourteen (14) school days of the receipt of the student's written appeal. The Special Appeals Panel may overturn the decision of the Student Affairs Committee only if it determines that the committee's action was clearly erroneous, arbitrary or capricious.

Protocols for Disciplinary Hearings

Hearings conducted by committees designated as representatives of the Academic Dean, the Student Affairs Committee, and the Special Appeals Panel will be governed by the following protocols:

- a. All hearings are closed to the public.
- b. A quorum of the committee membership, defined as 51% of the total membership, must be present, either in-person or via video-conferencing.
- c. Students are prohibited from having attorneys present or representing them at any hearings.
- d. Students have the right to bring witnesses on their behalf, to present any evidence they deem relevant, to make opening and closing statements and to ask questions during the proceedings.
- e. The preponderance-of-evidence rule will govern the decision-making process.
- f. Decision will be made by a majority of participating members.
- g. The committee deliberations will be *in camera*.

STUDENT COMPLAINT PROCEDURE

The Law Center is committed to safeguarding the interests of all students. Students are treated with fairness and respect in accordance with the Law Center's policies and procedures. The Law Center does not condone unfair treatment of students by administration, faculty or staff. Students who believe that they have been aggrieved by the Law Center, and that such occurrence is not governed by another complaint mechanism, may seek redress through the complaint procedure outlined below. No adverse action will be taken against any person who files a complaint because of the filing of such complaint.

This student complaint procedure is available to any Law Center student who seeks to resolve a legitimate grievance directly affecting that student, provided that such circumstance is not governed by another complaint mechanism (see Exception to Policy below). The procedure only applies to complaints that are the result of actions by another member of the University community while acting in an official capacity (e.g., faculty member, administrator, or staff) in contravention of the written policies of the Law Center.

If any student believes that their rights have been violated or infringed upon, or that the Law Center's policies and procedures have not been followed, that student may file a formal complaint in accordance with the guidelines below.

When a complaint concerns an administrative function of the Law Center, including, but not limited to, tuition refund and student financial assistance, a student may file a formal complaint with the University -wide director or supervisor of the administrative unit in question, or their designee. Prior to filing the formal complaint, the student should attempt to remedy the situation via an informal mediation. If the informal mediation is unsuccessful, or if the student is uncomfortable attempting an informal resolution, then a formal complaint may be filed. The complaint should state, with particularity: the person(s) involved, the nature of the claim, the date, witnesses (if any), documents (if any), and the circumstances under which the alleged claim may have been committed.

Exception to Policy

This Policy is not applicable to situations that are governed by other policies. For example, complaints of sexual harassment are governed by Title IX; Touro currently has a robust policy and procedure for dealing with such allegations. Therefore, all such incidents are considered under that anti-harassment policy/process. Other examples of exceptions to the Student Complaint Policy include, but are not limited to, race discrimination, Code of Conduct violations, and ADA Reasonable Accommodations requests and complaints.

Additionally, this Policy is separate and distinct from the Touro University or program-specific grade appeals policies. Therefore, this Policy may not be used for appealing grades, dismissals, or academic decisions by any Touro University programs. Such appeals are governed by the Student Handbook or Catalog for the program in which the student is enrolled.

All students are urged to read the entire policy at
<https://touro.app.box.com/v/studentgrievancepolicy>

The Law Center has adopted the following Complaint Procedure in accordance with American Bar Association (ABA) Standard 510. The ABA Standards for the Approval of Law Schools can be accessed on the American Bar Association's website here:

http://www.americanbar.org/groups/legal_education/resources/standards.html.

1. Students with complaints about any aspect of the Law Center excluding the program of legal education and compliance with the American Bar Association (ABA) Standards should first discuss the matter directly with the faculty member, administrator or staff member involved. If this discussion fails to address the issue or achieve an acceptable

resolution, the student should bring the matter to the attention of the head of the administrative office with responsibility for the area of the student's concern. If the problem persists, the student should file a written complaint in accordance with the requirements below.

2. Any student who alleges that a significant problem directly implicates the Law Center's program of legal education and compliance with the ABA's Accreditation Standards should file a written complaint with the Dean's designee (Associate Dean for Academic Affairs, Assistant Dean for Administration, or the Assistant Dean for Student Services). The written complaint must identify the problem in sufficient detail to permit the Dean's designee to investigate the matter, including the specific Accreditation Standard(s) at issue, and must be signed by the student. The signed written statement must also include the student's contact information, including name, home and e-mail addresses, and phone number.
3. Within three weeks after a signed written statement is received by the Dean's designee, the Dean's designee shall advise the student of any action the Law Center is taking to address the matter or any further investigation into the matter.
4. Within ten days of being advised of any action the Law Center is taking to address the matter, the student may appeal that decision to the Dean of the Law Center. The decision of the Dean shall be final. This Policy may not be used for appealing grades, dismissals, or academic decisions by the Law Center.

TOURO UNIVERSITY ACADEMIC INTEGRITY POLICY

Touro University is a community of scholars and learners committed to maintaining the highest standards of personal integrity in all aspects of our professional and academic lives. Because intellectual integrity is a hallmark of ethical, scholarly, and scientific inquiry as well as a core value of the Jewish tradition, students and faculty are expected to share a mutual respect for teaching, learning and the development of knowledge. They are expected to adhere to the highest standards of honesty, fairness, and professional conduct in their academic work and respect for all community members.

Academic dishonesty undermines our shared intellectual culture and our ability to trust one another. Faculty and administration bear a major responsibility for promoting a climate of integrity, both in the clarity with which they state their expectations and in the vigilance with which they monitor students. Students must avoid all acts of dishonesty, including, but not limited to, cheating on examinations, fabricating, tampering, lying, plagiarizing, and utilizing AI tools without acknowledgment of such, as well as facilitating or tolerating the dishonesty of others. Academic dishonesty lowers scholastic quality and defrauds those who will eventually depend on the knowledge and integrity of our graduates. Furthermore, it misrepresents student efforts and mastery of course material both absolutely, and relative to others in their courses.

Touro University views violations of academic integrity with the utmost gravity. Such violations will lead to appropriate sanctions, up to and including expulsion from the university community. We commit ourselves to the shared vision of academic excellence that can only flourish in a climate of integrity.

The Touro University policy on academic integrity, which is outlined in this document, is designed to guide students as they prepare assignments, take exams, and perform work necessary to complete their degree requirements, and to provide a framework for faculty in fostering an intellectual environment based on the principles of academic integrity. It is presented here in order to educate the faculty on the parameters of and the enforcement of the policy.

The International Center for Academic Integrity (ICAI), of which Touro University is a member, lists six fundamental values: honesty, trust, fairness, respect, responsibility, and courage, to allow institutional scholarship to flourish with integrity.¹ To sustain these values, Touro University's Academic Integrity Policy, requires that a student or researcher:

- Properly acknowledge and cite all use of the ideas, results, or words of others, including the use of AI tools and other emerging technologies;
- Properly acknowledge all contributors to a given piece of work;
- Make sure that all work submitted as their own in a course or other academic activity is produced without the aid of unsanctioned materials or unsanctioned collaboration;
- Treat all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitate academic dishonesty by others nor obstruct their academic progress.

Adherence to these principles is necessary in order to ensure that:

- Everyone is given proper credit for their own ideas, words, results, and other scholarly accomplishments;
- All student work is fairly evaluated and no student has an inappropriate advantage over others;
- The academic and ethical development of all students are fostered;
- The reputation of the University for integrity in its teaching, research, and scholarship is maintained and enhanced.

Failure to uphold the principles of academic integrity threatens not only the reputation of Touro, but also the value of each and every degree awarded by the institution. All members of the Touro community bear a shared responsibility for ensuring that the highest standards of academic integrity are upheld.

The Touro University works with faculty and students to promote an institutional culture of academic integrity, provides effective training that creates a commitment to academic integrity, and establishes clear procedures to deal with allegations of violations of academic integrity and monitoring the adherence thereto.

VIOLATIONS OF ACADEMIC INTEGRITY

The following are considered to be violations of academic integrity and are prohibited by the Touro University System. Students, faculty, and other members of the Touro community who commit one of the offenses listed below, or similar such offenses, or those who assist in the commission of such offenses, may be subject to sanctions (i.e. classed as A, B, or C, as described below in the section “Procedures in Response to Violations of Academic Integrity”).

Plagiarism

Plagiarism is defined as the unauthorized use of the writings, ideas and/or computer-generated material of others without appropriate acknowledgement, and the representation of them as one’s own original work. It also includes the unauthorized use of computer-generated material via artificial intelligence (AI) and other emerging technologies without appropriate acknowledgement and the representation of them as one’s own original work. Plagiarism encompasses acts of inadvertent failure to acknowledge sources, as well as improper attribution due to poor citation.

When using ideas/words from other sources, the student must clearly define the sources using standard methods of citation. Plagiarism can occur even when one does not use the exact words of another author. Paraphrasing written material by changing or rearranging words without the proper attribution is still considered plagiarism (even if it eludes identification by plagiarism detection software). It is therefore critically important that students understand how to cite. If students have any questions about the proper use and citation of material from other sources, they should seek help from their professors.

Intentional Plagiarism

Plagiarism takes many forms. Flagrant forms, or intentional plagiarism, include, but are not limited to:

- Purchasing a paper;
- Commissioning another to draft a paper on one’s behalf;
- Intentionally copying a paper regardless of the source and whether or not that paper has been published;
- Copying or cutting and pasting portions of others’ work (whether a unique phrase, sentence, paragraph, chart, picture, figure, method or approach, experimental results, statistics, etc.) without attribution;
- Using computer-generated material via artificial intelligence (AI) and other emerging technologies without attribution;
- In the case of clinical documentation, copying clinical notes/materials without personally performing the patient examination.

Plagiarized sources may include, but are not limited to, print material, digital and media resources including social media and blogs, as well as assignments completed by other students at Touro University System and elsewhere. A more subtle, but equally flagrant, form is paraphrasing or

attempting to put in one's own words the theories, opinions or ideas of another without proper citation.

Additionally, students may not reuse their own previous work without appropriate citation. This is a form of plagiarism called self-plagiarism and may mislead the reader or grader into the erroneous belief that the current submission is new work to satisfy an assignment.

If students are unsure as to whether a fact or idea is common knowledge, they should consult their instructor or librarian, or else provide appropriate citations.

Unintentional Plagiarism

Plagiarism is not only the failure to cite, but the failure to cite sources properly. If a source is cited but in an inadequate way, the student may still be guilty of unintentional plagiarism. It is therefore crucial that students understand the correct way to cite. The rules are relatively simple:

- For exact words, use quotation marks or a block indentation, with the citation.
- For a summary or paraphrase, indicate exactly where the source begins and exactly where it ends.

In its policies and disciplinary procedures, the Touro University System will seek to recognize and differentiate between intentional plagiarism, as defined above, and failure to cite sources properly (unintentional plagiarism). While both forms are violations of the Academic Integrity Policy, a student's first instance of unintentional plagiarism may only be penalized with a Class C sanction (see sanctions below).

Cheating On Examinations And Other Class/Fieldwork Assignments

Cheating is defined as improperly obtaining and/or using unauthorized information or materials to gain an advantage on work submitted for evaluation. Providing or receiving assistance unauthorized by the instructor is also considered cheating.

Examples of cheating include, but are not limited to:

- Giving or receiving unauthorized assistance to or from another person on quizzes, examinations, or assignments;
- Using another learner's audience response device/i-clicker;
- Using materials, devices, or tools not specifically authorized during any form of a test or examination;
- Exceeding the restrictions put in place for "take home" examinations, such as unauthorized use of library sources or internet sources, unauthorized use of computer-generated material via artificial intelligence (AI) and other emerging technologies, or unauthorized collaboration on answers;
- Sitting in for someone else or permitting someone to sit in for a student on any form of test or examination;

- Working on any form of test or examination beyond the allotted time, which includes any extra time resulting from a documented accommodation (unless the instructor provides explicit permission);
- Hiding, stealing or destroying materials needed by other students;
- Altering and resubmitting for re-grading any assignment, test or examination without the express written consent of the instructor;
- Copying from another individual's examination or providing information to another student during an examination;
- Soliciting, obtaining, possessing or providing to another person an examination prior to the administration of the examination.
- Bringing into the examination room notes in any format and paper, electronics or writings, drawings, etc. that could be used to aid in taking a closed notes/book exam.

Examples of unauthorized assistance include:

- Giving or receiving assistance or information in any manner, including person-to-person, notes, text messages, or e-mails, during an examination or in the preparation of other assignments without the authorization of the instructor;
- Receiving assistance via artificial intelligence (AI) and other emerging technologies without the authorization of the instructor;
- Using crib sheets or unauthorized notes (unless the instructor provides explicit permission);
- Copying from another individual's exam.

Failure to comply with any and all Touro University System test procedures will be considered a violation of the Academic Integrity Policy.

Research Misconduct

The integrity of the scientific enterprise requires adherence to the highest ethical standards in the conduct of research and research training. Therefore, students and other trainees conducting research are bound by the same ethical guidelines that apply to faculty investigators, based on the Public Health Service regulations dated May 17, 2005. Research misconduct is defined in the USPHS Policy as "fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results."²

These terms are defined as follows:

(a) fabrication - making up data or results and recording or reporting them;

(b) falsification - manipulating research materials, equipment or processes, or changing or omitting data or results such that the research is not accurately represented in the research record;

(c) plagiarism - the appropriation of another person's ideas, processes, results, or words without giving appropriate credit.

Research misconduct does not include honest error or honest differences of opinion.

Touro's Research Misconduct Policy can be found: <https://www.nymc.edu/media/schools-and-colleges/nymc/pdf/policies/PoliciesandProceduresforRespondingtoAllegationsofResearchMisconduct.final6.15.23.pdf>

OTHER UNETHICAL CONDUCT

Misleading or Fraudulent Behavior

- Misleading or fraudulent behavior, put simply, is lying, and includes acts contributing to or associated with lying. It takes on any form of fabrication, falsification or misrepresentation.
- Examples include, but are not limited to:
- Reporting false information to gain an advantage;
- Omitting information or data resulting in misrepresenting or distorting findings or conclusions;
- Providing false information to explain lateness or to be excused from an assignment, class or clerkship function;
- Signing in another person's name on any attendance sheet/roster representing them as present when they are not;
- Falsely accusing another of misbehavior, or otherwise misrepresenting information about another;
- Providing false information about oneself, such as on an application or as part of some competition;
- Taking credit for accomplishments achieved by another person or computer-generated material via artificial intelligence (AI) and other emerging technologies;
- Omitting relevant information about oneself.

Tampering

Tampering is the unauthorized removal or alteration of college/university documents (e.g., library resources, official institutional forms, correspondence), software, equipment, or other academic-related materials, including other students' work. It should be noted that tampering as a form of cheating may also be classified as criminal activity and may be subject to criminal prosecution.

Examples include, but are not limited to:

- Intentionally sabotaging another student's work;
- Altering a student's academic transcript, letter of recommendation, or some other official college document;
- Electronically changing another student's or colleague's files, data, assignments, or reports.

Copyright Violations

Academic integrity prohibits the making of unauthorized copies of copyrighted material, including software and any other non-print media. Individuals, under the legal doctrine of “fair use,” may make a copy of an article or copy small sections of a book for personal use, or may use an image to help teach a concept. Examples of copyright violations include:

- Making or distributing copies of a copyrighted article for a group (on paper or electronically);
- Disseminating an image or video of an artist’s work without permission, including those found on the internet;
- Copying large sections of a book.

The “fair use doctrine” regarding use of copyrighted materials can be found at the following link: <https://www.copyright.gov/fair-use>.

Also see the library’s guide on frequently asked copyright questions: <https://libguides.tourolib.org/copyright/faqs>.

Please contact your campus librarian to get copyright clearance for required reading materials.

SANCTIONS

The following sanctions may be imposed for violation of this Policy. Informal resolution of violations can be accompanied by Class C sanctions only. Formal resolution can be accompanied by any combination of sanctions from Class A, B, and C. Except in the case of a student’s expulsion or dismissal, any student found to have violated this Policy is required to take additional ethics tutorials intended to assist student to avoid future misconduct. (Academic Integrity Plagiarism Tutorial, <https://libguides.tourolib.org/AI>, for an overview on how to avoid plagiarism. Scroll down the page for the link to the Touro University Academic Integrity Test, <https://libguides.tourolib.org/research-101> that will go to the instructor’s email.)

Class A Sanctions:

- Expulsion/dismissal
- Revocation of awarded degree in the event that the violation is identified after graduation

Class B Sanctions:

- Suspension (up to twenty-four months)
- Indication of the violation in a letter of reprimand, in reference letters, licensure and regulatory forms, etc.
- Notification of the violation to the other schools within the Touro University System
- Indication of ‘disciplinary action for academic integrity violation’ on the permanent transcript

Class C Sanctions:

- Placement on Academic Probation
- Failure in the course, with consequences as determined by the individual program's rules and regulations
- Reduction of the grade for a particular submitted piece of work, segment of work required for a course/clerkship, or the entire course/clerkship with or without the option of redoing the work or the course/clerkship
- Requiring the student to redo the assignment or to do an alternative assignment, which may include a grade reduction

PROCEDURES IN RESPONSE TO VIOLATIONS OF ACADEMIC INTEGRITY

This Touro University System Academic Integrity Policy applies to all Touro students. Any act in violation of this Policy or any allegation of misconduct related to this Policy involving a student must be reported and addressed in accordance with the adjudication procedures outlined below or those of the student's school, which may not be less stringent than the requirements and standards set forth in this Policy.

The Dean of each school or the Provost shall designate a member of the school's administration as Chief Academic Integrity Officer (herein referred to as the "CAI Officer") to oversee the adjudication of violations and to maintain appropriate documentation. The CAI Officer of each school will maintain written records of all violations and resolutions, both informal and formal. The CAI Officer must be an assistant dean or higher, or another appropriate responsible individual approved by the Provost or Vice President of the Undergraduate Division for schools in that Division.

Each school shall designate a Committee that will adjudicate violations of academic integrity via a formal Hearing process.

The Provost or Vice President shall designate a Dean responsible for hearing formal resolution appeals (herein referred to as the "Appeals Dean"). The CAI Officer and the Appeals Dean cannot be the same individual.

Reporting A Case of Suspected Plagiarism or Cheating

Due to the organizational and administrative differences among schools and programs, each school can determine its own reporting sequence from faculty member to CAI Officer.

Depending on the school or program, faculty or students may report an alleged incident to:

Department Chair, Department Deputy Chair, Program Chair, Sequence Chair, Program Director, Department Director, Academic Dean, Preclinical Dean, Dean, or CAI Officer directly.

Each school and program should make its reporting sequence known to its constituencies.

For the sake of clarity, the faculty member's supervisor will be referred to as "Chair" in the paragraphs that follow.

Faculty members, students, or other members of the Touro community who encounter suspected academic integrity violations should contact the relevant “Chair”. The “Chair” will consult with the faculty member, and if a violation is identified, the faculty member will inform the student. The “Chair” will also report all suspected violations in writing (using the Academic Integrity Violation Reporting Form) to the CAI Officer, who will advise the “Chair” on whether to pursue an informal or a formal resolution. For first-time suspected violations, CAI Officers and faculty are strongly encouraged to seek an informal resolution with the student. No permanent grade may be entered onto the student’s record for the course in question before the issue is resolved.

If an instructor strongly suspects cheating during an exam, the instructor should stop the student’s exam and collect all evidence of cheating. The incident should be immediately reported to the “Chair”, who will investigate and report in writing to the CAI officer.

RESOLUTION OF ACADEMIC INTEGRITY VIOLATIONS

Incidents of academic integrity violations are reported to the department Chair, and a report by the Chair is submitted to the CAI Officer. The method of resolution of the violation may be either informal or formal. Students who are found to have violated the Touro University System’s Standards of Academic Integrity are subject to the sanctions listed above.

Should a student action be of such a serious nature that it is felt that he/she may be considered a danger in a clinical setting, the CAI Officer or the Chair may remove such a student from a clinical assignment, not to exceed fourteen (14) days pending the outcome of a formal resolution. A student shall not be removed from a didactic course while an allegation of an academic integrity violation is ongoing. It is the responsibility of the student to work with their program to make up any time missed from clinical assignments.

Informal Resolution

After consulting with the Chair and the CAI Officer (as per “Reporting a Case of Suspected Plagiarism or Cheating”), the faculty member may attempt to resolve the issue informally with the student. Once an informal resolution is agreed to between the faculty member and the student, the faculty member must present such resolution to the department Chair for approval. The faculty member, in consultation with the Chair, may impose any range of Class C sanctions, but must include requiring the student to take additional ethics tutorials intended to assist that student to avoid future misconduct. Once accepted by the student, the informal resolution is binding on both the student and faculty member, and cannot be appealed by the student.

If the student is found to have committed an academic integrity violation, the outcome of the informal resolution should be reported in writing by the Chair to the CAI Officer, who will maintain the record for the duration of the student’s academic career. NOTE: Some Touro schools may be required to report the violation to outside licensing agencies.

The informal resolution process is not available to individuals who have previously committed an academic integrity violation.

Formal Resolution

In the event that (1) the accused student denies the charge, (2) the student and faculty member do not agree to informal resolution, (3) the student has been previously found guilty of a similar infraction, or (4) for any other reason for which informal resolution is not appropriate as determined by the CAI Officer, then the matter shall be submitted for formal resolution.

To institute formal resolution, the following procedures shall be followed:

The Chief Academic Integrity Officer receives a written statement from the instructor, proctor, student, or any other complainant, as the case may be.

The written statement must include the name of the involved student(s), the name and position of the reporting person, and the nature of the alleged act.

The CAI Officer shall arrange a hearing which, generally speaking, should take place no earlier than five (5) calendar days and no later than twenty (20) calendar days after notification that informal resolution was unsuccessful or not pursued.

The hearing shall take place before the designated Committee on Academic Integrity of the School. If the hearing involves a student in a dual-degree or joint-degree program, then the Hearing Committee should have representatives from both programs.

The Committee shall receive the written statement, and any documents submitted by the student or reporting person.

All persons involved in a hearing shall be given notice of all hearing dates, times and places. Such notice, which will be sent by e-mail will be given at least two (2) business days prior to any hearing, unless waived by the parties involved.

Postponements of Committee hearings may be made at the discretion of the Committee Chair. Either party may be granted a postponement only if pertinent information or interested parties cannot, for good cause, be present at the appointed time. Any postponement may not extend beyond a one-month period and any delay may affect the student's ability to progress in the program.

The accused student and the accuser will be afforded the following opportunities:

To review, but not copy, all pertinent information to be presented to the Committee. The length of time for review shall be reasonable, as determined by the Committee Chair.

To present fully all aspects of the issue before the Committee.

Committee Hearings will proceed under the following guidelines:

- All Committee hearings and meetings are closed to the public.
- The Committee may hear the student, the faculty member or proctor, and any other individual who may be knowledgeable or may have information to share with the Committee regarding the suspected offense. Each person will meet with the Committee on an individual basis.
- The Committee may consider relevant written reports, discussions with involved parties, examinations, videos, papers, screen shots, social media posts, or other related documents.

- The Committee must be comprised of a minimum of three people, who must be present either in person or via video-conference, and may not be the faculty member of the course in question.
- All decisions shall be made by majority vote.
- The student has the right to appear before the Committee, in person or via video conference, in order to present his/her case, but, after proper notice of a hearing, the Committee may proceed, notwithstanding the student's absence.
- The hearing is academic in nature and non-adversarial. Student representation by an attorney or other representative at the hearing is not permitted. However, the student may bring a support person to accompany them and be present in an anteroom, but not participate, in the hearing.
- Audio recordings of the hearing are not permitted and transcripts are not required.
- All information supporting the charges made against a student shall be presented first. Following this presentation, the student who has been accused of a violation will present his/her side of the matter by submitting to the Committee information that he/she chooses to submit to support their stance or position. The CAI Officer, his or her designee, Office of Institutional Compliance or other members of the faculty and Administration may also meaningfully participate in this information exchange. Pursuant to the Touro University Code of Conduct, the student is expected to conduct themselves harmoniously so as not to obstruct the investigation or proceedings.
- The student, his/her accuser, the Committee, and/or Touro University System's representatives may raise questions about the information under review so that all aspects of the case are clarified.

The Committee shall reach a decision using the following guidelines:

The Committee will meet in closed session to reach a decision, including recommended sanctions, if applicable. Such meeting shall generally be held immediately after the hearing or within one Touro business day (a Jewish Day of Observance as delineated on the Touro calendar does not count as a business day).

If the Committee seeks additional information following commencement of its deliberations, it will notify the parties within two (2) Touro business days, and reconvene the hearing within five (5) Touro business days of the conclusion of the original hearing. The Committee's final decision must then be made.

The Committee may impose a range of Class A, B, or C sanctions.

The Committee's decision must be based solely on the evidence presented at the hearing and will be the final disposition of the issues involved, including sanctions. The decision of the Committee will be presented in writing to the CAI Officer, the student, and the Chair. The Committee's letter will contain the following elements: Charge; Hearing Date; Findings; List of Sanctions; and the Right to Appeal and to whom. In the event the case involved a student in a dual-degree or joint-degree program, the CAI Officer of each relevant school should be informed of the decision.

APPEAL PROCESS

Following a Formal Resolution Hearing and notification of the Committee decision, either party may appeal the decision. An appeal may only be granted on the basis of: 1) evidence of bias of one or more of the members of the Committee; 2) new material documenting information that was not available at the time of the decision; 3) procedural error.

The appellant has three (3) business days within which to submit a formal written appeal of the decision to the Appeals Dean for the School. The appeal should be accompanied by the Hearing Committee's letter and by a narrative explaining the basis for the appeal. The narrative should fully explain the appellant's position and substantiate the reason(s) for their appeal.

The Appeals Dean may request to meet with the appellant.

After consideration of the Appeal, the Appeals Dean may accept, reject or modify the Committee's decision, and will notify the student in writing of the decision.

The Appeals Dean, when notifying the student of the decision, shall inform the student of his/her right to appeal an adverse decision to the Chief Academic Officer.

A copy of the Appeals Dean's final decision will be transmitted to the CAI Officer and the Chair.

A student has three (3) business days from receipt of written notification to submit a formal written appeal of the decision, that is discretionary in nature, to the Chief Academic Officer (CAO) (i.e., Provost) or his/her designee. In the event the CAO decides to consider the matter, the CAO may only sustain the appeal on the basis of one of the following:

- Evidence of bias of one or more of the members of the Committee or of the Appeals Dean.
- New material documenting information that was not available to the Committee or the Appeals Dean at the time of the initial decision.
- Procedural error.

The CAO may, at his/her discretion, conduct interviews and review materials. The CAO will notify the student, the CAI Officer, and the Appeals Dean in writing of the appeal decision. The decision of the CAO shall be final.

NOTE: The complete Touro University Academic Integrity Policy can be found at <https://www.touro.edu/students/policies/academic-integrity/>

ALTERNATIVE DISPUTE RESOLUTION

For purposes of this policy, "Dispute" means all legal and equitable claims, demands, and controversies, of whatever nature or kind, whether in contract, tort, under statute or regulation, or some other law or theory; the application, potential enrollment, enrollment, matriculation, continued enrollment and matriculation, and graduation (or denial thereof), suspension, dismissal, expulsion, separation or any other academic, disciplinary or other action or termination of such student by Touro; any other matter related to or concerning the relationship between the student

and Touro including, by way of example and without limitation, allegations of: discrimination or harassment based on race, religion, national origin, age, veteran status or disability, sex, gender, sexual orientation, retaliation, defamation, infliction of emotional distress, violation of The Americans With Disabilities Act of 1990, Sections 1981 through 1988 of Title 42 of the United States Code, The Immigration Reform and Control Act of 1986, New York State Human Rights Law, New York City Human Rights Law, or any other federal, state or local civil, Family Educational Rights and Privacy Act of 1974 (FERPA), Campus Sex Crimes Prevention Act, Title VI or Title IX of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, as amended, as well as any other law related to students, not-for-profits and higher educational institutions. Disputes do not include collections actions of tuition or other fees payable by the student and owed to Touro University.

Touro's Alternative Dispute Resolution ("ADR") policy was created with the intention of providing a program for the quick, fair and accessible resolution of Disputes between Touro, and Touro's current and former students (as well as applicants) related to or arising out of a current, former or potential academic relationship with Touro. The policy provides the exclusive mechanism for the final and binding resolution of all Disputes that cannot otherwise be resolved internally through the academic and disciplinary methods described elsewhere in this handbook.

A student's acceptance, registration, enrollment, matriculation and/or petition for graduation and matriculation at Touro acts as his or her consideration and consent to these terms.

All Disputes (as defined below) between Touro, on the one hand, and any current or former student or applicant on the other, which cannot be resolved internally, shall first be submitted to non-binding mediation (the "Mandatory Mediation"). The Mandatory Mediation shall be conducted by a neutral mediator selected at Touro's sole discretion. Touro shall be responsible for paying 50% of the costs associated with the Mandatory Mediation. The student shall be responsible for paying 50% of the costs associated with the Mandatory Mediation. Touro and the student shall each be responsible for paying their own respective attorney's fees (if any) incurred in conjunction with the Mandatory Mediation.

If upon completion of the Mandatory Mediation all or any part of the Dispute is still unresolved, the remaining Dispute shall proceed to binding arbitration (the "Mandatory Arbitration"), as described below.

In accordance with the Federal Arbitration Act and to the extent not inconsistent with the primacy of federal law, all Disputes remaining after completion of the Mandatory Mediation shall be exclusively conducted and heard by a single arbitrator, affiliated with JAMS or another reputable ADR organization, who shall be an attorney or judge. The arbitrator and location of the Mandatory Arbitration shall be selected at Touro's sole discretion. Touro shall be responsible for paying 50% of the costs associated with the Mandatory Arbitration. The student shall be responsible for paying 50% of the costs associated with the Mandatory Arbitration. Touro and the student shall each be responsible for paying their own respective attorney's fees (if any) incurred in conjunction with the Mandatory Arbitration. The results of the Mandatory Arbitration shall be binding and final.

The Mandatory Mediation and Mandatory Arbitration of any claims by a student or applicant as part of a Dispute shall be limited to his or her individual claims. The student or applicant shall not assert, prosecute, or obtain relief on, and expressly waives, any and all class, collective or

representative claims which purport to seek relief on behalf of other persons. Any judgment upon the award rendered by the arbitrator shall be final and non-appealable, and may be entered in any court of competent jurisdiction.

If any provision of this ADR policy is determined by any arbitrator or court of competent jurisdiction to be invalid or unenforceable, said provision shall be modified to the minimum extent necessary to render it valid and enforceable, or if modification is not possible, the provision shall be severed from the policy, and the remaining provisions shall remain in full force and effect, and shall be liberally construed so as to effectuate the purpose and intent of the policy.

For the avoidance of doubt, this policy prohibits a student or applicant from filing or prosecuting any Dispute through a civil action in court before a judge or jury involving any Dispute. The student's acceptance, registration, enrollment, matriculation and/or petition for graduation and matriculation at Touro acts as a knowing and voluntary waiver by the student of the student's right to seek judicial relief in any manner inconsistent with this policy.

ADR Procedures

To initiate ADR, the student or applicant must send a written demand for ADR to the Office of Institutional Compliance ("OIC"). The demand shall set forth a statement of the facts relating to the Dispute, including any alleged act(s) or omission(s) at issue; the names of all person(s) involved in the Dispute; the amount in controversy, if any; and the remedy sought. The demand must be received by the OIC within the time period prescribed by the earlier of Touro policy or the statute of limitations applicable to the claims(s) alleged in the demand. If a student or applicant fails to file a request for ADR with Touro within the required time frame, the Dispute will be conclusively resolved against the student or applicant without any right to appeal same.

Within thirty (30) days of receiving such demand, or as soon as possible thereafter, if Touro and the student/applicant are unable to resolve the Dispute informally, the Student shall indicate his/her desire to proceed to the Mandatory Mediation. As described above, to the extent any Dispute remains thereafter, the Dispute shall proceed to the Mandatory Arbitration.

FAILURE-TO-EDUCATE AND LIABILITY DISCLAIMER

The payment of tuition entitles a student to register and matriculate in the courses and programs available and offered by Touro University. In order for a degree to be earned, passing grades must be achieved and any other prerequisites required by the school and program must be fulfilled. While students expend significant sums associated with higher education, successful completion of a course, program, or degree is dependent on many factors, Touro University makes absolutely no assurances or representations of guaranteed success, merely that it will provide students with the tools needed to accomplish their academic goals.

Touro University's liability (as well as that of its faculty and staff, and including liability for action by, through or on its behalf by third parties) is limited in all respects, no matter the cause of action or theory of liability, to the amount of tuition actually paid by the student in the one year prior to which the claim is made. No award of incidental, consequential, punitive or lost profits damages may be awarded.

TOURO POLICY ON BIAS-RELATED CRIMES

Touro is committed to safeguarding the rights of its students, faculty, and staff and to provide an environment free of bias and prejudice. Under New York Law criminal activity motivated by bias and hatred toward another person or group based upon a belief or perception concerning race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation is illegal and punishable not only for the underlying crime, but, additionally, as a hate crime pursuant to the New York Penal Law# 485, et, seq. specifically Law # 485.05.

In the tables that list hate crimes, Touro is required to apply federal regulations for the “counting” of hate crimes, which is different from the New York state law as outlined below. The crimes listed can be considered hate crimes under certain conditions:

- Assault (1st, 2nd and 3rd Degree)
- Aggravated Assault on a Person Less than 11 Years Old
- Menacing (1st, 2nd and 3rd Degree)
- Reckless Endangerment (1st and 2nd Degree)
- Manslaughter (2nd Degree)
- Stalking (1st, 2nd, 3rd, and 4th Degree)
- Criminal Sexual Acts (1st Degree)
- Sexual Abuse (1st Degree)
- Aggravated Sexual Abuse (1st and 2nd Degree)
- Unlawful Imprisonment (1st and 2nd Degree)
- Kidnapping (1st and 2nd Degree) Coercion (1st and 2nd Degree)
- Burglary (1st, 2nd and 3rd Degree)
- Criminal Mischief (1st, 2nd, 3rd, and 4th Degree)
- Arson (1st, 2nd, 3rd, and 4th Degree)
- Petty Larceny
- Grand Larceny (1st, 2nd, 3rd, and 4th Degree)
- Robbery (1st, 2nd, and 3rd Degree)
- Harassment (1st Degree)
- Aggravated harassment
- Simple Assault
- Larceny Theft
- Intimidation
- Destruction/damage/vandalism of property

In addition, any attempt or conspiracy to commit any of these crimes is also punishable as a hate crime. A person convicted of a hate crime will be subject to certain sentencing guidelines for felonies that impose a more severe penalty than similar but non-hate crime offense.

A hate crime conviction may also subject the offender to monetary penalties pursuant to the Law of their state. Any incident or attempt to commit a hate crime should be reported to Campus the Security Director, Lydia Perez at 50 West 47th Street, 14th Floor, New York, NY 10036; phone number (646) 565-6134; or by calling 1-88-Touro-911 (1-888-687-6911); or your Campus Security Department in your state.

Reported incidents of hate crimes and attempts to commit hate crimes will be referred to the NYPD and/or other Law Enforcement Agencies for further investigation and legal action. Touro treats all hate crimes as serious offenses that need to be prosecuted with the full force of the legal system.

POLICY ON TITLE IX AND SEXUAL MISCONDUCT

This policy applies to all members of the Touro University (“Touro”) community, including students, faculty, and administrators as well as third parties (i.e. vendors, and invitees). Discrimination or harassment of any kind in regard to a person’s sex is not tolerated at our institution. Information and/or training regarding this policy is available to students, faculty, and staff.

Touro promotes an environment in which the dignity and worth of all members of the community are respected. It is the policy of Touro that sexual intimidation of students and employees is unacceptable behavior and will not be tolerated.

TITLE IX GRIEVANCE POLICY

Title IX of the Educational Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX’s prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a student’s ability to equally access our educational programs and opportunities.

This Title IX Grievance Policy became effective on August 14, 2020, and only applies to formal complaints of sexual harassment alleged to have occurred on or after August 14, 2020. Alleged conduct that occurred prior to August 14, 2020 will be investigated and adjudicated according to the Title IX and Sexual Misconduct Policy then in effect.

TITLE IX COORDINATOR

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. Contact Information for the Title IX Coordinator:

Matthew Lieberman
50 West 47th Street, 14th Floor
New York, NY 10036
Phone: 646-565-6000 x55667
Email: Matthew.Lieberman@touro.edu

Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

WHEN TITLE IX APPLIES

The Title IX process will apply when **all** of the following elements are met:

1. The conduct is alleged to have occurred on or after August 14, 2020;
2. The conduct is alleged to have occurred in the United States;
3. The conduct is alleged to have occurred in Touro's education program or activity; and
4. The alleged conduct, if true, would constitute covered sexual harassment, as defined under Title IX, as:
 1. an employee conditioning educational benefits on participation in unwelcome sexual conduct (i.e., *quid pro quo*);
 2. unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the educational institution's education program or activity; or
 3. sexual assault (as defined in the Clery Act); or dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act (VAWA)).

If the alleged misconduct meets these requirements, then the Title IX grievance process applies and the Potential Complainant may file a Formal Complaint or their prior Complaint submission will become a Formal Complaint. For the purposes of this Title IX Grievance Policy, "formal complaint" means a document – including an electronic submission - filed by a complainant with a signature or other indication that the complainant is the person filing the formal complaint, or signed by the Title IX Coordinator, alleging sexual harassment against a respondent about conduct within Touro's education program or activity and requesting initiation of the procedures consistent with the Title IX Grievance Policy to investigate and adjudicate the allegation of sexual harassment.

If the alleged misconduct does not meet these Title IX requirements, it requires a mandatory dismissal under Title IX, but it may be addressed by the broader Touro Sexual Misconduct Policy or another applicable Touro policy.

For more details surrounding the Title IX Grievance Policy please see: <https://www.touro.edu/title-ix-policy/>.

SEXUAL MISCONDUCT

Touro prohibits discrimination based on sex, including sexual harassment. The prohibition against discrimination extends to employment and third-parties. Sexual harassment is unwelcome conduct of a sexual nature and can include sexual advances, request for sexual favors, and other

verbal, non-verbal, or physical conduct. Environmental harassment (sometimes referred to as hostile environment) is sexually harassing conduct that is sufficiently severe, persistent or pervasive to limit an individual's ability to participate in or receive benefits, services, or opportunities at Touro. This can include persistent comments or jokes about an individual's sex; verbal behavior, including insults, remarks, epithets, or derogatory statements; nonverbal behavior, including graffiti, inappropriate physical advances short of physical violence such as repeated and unwanted touching; and assault, including physical violence or the threat of physical violence.

New York Law also defines these acts as crimes if any of them are engaged in with a person who is incapable of consent either because of the person's age or because the person is mentally defective, mentally incapacitated, or physically helpless. Therefore, sexual abuse, sodomy, and rape are sex crimes and violators will be prosecuted in accordance with New York Penal Law.

Retaliation against any individual who made a complaint will not be tolerated.

To officially file charges for an act of sexual assault or rape, please contact the Office of Institutional Compliance. If the alleged perpetrator is a student, you can initiate disciplinary action against this individual. All incidents must be reported within six (6) months of their occurrence.

All divisions of Touro seek to foster a collegial atmosphere in which students are nurtured and educated through close faculty-student relationships, student camaraderie, and individualized attention. Discrimination or harassment of any kind is anathema to Touro's mission, history, and identity. Touro will resolve any identified discrimination in a timely and effective manner, and will ensure that it does not recur. Compliance with Touro's policies and procedures is a necessary step in achieving a safe environment in our educational community. The policies set forth were developed to promote a safe educational environment in compliance with the Violence Against Women Act (VAWA) and a high-quality campus life.

Those believing that they have been harassed or discriminated against on the basis of their sex, including sexual harassment, should contact the Office of Institutional Compliance immediately. When Touro has notice of the occurrence, Touro is compelled to take immediate and effective corrective action reasonably calculated to stop the harassment, prevent its recurrence, and as appropriate, remedy its effects.

This policy applies to all members of Touro, including students, faculty, and administrators as well as third parties (including, but not limited to, vendors, invitees, etc.). Information and/or training regarding this policy are available to students, faculty, and staff. In addition, information about this policy will be available on Touro's website.

Complaints may be filed by contacting the Office of Institutional Compliance:

Phone: 646-565-6000, ext. 55330

Email: compliance@touro.edu

For Further Information: Students are strongly urged to read the full policy at <https://www.touro.edu/sexual-misconduct-policy/>

Students are also urged to read the Annual Security and Fire Report at https://www.touro.edu/departments/campus-security/clery-reports/TOURO_U-2023_ASFSR-web.pdf

Additional information about this policy will be available on Touro's website. Students may contact the Office for Civil Rights of the U.S. Department of Education for inquiries concerning the application of Title IX as well as the implementation of its regulations. The Office for Civil Rights can be contacted using the following information:

U.S. Department of Education
Office for Civil Rights
32 Old Slip, 26th floor
New York, NY 10005
Phone 646-428-3800
Fax 646-428-3843
Email: OCR.NewYork@ed.gov

TOURO UNIVERSITY CAMPUS SECURITY POLICIES

Safety and security are concerns commonly shared by the students, faculty and staff employees of Touro University. The University is committed to keeping its campus locations, centers and sites secure.

Access to the Campus

Students must show a valid identification card to enter Touro University facilities. Visitors must receive a temporary pass from guards on duty to enter Touro facilities.

Security Services

Touro University has contracted with professional security guard services to maintain and monitor security at its campuses and sites. Selected locations have armed Security Officers. Security Personnel are carefully screened before being assigned to Touro University, and supervised to ensure quality assurance. Security staff are supervised by means of their agency supervisor, and as well as the Campus Security Director.

Security personnel respond to emergency calls for service, enforce regulations, and assist in security building inspections and fire prevention. Electronic means, such as closed-circuit television, are also used to monitor activities at many University centers.

The Security Officers may detain individuals who engage in illegal and criminal actions until your local Law Enforcement agency arrives. They are empowered to enforce Touro's regulations, to investigate incidents, and to apprehend those who violate Touro regulations or commit crimes on campus. Criminal violators that are apprehended are turned over to the police. The security staff are not armed and do not have police or peace officer arrest powers.

Our Security Director meets regularly with Police Commanders to help ensure the safest environment for our campus community.

Reporting Criminal Incidents & Other Emergencies

All students, employees, and guests should promptly report criminal incidents, accidents, and other emergencies to the Department of Campus Security by dialing 1-88-Touro911 (1-888-687-6911). This service allows you to speak to a live operator, twenty-four hours a day, seven days a week, to report any incidents or occurrences. The service refers all calls to the appropriate agencies (i.e. fire, police, etc.) for assistance, as well as to the appropriate College authorities. Additionally, you may report any incidents to any Security Officer at your site, the Campus Security Director, and/or Operations. If you are located in student housing, you can also report any incident to the appropriate staff at your facility. The Campus Security Administrative office is located at 50 West 47th Street, 14th Floor, New York, New York 10036, and can be reached at (646) 565-6134 or via email at security@touro.edu.

If assistance is required in completing or reporting an incident/occurrence to local Law Enforcement agencies, we at Touro Campus Security will be glad to render any assistance needed.

Annual statistics on the incidence of crime at Touro University campuses and sites are published in the Touro University Campus Security Handbook.

Students are urged to read the Annual Security and Fire Report at https://www.touro.edu/departments/campus-security/clery-reports/TOURO_U-2023_ASFSR-web.pdf

POLICY ON DRUGS AND CONTROLLED SUBSTANCES

The United States Department of Education has issued regulations implementing the provisions of The Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). In compliance with Federal law and New York State law, this policy includes information to ensure that all members of the Touro Community are aware of the dangers of substance abuse and to outline the sanctions for violating this policy.

Students, faculty, and staff who distribute or use illegal drugs or illicitly use drugs which would otherwise be legal, including alcohol, while on Touro campuses, locations and facilities, or as part of any Touro activities, are violating Federal laws, New York State laws, and the policies and procedures of Touro. Violations of federal and state laws may lead to prosecution and criminal sanctions, including, but not limited to, fines and/or imprisonment.

Touro is committed to educating and informing students, faculty and staff about the dangers and effects of substance abuse. Touro recognizes that drug addiction and alcoholism are illnesses that may not be easily resolved and may require professional assistance and treatment.

Touro may provide confidential counseling and referral services to students, faculty, and staff with drug and/or alcohol problems. These services are available through the Office of the Dean of Students, the Vice President of the Division of Graduate Studies, and/or Human Resources. All inquiries and requests for assistance will be handled with confidentiality.

Touro University also has a Biennial Review that is used to document the progress made by Touro and also provide insight into how Touro's Alcohol and Drug policy and programs could be improved.

Touro seeks to safeguard the health and well-being of all members of Touro students, faculty, and staff. All members of Touro are accountable to know the law and to understand the policies and procedures of Touro.

In order to better educate students, faculty, and staff, Touro wishes to provide all members of Touro with an education of the effects of substance abuse. The mind-altering substances to be discussed here are: marijuana, cocaine, heroin (and their derivatives); amphetamines (uppers); barbiturates (downers); hallucinogens; and alcohol. Many individuals take such drugs to escape from their problems; but doing so only creates more problems.

For the complete policy, see <https://touro.app.box.com/v/ControlledSubstancesPolicy>

Students are urged to view pages 28-30 in the Annual Security and Fire Report at: https://www.touro.edu/departments/campus-security/clery-reports/TOURO_U-2023_ASFSR-web.pdf

STUDENT RESPONSIBILITIES AND RIGHTS

CAMPUS CITIZENSHIP

Students of Touro University are expected to be considerate of all individuals at the University – fellow students, faculty, staff and administrators – and to help maintain a harmonious and supportive environment conducive to learning and the furtherance of academic pursuits. While specific regulations are listed on the following pages, it is expected that all members of the University community demonstrate respect for their colleagues, sensitivity to their needs, and tolerance for their ideas and views. Please cooperate with University officials by observing the rules and regulations of the University, and by exercising respect for University values and property.

STANDARDS OF CLASSROOM BEHAVIOR

The faculty has primary responsibility for managing the classroom. Students who create a disruption in the classroom may be directed by the instructor to leave the class for the remainder of the class period. Behaviors defined as disruptive include persistently speaking without being recognized, using a cell phone in the class, eating in the classroom, interfering with the class by entering and leaving the room without authorization, carrying on private conversations, and refusing to follow the directions of the course instructor. To ensure a clean and healthy environment for all students at the University, eating drinking and smoking are not permitted in any classroom, laboratory, or auditorium.

Students are strictly forbidden to bring pets or other animals into any facilities of the University, unless they have obtained specific authorization in advance from the dean of their division/school. Additionally, please see Touro's Policy on Weapons in the Annual Security and Fire Safety Report, https://www.touro.edu/departments/campus-security/clery-reports/TOURO_U-2023_ASFSR-web.pdf

ACCEPTABLE USE POLICY FOR INFORMATION TECHNOLOGY

The Acceptable Use Policy provides for users of the institutional technology resources, facilities, and/or equipment to act responsibly, to abide by Touro's policies, and to respect the rights and privileges of other users. Each user of Touro technology resources is responsible for adhering to all legal and ethical requirements in accordance with the policies of Touro and applicable law.

All users of Touro technology resource users must submit, upon commencement of their relationship with Touro, or at another appropriate time, acknowledgement of the Acceptable Use Policy (AUP). In submitting the AUP Acknowledgement Form, each individual will be certifying that he/she has read and will comply with the AUP.

Students are urged to read the entire policy at <https://touro.app.box.com/v/AcceptableUsePolicy>

INTERNET SERVICES AND USER-GENERATED CONTENT POLICY

As an educational institution, we recognize that these Internet-based services can support your academic and professional endeavors, but we are also aware that, if not used properly, they can be damaging. In both professional and institutional roles, students, faculty and staff should follow the same behavioral standards online as they should offline, and are responsible for anything they post to a social media site regardless of whether the site is private (such as a portal open to the Touro community only) or public. The same laws, professional expectations, and guidelines for interacting with students, parents, alumni, donors, media and other college agents apply online as apply offline.

Students are urged to read the entire policy at <https://touro.app.box.com/v/InternetService-UserGenContent>

DRESS CODE

While individual variations regarding dress code and personal grooming are accepted, appropriate professional appearance is expected.

ANTI-HAZING POLICY

No student or group of students shall encourage or participate in any form of hazing. Hazing is defined as action taken or situations created to produce excessive mental or physical discomfort, embarrassment, harassment or ridicule. This covers coercive activities and mentally degrading games.

NO-SMOKING POLICY (INCLUDING THE USE OF ELECTRONIC CIGARETTES OR VAPOR DEVICES)

Touro University recognizes the health, safety and benefits of smoke-free air and the special responsibility that it has to maintain an optimally healthy and safe environment for its faculty, students, employees and guests. Touro is committed to the promotion of good health, wellness and the prevention of disease and to comply with New York state law regarding smoking indoors. Out of respect and loyalty to the University and its mission, smoking (including electronic cigarettes) is not permitted inside any campus building, any of our healthcare facilities where patient care is delivered or inside University vehicles. Violators are subject to disciplinary action. In addition, smoking materials shall not be sold or in any way distributed under the auspices of the Touro University.

CONFIDENTIALITY OF STUDENT EDUCATION RECORDS

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended, grants all eligible students the right of access to their own educational records as defined in the law. The law prohibits access to or release of personally identifiable information without the prior written consent of the student except under certain limited circumstances. Touro University policy does not permit access to or release of student records to any party except as authorized by this law. It should be noted, however, that this legislation concerning privacy is affected by Section 510 of the Veterans Education and Employment Act of 1976, which provides that, P.L. 93-568 notwithstanding, records and accounts pertaining to veterans, as well as those of other students, shall be available for examination by government representatives. It is also affected by Sections 507 and 508 of the Patriot Act of 2001, which provides that officials designated by the U.S. Attorney General may petition the court to examine records deemed relevant to certain authorized investigations or prosecutions. If a student wishes to inspect or review his or her records, he or she may contact the office concerned. Complete information concerning this policy is available in the Office of the Registrar.

The Family Educational Rights and Privacy Act of 1974 as amended (FERPA), was designed to protect the privacy of education records. Education records include records, files, documents, or other materials in hard copy or in electronic format, maintained by Touro University or a party acting on behalf of Touro University, which contain information directly related to a student. FERPA specifies some limited exceptions including certain personal memory aids and certain employment records.

FERPA affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within a reasonable period of time, but not more than 45 days after the University receives a request for access. Students should submit to the Office of the Registrar written requests that identify the record(s) they wish to inspect. The Office of the Registrar will make arrangements for access and notify the student of the time and place the records may be inspected.
2. The right to request an amendment to the student's education records that the student believes contains information that is inaccurate, misleading, or in violation of the student's rights of privacy. Students may ask the University to amend a record that they believe is inaccurate. They should write to the Office of the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide signed and dated written consent before the University discloses personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - a. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - b. A second exception that permits disclosure without consent is disclosure of Directory Information. Directory Information is information that is generally not considered harmful or an invasion of privacy if released.

The following is considered "Directory Information" at Touro University and may be made available to the general public unless the student notifies the Office of the Registrar in writing before the last day to add classes in a semester:

- | | |
|---------------------------|-----------------------------------|
| ▪ Name | ▪ Dates of enrollment |
| ▪ Address | ▪ Enrollment status |
| ▪ Email address | ▪ Classification (freshman, etc.) |
| ▪ Telephone listing | ▪ Honors and awards |
| ▪ Date and place of birth | ▪ Degrees and dates of conferral |
| ▪ Photograph | ▪ Most recent prior educational |
| ▪ Major field of study | agency or institution attended |

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Touro University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

AUTHORIZATION FOR NON-DISCLOSURE OF DIRECTORY INFORMATION

Enrolled students may refuse to permit disclosure of Directory Information. To do so, they must submit a completed "Authorization for Non-Disclosure of Directory Information" form to the Registrar before the last day to add classes in a semester. This request is valid only for the academic year in which it is made. A new form requesting non-disclosure must be submitted each academic year.

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*Office of Institutional Advancement

*

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