ST. JOHN'S
UNIVERSITY

SCHOOL OF LAW

Student Handbook
2022-2023

ST. JOHN'S UNIVERSITY

SCHOOL OF LAW

Introduction

This handbook is intended to provide law students with an overview of the academic programs and policies of St. John's University School of Law. The University administration reserves the right, whenever advisable, (1) to change or modify its schedule of tuition and fees, and (2) to withdraw, cancel, reschedule or modify any course, program of study, or degree, or any requirement in connection with any of the foregoing.

The electronic version of the Student Handbook appears on the Law School website and should be viewed periodically to ensure access to the most up-to-date information.

Eric W. Shannon
Assistant Dean for Student Services
Room 1-18A
shannoe1@stjohns.edu

Notice of Non-Discrimination, Equal Opportunity

St. John's University does not discriminate on the basis of race, religion, color, national or ethnic origin, age, gender or sex (including sexual harassment and sexual violence), gender identity or expression, sexual orientation, marital or partnership status, alienage or citizenship status, disability, genetic predisposition, caregiver status, pregnancy, sexual and reproductive health decisions, status as a victim of domestic violence/sex offense/stalking, status in the uniformed services of the United States (including veteran status), arrest or conviction record, credit history, salary history, unemployment status or any other basis prohibited by law in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990 and the Amendments Act, Section 504 of the Rehabilitation Act of 1973, Title VI or Title VII of the Civil Rights Act of 1964, and other applicable statutes and University policies.

The following person has been designated to handle student inquiries regarding the Americans with Disabilities Act and the Amendments Act, the Rehabilitation Act, and related statutes and regulations: **Dorothy Schmitt**, Associate Director of the Counseling Center, Marillac Hall, Room 130, 8000 Utopia Parkway, Queens, NY 11439, 718-990-1482.

The following person has been designated to handle inquiries regarding the non-discrimination policies and to serve as the Title IX coordinator for purposes of overall campus compliance: **Danielle Haynes**, Interim Director of Equal Opportunity, Compliance and Title IX Coordinator, 8000 Utopia Parkway, Queens, NY 11439, titleix@stjohns.edu or haynesd1@stjohns.edu; 718-990-2660.

The following person has been designated deputy Title IX coordinator for the Office of Student Life: **Jackie Lochrie**, Associate Dean for Student Services, 8000 Utopia Parkway, Queens, NY 11439, lochriej@stjohns.edu; 718-990-6568.

The following person has been designated deputy Title IX coordinator for Athletics: **Kathleen F. Meehan**, Associate Vice President for Athletics, 8000 Utopia Parkway, Queens, NY 11439, meehank@stjohns.edu; 718-990-6173.

Inquiries concerning the application of anti-discrimination laws may be referred to the Title IX coordinators or to the Office for Civil Rights, United States Department of Education. For further information on notice of nondiscrimination, visit https://www2.ed.gov/about/offices/list/ocr/docs/ensure03_pg8.html for the address and phone number of the U.S. Department of Education office that serves your area, or call 1 (800) 421-3481.

Sexual Misconduct Policy and Procedure

The health, safety, and well-being of all members of the St. John's University (the "University") community are the University's primary concerns. Consistent with the University's mission as a Catholic, Vincentian, metropolitan and global institution of higher education, the University abides by all applicable federal, state and local laws that prohibit discrimination in any educational or employment program, policy, or practice of the University.

In furtherance of the University's mission, and in accordance with Title IX of the Education Amendments of 1972 ("Title IX"), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act"), as amended by the Violence Against Women Act/Campus Sexual Violence Act ("Campus SaVE Act"), Article 129-B of the New York State Education Law, Title VII of the Civil Rights Act of 1964, the New York State Human Rights Law and the New York City Administrative Code, this Policy prohibits all forms of sex and gender discrimination, including sexual harassment and sexual misconduct; and the University does not discriminate on the basis of sex in its education programs or activities.

The full policy is available at https://www.stjohns.edu/about/administrative-offices/human-resources/policy-703-title-ix-and-ny-education-law-article-129-b-sexual-misconduct-policy-and-procedures.

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ST. JOHN'S UNIVERSITY

St. John's University is Catholic, Vincentian, Metropolitan and Global.

As a university, we commit ourselves to academic excellence and the pursuit of wisdom, which flows from free inquiry, religious values, and human experience. We strive to preserve and enhance an atmosphere in which scholarly research, imaginative methodology, global awareness, and an enthusiastic quest for truth serve as the basis of a vital teaching-learning process and the development of lifelong learning. Our core curriculum in the liberal arts and sciences aims to enrich lives as well as professions and serves to unify the undergraduate experience. Graduate and professional schools express our commitment to research, rigorous standards, and innovative application of knowledge. We aim not only to be excellent professionals with an ability to analyze and articulate clearly what is, but also to develop the ethical and aesthetic values to imagine and help realize what might be.

St. John's is a Catholic university, founded in 1870 in response to an invitation of the first Bishop of Brooklyn, John Loughlin, to provide the youth of the city with an intellectual and moral education. We embrace the Judeo-Christian ideals of respect for the rights and dignity of every person and each individual's responsibility for the world in which we live. We commit ourselves to create a climate patterned on the life and teaching of Jesus Christ as embodied in the traditions and practices of the Roman Catholic Church. Our community, which comprises members of many faiths, strives for an openness that is "wholly directed to all that is true, all that deserves respect, all that is honest, pure, admirable, decent, virtuous, or worthy of praise" (Philippians 4:8). Thus, the University is a place where the Church reflects upon itself and the world as it engages in dialogue with other religious traditions.

St. John's is a Vincentian university, inspired by St. Vincent de Paul's compassion and zeal for service. We strive to provide excellent education for all people, especially those lacking economic, physical, or social advantages. Community service programs combine with reflective learning to enlarge the classroom experience. Wherever possible, we devote our intellectual and physical resources to search out the causes of poverty and social injustice and to encourage solutions that are adaptable, effective, and concrete. In the Vincentian tradition, we seek to foster a world view and to further efforts toward global harmony and development by creating an atmosphere in which all may imbibe and embody the spirit of compassionate concern for others so characteristic of Vincent.

St. John's is a metropolitan and global university. As a metropolitan university, we benefit from New York City's cultural diversity, its intellectual and artistic resources, and its unique professional educational opportunities. With this richness comes responsibility. We encourage the metropolitan community to use our resources to serve its needs. As a global university, we are one of our nation's most diverse institutions of higher education, enriched by a mixture of cultures, which complements an internationalized curriculum. Through collaboration with other institutions around the world, study abroad opportunities, and online courses and degrees, our outreach spans the globe. In educating students we pledge to foster those qualities needed for our alumni to become effective leaders and responsible citizens in a vibrant city and dynamic world.

Mission Statement of St. John's University, New York
Approved by the Board of Trustees, December 1991
Modified and re-approved March 1999, March 2008, October 2015

ST. JOHN'S UNIVERSITY

Vision

St. John's University will empower diverse learners with quality education for life. Through innovative teaching, research and service we will foster rational, spirited inquiry and intelligent reflection. Our student-centered approach will be shaped by a caring, energized, nimble culture. Enlivened by our distinctive mission, our graduates will excel in the competencies and values required for leadership and service in a rapidly evolving global community. As a Catholic and Vincentian university, we will be known worldwide for addressing issues of poverty and social justice.

ST. JOHN'S UNIVERSITY

SCHOOL OF LAW

Mission Statement

Consistent with the Vincentian Mission of St. John's University, St. John's School of Law seeks to:

- Achieve academic excellence through a commitment to rigorous teaching, scholarly research, and innovative application of knowledge;
- Foster a diverse community emphasizing respect for the rights and dignity of every person;
- Engage students to search out the causes of economic and social injustice and to find effective and concrete solutions;
- Endow graduates with the skills and values required for successful participation in a global, legal profession.

Adopted by the School of Law Faculty Council on January 19, 2011

Student Learning Outcomes

LEARNING OUTCOMES Upon conferral of the Juris Doctor degree, students will be able to:	PERFORMANCE INDICATORS Students demonstrate they have achieved this outcome by:
1. Demonstrate understanding of substantive and procedural law.	a. Identifying and applying foundational concepts of civil procedure, constitutional law, contracts, criminal law, property, torts, and the manner in which the law, both statutory and judge-made, evolves. b. Identifying and applying concepts of other core areas of law, such as administrative law, business organizations, evidence, tax, and trusts and estates. c. Identifying and applying concepts in areas of law not otherwise required by the Law School curriculum.
2. Employ legal analysis, reasoning, and problem-solving.	a. Identifying relevant legal issues raised by clients' legal problems. b. Identifying relevant legal rules applicable to each issue, including synthesizing multiple authorities into a cohesive rule. c. Identifying legally significant facts applicable to each issue. d. Applying the relevant legal rules to the legally significant facts and, as necessary, analogizing and distinguishing authorities, and responding to counterarguments. e. Drawing appropriate conclusions based on the facts, taking into account the clients' interests, goals, and objectives.
3. Engage in factual development and legal research.	a. Creating and executing a factual development plan, interviewing, and marshalling facts learned from a factual investigation. b. Developing a legal research strategy that is efficient and takes into account financial constraints of the client. c. Locating, analyzing, and synthesizing primary sources relevant to the legal issue at hand. d. Locating, analyzing, and synthesizing secondary sources relevant to the legal issue at hand.
4. Communicate effectively in both written and oral form.	a. Drafting and editing documents that objectively analyze a legal problem. b. Drafting and editing documents designed to persuade a reader. c. Drafting and editing documents that create legal rights and obligations. d. In all documents, writing in a clear, concise, and effective manner. e. In all documents, employing rules of grammar, spelling, and citation. f. Making persuasive oral arguments or presentations.

5. Fulfill professional and ethical responsibilities to clients and the legal system.	a. Identifying the history, goals, structures, values, and responsibilities of the legal profession. b. Identifying and applying rules of professional conduct for attorneys. c. Understanding the importance of assisting the underserved with their unmet legal needs and, if feasible, providing at least 50 hours of *pro bono* service during Law School.
6. Use interpersonal skills to participate competently and ethically as a member of the legal profession.	a. Being aware of one's own strengths and weaknesses as they relate to the legal profession. b. Being aware of cultural differences that may impact representation of one's clients. c. Interviewing clients and witnesses. d. Counseling clients on legal problems. e. Negotiating effectively on behalf of clients.
7. Engage with legal concepts, policies, and values at a scholarly level.	a. Identifying an unresolved issue of law or legal policy. b. Researching, locating, digesting, and engaging with scholarship on the topic. c. Communicating an argument on the issue. d. Citing and attributing the words and ideas of others in a proper manner.

Adopted by the Law School Faculty Council on April 13, 2016.

The Law School's Assessment Plan is available at: https://www.stjohns.edu/law/about/assessment.

Academic Programs

The Juris Doctor Degree Requirements (Matriculants from Fall 2016 through Spring 2020)

Overview

All students who entered in Fall 2016 through Spring 2020 for the Juris Doctor degree must satisfactorily complete the following requirements:

- 89 earned credit hours (36-37 in required courses; 52-53 in elective offerings)[1]
- Minimum cumulative average of 2.1
- Required courses
- Core Elective Requirement
- Scholarly Writing Requirement
- Experiential Learning Requirement, and
- Residency

Required Courses

Students must satisfactorily[2] complete the following courses:

- Introduction to Law (2 credits pass/fail) or Foundations of American Law and Analysis (3 credits pass/fail) (pre-Fall intersession courses)
- Civil Procedure (4 credits)
- Constitutional Law I (2 credits)
- Constitutional Law II (3 credits)
- Contracts I (3 credits)
- Contracts II (2 credits)
- Criminal Law (3 credits)
- Lawyering (2 credits; pre-Spring intersession course. Counted as part of the Experiential Learning Requirement for students who matriculate in Fall 2016 and after.)
- Legal Writing I (2 credits)
- Legal Writing II (2 credits)
- Property (4 credits)
- Professional Development (0 credits, 2 semesters, required as of Fall 2018)
- Torts (4 credits), and
- Professional Responsibility (3 credits). Professional Responsibility must be taken before students enter the final year of the program.

[1] According to the University's Policy on Students Participating at Commencement, students in good academic standing and not subject to academic discipline may participate in the commencement ceremony if they are short one course, provided they have completed all other degree requirements and there is evidence that the course will be completed by the next conferral date (last business day in September). L.L.M. students missing up to two (2) classes will be permitted to participate in the commencement ceremony.

[2] A grade of D or better is required to earn credit for a course.

Students may be required to complete Advanced Analytical Skills in the fall of their second year. This course is designed to help support students academically and reinforce academic preparation skills for success. Selection for the AAS course is based on academic performance during the 1L year. Cumulative GPA and rank are primary considerations, though there is no minimum or "cutoff" GPA for the AAS requirement. Students are notified following the completion of the 1L year.

In addition, selected students are required to complete Applied Legal Analysis (ALA) I and II, which are designed to assist students in passing the bar exam on the first attempt. Students are notified at the end of the 2L year (3L year for part-time students) if they are required to take Applied Legal Analysis in the final year. Selection for the ALA sequence is based on academic performance before the final year. Cumulative GPA and rank are primary considerations, though there is no minimum or "cutoff" GPA for the ALA requirement.

Full-time students have a three-year course of study and must take a minimum of 12 credits per semester. Part-time students pursue a four-year curriculum and must take 8 to 11 credits per semester. Under either course of study, Professional Responsibility must be taken before students enter the final year of the program.

A model[3] program for full-time students is:

	Pre-Fall[4]	**Fall**	**Pre-Spring**	**Spring**
1L	Introduction to Law Total: 2 credits	Civil Procedure Constitutional Law I Contracts I Legal Writing I Torts or Property Professional Development Total: 15 credits	Lawyering Total: 2 credits	Criminal Law Constitutional Law II Contracts II Legal Writing II Property or Torts Professional Development Total: 14 credits
2L		Prof. Resp.[5] Electives (11 cr.) Total: 14 credits		Electives Total: 14 credits
3L		Electives Total: 14 credits		Electives Total: 14 credits

A model program for part-time students:

	Pre-Fall[6]	**Fall**	**Pre-Spring**	**Spring**
1L	Introduction to Law Total: 2 credits	Contracts I Legal Writing I Civil Procedure Professional Development Total: 9 credits	Lawyering Total: 2 credits	Contracts II Legal Writing II Property Torts Professional Development Total: 12 credits

[3] Courses may be offered in different semesters than represented in these model programs.
[4] Pre-Fall and Pre-Spring credits are billed as part of the semester that follows.
[5] May be taken in the Spring semester of the 2L year.
[6] Pre-Fall and Pre-Spring credits are billed as part of the semester that follows.

2L		Constitutional Law I Prof. Resp.[7] Electives (5-6 cr.) Total: 10-11 credits		Constitutional Law II Criminal Law Electives (4-5 cr.) Total: 10-11 credits
3L		Electives Total: 10-11 credits		Electives Total: 10-11 credits
4L		Electives Total: 10-11 credits		Electives Total: 10-11 credits

The summer session of seven weeks is normally scheduled from early June through late July. Students may take up to six credits during the summer session to lighten their workload during the regular semester or to enrich their program by additional courses.

The Core Elective Requirement

Students must successfully complete at least four out of five of the following courses:

- Administrative Law (3 credits)
- Business Organizations (4 credits)
- Evidence (4 credits)
- Tax—Basic Federal Personal Income (3 credits)
- Trusts & Estates (4 credits)

Scholarly Writing Requirement

Purpose

Scholarly Writing Requirement

The Scholarly Writing Requirement ("SWR") is intended to ensure that all students compose at least one significant scholarly paper for which they must analyze, synthesize, organize, and present legal material. The SWR will help students learn and practice the skills of project management, research, and writing.

Timing for Satisfying the Requirement

It is strongly suggested that students complete the SWR by the end of their second-to-last semester. Students who wait until their last semester to complete the SWR take a substantial risk that they will not be able to graduate on time because their final SWR submission did not satisfy the requirements of this section and it was not possible to complete the requirements by the degree-conferral date. This, in turn, impacts students' ability to sit for the bar exam as anticipated.

Methods of Satisfying the Requirement

There are three ways to satisfy this requirement: (i) coursework, (ii) writing a note for Law Review, the Journal of Civil Rights and Economic Development (JCRED), or the NY International Law Review (NYILR), and (iii) directed research.

[7] May be taken any time before the senior (4L) year.

The Requirement

To qualify for the SWR:

(a) A student must write a paper that:

(1) contains original thinking (but need not make an original contribution to the literature);
(2) is well written, researched, analyzed, and supported by authority (primary authority where available);
(3) is free of plagiarism;
(4) contains at least 6,700 words (inclusive of footnotes); and
(5) receives a grade of at least a C+, although the final grade in a course in which an SWR paper is written can be lower;

(b) the student must complete an online, asynchronous course on the scholarly writing process during the SWR semester, unless the student takes Scholarly Research and Writing (LRWR 1060), or is satisfying SWR by taking the courses required by Law Review, JCRED, or NYILR; and

(c) a supervising faculty member must comment on a first draft prior to submission of the final product and certify that the student satisfied all of the requirements of the SWR in paragraphs (a) and (b).

Coursework. Students are encouraged to satisfy the SWR through a special course, Scholarly Research and Writing (LRWR 1060), in which students receive instruction on the research and writing process for scholarly papers and may write a paper on any topic of interest to them. In addition, every semester, classes are designated as paper (non-exam) courses and, in most cases, faculty members teaching those courses will agree to supervise SWR papers. Students fulfilling this requirement through coursework must complete the Scholarly Writing Application located on the Online Student Center and return it to the Office of the Registrar before the designated deadline.

Law Review, JCRED, or NYILR Courses. Students accepted to Law Review, JCRED, or NYILR will satisfy the SWR through successful completion of the courses designated for the respective journals. Students on Law Review must successfully complete Directed Research, as described below. Students on JCRED must successfully complete both Perspectives on Justice I and II (INDR 2060/2070). Students on NYILR must successfully complete International and Foreign Legal Research (ALSK 8050) in the fall and International and Comparative Law Scholarly Research and Writing (INTL 5040) in the spring. For all three journals, successful completion of these courses will also confer the SWR without separate certification by the professor that the paper received a C+ or better.

Directed Research. To satisfy the SWR through Directed Research, the student must produce a final writing that satisfies the requirements described above. To register for Directed Research, a student must obtain approval from a supervising faculty member and submit the requisite form to the Office of the Registrar prior to the end of the add/drop period.

Experiential Learning Requirement

Students must satisfactorily complete each category (A, B, and C) below, for a total of at least six credits.

A. ***Foundations: Lawyering*** (2 credits). This course is designed to introduce students to the lawyering skills, other than writing, required of lawyers, with a focus on client counseling, interviewing, and negotiation. It serves as the foundation course for further study in this area.

B. ***Advanced Practice Writing.*** The Advanced Practice Writing Requirement (the "APWR") is intended to ensure that all students attain proficiency in the type of practical writing assignments attorneys perform regularly. The APWR must be satisfied through coursework. As with the SWR, it is strongly suggested that students complete the APWR before the end of their second-to-last semester.

For a course to satisfy the APWR, it must provide a substantial opportunity for students to develop and improve litigation and/or transactional writing skills. Courses satisfying the APWR require students to submit practice-writing assignments (regardless of number) totaling at least 25 pages, or a total of seven assignments (regardless of the number of pages), which have been written and/or rewritten with the benefit of instructor critique. A student must be awarded a grade no lower than a C+ to receive APWR credit. The supervising faculty member must certify that the student's work meets the above criteria.

All APWR courses have, as a pre-requisite, successful completion of Legal Writing II (LRWR 1010).

At the time this Student Handbook was printed, the following courses satisfied the APWR. A complete listing of all courses provided each semester is available through the Online Student Center (**www.stjlawstudent.com**). Additionally, course descriptions for all courses as part of the Course Catalog are available on the St. John's Law website (**www.stjohns.edu/law/course-descriptions)**.

Courses That Satisfy the Advanced Practice Writing Requirement

Appellate Advocacy (ALSK 1030)
Appellate Advocacy-Moot Court (ALSK 1031)
Bankruptcy Practice- Litigation (BANK 4080)
Business Planning (BUSI 1060)
Drafting: ADR Documents (ALSK 9050)
Drafting: Contracts (ALSK 8000)
Drafting: Environmental Law (ENVR 1050)
Drafting: Federal Civil Practice (SFPR 3020)
Drafting: Federal Criminal Practice (ALSK 8030)
Drafting: International Contracts (ALSK 9060)
Drafting: IP Licenses (INPR 2020)
Drafting: Litigation Documents and Contracts (ALSK 2050)
Drafting: New York Civil Practice (SFPR 2050)
Drafting: Real Estate Transactions (PROP 1050)
Drafting: Trademark Prosecution (INPR 2030)
Drafting: Transnational Civil Litigation (ALSK 3035)
Drafting: Wills & Trusts Instruments (ESTA 1000)
Fact-Writing & Persuasion in Legal Documents (ALSK 7080)
International Law Advanced Practice Writing Tutorial (INTL 4020)
Introduction to Bankruptcy Practice: Case Analysis (BANK 5010)
Labor and Employment Arbitration (LABR 1050)
Legal Writing- Advanced (ALSK 4090)
Litigation in NY Commercial Division (SFPR 4000)
Matrimonial Law Practice (FAML 1010)
Medical Malpractice (HLTH 1040)
Patent Application Preparation and Prosecution (INPR 2050)
PBSP Practice Writing Tutorial (PBSP 1030)
Pre-trial Advocacy (ALSK 1000)
Supreme Court Amicus Briefs (BANK 3090 & 4000)

Clinics (Revised July 2022)

Bankruptcy Advocacy Clinic (ALSK 8090 & 9000)
Child Advocacy (ALSK 5090)
Consumer Justice for the Elderly: Litigation (ALSK 2010)
Defense and Advocacy (ALSK 8070)
Domestic Violence Litigation (ALSK 4010 & 4030)
Economic Justice (ALSK 9010 & 9020)
Prosecution (ALSK 2070 & 2080)
Refugee & Immigrant Rights (ALSK 5000 & 5020)
Securities Arbitration (ALSK 5050)
Tenants' Rights Advocacy (ALS 3075)

C. ***Applied Skills***: The Applied Skills Requirement ("ASR") is designed to ensure that all students attain proficiency in lawyering skills, in addition to drafting, in a real or simulated context. Students must complete at least one course in this category with a grade of C+ or better.

Any clinic (may also counts towards satisfying Category B (APWR))
Any externship
Any practicum
Advanced Interviewing and Counseling
Advanced Trial Advocacy
Alternate Dispute Resolution
Deposition Practice
Mediation: Representing Clients
Negotiation
Trial Advocacy
Trial Advocacy: PTAI

Course/Credit Designation Required for Graduation

Pursuant to ABA Standard 311(a), at least 64 credit hours of the 89 credit hours required for graduation shall be in courses that require attendance in regularly scheduled classroom sessions or direct faculty instruction. The following types of credit hours do not count toward satisfaction of the 64-credit hour minimum:

- Externship placement credits (but externship seminar credits do count)
- For external placements not in a Law School clinic, Pro Bono Scholars placement credits (but Pro Bono Scholars seminar and practice writing component credits do count)
- Practica credits
- Joint degree "crossover" course credits
- Co-curricular activity credits associated with leadership positions on journals, PTAI, Moot Court, or DRS (but credits for classes associated with co-curricular activities do count)
- Directed research credits, including those taken in lieu of the Pro Bono Scholars seminar for students in that program

No student may enroll, in any semester, in more than 16 credits, unless the student obtains the consent of the Dean for Student Services or the Dean for Academic Affairs.

Residency Requirement

There are at least five different uses of the term "residency" for various accrediting bodies and governmental agencies: the School of Law, the New York State Court of Appeals, the American Bar Association, the Association of American Law Schools, and the U.S. Department of Education. Each group uses somewhat different definitions.

The Law School's Residency Rule is designed to ensure that students comply with the residency requirements of the ABA, AALS, and Department of Education, while also ensuring that tuition is charged on an equal basis. The residency rules are designed, in part, to prevent students from overloading on credits to the detriment of their academic success.

- Full-time students must register for and successfully complete 6 terms of at least 12 credits per term.

- Part-time students must register for and successfully complete 8 terms of at least 8 credits per term.

Full-time students may reduce the tuition charge for one semester during their law school tenure by taking between 8 and 11 credits provided that the student has taken at least three optional summer credits at this Law School that when combined with the reduced semester credit hours will equal one full semester of at least 12 credit hours. The reduced charge is equal to the part-time tuition rate. See the note below.

Part-time students may reduce the tuition charge for one semester during their law school tenure by taking less than eight credits provided that the student has taken at least three optional summer credits at this Law School that when combined with the reduced semester credit hours will equal one full semester of at least 8 credit hours. The reduced charge is equal to the credit hour rate multiplied by the number of credits taken during the reduced semester. See the note below.

The Law School's residency requirements for program and tuition requirements differ from residency requirements of the Rules of the Court of Appeals. The student who intends to take fewer credits in one semester as described above must review the residency requirements of the Court of Appeals and may be required to petition the Court of Appeals for a waiver of those requirements.

Note: Optional summer credits do not include credits earned by students who accelerate their date of graduation or by students who have transferred from the part-time to the full-time division, or credits earned in the St. John's University School of Law Summer Study Abroad Program, or in a summer program offered by any other law school.

The Juris Doctor Degree Requirements (Fall 2020 Matriculants and After)

Overview

Starting in the Fall 2020 semester, all entering students for the Juris Doctor degree must satisfactorily complete the following requirements:

- 89 earned credit hours (35 in required courses; 54 in elective offerings)
- Minimum cumulative average of 2.1
- Required courses
- Core Elective Requirement
- Scholarly Writing Requirement
- Experiential Learning Requirement, and
- Residency

Required Courses

Students must satisfactorily[8] complete the following courses:

- Introduction to Law (2 credits pass/fail)
- Civil Procedure (4 credits)
- Constitutional Law (4 credits)
- Contracts (4 credits)
- Criminal Law (3 credits)
- Lawyering (2 credits; pre-Spring intersession course. Counted as part of the Experiential Learning Requirement.)
- Legal Writing I (2 credits)
- Legal Writing II (2 credits)
- Legal Research (1 credit)
- Property (4 credits)
- Professional Development (0 credits, 2 semesters)
- Torts (4 credits), and
- Professional Responsibility (3 credits). Professional Responsibility must be taken before students enter the final year of the program.

Students may be required to complete Advanced Analytical Skills in the fall of their second year. This course is designed to help support students academically and reinforce academic preparation skills for success. Selection for the AAS course is based on academic performance during the 1L year. Cumulative GPA and rank are primary considerations, though there is no minimum or "cutoff" GPA for the AAS requirement. Students are notified following the completion of the 1L year.

Students may also be required to complete Advanced Contracts during the last academic year of their J.D. program.

[8] A grade of D or better is required to earn credit for a course.

Selected students are required to complete Applied Legal Analysis (ALA) I and II, which are designed to assist students in passing the bar exam on the first attempt. Students are notified at the end of the 2L year (3L year for part-time students) if they are required to take Applied Legal Analysis in the final year. Selection for the ALA sequence is based on academic performance before the final year. Cumulative GPA and rank are primary considerations, though there is no minimum or "cutoff" GPA for the AAS requirement.

Full-time students have a three-year course of study and must take a minimum of 12 credits per semester. Part-time students pursue a four-year curriculum and must take 8 to 11 credits per semester. Under either course of study, Professional Responsibility must be taken before students enter the final year of the program.

Students are only permitted to take a single course during the pre-session. Pre-session courses are billed as part of the semester that follows, and count toward the overall maximum credits for the semester. These courses are taught in an intensive format that compresses what would normally be a semester's worth of material into a two-week format, and as a result, any student taking a pre-session course is taking a full-time course load in the pre-session. A course scheduled during the pre-session may require completion of readings or assignment done before or after the scheduled pre-session period, which must be completed and assessed before a final grade is assigned.

A model[9] program for full-time students is:

	Pre-Fall[10]	**Fall**	**Pre-Spring**	**Spring**
1L	Introduction to Law Total: 2 credits	Civil Procedure Contracts Legal Writing I Torts or Property Professional Development Total: 14 credits	Lawyering Total: 2 credits	Criminal Law Constitutional Law Legal Writing II Property or Torts Professional Development Total: 13 credits
2L		Prof. Resp.[11] Legal Research Electives (10 cr.) Total: 14 credits		Electives Total: 15 credits
3L		Electives Total: 15 credits		Electives Total: 14 credits

A model program for part-time students:

	Pre-Fall[12]	**Fall**	**Pre-Spring**	**Spring**
1L	Introduction to Law Total: 2 credits	Contracts Legal Writing I Civil Procedure Professional Development Total: 10 credits	Lawyering Total: 2 credits	Property Constitutional Law Legal Writing II Professional Development Total: 10 credits

[9] Courses may be offered in different semesters than represented in these model programs.
[10] Pre-Fall and Pre-Spring credits are billed as part of the semester that follows.
[11] May be taken in the Spring semester of the 2L year.
[12] Pre-Fall and Pre-Spring credits are billed as part of the semester that follows.

2L		Torts Prof. Resp.[13] Legal Research Electives (3-4cr.) Total: 10-11 credits		Criminal Law Electives (7-8 cr.) Total: 10-11 credits
3L		Electives Total: 10-11 credits		Electives Total: 10-11 credits
4L		Electives Total: 10-11 credits		Electives Total: 10-11 credits

The summer session of seven weeks is normally scheduled from early June through late July. Students may take up to seven credits during the summer session to lighten their workload during the regular semester or to enrich their program by additional courses.

The Core Elective Requirement

Students must successfully complete at least five out of six of the following courses:

- Administrative Law (3 credits)
- Business Organizations (4 credits)
- Civil Rights and Civil Liberties (3 credits)
- Evidence (4 credits)
- Tax—Basic Federal Personal Income (3 credits)
- Trusts & Estates (4 credits)

Scholarly Writing Requirement

Purpose

Scholarly Writing Requirement

The Scholarly Writing Requirement ("SWR") is intended to ensure that all students compose at least one significant scholarly paper for which they must analyze, synthesize, organize, and present legal material. The SWR will help students learn and practice the skills of project management, research, and writing.

Timing for Satisfying the Requirement

It is strongly suggested that students complete the SWR by the end of their second-to-last semester. Students who wait until their last semester to complete the SWR take a substantial risk that they will not be able to graduate on time because their final SWR submission did not satisfy the requirements of this section and it was not possible to complete the requirements by the degree-conferral date. This, in turn, impacts students' ability to sit for the bar exam as anticipated.

Methods of Satisfying the Requirement

There are three ways to satisfy this requirement: (i) coursework, (ii) writing a note for Law Review, the Journal of Civil Rights and Economic Development (JCRED), or the NY International Law Review (NYILR), and (iii) directed research.

[13] May be taken any time before the senior (4L) year.

The Requirement

To qualify for the SWR:

(a) A student must write a paper that:

(1) contains original thinking (but need not make an original contribution to the literature);
(2) is well written, researched, analyzed, and supported by authority (primary authority where available);
(3) is free of plagiarism;
(4) contains at least 6,700 words (inclusive of footnotes); and
(5) receives a grade of at least a C+, although the final grade in a course in which an SWR paper is written can be lower;

(b) the student must complete an online, asynchronous course on the scholarly writing process during the SWR semester, unless the student takes Scholarly Research and Writing (LRWR 1060), or is satisfying SWR by taking the courses required by Law Review, JCRED, or NYILR;[14] and

(c) a supervising faculty member must comment on a first draft prior to submission of the final product and certify that the student satisfied all of the requirements of the SWR in paragraphs (a) and (b).

Coursework. Students are encouraged to satisfy the SWR through a special course, Scholarly Research and Writing (LRWR 1060), in which students receive instruction on the research and writing process for scholarly papers and may write a paper on any topic of interest to them. In addition, every semester, classes are designated as paper (non-exam) courses and, in most cases, faculty members teaching those courses will agree to supervise SWR papers. Students fulfilling this requirement through coursework must complete the Scholarly Writing Application located on the Online Student Center and return it to the Office of the Registrar before the designated deadline.

Law Review, JCRED, or NYILR Courses. Students accepted to Law Review, JCRED, or NYILR will satisfy the SWR through successful completion of the courses designated for the respective journals. Students on Law Review must successfully complete Directed Research, as described below. Students on JCRED must successfully complete Perspectives on Justice (INDR 2060) in the fall. Students on NYILR must successfully complete International and Foreign Legal Research (ALSK 8050) in the fall and International and Comparative Law Scholarly Research and Writing (INTL 5040) in the spring. For all three journals, successful completion of these courses will also confer the SWR without separate certification by the professor that the paper received a C+ or better.

Directed Research. In order to satisfy the SWR through Directed Research, the student must produce a final writing that satisfies the requirements described above. To register for Directed Research, a student must obtain approval from a supervising faculty member and submit the requisite form to the Office of the Registrar prior to the end of the add/drop period.

[14] This course, entitled *Scholarly Writing Supplement*, is available on the Canvas LMS platform. Students will be automatically enrolled following their first year. The course consists of five (5) lessons and takes approximately 5-6 hours to complete. Once completed, students will receive a certificate that must be given to their supervising faculty member so that the professor can certify course completion as a prerequisite to satisfaction of the Scholarly Writing Requirement.

Experiential Learning Requirement

Students must satisfactorily complete each category (A, B, and C) below, for a total of at least six credits.

A. ***Foundations: Lawyering*** (2 credits). This course is designed to introduce students to the lawyering skills, other than writing, required of lawyers, with a focus on client counseling, interviewing, and negotiation. It serves as the foundation course for further study in this area.

B. ***Advanced Practice Writing.*** The Advanced Practice Writing Requirement (the "APWR") is intended to ensure that all students attain proficiency in the type of practical writing assignments attorneys perform regularly. The APWR must be satisfied through coursework. As with the SWR, it is strongly suggested that students complete the APWR before the end of their second-to-last semester.

For a course to satisfy the APWR, it must provide a substantial opportunity for students to develop and improve litigation and/or transactional writing skills. Courses satisfying the APWR require students to submit practice-writing assignments (regardless of number) totaling at least 25 pages, or a total of seven assignments (regardless of the number of pages), which have been written and/or rewritten with the benefit of instructor critique. A student must be awarded a grade no lower than a C+ to receive APWR credit. The supervising faculty member must certify that the student's work meets the above criteria.

All APWR courses have, as a pre-requisite, successful completion of Legal Writing II (LRWR 1010).

At the time this Student Handbook was printed, the following courses satisfied the APWR. A complete listing of all courses provided each semester is available through the Online Student Center (**www.stjlawstudent.com**). Additionally, course descriptions for all courses as part of the Course Catalog are available on the St. John's Law website (**www.stjohns.edu/law/course-descriptions)**.

Courses That Satisfy the Advanced Practice Writing Requirement

Appellate Advocacy (ALSK 1030)
Appellate Advocacy-Moot Court (ALSK 1031)
Bankruptcy Practice- Litigation (BANK 4080)
Business Planning (BUSI 1060)
Drafting: ADR Documents (ALSK 9050)
Drafting: Contracts (ALSK 8000)
Drafting: Environmental Law (ENVR 1050)
Drafting: Federal Civil Practice (SFPR 3020)
Drafting: Federal Criminal Practice (ALSK 8030)
Drafting: International Contracts (ALSK 9060)
Drafting: IP Licenses (INPR 2020)
Drafting: Judicial Opinions (ALSK 9070)
Drafting: Litigation Documents and Contracts (ALSK 2050)
Drafting: New York Civil Practice (SFPR 2050)
Drafting: Public Interest Advocacy and Litigation (ALSK 3080)
Drafting: Real Estate Transactions (PROP 1050)
Drafting: Trademark Prosecution (INPR 2030)
Drafting: Transnational Civil Litigation (ALSK 3035)
Drafting: Wills & Trusts Instruments (ESTA 1000)
Fact-Writing & Persuasion in Legal Documents (ALSK 7080)
International Law Advanced Practice Writing Tutorial (INTL 4020)
Introduction to Bankruptcy Practice: Case Analysis (BANK 5010)

Labor and Employment Arbitration (LABR 1050)
Legal Writing- Advanced (ALSK 4090)
Litigation in NY Commercial Division (SFPR 4000)
Matrimonial Law Practice (FAML 1010)
Medical Malpractice (HLTH 1040)
Patent Application Preparation and Prosecution (INPR 2050)
PBSP Practice Writing Tutorial (PBSP 1030)
Pre-trial Advocacy (ALSK 1000)
Supreme Court Amicus Briefs (BANK 3090 & 4000)

Clinics (Revised July 2022)

Bankruptcy Advocacy Clinic (ALSK 8090 & 9000)
Child Advocacy (ALSK 5090)
Consumer Justice for the Elderly: Litigation (ALSK 2010)
Defense and Advocacy (ALSK 8070)
Domestic Violence Litigation (ALSK 4010 & 4030)
Economic Justice (ALSK 9010 & 9020)
Prosecution (ALSK 2070 & 2080)
Refugee & Immigrant Rights (ALSK 5000 & 5020)
Securities Arbitration (ALSK 5050)
Tenants' Rights Advocacy (ALS 3075)

C. ***Applied Skills***: The Applied Skills Requirement ("ASR") is designed to ensure that all students attain proficiency in lawyering skills, in addition to drafting, in a real or simulated context. Students must complete at least one course in this category with a grade of C+ or better.

Any clinic (may also counts towards satisfying Category B (APWR))
Any externship
Any practicum
Advanced Interviewing and Counseling
Advanced Trial Advocacy
Alternate Dispute Resolution
Deposition Practice
Mediation: Representing Clients
Negotiation
Trial Advocacy
Trial Advocacy: PTAI

Course/Credit Designation Required for Graduation

Pursuant to ABA Standard 311(a), at least 64 credit hours of the 89 credit hours required for graduation shall be in courses that require attendance in regularly scheduled classroom sessions or direct faculty instruction. The following types of credit hours do not count toward satisfaction of the 64-credit hour minimum:

- Externship placement credits (but externship seminar credits do count)
- For external placements not in a Law School clinic, Pro Bono Scholars placement credits (but Pro Bono Scholars seminar and practice writing component credits do count)
- Practica credits

- Joint degree "crossover" course credits
- Co-curricular activity credits associated with leadership positions on journals, PTAI, Moot Court, or DRS (but credits for classes associated with co-curricular activities do count)
- Directed research credits, including those taken in lieu of the Pro Bono Scholars seminar for students in that program

No student may enroll, in any semester, in more than 16 credits, unless the student obtains the consent of the Dean for Student Services or the Dean for Academic Affairs.

Residency Requirement

There are at least five different uses of the term "residency" for various accrediting bodies and governmental agencies: the School of Law, the New York State Court of Appeals, the American Bar Association, the Association of American Law Schools, and the U.S. Department of Education. Each group uses somewhat different definitions.

The Law School's Residency Rule is designed to ensure that students comply with the residency requirements of the ABA, AALS, and Department of Education, while also ensuring that tuition is charged on an equal basis. The residency rules are designed, in part, to prevent students from overloading on credits to the detriment of their academic success.

- Full-time students must register for and successfully complete 6 terms of at least 12 credits per term.

- Part-time students must register for and successfully complete 8 terms of at least 8 credits per term.

Full-time students may reduce the tuition charge for one semester during their law school tenure by taking between 8 and 11 credits provided that the student has taken at least three optional summer credits at this Law School that when combined with the reduced semester credit hours will equal one full semester of at least 12 credit hours. The reduced charge is equal to the part-time tuition rate. See the note below.

Part-time students may reduce the tuition charge for one semester during their law school tenure by taking less than eight credits provided that the student has taken at least three optional summer credits at this Law School that when combined with the reduced semester credit hours will equal one full semester of at least 8 credit hours. The reduced charge is equal to the credit hour rate multiplied by the number of credits taken during the reduced semester. See the note below.

The Law School's residency requirements for program and tuition requirements differ from residency requirements of the Rules of the Court of Appeals. The student who intends to take fewer credits in one semester as described above must review the residency requirements of the Court of Appeals and may be required to petition the Court of Appeals for a waiver of those requirements.

Note: Optional summer credits do not include credits earned by students who accelerate their date of graduation or by students who have transferred from the part-time to the full-time division, or credits earned in the St. John's University School of Law Summer Study Abroad Program, or in a summer program offered by any other law school.

Juris Doctor Academic Policies and Special Programs

Maximum Period of Time for Completion of Requirements for a J.D. Degree

Pursuant to ABA Standard 304(c), the course of study for the J.D. degree must be completed no earlier than 24 months and no later than 84 months after a student has commenced law study at the Law School or a law school from which the school has accepted transfer credit. However, pursuant to Rule 520.3(d)(4) of the New York Court of Appeals, a student who intends to sit for the bar examination in New York must complete the J.D. degree no later than 60 months after he or she has commenced law study at the Law School or at a law school from which St. John's has accepted transfer credit. If a student requests a leave of absence or modification of their academic program that would contemplate degree conferral between 60 and 84 months of matriculation, the student will be required to certify, in writing, an understanding that he or she will be ineligible to sit for the New York bar examination unless a waiver from the New York Court of Appeals is obtained.

Requirement to Provide Undergraduate Transcript

Incoming students must provide official transcripts from all previous colleges and universities attended, including a final transcript showing conferral of an undergraduate degree. Official transcripts submitted to the LSAC Credential Assembly Service are sufficient for these purposes. Pursuant to the American Bar Association Standards and Rules of Procedure for Approval of Law Schools, students who do not submit such transcripts by October 15th of their year of enrollment will be withdrawn from the program, unless the Law School, through the Assistant Dean for Student Services, grants a reasonable extension for extraordinary circumstances where, through no fault of the student, he or she was unable to procure a transcript in time. If such extraordinary circumstances are present, documentation will be placed in the student's file.

Pro Bono Scholars Program

The New York Court of Appeals announced the launch of the Pro Bono Scholars Program in May 2014, which will enable students in their final year of law school to sit for the bar exam in February, rather than July, in exchange for working full-time in a qualified pro bono placement from March through the end of May. Participants will graduate in June and become licensed to practice law shortly thereafter. The character-and-fitness process will be fast-tracked for students in the program. For general information, please see: http://www.nycourts.gov/attorneys/probonoscholars/index.shtml.

Eligibility

1. A student's class rank after the third semester (full-time students) or fifth semester (part-time students) must be in the top 60% of the class, which must be maintained through the fourth semester;
2. Students selected for the program may not serve on executive boards of co-curricular activities during the time of program participation; and
3. Students who have registered for, or completed, a practicum are ineligible to participate in this program.

Application Procedure

Students will apply to our program in the Spring semester of their 2L year (3L year for part-time students). Applicants will be required to complete an application form, which will also require a resume and statement of interest. The committee will review, among other things, students' transcripts and evaluate their ability

to pass the New York bar exam under this program. Decisions will be made close in time for co-curricular elections and 3L course registration so that students can make informed choices.

Requirements

Please see the course descriptions for the following courses: Pro Bono Scholars Program Placement I and II, Pro Bono Scholars Program Practice Writing Tutorial, and Pro Bono Scholars Program Seminar.

Credit Hours

Participating SJU students are awarded 14 credits for their PBSP semester. There are two placement components (6 and 4 credits). The first is graded pass-fail, while the second is assigned a letter grade by the placement supervisor.

For participants in an in-house clinic, a contemporaneous Pro Bono Scholars Program Seminar meets once a week, in the evening, and carries 2 credits, graded by the seminar professor; if program enrollment is insufficient for this Seminar, in-house clinic participants may be given the option to complete a 2-credit Directed Research on a poverty law topic. Those participants in a partner clinic, however, take the seminar portion of the clinic only for 2 graded credits in lieu of the Pro Bono Scholars Program Seminar.

Finally, there is a practice-writing component in which students build, edit, and revise a portfolio of documents based on their experience; this earns 2 graded credits.

514 hours are required at the placement, which is approximately 43 hours per week exclusive of time in the seminar.

Joint Degrees

The Law School offers three joint degree programs: the J.D./M.B.A. in Accounting and Business Administration and the J.D./MS in Accounting, both with the Tobin College of Business; and the J.D./M.A. in Government and Politics, offered with St. John's College of Liberal Arts and Sciences. Applicants for admission to the joint degree programs must gain admission both to the School of Law and to the relevant graduate program and must also apply for the joint degree at the Law School. The Dean for Academic Affairs reviews and approves applications for any joint degree program.

Note: Students must secure admission to the second-degree program before entering the final year of the JD program. This rule does not apply to the JD/LLM in Bankruptcy. Information on the JD/LLM in Bankruptcy program is found on page 37.

For the first year, students pursue the curriculum in the School of Law exclusively. During the second and third years, students must have at least a 3.0 GPA in the Law School to pursue the joint degree.

Any student who is accepted to a joint degree program must register for at least twelve **law** academic credits per semester.

The J.D. is designed to be completed in 3 years. The M.B.A. degree is designed to be completed in 2 years. Students should be advised that they will not likely be able to complete the requirements for both programs in the three-year period designed to complete the J.D. degree.

For the J.D./M.B.A. program and the J.D./M.S. program, the Law School will accept up to 9 credits taken in Tobin toward the J.D. For the J.D./M.A. program, the Law School will accept up to 9 credits taken in

the St. John's College Department of Government and Politics. These "crossover" credits transfer to the J.D. on a pass-fail basis and do not count towards the Law School cumulative GPA. Approved crossover courses are listed on the Online Student Center Registrar's page under the Joint Degree Crossover tab. Students interested in a joint degree should speak with a representative from the other program to determine how many Law School credits will be counted towards that degree.

For further information on these programs, contact the Dean for Academic Affairs or Registrar.

Summer Abroad Programs

The Summer Abroad Programs are open to J.D. candidates in U.S. law schools, to students in international law schools, and to U.S. and international law graduates interested in improving their knowledge of international and comparative law. St. John's offers a summer program in Rome, Italy. All current students must be in good academic standing to participate in a summer program abroad. Summer sessions may be funded with financial aid. The study abroad programs are **not** eligible for residency credit. More information is available under the Residency Section of the Handbook. For further information, contact the Dean for Student Services.

Guidelines for Awarding Academic Credit for: (A) Courses Based Primarily on A Research Paper; (B) Directed Research (C) Academic Activities

(a) Courses based primarily on a research paper. In all courses in which the final grade is based primarily on a research paper, students shall be required to submit a writing or writings of substantial quality. A writing is of substantial quality if it is well written, supported by authority where appropriate, and demonstrates analytical ability. Unless otherwise indicated in the particular course description, it is expected that courses in which students receive three credits shall require that students submit a writing or writings totaling at least 8000 words in length (approximately thirty pages) inclusive of footnotes, absent extraordinary circumstances. It is expected that courses in which students receive two credits or fewer shall require that students submit a writing or writings totaling at least 5400 words in length (approximately twenty pages) inclusive of footnotes, absent extraordinary circumstances; provided, however, the student may, with the professor's permission, submit an 6700-word writing for the purpose of seeking satisfaction of the Scholarly Writing Requirement.

(b) Directed Research. For a student to use Directed Research to satisfy the Scholarly Writing Requirement, the directed research project must satisfy all of the minimum requirements for scholarly writing.

To receive a passing grade for Directed Research, a student must keep a detailed log of time that demonstrates that the student worked at least 90 hours (2-credits) on the project, including time spent researching a topic, creating an outline, drafting the paper, re-writing the paper, and meeting with the professor or a research librarian. The professor is responsible for reviewing the student's log before assigning a grade and certifying that the student completed the requisite amount of time.

Directed Research may be taken only once in a student's academic program, unless approved by the Dean for Academic Affairs.

(c) Academic activities. A student can receive academic credit awarded for service on the senior board of an academic activity from only one such activity during the student's career at the Law School. If a student is serving on more than one senior board, the student may take the credits attributable to the position that will provide the greatest number of credits.

Academic Credit for Co-Curricular Activities

Academic credit is available to senior students for participation in co-curricular activities in the following capacities:

- On the editorial boards of the Law Review/Journal of Catholic Legal Studies, the American Bankruptcy Institute Law Review, the Journal of Civil Rights and Economic Development, and the New York International Law Review;
- On the Executive Board of the Moot Court Honor Society;
- On the Executive Board of the Frank S. Polestino Trial Advocacy Institute; and
- On the Executive Board of the Dispute Resolution Society

Students are eligible to receive academic credit for these activities as authorized by the Faculty Advisor(s) to the respective organization and the Dean for Academic Affairs. The maximum number of credits that may be authorized for each organization is as follows:

Organization	Total Credits
Law Review / Journal of Catholic Legal Studies	90
American Bankruptcy Institute Law Review	52
Journal of Civil Rights and Economic Development	55
New York International Law Review	47
Moot Court Honor Society	52
Frank S. Polestino Trial Advocacy Institute	31
Dispute Resolution Society	22

The following administrative procedures have been adopted to implement the policy allowing academic credit for co-curricular activities as set forth above:

1. Prior to the election or appointment of students to positions in these organizations, the Editors-in-Chief of each Law School publication, the Executive Director of the Moot Court Honor Society, the Executive Director of the Polestino Trial Advocacy Institute, and the Executive Director of the Dispute Resolution Society shall submit to the Dean for Academic Affairs a list of positions receiving academic credit and the number of credits assigned to each, and shall make this list known to the members of each organization. This list shall be approved by the respective Faculty Advisors. No position in any organization shall receive more than four credits per year.

2. At the beginning of the Fall and Spring semesters, the Editors-in-Chief of each Law School publication, the Executive Director of the Moot Court Honor Society, the Executive Director of the Frank S. Polestino Trial Advocacy Institute, and Executive Director of the Dispute Resolution Society shall provide the Office of the Registrar with the names and titles of the students eligible for academic credit. This list must be approved by the faculty advisor.

3. Eligible students will be registered for academic credit in accordance with the following guidelines:

(a) In the Fall semester, all eligible full-time students must register for a minimum of twelve (12) credits and eligible part-time students must register for a minimum of eight (8) credits, exclusive of credits for co-curricular activities.

(b) All eligible students who are entitled to two (2) or more credits are required to reserve at least two (2) credits for the spring semester. If the eligible student is entitled to one (1) credit for the academic year, that credit must be reserved for the spring semester. For example:

4 credits for co-curricular activity:	2 credits in Fall and 2 credits in Spring; or 1 credit in Fall and 3 credits in Spring; or 0 credits in Fall and 4 credits in Spring

(c) In the event that an eligible student is severely disadvantaged by the provisions of paragraph (a) or (b), the Editor-in-Chief or Executive Director of the respective organizations may request an administrative waiver of this requirement.

4. A student can receive academic credit awarded for service on the senior board of an academic activity from only one such activity during the student's career at the Law School and only during one academic year. A student may serve in another such position but will not receive academic credit a second time. If a student is serving on more than one senior board, the student may take the credits attributable to the position that will provide the greatest number of credits.

5. To receive a passing mark for a leadership position in a co-curricular activity, a student must keep a detailed log of time that demonstrates that he or she worked at least 45 hours per credit received. The faculty advisor is responsible for reviewing the student's log before certifying that the student completed the requisite amount of time. This function may not be delegated to a student leader of the co-curricular activity.

Policy on External Appellate and Trial Advocacy Competitions

1. It is the policy of the School of Law faculty that, with the exception of the situations set forth in paragraph 2 of this policy statement, all students representing St. John's University School of Law in external moot court competitions must be members of the Moot Court Honor Society (MCHS), and all students representing the School of Law in external trial advocacy competitions must be members of the Polestino Trial Advocacy Institute (PTAI).

2. Subject to the approval of the Dean for Academic Affairs in each instance, the faculty advisors to the MCHS may permit a student who is not a MCHS member to enter a moot court competition sponsored by a minority bar association if the faculty advisors find that approved persons are available to assist such student to prepare for the competition. A student who is not a member of MCHS may participate in the Jessup Competition under the direction of the Center for International and Comparative Law (CICL). CICL will oversee the Jessup team with the assistance of MCHS. An LL.M. student may participate in an LL.M.-only moot court competition under the direction of the Office of Graduate Studies. Likewise, subject to the approval of the Dean for Academic Affairs, the faculty advisors to the PTAI may permit a student who is not a PTAI member to enter a trial advocacy competition sponsored by a minority bar association if the faculty advisors find that approved persons are available to assist such student to prepare for the competition.

3. Notice of this policy shall be included in the Student Handbook, and the faculty advisors to the MCHS and PTAI shall devise a procedure for non-member students to apply for the permission and decanal approval required by the preceding paragraph.

Academic Credit for Clinics and Externships

Students are eligible to receive academic credit for participation in clinical programs and externships as authorized by the clinical faculty and externship faculty, respectively. A student may not enroll in a clinical program and an externship in the same semester.

Prior to accepting a position in a clinic, a student must disclose any employment outside the law school that will take place simultaneously with their clinical work to the clinical faculty and have this employment arrangement approved by the clinical faculty. Clinical students have a continuing obligation to disclose any outside employment to the clinical faculty while enrolled in the clinic. Outside employment includes, but is not limited to, volunteer or pro bono work, paid or unpaid internships, externships obtained outside the St. John's externship program, and traditional employment for pay, whether legal or non-legal.

Similarly, in order to work while simultaneously participating in the Externship Program, students must disclose this employment to and obtain approval from the externship Mentor-Attorney, the proposed workplace supervisor, and the Career Development Office.

Outside Employment While in Law School

At St. John's University School of Law, we believe full-time students should be focused primarily on their law school studies. With that belief, we strongly recommend that first year students not work outside of the law school and that upper-class students work no more than 20 hours per week outside of the law school.

Transfer Between the Part-Time and Full-Time Divisions

Students may transfer between the part-time and full-time divisions upon written request to the Dean for Student Services. Requests for transfer from the part-time division to the full-time division will require that the student complete three to seven course credits during a summer following the date of the request. The minimum grade point average required for transfer from the part-time division to the full-time division is 2.50 for transfer at the end of the second semester or later, and 3.00 for transfer at the end of the first semester. Assuming that a student meets the minimum academic requirement, a request for transfer will be granted provided that the student accepts whatever scheduling changes may be required.

The Master of Laws (LL.M.) in Bankruptcy Degree

Although sometimes thought of as a specialty, bankruptcy is quite generic in nature. Virtually every legal discipline is affected by bankruptcy. Successful bankruptcy practice therefore requires not only specialized knowledge of the complexities of the Bankruptcy Code and Rules, but also knowledge of a broad range of discrete substantive areas — including accounting, taxation, real estate, securities, finance and domestic relations — as they apply to bankruptcy cases. At the same time, expertise in bankruptcy does not always afford the global outlook needed for effectively handling bankruptcy cases in these and other areas.

As a result, many large firms often form teams of lawyers with expertise in the various disciplines involved in any particular case. The team approach, however, may not provide a completely satisfactory solution unless there are members of the team with broad enough multidisciplinary perspectives to integrate the bankruptcy issues with the other legal disciplines involved.

With this in mind, St. John's LL.M. in Bankruptcy is designed to be multidisciplinary in nature — integrating elements of legal disciplines into the curriculum in a way that will permit the graduate to see and understand the interrelationship between bankruptcy and other substantive areas of the law — even where expert advice must be brought in to provide the direction required in seeking such advice. Students will be given intensive advanced training, both in bankruptcy law and in related subjects as they apply to bankruptcy — training generally unavailable at the J.D. level. Graduates will thus be in a position to make a major contribution to any law office in which they practice, and to make significant contributions to the development and administration of the bankruptcy laws of the nation.

The LL.M. in Bankruptcy is also unique among masters programs. It is the only master's program in the nation devoted to bankruptcy law. More important, it is a distinctly different type of program. Our goal is to produce a special kind of bankruptcy lawyer. We do that by providing advanced courses that cover the full range of bankruptcy subjects and that are taught by leading experts in the bankruptcy field. We also help students build important long-lasting professional relationships with their professors, fellow students, and our successful alumni.

Credit Hours

In order to receive an LL.M. in Bankruptcy degree, students are required to complete 24 credit hours.

Minimum GPA

A minimum 3.0 GPA is required for graduation. A student falling below a 3.0 GPA in any one semester will be subject to immediate dismissal from the program.

Length of Program

The program must be completed within four years. Full-time students typically complete the program in one year and part-time students typically complete the program in two or three years. Students must register for maintaining matriculation and pay a maintaining matriculation fee for each semester in which they are not registered for classes. A student who fails to register for maintaining matriculation and pay the fee may be dismissed from the LL.M. program.

Pre-Requisite

The Director of Academic Advising or Dean for Administration may require students who have not taken a basic U.S. Bankruptcy or Creditors' Rights course to take the Creditors' Rights course at St. John's as part of their LL.M. coursework.

Required Courses

Students who have taken a required or elective course, or a similar course, as part of the J.D. degree, may not take such a course in connection with the LL.M. program. A required course may be waived for students with significant experience in the subject matter of a particular course. Where a required course is not taken, a suitable substitute elective will be selected by the student, subject to approval by the Director of Academic Advising or Dean for Administration.

The required courses for the LL.M. degree are:

- Bankruptcy Procedure (2 credits)
- Bankruptcy Taxation (2 credits)
- Business Bankruptcy Reorganizations (2 credits)
- Consumer Bankruptcy (2 credits)

Writing Requirement: Students must take at least one of the following to satisfy the writing requirement.

- Bankruptcy Policy (2 credits)
- Bankruptcy Practice-Litigation (2 credits)
- Bankruptcy Practice-Opinion Drafting (1 credit)
- Drafting Bankruptcy and Commercial Agreements and Documents (2 credits)
- Advanced Bankruptcy Research and Bankruptcy Master's Thesis (6 credits)[15]

Elective Courses

For the remaining elective credits, students can select from a wide array of specialized LL.M.-level bankruptcy courses. The list of current elective courses is available on the LL.M. website. Although nearly all LL.M. students limit their coursework to bankruptcy LL.M. courses, additional electives are available from both the regular J.D. curriculum and the M.B.A. curriculum of St. John's Peter J. Tobin College of Business. For the current listing of J.D. and M.B.A. courses that may be appropriate for LL.M. students, visit the LL.M. in Bankruptcy website.

J.D./LL.M. Combined Degree Option

Qualified J.D. students may complete the requirements for both the J.D. and LL.M. in Bankruptcy degrees in as little as seven semesters of study. J.D. students who have completed at least 54 J.D. credit hours are eligible to apply for and may be admitted to the LL.M. in Bankruptcy program. Up to 12 hours of credit earned in LL.M. in Bankruptcy courses as a J.D. student may be counted towards the 24 credit hours required for the LL.M. in Bankruptcy.

[15] Advanced Bankruptcy Research is a pre-requisite for the Master's Thesis course.

Full-Time and Part-Time Status

The Faculty Council defines full-time status for this degree program as 9 credits or above and part-time status as 6 through 8 credits, inclusive. Students may not register in less than the designated credit counts without permission from the Associate Director of Graduate Support and Student Services and the Dean for Administration.

For Further Information

Academic questions about the LL.M. in Bankruptcy may be directed the Associate Director of Graduate Support and Student Services. Questions about the admissions process should be directed to llm@stjohns.edu.

Website

The website for the LL.M. in Bankruptcy is located here:
https://www.stjohns.edu/academics/programs/bankruptcy-llm

The Master of Laws (LL.M.) in U.S. Legal Studies

The LL.M. in U.S. Legal Studies is tailored for graduates of international law schools who intend to seek admission to the New York Bar. Students who have completed this LL.M. degree include practicing international attorneys, recent graduates from international law schools, and naturalized citizens and permanent residents of the U.S. who hold law degrees from international universities. The program provides full exposure to the core subjects of U.S. and New York law and the skills essential to an American lawyer. Students have the extraordinary opportunity to exchange knowledge and experiences with other St. John's students and faculty. The presence of qualified and experienced international-trained lawyers within the St. John's Law community also provides J.D. students with valuable exposure to comparative law concepts and to international legal practice.

The LL.M. in U.S. Legal Studies provides international-trained lawyers with an invaluable opportunity to immerse themselves in the study of U.S. law in English, develop their practical skills through intensive instruction in legal research and writing, and choose from a wide variety of courses taught by some of the most accomplished professors in New York. The LL.M. in U.S. Legal Studies is fully compliant with the New York Court of Appeals' requirements for LL.M. programs qualifying international-trained lawyers to sit for the New York Bar Exam.

Credit Hours

To receive an LL.M. degree in U.S. Legal Studies, students must complete 24 credit hours and maintain a cumulative GPA of at least 2.1. These 24 credits are comprised of:

Required Core Courses (10 Credits)

- Introduction to U.S. Law and Lawyering (3 credits)
- Legal Research, Analysis, and Writing for International LL.M.s I and II (5 credits in 2 semesters)
- Professional Responsibility (3 credits)

Courses Tested on the Uniform Bar Examination ("UBE")(6 Credits)

LL.M. students must also complete 6 credits from among the following UBE subject areas:

- Advanced Torts
- Business Organizations
- Civil Procedure
- Conflict of Laws
- Constitutional Law
- Contracts
- Criminal Law
- Criminal Procedure: Investigation
- Criminal Procedure: Adjudication
- Evidence
- Family Law
- First Amendment: Freedom of Expression
- Property
- Real Estate Transactions
- Secured Transactions

- Torts
- Trusts & Estates
- Unincorporated Business Associations

Elective Courses (8 Credits)

In addition to the above required courses, St. John's offers the following recommended elective courses, which are directly relevant to the Bar Examination as well as future legal practice. Students should consult with their academic advisor about enrolling in one or more of these courses:

- Applied Legal Analysis for LL.M. I and II (3 credits each)
- Drafting: Practice Documents (1-2 credits)
- Introduction to Advocacy (1-2 credits)
- Legal Research, Analysis and Writing for International LL.M.s III (2 credits)

We strongly encourage LL.M. candidates to select elective courses directly relevant to the Bar Examination in order to better prepare themselves to pass the Exam. If a student wishes to enroll in courses outside of these electives they should seek approval from the Associate Director of Graduate Support and Student Services.

Grading

Grades for students in the LL.M. in U.S. Legal Studies reflect their mastery of the subject matter and skills taught in the course and also take into account any lack of native-speaker proficiency with the English language. A grade point average of 2.1 is required for graduation. Grades for students in the program should generally fall in the A to C+ range, although lower or higher grades may be awarded when warranted. LL.M. students in J.D. classes are to be graded separate and apart from J.D. students and will not be part of the J.D. class curve (if any), so their scores will have no impact on the J.D. Guidelines on Grades. However, "shadow" grades will be calculated for LL.M. students in J.D. classes, in addition to the students' LL.M. grades. For more information about "shadow" grades, please refer to the section of this Handbook about Grading.

Length of Program

Students must complete the program within two years of enrollment. Students may begin the U.S. Legal Studies program in August or January.

Full-Time and Part-Time Status

Full-time students can enroll in a maximum of 16 credits per semester. For part-time students, there is a minimum requirement to enroll in one introductory course and one legal research, analysis and writing course in the first semester.

Due to the intensity and rigor of this LL.M. program, we recommend that full-time students not work. If part-time students choose to work, they must comply with all U.S. immigration and employment regulations.

Students on an F-1 visa must remain enrolled in a minimum of 9 credits per semester to maintain full-time status, excluding summer registration and registration during a student's final semester. Questions about

eligibility for a reduced course load may be directed to the Associate Director of Graduate Support and Student Services.

For Further Information

Academic questions about the LL.M. in U.S. Legal Studies may be directed to the Associate Director of Graduate Support and Student Services.

Website

The website for the LL.M. in U.S. Legal Studies is located here:
https://www.stjohns.edu/academics/programs/us-legal-studies-llm

The Master of Laws (LL.M.) in Transnational Legal Practice

The LL.M. in Transnational Legal Practice (TLP) is designed to train students in the rapidly expanding cross-border practice of law, to educate students within the New York City legal community — the center of global legal practice — and to enhance non-native English-speaking students' skills in practicing law in English, the *lingua franca* of the global legal profession. The LL.M. in Transnational Legal Practice is not always a qualifying degree to sit for the New York Bar Examination but can be if a student enrolls in the New York Bar pathway.

Credit Hours and Minimum GPA

In order to receive an LL.M. degree in U.S. Legal Studies, students must complete 24 credit hours and maintain a cumulative GPA of at least 2.1. These 24 credits are comprised of required core courses, electives, and any additional courses required for a select pathway.

Required Core Courses

- One Introductory course:
    - Introduction to Transnational Legal Practice (1 credit) OR
    - Introduction to U.S. Law & Lawyering (3 credits)
- Legal Research, Analysis and Writing for International LL.M.s I and II (5 credits)[16]
- Transnational Legal Practice Skills – International Law (1 credit)[17]
- International Law (Co-requisite with TPS – IL) (3 credits)
- Transnational Legal Practice Skills – International Transactions (1 credit)
- One course in International Business Transactions or Business Organization
    - International Business Transactions (Co-requisite with TPS- IBT) (3 credits) OR
    - Business Organizations (Co-requisite with TPS-IBT) (4 credits) (available to students approved for the Transnational Legal Practice Bar Exam Pathway)

[16] Students who are native or bilingual English speakers may request a waiver from the Legal Research, Analysis, and Writing for International LLMs I and II courses, with approval being required from the Associate Director of Graduate Support and Student Services.

[17] Students who matriculated before Fall 2019 were required to take courses in Transnational Legal Practice – Public International Laws and Institutions, and Transnational Legal Practice – Cross-Border Transactions and Dispute Resolution. Beginning Fall 2019, students will take the one-credit Transnational Legal Skills courses and their co-requisite courses as core degree requirements.

Additional Required Courses for Select Pathways

Students accepted to the Transnational Legal Practice Bar Exam Pathway must complete the following additional courses to qualify for the New York State Bar Exam:

- Professional Responsibility (3 credits)
- At least 6 credits in in subjects tested on the Uniform Bar Exam. For a complete list of those course options, students can consult with their academic advisor and review the part of the student website that describes the TLP Bar Exam Pathway.

Students interested in qualifying for CPT must complete either the TNLP Externship Program during the Fall or Spring semester (2 credits) or the Lawyering Across Borders course (1 credit).

Additional Electives

The LL.M. in Transnational Legal Practice allows great flexibility to choose an academic path and choice of elective courses. Students should consult their academic advisor at the beginning of their program and at least once per semester about their academic goals and elective courses they want to take. Some elective courses have pre-requisites and/or require approval from the Associate Director of Graduate Support and Student Services or the Dean for Administration.

Collaborative Degree Program with Université Catholique de Lyon (UCL)

Students enrolled in the Collaborative Degree Program ("Collaborative Degree Program") with Université Catholique de Lyon ("UCL") earn a minimum of 24 credits of required and elective in-class coursework.

- 12 credits completed at UCL in France in accordance with the Partnership MOU
- 12 credits completed at St. John's Law in New York City

At St. John's Law, Collaborative Degree Program students in the Trade & Investment Dual Degree program must take:

- One Introductory course:
    - Introduction to Transnational Legal Practice (1 credit) OR
    - Introduction to U.S. Law & Lawyering (3 credits)
- One Legal Research and Writing Course
    - Legal Research, Analysis & Writing for LL.M. I (3 credits) OR
    - Legal Research, Analysis & Writing for LL.M. II (2 credits) OR
    - Legal Research, Analysis & Writing for LL.M. III (2 credits)
- Core Requirements
    - International Business Transactions (3 credits) OR
    - Business Organizations (4 credits)

and

- TPS – International Business Transactions (1 credit)

Collaborative Degree Program students will select elective courses to complete their registration with advice and approval of the Associate Director of Graduate Support and Student Services as well as a representative of UCL.

Collaborative Degree Program students in the Digital Law and Management Dual Degree program must take electives selected in consultation with the Associate Director of Graduate Support and Student Services as well as a representative of UCL.

Students enrolled in the Collaborative Degree Program may elect to take 3 semesters to complete the degree (1 semester at UCL and 2 semesters at St. John's Law) and earn 24 credits at St. John's Law if they seek eligibility to sit for the New York bar examination.

Students spending a second semester at St. John's Law who are interested in qualifying for CPT must complete one of the following courses:

- Lawyering Across Borders (1 credit) OR
- TLP Externship Seminar (2 credits)

Grading

Grades for students in the LL.M. in Transnational Legal Practice reflect their mastery of the subject matter or skills taught in the course and takes into account any lack of native-speaker proficiency with the English language. A grade point average of 2.1 is required for graduation. Grades for students in the program should generally fall in the A to C+ range, although lower or higher grades may be awarded when warranted. LL.M. students in J.D. classes are to be graded separate and apart from J.D. students and will not be part of the J.D. class curve (if any), so their scores will have no impact on the J.D. Guidelines on Grades. However, "shadow" grades will be calculated for LL.M. students in J.D. classes, in addition to the students' LL.M. grades. For more information about "shadow" grades, please refer to the section of this Handbook about Grading.

Length of Program

Students must complete the program within two years of enrollment, but most students complete the program in one academic year. Students who might benefit from a lighter course load each semester, or who wish to add courses to their degree, may request to complete the degree program in three semesters. The TLP program admits students in August and in January.

Full-Time and Part-Time Status

The Faculty Council defines full-time status for this degree program as 9 credits or above. Students on an F-1 visa must remain enrolled in a minimum of 9 credits per semester to maintain full-time status.

For Further Information

Questions about the LL.M. in Transnational Legal Practice may be directed to the Associate Director for Graduate Support and Student Services.

Website

The website for the LL.M. in Transnational Legal Practice is located here:
https://www.stjohns.edu/academics/programs/transnational-legal-practice-llm

The Master of Laws/Juris Doctor Transfer Degree

The LL.M./J.D. program allows for a select group of LL.M. graduates to continue on to receive the J.D. degree, with the LL.M. year counting as free electives towards the J.D. A full-time student in the program completes both degrees in a total of three years. (The LL.M. is awarded *en passant* after the first year; the conferral of the J.D. degree occurs two years after that.) The program provides students with a deeper understanding of American law and opens up the option of taking the bar exam in a state other than New York.

Students who participate in the program function, in essence, as transfer students. They receive advanced standing credits for some or all of their LL.M. coursework and, since they are not first year students, under ABA Standard 503 they are not required to take the LSAT. Because of the strict admissions criteria, it is expected that this program will appeal to only a small number of students per year.

Admissions Criteria

There is a two-part application process to this program:

1. A student applies to the TLP or USLS LL.M. programs.

2. A student applies for admission to the J.D. during the second semester of their LL.M. studies. At that time, the student must be on pace to complete successfully their LL.M. studies with a minimum GPA of 3.6 and "shadow" grades of C+ or better on the J.D. curve in the J.D. courses they are enrolled in as LL.M. students.[18] Students who have achieved the 3.6 GPA upon the completion of one semester (or at least 12 credits within two semesters) will be eligible at that time to apply for the LL.M./JD Program at the beginning of their second or third semester; however, a decision will not be rendered until all final grades are available to the Committee. Two letters of recommendation from St. John's Law faculty are required, one of which must be from a faculty member not affiliated with the LL.M. programs.

If selected, admission to the JD program will be conditioned upon successful completion of the final LL.M. semester and maintenance of a minimum GPA of 3.6 on the LL.M. grading curve or an exception to the minimum GPA requirement is granted by the Admissions Committee.

Application Process

A representative from the Office of Graduate Studies will facilitate the LL.M.-J.D. Transfer application process each spring. Students may be admitted to begin the J.D. program in the fall semester only. The J.D. Admissions Committee will specifically consider, among other things, the candidate's potential to pass a bar examination in a U.S. jurisdiction, in particular the New York Bar examination if the student contemplates practicing in New York. The J.D. Admissions Committee will review the transfer applications immediately after grades are posted in June and inform applicants of their final admission or denial at that time.

In order to facilitate the Admissions Committee's LL.M./JD assessment of the potential for applicants to succeed in the J.D. program and to ultimately pass a bar examination, professors will assign "shadow" J.D. curve grades to all potential applicants to the LL.M./JD program. This will consist of J.D. professors calculating and providing to the Registrar grades for eligible students on both the JD curve (using the raw scores) and the LL.M. curve. For courses with LL.M.-only enrollment, the Vice Dean for Administration

[18] For more information about "shadow" grades, please refer to the section of this Handbook about Grading.

will certify to the J.D. Admissions Committee whether the grade received is sufficient for the awarding of transfer credit.

Transfer of Credit

Once an applicant has been successfully admitted into the LL.M./J.D. Program, he or she may transfer a minimum of 24 and a maximum of 30 credits earned during the LL.M. program. Only grades of C+ or higher will be eligible for transfer credit. (Their "shadow" JD-curve grades will indicate whether the students received a grade of C+ or higher required for full course credit.) As with any transfer credits, all LL.M. credits will be transferred as pass/fail only. The number of accepted transfer credits—along with a student's willingness to take Summer classes—will impact the date of graduation from the J.D. program.

Coursework

Students in the LL.M./J.D. Program must take all required J.D. courses and meet all other J.D. graduation requirements. Students may not repeat any courses during their J.D. program for which they have received transfer credit. In addition, all LL.M./J.D. Program students will be required to take the J.D. section of Applied Legal Analysis unless the Vice Dean for Academic Affairs waives this requirement for good cause shown. A student who has successfully passed the New York Bar Exam will not be required to enroll in this course.

Students in the J.D. portion of the program may not repeat courses taken as LL.M. students. Required J.D. courses that were taken during the LL.M. program will be substituted with free electives.

For Further Information

Questions about the academic requirements of the LL.M.-J.D. may be directed to the Associate Director of Graduate Support and Student Services. Questions about admission to the J.D. program can be directed to the Dean for Admissions and Recruitment.

Examinations and Grading

Administration of Examinations

General

Upon the completion of each course, other than those where the final grade is based upon the submission of a paper, a written examination is administered which determines the student's final grade for the course. Each student must be present for the examination unless excused. An excused failure to take the examination will result in a grade of INC (incomplete) on the student's transcript until the course requirements are satisfied. An unexcused failure to take the examination will result in a grade of F for the course.

The Law School has adopted procedures to guarantee the integrity of the midterm and final examination process and to prevent dishonesty. Midterm and final examinations are proctored under the supervision of the Law School administration. The Law School makes every effort to assure that all examinations are fairly and honestly administered. The same fairness and honesty is expected from the students. Any incidents involving cheating or breach of examination procedures will be dealt with promptly in accordance with the Professional Misconduct Grievance Procedures.

Examination Procedures

The following procedures must be followed for in-person midterm and final examinations:[19]

1. Students are expected to be on time for examinations. Be advised that a student may enter an examination room up to one-half hour after the starting time but will be granted no extra time to complete the examination.

2. All students are required to sign in with the hall proctors BEFORE entering their assigned examination room. Photo identification must be presented to the proctor at this time. Students will sign out at the end of the examination, as usual.

3. Students are responsible for ensuring their individual access to a laptop or personal computer capable of running the Law School's exam software for any exam. Students should ensure that their operating system is compatible with Examplify and that they have downloaded the latest version of the software prior to the start of the exam period.

4. Books, notes and/or other papers are to be left along the perimeter of the examination room unless otherwise permitted by the professor for an open-book exam.

5. Cellular telephones and similar devices must be put to the side of the examination room in the absent exceptional circumstances, i.e., physicians, expectant parents, etc. Such exceptional circumstances must be brought to the Registrar's attention prior to the administration of the examination.

[19] Note: These procedures are subject to change in accordance with updated University and Law School health and safety policies, including the those which mandate the necessity of remote, online examinations. This handbook will be updated as necessary to incorporate up-to-date information on any other necessary policy changes due to COVID-19 during the 2022-23 Academic Year.

6. Students who leave and return to an examination room will be required to sign out when leaving, noting the time, and the same procedure will be employed upon the student's return.

7. If a student has a question about an examination or for some reason is not able to take an examination at the specified time, the student should advise the Dean for Student Services or the Registrar. Under no circumstances should a student contact the professor regarding questions about or absences from an examination.

8. In case of an emergency, which requires evacuation of the building, proctors will tell students to stop work immediately when the alarm sounds. It is imperative that all students follow this directive. Students should leave the premises in an orderly fashion. If and when the students are allowed to return to the building, they are not to begin work on the examination until the proctors inform the students of the amount of additional time to be given to complete the examination. All students in a given classroom will resume work on their test at the same time. This procedure assures that all students will get the same amount of additional time to complete their exams.

9. LL.M. students receive an additional hour for final exams in J.D. courses not tested on the Bar Exam. Extra time is prorated for midterm exams which are less than 2 hours in length.[20]

If a student begins to write or to use a laptop before the proctor gives the signal to begin, that student will be reported to the Dean for Student Services.

A mandatory anonymous grading procedure is utilized whereby no student may indicate their name in any way on answer booklets and true-false/multiple choice answer sheets. The Registrar assigns each student a midterm anonymous number and a final exam anonymous number each semester. Instructions on how to access anonymous numbers may be found on the Online Student Center by clicking on the Anonymous Number link in the Registrar drop-down menu. That number must be placed on all exam materials. New anonymous grading numbers for midterms and finals are assigned for each semester.

All exam materials including the examination questions are collected following each examination.

In grading essay booklets or reviewing true-false or multiple-choice results, the professor receives nothing which bears a student's name or the key for conversion of a number into a name.

Grades will begin to be posted to academic history after the last day of the exam period, including pre-session grades.

Regulations and Procedures Governing Examination Scheduling, Conflicts, and Hardships

All students are expected to sit for examinations at the time and place published in the examination schedule (or, for remote examinations, at the published time in a location of the student's choosing) unless the examination date is rescheduled at the request of a faculty member with the unanimous consent of all affected students.

1. Any student who is scheduled to take an examination that falls within the conflict criteria, may have the conflicting exam(s) rescheduled to the earliest possible time and date thereafter available in the examination schedule without creating another conflict. The following constitute a conflict:

[20] This accommodation does not apply to students in the Bankruptcy LL.M. program.

-two exams on the same day
-two exams with start times that are within 24 hours or
-three exams in three consecutive days

In the event of a conflict, the Office of the Registrar will automatically adjust the exam(s) in conflict and will notify students of their revised schedule by email prior to the start of the final exam period. Any student who does not wish to reschedule their exams based on a conflict must notify the Registrar immediately after receiving the notice of rescheduled exams. The examination schedule shall be provided with registration materials, and students will be expected to take the schedule into account when registering for their courses.

2. Pursuant to New York Education Law § 224-a, any student who is unable, because of their religious beliefs, to take an exam at a regularly scheduled day or time may request to reschedule the exam by applying to the Dean for Student Services in accordance with the procedures and deadline set forth in paragraph (1) above.

3. A student who is unable to take an examination because of extraordinary personal circumstances may be permitted, upon request, to postpone taking the examination. A request for any such postponement must be made in writing (when feasible) to the Dean for Student Services. Appropriate documentation for a personal medical emergency must be original documents and shall consist of a signed letter from a medical professional on professional letterhead explaining the student's medical condition and containing a statement that, in the professional's opinion, the student's medical condition would severely affect the student's ability to perform on the examination. Appropriate documentation for other extraordinary personal circumstances shall consist of a writing or writings that sufficiently establish the basis for postponement. Examinations postponed pursuant this paragraph will be rescheduled by the Dean for Student Services to the earliest possible time or date thereafter available in the examination schedule without creating another conflict and where practicable, during the regular exam period or on a designated "make-up" day in the exam schedule. In order to protect the integrity of the anonymous grading procedure, a student who has been directed to take a make-up examination may not disclose their identity to, or discuss the circumstances with, the professor teaching the relevant course until after grading has been completed.

Review of Examinations

Students wishing to discuss their examinations and course grades with a professor may arrange with that professor a mutually agreeable time to do so. While the scope of review is within the professor's discretion, examination review is an integral part of the learning process and professors are expected to meet promptly with any student requesting review. It is the policy of the Faculty that the professor will provide individual review of essay examination answers upon the request of students in their class with grades of C- or lower. Students with a grade above C- are also entitled to a review of their essay answers but the professor may, as an alternative to individual review, allow the student to compare their essay examination paper with a model answer or another examination paper. No review need be granted after the end of the regular semester following the exam in question. Students may obtain review examinations given in the spring semester through the conclusion of the following fall semester. Professors who use a true-false or multiple-choice component to their exams are not required to review individual questions with students. Grades are final when posted by the Registrar. Generally, a grade will be changed only if the professor has made an error in computation.

The evaluation of academic performance necessarily involves the exercise of judgment by a faculty member. Any student contending that a faculty member has graded that student in an unfair manner and on a basis other than evaluation of the student's academic performance may pursue such complaint through an Academic Fairness Procedure administered by the Faculty Committee on Grades.

Grading

The following system of grading is currently in effect:

A+	4.3
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D	1.0
F	0.0

The grade of D is the lowest grade that a student may earn while still passing a course. No student is permitted to graduate with more than 10 D credits counting toward completion of their degree requirements.

There is no pass-fail option for graded courses. However, there is a 9-credit maximum on elective courses listed as pass-fail, including externship placements. The 9-credit maximum on pass-fail coursework does not apply to co-curricular activity, to pass-fail credits that are awarded by St. John's School of Law for graded coursework at other institutions, or to Introduction to Law.

Incomplete Mark. A professor may assign a grade of "INCOMPLETE" to a student who is unable to complete a course's assigned work within the semester in which the course occurs. In such cases, the student must submit all outstanding work no later than the last day of class in the immediately following semester (Spring, Summer, Fall), unless the professor sets an earlier deadline. If a student fails to meet the applicable deadline, the grade of INCOMPLETE will automatically convert to **a failing grade for the course**. Note: A student who receives an INCOMPLETE grade will not be eligible for Dean's List in that semester.

Auditing a course. Any student who audits a class must receive permission from the professor teaching the course. An Audit Application must be completed and signed by the faculty member and returned to the Office of the Registrar. A copy will be given to the student and one retained by the Registrar's Office.
Only graduating students are permitted to audit classes and may only do so in the Summer, Fall and Spring terms of their final year in school. These students may not subsequently take the same course for credit. LL.M students are permitted to audit a course at any point during their period of study, but may not subsequently take the same course for credit.

At the end of the semester, professors will be asked to verify that an auditing student has attended the class in order for the course to be placed on the transcript. The Registrar's Office will send a report to the professor who will verify the student's attendance by signing the form and returning it to the Office of the Registrar.

Withdrawal from a course. After the add/drop period, a student may withdraw from a course only with the consent of the Dean for Student Services (for J.D. students) or Dean for Administration (for LL.M. students). A withdrawal appears on a student's transcript with the notation "WD" but does not affect one's cumulative grade point average. A student can request a withdrawal up to and including the last day of classes for the semester or—for courses in which the final assessment takes place earlier than the final class

session—prior to the final assessment for the course. This paragraph does not apply to a leave of absence which, if taken during a semester, results in withdrawal from all courses in the term.

If students withdraw from all their courses in a semester without consulting the Dean for Student Services or Dean for Administration regarding a leave of absence, those students may be subject to dismissal from the law school by the Dean for Academic Affairs.

Note regarding Withdrawal from a Clinic. Notwithstanding the deadlines and rules for dropping or withdrawing from other classes, once an offer to participate in a **clinic** is accepted, a student may not withdraw or drop the clinic without the consent of both the Professor and the Dean for Student Services. (This provision does not apply to students who defer acceptance.) Withdrawal from a clinic is reserved for extraordinary personal or family circumstances that prevent a student from meeting the clinic's requirements. Such extraordinary circumstances include, but are not limited to, serious illness of the student or death of a close family member.

Excused withdrawal from a course. An excused withdrawal from a course is reserved for extraordinary personal or family circumstances that prevent a student from meeting a course's requirements. Such extraordinary circumstances include, but are not limited to, serious illness of the student or death of a close family member. An excused withdrawal appears on a student's transcript with the notation "WE" but does not affect one's cumulative grade point average. A student's request for an excused withdrawal will be subject to the determination of the Dean for Student Services or the Dean for Academic Affairs. A student can request an excused withdrawal up to and including the last day of classes for the semester or prior to the commencement of the final assessment process for the course if it takes place prior to the last day of class. An excused withdrawal will only be granted where a student can demonstrate good cause that their circumstances merit excused withdrawal(s) in lieu of a leave of absence or health-related leave of absence.

The mark of Unofficial Withdrawal ("UW") is assigned by the Dean for Academic Affairs or the Dean for Student Services if a student, without explanation: (1) never attended **any** of their courses for a term; (2) attended so sporadically that there is insufficient basis for assigning an earned grade (missing more than 30% of any given class); or (3) stopped attending classes so that there is insufficient basis for assigning an earned grade (missing more than 30% of any given class). The mark of *UW* does not affect a student's GPA. In addition to receiving a mark of *UW* for all the student's courses, a student deemed unofficially withdrawn shall be academically dismissed, subject to a right of appeal to the Committee on Grades, in accordance with the section on *Academic Dismissal and Probation, infra.* The student shall be sent notice that the Law School has deemed him or her to be unofficially withdrawn and dismissed from the program.

Shadow grades for LL.M. students. Students in the Transnational Legal Practice or U.S. Legal Studies LL.M. programs who take elective J.D. courses are to be graded separate and apart from J.D. students and will not be part of the J.D. class curve (if any), so their scores will have no impact on the J.D. Guidelines on Grades. The grades recorded on an LL.M. student's academic transcript will be the grades they earned separate and apart from the J.D. students. "Shadow" grades will also be collected for LL.M. students in these courses, though not reported on any student's academic transcript. Shadow grades are the grades LL.M. students would have earned had they been graded together with the J.D. students according to any J.D. class curve. An admissions committee may consider an LL.M. student's shadow grades if the student applies to the J.D. program or another LL.M. program. Students who wish to know their shadow grades for any J.D. course can contact the Director of Academic Advising for Graduate Studies, or the Dean for Administration.

Academic Dismissal and Probation

Academic Dismissal and Probation

J.D.

To be in good academic standing, a student in the J.D. program must have a cumulative grade point average of at least 2.1. The cumulative average is the average of all grades obtained by a student from the beginning of their law school program and includes failing grades.

A student in the J.D. program who is not in good academic standing may not continue in the academic program. However, the Committee on Grades, in its discretion, may permit such a student to continue on academic probation, unless (a) the student has a cumulative average below 1.7 and has completed at least the first two semesters of the first-year program or (b) the student transferred into St. John's from another law school and their cumulative average at St. John's is below 1.7 at any point, including after the first semester at St. John's. If either (a) or (b) apply, the student will be academically dismissed, subject to a right of appeal to the Committee on Grades.

No student will be permitted to enter their final year unless the student has achieved a minimum cumulative average of 2.1 and has passed both Legal Writing I and II. In addition, any student who has not passed Legal Writing I or Legal Writing II after enrolling in it twice will be academically dismissed, unless the Associate Academic Dean shall, upon petition, allow the student to enroll again.

LL.M. in Transnational Legal Practice and LL.M. in United States Legal Studies

To be in good academic standing, a student in the LL.M. in Transnational Legal Practice (TLP) or United States Legal Studies (USLS) program must have **a cumulative grade point average of at least 2.1**. The cumulative average is the average of all grades obtained by a student from the beginning of their law school program and includes failing grades.

A student in the TLP or USLS program who is not in good academic standing may not continue in the academic program. However, the Committee on Grades, in its discretion, may permit such a student to continue on academic probation, **unless (a) the student has a cumulative GPA below 1.7 after completing at least one semester of the program, or (b) the student cannot achieve the minimum GPA required for graduation with grades in their remaining required courses**. If either (a) or (b) apply, the student will be academically dismissed, subject to a right of appeal to the Committee on Grades.

LL.M. in Bankruptcy

To be in good academic standing, a student in the LL.M. in Bankruptcy program must have **a cumulative grade point average of at least 3.0**. The cumulative average is the average of all grades obtained by a student from the beginning of their law school program and includes failing grades.

A student in the LL.M. in Bankruptcy program who is not in good academic standing may not continue in the academic program. However, the Committee on Grades, in its discretion, may permit such a student to continue on academic probation, unless **(a) the student has a cumulative GPA below 2.7 after completing at least one semester of the LL.M. program, or (b) the student cannot achieve the minimum GPA required for graduation with grades in their remaining required courses.** If either (a)

or (b) apply, the student will be academically dismissed, subject to a right of appeal to the Committee on Grades.

Appeals from Academic Dismissal

Students in a J.D. or LL.M. program who are dismissed on the basis of their academic performance are entitled to appeal such decision to the Committee on Grades. Students who wish to appeal must submit a written request within one week of receiving the dismissal letter. The appeal should be directed to the Dean for Academic Affairs as Chair of the Committee on Grades and should contain a memo outlining the student's expectations that their academic performance will improve in subsequent semesters, information on any extenuating circumstances that impacted the student's academic performance during the semester, and any supporting documentation the student wishes to bring to the attention of the Committee. Generally, the Committee on Grades will grant an appeal only if the student's appeal letter demonstrates that the student is likely to succeed academically. Students readmitted after a successful appeal continue on probation and must comply with whatever conditions the Committee on Grades may impose upon such readmission.

Class Ranks in the J.D. Program

In addition to receiving grades, J.D. students are ranked within their classes at the end of the Fall and Spring semesters only. Class ranks are not re-calculated at the end of Summer terms. Part-time students matriculating after Fall 2018 shall be ranked with the full-time students with the same class year, except for their final year. Part-time students in their final year will be ranked among the 3L full-time class.

Students are ranked with their respective classes based on their division and their hours earned as of the beginning of the semester. For example, if a full-time student has completed between 29 and 57 credits, he or she will be considered a second-year student in the upcoming semester no matter how many semesters the student has attended the Law School. As a result, it is possible for a student to have a different class year in the Fall and Spring semesters. If a full-time student has 28 or fewer hours earned as of the beginning of the Fall semester, he or she will be considered a 1L student for the Fall semester. If by the beginning of the Spring semester the student has completed 29 or more credits, then the student will become a 2L student for the Spring semester.

Full-Time Division:

1L	0-28
2L	29-57
3L	58+

Part-Time Division (includes day and evening):

1L	0-20
2L	21-43
3L	44-65
4L	66+

Transfer students receive equivalent ranks.

Faculty of Law Statement on Grade Normalization

Grade normalization, the process by which grades are distributed throughout the range of possible marks according to suggested percentages, is a standard grading practice at accredited law schools throughout the country. This statement describes the reasons for such a grading procedure and demonstrates the manner in which it is implemented at St. John's University School of Law.

Grade normalization, based principally upon faculty experience in evaluating student performance, is intended to ensure fair and just grading of students based upon their academic performance regardless of the particular course taken, the section to which assigned, the degree of difficulty of the examination, and the identity of the professor teaching the course. It prevents disparity in grading between sections and divisions, and from year to year. This is essential if students are to be fairly ranked and law school averages capable of being compared. Grades determine academic honors and are a substantial factor in determining such things as scholarship assistance, law journal memberships and participation in other co-curricular activities. Furthermore, to be reliable a grading system must be consistent over a period of time. Grade normalization enables prospective employers to compare the academic achievement of one year's graduates with those of other years, and thus to develop confidence in relating St. John's grades to the employment process.

Guidelines on Grades for Students as of April 2008

Letter	Grade Point	Percentage
A+	4.3	1%
A	4.0	8%
A-	3.7	15%
B+	3.3	25%
B	3.0	20%
B-	2.7	12%
C+	2.3	7%
C	2.0	4%
C-	1.7	4%
D	1.0	4%
F	0.0	

Substantial, not literal, compliance with these Guidelines by each professor is expected. These Guidelines are applicable to all first-year courses, and to all upper-level courses of 30 or more students.

In addition, the faculty has adopted a mean grade range of 2.95 to 3.05 for all first-year courses and for all upper-level courses of 30 or more students. This mean grade range is mandatory for all first-year courses in the day division (and the same courses in the evening division, whenever taken), except for Legal Writing I and II, and small sections of required first-year courses (fewer than 30 students) for which a mean grade range of 2.90 to 3.10 is mandatory. The faculty has adopted a mean grade range of 3.1 to 3.3 for the first-year Lawyering course. The mean grade range of 2.95 to 3.05 is recommended for all upper-level courses of 30 or more students.

The extraordinary grade of A+ is limited to 1 student in each class.

Academic Fairness Procedure

Introduction

The Faculty of the School of Law recognizes that the evaluation of academic performance necessarily involves the exercise of judgment by a faculty member. This Academic Fairness Procedure is available only to consider a student's claim that a faculty member has graded that student in an unfair manner and on a basis other than evaluation of the student's academic performance. St. John's School of Law does not have a grades appeals process.

Procedure

1. After a student has met with the faculty member to review the graded assessment, if the student wishes to invoke this Academic Fairness Procedure, the student must, within thirty days of the date of the posting of the grade in question, give notice of the particular complaint to the faculty member concerned. Such time limitation may be extended by the Committee on Grades for good cause shown.

2. If the complaint is not resolved to the satisfaction of the student within seven days from the date of consultation with the faculty member, and the student wishes to pursue this Academic Fairness Procedure, the student must within seven days thereafter bring the complaint to the attention of the Dean. Upon request of the faculty member the Dean shall require the student to reduce the complaint to writing. The Dean shall attempt to resolve the complaint informally in consultation with the student and the faculty member.

3. If the complaint is not resolved through such informal consultation within seven days after it has been brought to the Dean's attention, and the student wishes to pursue the complaint, the student may do so in writing to the Chair of the Committee on Grades and the faculty member concerned.

4. The Committee on Grades shall confer within seven days of such submission to consider the complaint. The student shall have the burden of establishing by a fair preponderance of the credible evidence that the faculty member has graded that student in an unfair manner and on a basis other than evaluation of the student's academic performance.

5. The Committee on Grades shall determine the procedures to be followed. All procedures shall be designed and construed to afford substantial justice to all parties. All proceedings before the Committee on Grades shall be private and confidential.

6. If the faculty member concerned is a member of the Committee on Grades, the Dean shall appoint a replacement from the faculty.

7. Failure of the student to pursue this Academic Fairness Procedure, once invoked, will be deemed a withdrawal of the complaint with prejudice.

8. The Committee on Grades is authorized to provide any appropriate academic remedy, and its determination shall be final.

Additional Law School Policies and Procedures

Code of Student Professional Responsibility

I. Introduction

St. John's University School of Law is a community of professional women and men committed to the principles of integrity, honesty and candor and the highest ideals of the legal profession. High standards of integrity, honesty and candor are required not only in the formal course setting and with respect to all coursework, but also in all law school and University relationships and in interactions connected with the educational process or with University and law school resources. While both faculty and students of St. John's University School of Law must comply with these standards, this Code is concerned specifically with the conduct of students with respect to academic and related matters. In the event that a student is not certain whether behavior or acts, if engaged in, might be considered unprofessional conduct under this Code, the student should consult the Assistant Dean for Student Services or another member of the Administration before engaging in the behavior or acts.

II. Misrepresentations

Material misrepresentations by a student concerning academic or employment matters violate this Code and subject the student to its grievance procedures. In addition, material misrepresentations in connection with grievance proceedings under this Code are similarly violative of this Code.

III. Misuse of Academic Materials

It is the responsibility of each student to respect the academic materials of others, including all academic materials of the Law Library. Students must comply with Law Library rules that are designed to ensure that the library's academic materials are fairly available to all students. Except as permitted by library rules for borrowing materials through "check out" procedures, students must not take, keep, destroy or hide academic materials not a student's own.

IV. Plagiarism

Plagiarism is the misappropriation or theft of another's work and ideas. Students seeking admission to the legal profession must always take great care to distinguish their own ideas and knowledge from information, thoughts and ideas appropriated from other sources and to avoid even the appearance of impropriety in their oral or written submissions.

Except as specifically authorized by the professor or person in charge of the course or activity, all work submitted in law school, whether produced as part of academic or extra-curricular activities, must be the work of the individual student. Each student has the responsibility to credit and cite appropriately any material prepared by others, or ideas obtained from others, contained in the student's written or oral presentations. A student must not submit work that is not the student's own without clear attribution for all sources.

The professor or supervisor of each individual course or activity shall determine the amount of collaboration that is permitted in the completion of work. Students must assume that collaboration in the completion of work is prohibited unless explicitly permitted, and students must acknowledge any collaboration and its extent in all submitted work.

Students who are in any doubt about the preparation of their work must consult the appropriate professor or person in charge of the course or activity before the work product is submitted.

V. Papers and Other Written Work

In general, a written work submitted by a student for any course, seminar or writing requirement must be different in scope or depth from any other piece of written work submitted for any course, seminar or writing requirement by the student. In this regard, a student must not submit one paper or piece of written work or substantially the same work in fulfillment of the requirements for two or more courses, seminars or other writing requirement without the consent of the professor to whom the work is submitted. Moreover, without the professor's consent, a student must not submit written work in fulfillment of academic or clinical requirements if such work had been previously prepared by the student (with or without compensation) for any employer.

Students who are in any doubt about the preparation of their work must consult the appropriate professor, supervisor, or administrator before the preparation and submission of the work.

VI. Subversion of the Law School Attendance Policy

All students must adhere to the requirements of the Law School Attendance Policy as set forth in the current Student Handbook or as modified by an individual faculty member in accordance with the Policy and will be subject to the sanctions contained therein for failure to do so. A student may not attempt to subvert or undermine the Law School Attendance Policy by "signing in" for another student, by allowing another student to "sign in" for oneself when one is absent, or by "signing in" for a class which one will not have attended.

VII. Examination Policy

It is the responsibility of each student to act in accordance with high standards of honesty, integrity and candor. To this end, each student must ensure that the student's behavior before, during and after an examination is beyond reproach. This includes compliance with all examination procedures—those contained herein and those adopted by an individual professor.

It is the function of the proctors to ensure that the test-taking environment is fair and uniform by enforcing the procedures and policies regarding the examination process. Students must comply with all instructions given by proctors, including instructions regarding the time to begin and end work on the examination.

All examination protocols will be enforced strictly. Proctors are instructed that any breach of examination protocols or any other conduct violative of this Code, by a student, requires a detailed notification to the law school administration of the breach.

VIII. Disciplinary Action

Any violation of this Code by a student will subject the student to disciplinary action in accordance with the grievance procedures set forth herein.

IX. Grievance Procedures

These grievance procedures shall apply to conduct or acts of a student who, in accordance with these procedures, is charged with a violation of this Code. For purposes of these grievance procedures, such conduct is referred to as "unprofessional conduct."

A. Initiation of Grievance Proceedings

1. Any complaint alleging unprofessional conduct by a student of St. John's University School of Law shall be presented to the Dean of the School of Law. As used herein, "Dean" shall mean the Dean of the School of Law or, in the absence of or upon delegation by the Dean, a Vice Dean or Associate Dean of the School of Law.

2. The Dean shall make a preliminary inquiry for the purpose of ascertaining whether the matter is without substance or may be disposed of informally without initiation of further proceedings. If the matter is determined to be without substance, no record thereof shall be maintained in the permanent record of the student involved.

3. Pending a final determination of the issues, the Dean may, upon appropriate preliminary inquiry, order the interim suspension of the student where, in the Dean's sole judgment, such a suspension is warranted. In making such determination, the Dean shall consider, among other factors, safety and security concerns, the seriousness of the alleged violation, and the likelihood of the charge being sustained.

4. If the Dean determines that the matter should not be disposed of informally, the party charging unprofessional conduct shall be directed by the Dean to present a written and signed complaint of the charges to the Dean. Failure of the party making the charge to present such written complaint to the Dean within fifteen days of being directed to do so shall be deemed a withdrawal of the charge without prejudice. The Dean shall promptly provide a written copy of the complaint, together with notice of the institution of proceedings and a copy of applicable procedures, to the student charged with unprofessional conduct. The complaint and any related documents shall be delivered to the student charged by hand or by certified or registered mail (return receipt requested). A copy of the complaint shall also be delivered to the Chair of the Grievance Committee hereinafter described.

5. The student against whom the complaint is made may respond in writing to the Chair of the Grievance Committee within twenty days after the hand delivery or mailing by certified or registered mail (return receipt requested) of the complaint and notice. The time for such response may be extended in the sole discretion of the Chair of the Grievance Committee.

6. Within twenty-five days after the hand delivery or mailing by certified or registered mail (return receipt requested) of the complaint and notice, or upon the student's response, the Chair of the Grievance Committee shall schedule a hearing by the Grievance Committee to commence within a reasonable time.

B. The Grievance Committee

1. The Grievance Committee shall consist of: the Chair of the Grievance Committee who shall be the Chair of the Student-Faculty Liaison Committee (or, in the absence of the Chair, a substitute Chair appointed by the Dean selected from the full-time tenured faculty members of the Student-Faculty Liaison Committee, but if such appointed faculty member is unavailable, the Dean, in the Dean's sole discretion shall appoint a substitute from the full-time tenured faculty members of the School of Law); one law student selected by lot from the members of the House of Representatives of the Student Bar Association of St. John's University School of Law; one student selected by lot from the law student membership of the Student-Faculty Liaison Committee (or in the event of such student's unavailability, one student selected by lot from the members of the House of Representatives of the Student Bar Association of St. John's

University School of Law); and two full-time tenured faculty members of the School of Law selected by lot. No person who has been involved in any way in the matter that is the subject of the allegations may serve as a member of the Grievance Committee. All members of the Grievance Committee shall serve until a decision is final with respect to the grievance against the student charged with unprofessional conduct.

2. The Grievance Committee shall hear the complaint of unprofessional conduct. In cases involving the same complaint against more than one student, the complaint against all the students may be heard and determined at a group hearing unless the Grievance Committee, on its own motion or at the request of a party, shall decide otherwise.

3. The Grievance Committee shall determine the extent, if any, to which the charges are sustained by a preponderance of the credible evidence. If no charge is sustained, the complaint shall be dismissed. If any of the charges is sustained, the Committee must decide on an appropriate sanction or sanctions to be imposed on the student, including but not limited to, a loss of course credit(s), a reprimand, a suspension, and/or an act of reparation. In the event that the Committee decides that an appropriate sanction is the student's expulsion from the law school, such decision must be in the form of a recommendation to the Dean.

4. All actions and decisions of the Grievance Committee shall be by majority of the Committee. Except as otherwise provided in this Code, the proceedings and deliberations of the Grievance Committee shall remain confidential unless and until a charge against the student has been sustained, the decision of the Grievance Committee to that effect has been reported, and all rights of appeal under this Code have been exhausted.

5. All members of the Grievance Committee are required to be present at all hearings. In the event a member of the Committee is unable, unwilling or ineligible to serve or continue to serve, a substitute shall be selected in the same manner as that member was selected, except that in the case of the Chair, the Dean shall appoint a substitute. Upon the selection or appointment of a substitute, a new hearing shall be held.

If a hearing was previously commenced, the student charged with unprofessional conduct may elect to continue the original hearing without a replacement Committee member, in which event a tie vote of the Committee shall be deemed a dismissal of the complaint. Otherwise, a vote of the majority of the Committee shall be controlling. The Grievance Committee may by majority vote adopt additional rules governing its procedure, provided they are not inconsistent with these provisions.

C. Conduct of Hearings Before Grievance Committee

1. The Committee shall conduct the hearings in such manner as to do substantial justice and shall not be restricted by formal rules of procedure or evidence.

2. The complaint and evidence in support thereof shall be presented by an appointee of the Dean. The appointee and the Dean may have the aid of separate counsel.

3. A student charged with unprofessional conduct has the right to be represented by counsel or a representative of the student's choosing.

4. The Committee may address questions to any party or witness to the proceedings. Any party or the Committee may call witnesses, who shall be subject to the right of cross-examination, and may cause evidence to be otherwise submitted.

5. A stenographic record or audio recording shall be made in all cases of all hearings unless dispensed with by stipulation. All stenographic records and audio recordings shall become the exclusive property of

the School of Law. Nonetheless, the student charged may obtain a copy of such records and recordings at the student's own cost.

6. The Committee may accept and consider affidavits or other evidence of good character submitted by the student charged with unprofessional conduct before making any disposition of the charge.

7. Failure of the student charged with unprofessional conduct to answer the complaint, appear at the hearing, or answer questions directed to the student may be used only as corroboration of a prima facie case established by a preponderance of the evidence otherwise presented.

D. Report of Grievance Committee Decision

1. The Grievance Committee shall report its decision in writing to the Dean of the School of Law and to the parties to the hearings. In accordance with paragraph B. 3, any decision of the Grievance Committee sustaining any charge shall include either a sanction or sanctions to be imposed, if any, on the student charged, or a recommendation of the student's expulsion to the Dean, and the reasons therefore.

2. Such decision shall be delivered promptly by hand or by certified or registered mail (return receipt requested) to the student against whom the complaint had been made.

E. Appeals

1. The student charged with unprofessional conduct may appeal the decision of the Grievance Committee. Such appeal shall be made in writing to the Committee on Grades of the Law School Faculty Council. The Committee on Grades shall act as an appeal board. No member of the Committee on Grades who was involved in any way in the earlier proceedings or in the matter that is the subject of the allegations may sit on the appeal board. The Dean shall appoint a replacement in such case.

2. Appeals from the decision of the Grievance Committee shall be taken by the student charged within twenty days from the hand delivery or mailing by certified or registered mail (return receipt requested) to the student of the report of said Committee. The Committee on Grades in its sole discretion may extend the time for filing such appeal upon a showing of good cause.

3. On appeal, the Committee on Grades shall review the record for the purpose of determining whether there is substantial evidence on the whole record which supports the decision of the Grievance Committee. The Committee on Grades may affirm the Grievance Committee decision without modification; may affirm the decision subject to a specified reduction in the sanction imposed; may remand the matter for further hearing; or may dismiss the complaint.

4. The Committee on Grades shall report its decision to the Dean, or if said decision requires a further hearing by the Grievance Committee, said decision shall be referred to the Grievance Committee. A copy of the decision of the Committee on Grades shall be delivered promptly by hand or by certified or registered mail (return receipt requested) to the student charged.

F. New Hearing

A petition for a new hearing may be made to the Grievance Committee by any student found to have been engaged in unprofessional conduct, but only on the ground of newly discovered evidence.

Law School Attendance Policy

Attendance Policy

Regular and prompt attendance is required of all students at the Law School. At the same time, a student may—for a variety of legitimate reasons—be unable to attend a pre-scheduled class session. A student shall be permitted absence hours up to, but not exceeding, two (2) times the number of credit hours in a course. This is 15% of the total class hours during the semester and typically equates to two weeks of class sessions.

For example:

- In a two (2) credit-hour course, a student is permitted up to four (4) hours of absences (*i.e.,* two (2) two-hour classes).
- In a three (3) credit-hour course, a student is permitted up to six (6) hours of absences (*i.e*., four (4) ninety-minute classes).
- In a four (4) credit-hour course, a student is permitted up to eight (8) hours of absences (*i.e*., four (4) two-hour classes).

It is the student's responsibility to notify the Professor in advance of any class absences and to follow the Professor's directives on how to make up missed class time. Students are still responsible for all in-class work and assignments.

Enforcement

Faculty members will monitor attendance in their respective classes. Faculty members may choose their own method for taking attendance.

Sanctions

If a student has absences constituting between 15% and 30% of total class hours for the term (more than two weeks and up to four weeks of classes), the sanction imposed is at the discretion of the faculty member. Sanctions, if any, may include disqualification from sitting for the final examination and no credit for the course unless the professor chooses to impose a lesser sanction.

If a student has absences that exceed 30% of total class time during the term (more than four (4) weeks of classes), it becomes an administrative determination by the Dean for Student Services or the Dean for Academic Affairs. The student may be subject to assignment of a failing grade or to withdrawal from the course.

Note: Accommodations are made for students who are absent because they are disabled or because of their religious beliefs. Each student who is absent from school because of disability or religious beliefs will be given an equivalent opportunity to register for classes or make up any examination, study or work requirements which the student may have missed because of such absence. No fees of any kind shall be charged for making such accommodations.

Student Recording of Class Discussions

Recording of individual classes will be permitted at the discretion of the instructor or law school administration for sound pedagogical reasons. Professor may not prohibit students from recording as required by law or accommodation. Permission to allow the recording is not a transfer of any copyrights in the recording. The recording remains the property of the professor who may inspect, retrieve, or destroy the recording after its intended use. The recording may be used solely for the purpose of studying the materials presented during the class. The recording may not be reproduced in any manner.

Leaves of Absence

Personal Leaves of Absence

A student in good academic standing who, for personal reasons, cannot continue in attendance at the Law School may request permission from the Dean for Student Services or Dean for Academic Affairs to take a leave of absence. This request must be in writing and should set forth the student's reason for making the request and the intended duration of the leave.

A leave of absence may be granted, at the discretion of the Dean for Student Services or Dean for Academic Affairs for up to two (2) consecutive semesters. If such a leave is granted, the Dean for Student Services or Dean for Academic Affairs will respond, in writing, to the student's request setting forth the expected duration of the leave and any applicable terms or conditions under which the student will be readmitted.

A leave of absence does not extend the maximum time period allotted for obtaining the J.D. degree.

A student who has been granted a leave of absence, and who cannot resume attendance in the semester immediately following the leave, may request, in writing, an extension of the leave or may withdraw from the Law School. Under no circumstances will a leave of absence be granted for more than two (2) years.

A student who requests a leave of absence during a current semester may be able to retain some or all of their financial aid for that semester as provided by federal financial aid regulations. However, in order to avoid any conflict with federal financial aid regulations, a student is not eligible for federal financial aid from St. John's University during the period of time covered by a leave of absence.

Students who desire on-campus housing upon return from a leave of absence are responsible for notifying the Residence Life Office of their intentions with sufficient advance notice.

Voluntary Health Related Leaves of Absence

The University's procedure for a Voluntary Health Related Leave of Absence is available to law students. See http://www.stjohns.edu/student-life/health-and-wellness/center-counseling-consultation/voluntary-health-related-leave-absence.

Withdrawals

A student who is considering withdrawal from the Law School for any reason should consult with the Dean for Student Services or Dean for Academic Affairs to discuss possible alternatives, such as a leave of absence. After consultation, a student may withdraw from the Law School upon written notice to the Dean for Academic Affairs or Dean for Student Services of the student's intention to do so. After withdrawing from the Law School, a student who wishes to re-enroll must file a new application for admission with the Office of Admissions, absent extraordinary circumstances.

A student who withdraws from a current semester may be able to retain some or all of their financial aid for that semester as provided by federal financial aid regulations.

For withdrawals from particular courses, see the section on *Examinations and Grading*.

Visiting Student Status

Generally, students may not attend another law school. However, the Assistant Dean for Student Services or Vice Dean for Academic Affairs may grant visiting student status at another ABA accredited law school in exceptional circumstances, such as a change in a student's personal circumstances that requires the student to relocate for a period, or an unusual academic opportunity that is not available to the student at St. John's.

The request for visiting student status at another law school must be in writing, should set forth the student's reason for making the request, and should be accompanied by supporting documentation. The Assistant Dean for Student Services or Vice Dean for Academic Affairs will respond, in writing, to the student's request and if it is granted, will set forth any terms or conditions under which credits earned at the visiting institution will be accepted at the Law School.

Arrangements to obtain loan funds as a visiting student must be made through the St. John's University Office of Student Financial Services in conjunction with the visiting law school. However, a student forfeits their university funded financial aid award, *e.g.*, scholarship or grant, for that period of time during which the student is not attending St. John's and the student cannot recoup the forfeited award upon the student's return to St. John's.

E-Mail for Law Students

The University provides a free e-mail account (@my.stjohns.edu) to every registered student. The University sends electronic communications only to students' official e-mail addresses.

As in law practice, it is a student's professional responsibility to check their e-mail on a regular basis—but certainly no less than once per day—and to respond to requests and directives in a timely manner.

The University reserves the right to send official communications to students by e-mail with the full expectation that students will receive e-mail and read these e-mails in a timely fashion. Certain communications may be time-sensitive. The University will not excuse any student who does not read or

receive official e-mails in a timely manner. The University strives to minimize mass e-mail communication so that students are not sent unnecessary or repetitive information.

Complaint Procedure Regarding Compliance with ABA Standards

Pursuant to ABA Standard 512, a student wishing to bring to the attention of the Law School a significant problem that directly implicates the school's program of legal education and its compliance with the Standards may file a complaint, in writing, to:

Sarah Jean Kelly
Vice Dean for Administration
Room 4-72
kellys@stjohns.edu

After review, the Dean for Administration will determine whether the complaint has potential merit.

(a) If the Dean for Administration determines the complaint does not have potential merit, she will inform the complainant, in writing, that the matter has been dismissed. The complainant may appeal the decision to the Dean of the School by addressing a letter to the Dean. Such communication shall be in writing, signed, and delivered to the Dean for Administration, who will provide the entire file of the matter and all relevant documentation to the Dean. The Dean's review of the matter will be final and not subject to further review.

(b) If the Dean for Administration determines that the complaint has potential merit, she will forward the complaint to the appropriate administrator, faculty member, committee, or department for investigation and written response within thirty days. If response is not possible within thirty days, the Dean for Administration is authorized to grant an extension of an additional thirty days for good cause shown. After receiving the response, the Dean for Administration will determine whether the complaint has actual merit. The Dean for Administration's decision will be communicated, in writing, to the complainant within thirty days of receiving the response from the administrator, faculty member, committee, or department. In the event that the complainant is dissatisfied with the Dean for Administration's decision, he or she may address a letter to the Dean of the School of Law explaining the reasons for the dissatisfaction. Such communication shall be in writing, signed, and delivered to the Dean for Administration, who will provide the entire file of the matter and all relevant documentation to the Dean. The Dean's review of the matter will be final and not subject to further review.

Nothing contained in this section shall be construed as creating an affirmative legal right or privilege in the complainant or waiving any right or defense of the University or Law School. Records of complaints under this section, including their resolution, shall be kept on file in the Dean's Office for at least 10 years.

Procedure Regarding Complaints of Discrimination by Employers

Consistent with the University's mission as a Catholic, Vincentian, and metropolitan institution of higher education, the University abides by all applicable federal, state and local laws that prohibit discrimination

on the basis of race, religion, color, national or ethnic origin, age, gender or sex (including sexual harassment and sexual violence), gender identity or expression, sexual orientation, marital or partnership status, alienage or citizenship status, disability, genetic predisposition, caregiver status, pregnancy, sexual and reproductive health decisions, status as a victim of domestic violence/sex offense/stalking, status in the uniformed services of the United States (including veteran status), arrest or conviction record, credit history, salary history, or unemployment status in any educational or employment program, policy, or practice of St. John's University, New York. In accordance with these laws, the University also prohibits retaliation against anyone who has complained about discrimination or discrimination-related harassment or otherwise exercised rights guaranteed by these laws. All University policies, practices, and procedures are administered in a manner that preserves its rights and identity as a Catholic and Vincentian institution of higher education. All members of the University Community have an obligation to cooperate in the application of this policy and the investigation of complaints of violations to this policy. The facilities of the Career Development Office may be denied to employers whose behavior contradicts the Law School's policy prohibiting discrimination based upon the above-listed factors.

Pursuant to AALS Bylaw 6-3(b) and Executive Committee Regulation 6-3.2(b), the Law School will investigate any complaints concerning discriminatory practices against its students to assure that placement assistance and facilities are made available only to employers whose practices are consistent with the principles of equal opportunity stated in AALS Bylaw 6-3(b). To initiate a complaint, a student should contact, in writing:

Sarah Jean Kelly
Vice Dean for Administration
Room 4-72
kellys@stjohns.edu

After investigation and providing the employer an opportunity to be heard, the Dean for Administration will determine whether the complaint has merit. If so, sanctions that may be imposed on an employer include, but are not limited to, warning, suspension, or a permanent bar from receiving placement assistance and use of the Career Development Office's facilities and programs. The Dean for Administration shall notify, in writing, all parties involved of the disposition.

Nothing contained in this section shall be construed as creating an affirmative legal right or privilege in the complainant or waiving any right or defense of the University or Law School. Records of complaints under this section, including their resolution, shall be kept on file in the Dean's Office for 10 years.

Outside Organizations' Access to the Law School

It has been the School of Law's long-standing policy to limit access to the Law School by outside organizations. In furtherance of the School of Law's educational mission to prepare its students to enter the legal profession, the only outside organizations that are given access to the Law School are those that relate directly to the transition of students to the legal profession, such as bar associations, legal publishers, and bar-exam prep courses. Pursuant to carefully monitored regulations, procedures and schedules, such organizations have been allowed to have their representatives present at information tables in the Law School cafeteria and to have their promotional literature distributed at such tables. However, the dissemination of promotional literature in student e-mail by any other outside organization, including bar exam prep courses, or students acting on their behalf, is prohibited.

The foregoing policy has been very successful in balancing the interest of law students in receiving information that is directly relevant to their preparation for the legal profession while at the same time preserving the dignity, appearance, and professional environment of the School of Law. The policy is enforced in an even-handed, across-the-board manner that neither favors nor handicaps particular outside organizations based on the content of their message.

Please note that law student organizations are free to conduct informational programs at the Law School with outside speakers relating to the organizations' areas of interest. The timing and location of such programs must be arranged by the student organization in advance with the Law School administration pursuant to calendar-clearance procedures. Such programs may be advertised by the posting of a notice on the TV monitor or by dignified posters on designated student bulletin boards.

Access to, and Confidentiality of, Student Files

The Registrar's Office maintains students' academic files. Because of the stringent requirements of the New York State Court of Appeals for truth and accuracy, it is necessary for students to provide correct information concerning the answers to questions on the admissions application. A duplicate copy of the application is sent to the New York State Board of Law Examiners' Committee on Character and Fitness after a student passes the Bar examination. Each student is responsible for ensuring that a final, official transcript denoting the undergraduate degree awarded is included in the student's file.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The Law School official will make arrangements for access and notify the student of the time and place where the records may be inspected. The Registrar's Office does not make copies of a student's record. Requests to add or subtract information from a file must be submitted in writing.

Information regarding FERPA policies and procedures, student access to records and confidentiality is available on the University website on the Office of the Registrar page under Family Education Rights and Privacy Act (FERPA).

Policy on Distance Education Pursuant to ABA Standard 306

Adopted by the Faculty Council: March 26, 2014.

1. General

A. Distance Education is an educational process involving a physical separation between teacher and student. *See* ABA Standard 306. Classes in which more than one third of the instruction is outside the residential classroom are considered Distance Education classes ("DE classes"), *see* ABA Standard 306, Interpretation 306-3, and must comply with this policy.

B. This policy applies to all degree programs offered at the Law School.

C. This policy does not apply to LL.M. in Bankruptcy classes in which a student watches and interacts with a non-distance class via a laptop connection placed in the classroom.

2. Classes

A. Only courses that the Faculty Council has specifically approved for DE credit may be offered in a DE format. It is anticipated that Required, Core Elective, and Advanced Civil Procedure Requirement courses in the J.D. program will not be offered in a DE format.

B. Only synchronous delivery of courses is permitted. "Synchronous delivery" means that students and the instructor simultaneously interact in a regularly scheduled class, albeit from separate locations, by means of on-line web-conferencing, video-conferencing, or other means, so as to provide students opportunities to interact with instructors and other students that are comparable to opportunities for such interaction in non-distance learning settings.

C. DE classes must be scheduled for the same required minutes per credit as for non-DE classes. *See* ABA Standard 306, Interpretation 306-9. DE classes will appear on the schedule with a clear notation that they are offered online.

D. It is acceptable for the Law School to utilize the services of a third-party vendor to administer DE classes. However, the academic oversight of a DE program is ultimately the responsibility of the Dean or his/her designee and the Faculty. All policies of the Law School apply to students in the DE program, unless otherwise directed by the school.

E. If a proctored exam is to be used in a DE course, it must be taken at the Law School.

3. Faculty and Interactivity

A. Faculty teaching DE classes must provide prompt feedback on student effort and performance.

B. Faculty members who develop or teach DE classes must participate in mandatory distance education teaching training. *See* ABA Standard 306, Interpretation 306-6.

4. Students

A. Students may take up to four credits per semester in DE, for a maximum total of twelve DE credits during their academic career. DE classes may not be taken by a J.D. student until the student has earned 28 credit hours. *See* ABA Standard 306(d).

B. Each DE class must protect, as in traditional classes, student privacy according to campus policy and legislation, including the Family Education Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA). All DE classes must be delivered from secure sites; student identification will be limited to those sites.

C. Each class will require students to have a secure login and password, issued through current standard student verification protocols.

D. All students who take DE classes must be trained and oriented in the technology used and in DE protocols, before the class begins; they must be supported during the semester when they encounter IT difficulties.

E. All student work that occurs in a DE class may be monitored and reviewed by the teaching faculty, program administrator, and other necessary law school personnel.

F. Students in DE classes must abide by the Law School's Code of Student Professional Responsibility.

5. Review

A. The Dean, or their designee, shall deliver an annual report to the Curriculum Committee and Faculty Council on distance education at the Law School.

B. The Curriculum Committee shall periodically review the educational effectiveness of DE courses.

Pursuant to the above policy, the following courses have been approved for offering in a distance education format:

- Bankruptcy Procedure
- Consumer Bankruptcy
- International Bankruptcy
- Joint Colloquium in Law: Selected Topics
- Reorganization Under Chapter 11

Policy on Determination of Credit Hours for Coursework Pursuant to ABA Standard 310

Approved by the Faculty Council – November 2, 2016

INTRODUCTION. The American Bar Association and Department of Education require that schools adopt, publish, and enforce written policies on the determination of credit hours. The ABA defines a "credit hour" as an "amount of work that reasonably approximates" one hour of classroom instruction per week for 15 weeks plus two hours of out-of-class work for the same period "or the equivalent amount of work over a different amount of time." Since the 15-week period may include one week for a final exam, the ABA/DOE rule contemplates 14 weeks of class meetings.

St. John's policy, set forth below, is based on 13 weeks of class meetings plus an exam period. This is permissible under the ABA Standards. The ABA and DOE minimums have been adapted to a 14-week semester (13 weeks of classes plus an exam period), as permitted by ABA Interpretation 310-2, by extending the amount of classroom time from a 50-minute "hour" to 55 minutes and by requiring 2.5-3.0 hours per week of out-of-class work instead of 2.0.

In addition, a goal of this policy is to codify St. John's long-standing practice to exceed the ABA and DOE's minimums.

The policy strives to provide clear guidance while also maximum flexibility to faculty, who are in the best position to determine out-of-class contact time for their students. In determining that 15 pages of reading per credit per week presumptively satisfies the out-of-class aspect of the policy, the Law School administration and Curriculum Committee consulted the following credit hour calculator from Rice University: http://cte.rice.edu/blogarchive/2016/07/11/workload. As noted,

the calculator is based on empirical research into reading speeds and absorption rates based on expected mastery of the material. In addition, the Curriculum Committee received input from students on the expected workload necessary to achieve the stated minimums under this policy. Finally, the Law School will continue to monitor this policy through, among other things, student evaluations, which ask about the perceived workload for particular courses.

APPLICABILITY. This policy applies to all courses offered by the School of Law, regardless of degree program.

GENERAL POLICY ON CREDIT HOURS.

It is the policy of this Law School that a "credit hour" is:

(a) Exam Courses. For courses assessed primarily by a final exam:

(i) One hour of in-class instructional time per week for 13 weeks, or the equivalent amount of work over a different amount of time. For purposes of this section, an "hour" is defined as 55 minutes;

(ii) Each week for 13 weeks: at least two-and-a-half hours of time spent preparing for class, reviewing class materials, completing assignments or assessments other than a final exam, and preparing for the final exam. For courses scheduled over a period other than 13 weeks, an equivalent amount of out-of-class work must be assigned. For purposes of this section, an "hour" is defined as 60 minutes; and

(iii) A final exam of at least 2 hours (1- or 2-credit courses) or 3 hours (3- or 4-credit courses). For purposes of this section, an "hour" is defined as 60 minutes.

(b) Non-Exam Courses. For courses assessed primarily by means other than a final exam (e.g., seminars and skills courses), other than those listed in (c) through (i) below:

(i) One hour of in-class instructional time per week for 13 weeks, or the equivalent amount of work over a different amount of time. For purposes of this section, an "hour" is defined as 55 minutes; and

(ii) Each week for 13 weeks: At least three hours of time spent preparing for class, reviewing class materials, and completing assessments other than a final exam. For courses scheduled over a period other than 13 weeks, an equivalent amount of out-of-class work must be assigned. For purposes of this section, an "hour" is defined as 60 minutes.

(c) Clinics. Clinics require a minimum of 14 hours per week (for 13 weeks) of time spent working on clinic cases, in addition to the time spent preparing for a weekly two-hour seminar. Students taking a clinical course are required to keep detailed logs of their clinical work, which must be reviewed by the professor teaching the clinic before assigning a grade.

(d) Externships. Students in the Externship Program take two courses concurrently. The first is a weekly seminar (Externship Seminar, Externship Seminar-Advanced, or Summer Externship Seminar) that is scheduled in accordance with section (b) above. The second is a pass-fail course, Externship Placement, which requires 140 hours of field work (Fall and Spring) or 168 hours (Summer). Students taking an externship are required to keep detailed logs of their work,

which must be reviewed by the applicable externship seminar professor and supervising attorney before assigning a grade.

(e) Pre-session courses. To satisfy sections (a)(ii) or (b)(ii) above, a course scheduled during a pre-session may require completion of readings or assignments done before or after the scheduled pre-session period, which must be completed and assessed before a final grade is assigned.

(f) Activity credits. To receive a passing mark for a leadership position in a co-curricular activity, a student must keep a detailed log of time that demonstrates that he or she worked at least 45 hours per credit received. The faculty advisor is responsible for reviewing the student's log before certifying that the student completed the requisite amount of time. This function may not be delegated to a student leader of the co-curricular activity.

(g) Directed research. To receive a passing grade for Directed Research, a student must keep a detailed log of time that demonstrates that he or she worked at least 90 hours (2-credits) or 45 hours (1-credit) on the project, including time spent researching a topic, creating an outline, drafting the paper, re-writing the paper, and meeting with the professor or a research librarian. The professor is responsible for reviewing the student's log before assigning a grade and certifying that the student completed the requisite amount of time.

(h) Pro Bono Scholars Program. Students in the Pro Bono Scholars Program take four courses: Pro Bono Scholars Placement I (6 credits pass-fail), Placement II (4 credits graded), a seminar or Directed Research (2 credits), and a practice writing portfolio review (2 credits graded). To receive a passing grade on Placement I and II, a student in the program must complete at least 514 hours of field work (43 hours per week for the 12-week program, exclusive of the seminar or Directed Research). The student must keep detailed logs of their work, which must be reviewed by the professor and supervising attorney before a grade is assigned. For further documentation of how the credits were allocated, please refer to the program proposal submitted to the Faculty Council.

(i) Practica. Students in the international practica take the following courses: International Law Practicum (7 credits), International Law APWR Tutorial (3 credits), and International Law Directed Research (3 credits). To receive a passing grade for the International Law Practicum, students must work full-time for 4-5 months at an approved placement. Specific project lengths and hours above this minimum are worked out by the student and the site supervisor. For further documentation of how the credits were allocated, please refer to the program proposal submitted to the Faculty Council.

NEW COURSE APPROVALS. Effective immediately, all proposals for new courses must include a justification for the number of credits to be awarded that includes in-class, out-of-class, and exam time in accordance with this policy. The Curriculum Committee, as part of the curricular approval process, shall review proposals for compliance with this policy. Existing courses will be reviewed for compliance with this policy as they are offered; please refer to the next section for the procedures for doing so.

ONGOING COMPLIANCE. To ensure compliance with this policy, ABA Standard 310, and applicable federal regulations:

(a) In-class time and exam time. The Dean for Academic Affairs shall schedule courses to ensure that they meet for the requisite minutes of instructional time. In general, classes will be scheduled in the following block configurations:

Credits	**Configuration Option (Option A is the default schedule under each configuration.)**	**Schedule (Unless otherwise specified, does not include time for a break during the class meeting.)**
1	A	Once per week for 55 minutes.
	B	Once per week for 7 weeks for 120 minutes each class meeting, which includes the option for up to a 10-minute break.
2	A	Once per week for 120 minutes, which includes the option for up to a 10-minute break.
	B	Twice per week for 55 minutes.
3	A	Twice per week for 85 minutes.
	B	Thrice per week for 55 minutes.
	C	Once per week for 180 minutes, which includes the option for up to a 15-minute break. *With rare exception, this configuration is permissible only for skills courses where students would benefit from extended periods of active engagement (e.g., Trial Advocacy).*
4	A	Twice per week for 120 minutes, which includes the option for up to a 10-minute break.
	B	Thrice per week for 75 minutes.

The Dean for Academic Affairs, Dean for Student Services, and Registrar shall schedule final exams in accordance with section (a)(iii) above.

(b) Out-of-class work. Course syllabi shall affirmatively demonstrate—through specified assignments, readings, projects, simulations, and other work—that students' out-of-class time will meet the requirements of this policy. Readings—*on average*—of at least 15 pages per credit per week shall be presumed to meet this rule. (For example, a 4-credit class, such as Evidence, will comply with this rule if the professor assigns at least 60 pages of reading per week.) While the stated average minimum page numbers assigned is presumed to meet the rule, faculty may assign less than the minimum stated when, in their professional judgment, the problem, statute, or other material assigned is complex in nature and it is expected that the amount of time it will take students to complete the out of class assignment will meet the rule. This will be so indicated on the syllabus itself.

The Dean for Academic Affairs shall review all course syllabi, generally at the start of the semester, to ensure compliance with this policy.

PUBLICATION. This policy shall be published in the *Student Handbook* and on the Law School website.

Policies and Procedures of St. John's University

All students at St. John's University are expected to know and abide by the University's regulations. These regulations are contained in Section 3 of the St. John's University Student Handbook (https://www.stjohns.edu/about/leadership-and-administration/administrative-offices/office-provost/division-student-affairs/student-handbook/section-3-policies-and-procedures). The specific procedures indicate the administrator responsible for the initiation of the process. The University reserves the right to have the President or his designee review any action and make the final determination.

- Student Code of Conduct and Conduct Process (*see* full Student Code of Conduct provisions at: https://www.stjohns.edu/life-st-johns/student-conduct/code-conduct/student-code-conduct)
- Notice of Non-discrimination, Equal Opportunity
- Sexual Misconduct Policies and Procedures
- Academic Regulations and Program Requirements
- Bias and Hate Crime: Information and Guidance
- Computer and Network Use Policy
- Demonstration Policy and Procedures
- Services for Students with Disabilities
- Policies Against Bias, Discrimination, Harassment, and Sexual Misconduct
- Drug and Alcohol Policy
- Legal Sanctions
- Fraternity and Sorority Membership Eligibility
- Hazing
- HIV/AIDS Policy
- Leave of Absence
- Public Safety
- Residence Life Policies and Procedures
- Student Activities: Policies and Procedures

Law School Scholarships

Juris Doctor Candidates' Entering Scholarships: Coverage, Retention, And Adjustments

Full-Tuition Scholarships

Law School Merit Scholarships
Full-tuition scholarships cover the full cost of tuition during the academic year and summer sessions on-campus.

For students entering in Fall 2018: For St. Thomas More and Ron Brown Scholarships, the retention standard is a cumulative GPA of above a 2.15 after each academic year. For Alumni, Dean, and other merit scholarships, recipients must rank in the top 60% of the class after each academic year to retain 100% of their scholarship. Recipients who rank below the top 60% (Alumni, Dean, and other merit scholarships) will forfeit their entire scholarship.

For students entering Fall 2019: For St. Thomas More and Ron Brown Scholarships, the retention standard is a cumulative GPA of above a 2.15 after each academic year. For Alumni, Dean, and other merit scholarships; recipients must rank in the top 80% of the class after each academic year to retain 100% of their scholarship. Recipients who rank below the top 80% (Alumni, Dean, and other merit scholarships) will forfeit their entire scholarship.

Note (applicable to all students): When a student receives a full-tuition refund upon taking a leave of absence or withdrawing from the Law School, the entire scholarship award is rescinded. In the case of partial tuition refunds, the amount of the scholarship award is pro-rated as appropriate.

For students entering Fall 2020 & Fall 2021: For St. Thomas More and Ron Brown Scholarships, the retention standard is a cumulative GPA of above a 2.15 after each academic year. For Dean's Scholarships, recipients must rank in the top 80% of the class after each academic year to retain 100% of their scholarship. Dean's Scholarship recipients who rank below the top 80% will forfeit their entire scholarship.

Note (applicable to all students): When a student receives a full-tuition refund upon taking a leave of absence or withdrawing from the Law School, the entire scholarship award is rescinded. In the case of partial tuition refunds, the amount of the scholarship award is pro-rated as appropriate.

Partial-Tuition Scholarships

Law School Merit Scholarships
Partial-tuition scholarship awards are applied to the cost of tuition during the academic year only and not to summer tuition.

For students entering Fall 2017 & 2018: Scholarships are renewable for each subsequent year of matriculation, provided that the student maintains a required cumulative academic rank. For Alumni and other merit scholarships, recipients must rank in the top 60% of the class after each academic year to retain 100% of their scholarship. Recipients who rank below the top 60% will forfeit their entire scholarship.

For students entering Fall 2019: Scholarships are renewable for each subsequent year of matriculation, provided that the student maintains a required cumulative academic rank. For Alumni and other merit scholarships, recipients must rank in the top 80% of the class after each academic year to retain 100% of their scholarship. Recipients who rank below the top 80 % will forfeit their entire scholarship.

For students entering Fall 2020 & Fall 2021: For Aequitas Scholarships, the retention standard is a cumulative GPA of above a 2.15 after each academic year. Alumni Scholarship recipients must rank in the top 80% of the class after each academic year to retain 100% of their scholarship. Alumni Scholarship recipients who rank below the top 80 % will forfeit their entire scholarship.

Red Storm Scholarships: Red Storm Scholarship recipients must rank in the top 80% of the class after each academic year to retain 100% of their scholarship.

Other Scholarship Policies and Awards

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

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

Upper-Division Academic Achievement Awards
In addition to the entering scholarships available to Law School students, students may become eligible for tuition assistance after completing their first year. Students who place in the top 25% of their class at the end of every year are eligible to receive an Academic Achievement Award bringing their total financial aid package to half-tuition assistance. This award is renewable annually provided the student remains in the top 25% of their class. These awards can be granted in addition to a current scholarship, but in no case will the award bring a student's total financial aid package to more than half-tuition assistance. Continuing students will be notified in the summer if they are eligible for such an award. See "Visiting Student Status" for the effect of such status on a scholarship award.

Theodore T. Jones, Jr. Fellowship
In addition to merit scholarship funding, students may be awarded a Theodore T. Jones, Jr. Fellowship. The Jones Fellowship provides selected Black students with additional support over and above their merit scholarship award while they are students in good standing at St. John's Law. The additional support provided is outlined in each Jones Fellowship award letter.

External Scholarships

The Law School regularly receives notices from outside organizations regarding the availability of scholarship assistance to law students and publishes the availability of these scholarships on the Online Student Center website as they are received. A partial list of the sponsors of these scholarship awards is as follows: The Brandeis Association, The Catholic Lawyers Guild of the Diocese of Brooklyn and Queens, The Columbian Lawyers Association (First Judicial District, Nassau and Queens Counties), The Flushing Lawyers Club, The New York State Trial Lawyers Association, and the Association of the Bar of the City of New York.

LL.M. in Bankruptcy Candidates

Law School Scholarships

There is a limited partial scholarship fund available to the LL.M. in Bankruptcy students. The scholarships are awarded based on the individual's credentials, potential for success and need. Students interested in applying for such scholarships should submit a letter discussing the foregoing criteria to the Director of the Program, requesting a scholarship.

ABI Scholarship

The American Bankruptcy Institute currently awards a $15,000 annual scholarship to a student in the LL.M. in Bankruptcy Program. The scholarship is awarded based on the student's credentials, demonstrated interest in bankruptcy law and potential for success in the field. Students wishing to apply for the ABI Scholarship should send an application letter to the Director of the Program outlining the student's eligibility based on the foregoing criteria with appropriate supporting materials.

The Robert M. Zinman Bankruptcy Scholarship

The Robert M. Zinman Bankruptcy Scholarship Fund provides an annual scholarship to a deserving LL.M. in Bankruptcy student at the Law School based on the student's credentials, demonstrated interest in bankruptcy law and potential for success in the field. Students wishing to apply for the Robert M. Zinman Bankruptcy Scholarship should send an application letter to the Director of the Program outlining the student's eligibility based on the foregoing criteria with appropriate supporting materials.

The Richard Lieb Bankruptcy Scholarship

The Richard Lieb Bankruptcy Scholarship Fund provides an annual scholarship to a deserving LL.M. in Bankruptcy student at the Law School based on the student's credentials, demonstrated interest in bankruptcy law and potential for success in the field. Students wishing to apply for the Richard Lieb Bankruptcy Scholarship should send an application letter to the Director of the Program outlining the student's eligibility based on the foregoing criteria with appropriate supporting materials.

Academic Honors and Awards

Annual Honors and Awards

Dean's List

J.D.
Dean's List is awarded to the top 25% of each JD class based on term GPA. Part-time students are included with full-time students when calculating Dean's List. Class year for Dean's List is the same as class year for Class Rank. Any student registered for 8 or more credits is eligible for Dean's List. Any student repeating a class or with missing or incomplete grades is not eligible for Dean's List.

LLM
Dean's List is awarded to the top 25% of each LLM program based on term GPA. Part-time students are included with fulltime students when calculating Dean's List. A student must be in a minimum of 2 classes with a minimum of 4 completed credits to be eligible for Dean's List. Any student repeating a class or with missing or incomplete grades is not eligible for Dean's List.

Dean's Awards for Excellence

The Professor has the discretion to award the Dean's Award for Excellence to the student who achieves the highest score in each section of a course.

American Bankruptcy Law Journal Prize

The American Bankruptcy Law Journal awards a free one-year subscription to the Journal to the student who earns the highest grade in any bankruptcy class. For the course to qualify as a "bankruptcy class" the primary focus must be on bankruptcy; included (without limitation, in the spirit of the Bankruptcy Code) would be basic bankruptcy, creditors' rights or debtor-creditor, bankruptcy reorganization, consumer bankruptcy, LoPucki's debtor-creditor player's game, and bankruptcy seminars. The winning student will receive a certificate of achievement from the Journal. Every year the Journal will publish the list of award winners.

Michele G. Falkow Excellence in Legal Writing Award

The Michele G. Falkow Excellence in Legal Writing Award was established in memory of Michele G. Falkow, a former School of Law Assistant Professor of Legal Writing and is awarded each year to the first-year J.D. student who submits the best brief in the Legal Writing II course. The student is recognized again at Graduation.

Graduation Honors

When the academic performance of a student has been exceptional, as demonstrated by the criteria indicated below, the student's degree will be awarded with honors as follows:

Summa Cum Laude

J.D. Program:	Top 1% (as rounded) of the class, plus a cumulative GPA of at least 3.85.
LL.M. Programs:	Top 1% of each program's class (as rounded), or top student of each program with a cumulative GPA of 3.85 or higher.

Magna Cum Laude

J.D. Program:	Top 2% - 5% of the class (as rounded).
LL.M. Programs:	Top 2% - 5% of each program's class (as rounded), or top student of each program with a cumulative GPA greater than 3.7 but below 3.85.

Cum Laude

J.D. Program:	Top 6% - 20% of the class (as rounded).
LL.M. Programs:	Top 6% - 20% of each program's class (as rounded), or top student of each program with a cumulative GPA greater than 3.6 but below 3.7.

Dean's List

Top 25% of the J.D. class including Latin Honors, of the class (as rounded). - Dean's List honors will be awarded to LL.M. students who finish in the top 25% of each LL.M. program.

For purposes of determining Latin honors, class rank at graduation, and commencement awards, September and January graduates are ranked with the following June's graduates. The final cumulative grade point averages of day and evening students will be consolidated for ranking and honors purposes at the time of graduation. LL.M. students who complete all course requirements for their degrees at the time of commencement, including students who complete those requirements in the September and January preceding commencement, will be eligible for graduation honors and commencement awards.

Commencement Awards

Outstanding student performance is recognized by graduates and friends who support the presentation of student awards each year. The following awards are made to graduating students:

ALI-CLE Scholarship and Leadership Award

Awarded to the student in the graduating class who best represents a combination of scholarship and leadership, the qualities embodied by the ALI-ABA parent organizations, the American Law Institute and the American Bar Association.

American Bankruptcy Institute Medal for Excellence in Bankruptcy Studies

Awarded to the student (or students) in the graduating class who has demonstrated excellence in the study of Bankruptcy Law.

Dianne Marie Arrue Memorial Award

Established by the classmates of the late Dianne Marie Arrue, a student committed to public interest work and service, and awarded to a graduate who has demonstrated extraordinary commitment to public interest

work, including dedication to and leadership of the student Public Interest Committee. The Dean selects the recipient, upon the recommendation of the Director of the Public Interest Center.

Justice Harold Birns Award

Established by Renee Birns in memory of her husband, Justice Harold Birns, an honor graduate of the class of 1937, and awarded to the student in the graduating class who has published the best note in a student journal.

Justice Albert H. Bosch Award

Established by Justice Albert H. Bosch, a graduate of the class of 1933, and awarded to the students in the graduating class who has demonstrated excellence in the area of trial or appellate advocacy.

Dean Mary C. Daly Memorial Prize

Established by alumni and friends in memory of Dean Mary C. Daly, former Dean and John V. Brennan Professor of Law and Ethics (2004-2008), and awarded to the student in the graduating class who has achieved the highest grade in Professional Responsibility.

Ned D. Frank Award

Established by Justice and Mrs. Harry B. Frank to perpetuate the memory of their son, Ned D. Frank, a member of the class of 1960, and awarded to the student in the graduating class who achieves the highest grade in Criminal Law.

Daniel A. Furlong Award

Awarded to the student in the graduating class who, in the opinion of the Dean, has rendered outstanding service and leadership to the Law School community.

Rita Giannone Memorial Award

Established by friends and family in memory of Rita Giannone, a member of the class of 1981, and awarded to the student in the evening division of the graduating class who has achieved the highest grade in Constitutional Law.

Justice David T. Gibbons Award

Established by the Bar Association of Nassau County, New York and members of the Gibbons family in memory of the late Justice David T. Gibbons, a member of the class of 1949, and awarded to a student in the evening division who has achieved the highest grade in Evidence.

Esterina Giuliani Award

Established by Esterina Giuliani '06 and awarded to the student in the evening division who has achieved the highest cumulative grade point average.

International Academy of Trial Lawyers Award

Awarded to the student in the graduating class who achieves the highest grade in Evidence.

Joseph Kerzner Prize

Established through a generous endowment from Joseph Kerzner, the prize is awarded to the student in the graduating class who has achieved the highest cumulative grade point average.

Timothy J. Meehan Memorial Award

Established by the family and friends of the late Timothy J. Meehan, a member of the class of 1974, and awarded to the student in the graduating class who achieves the highest grade in Real Estate transactions.

National Association of Women Lawyers Award

Awarded to an outstanding law graduate of each American Bar Association approved law school who shows promise to contribute to the advancement of women in society.

Pro Bono Service Award

Awarded to the student(s) who, in furtherance of the goal that members of the legal profession and those aspiring to enter the legal profession have a special professional responsibility to assist in providing quality legal services to those who cannot afford them, successfully completed at least 500 hours of law-related volunteer work prior to graduation.

Tyler Ramaker Memorial Award

Established by the family and friends of the late Tyler Ramaker, a member of the Moot Court Honor Society, and awarded to the graduating Moot Court student who demonstrates outstanding service, leadership through action, dedication, and cooperative teamwork. The Dean selects the recipient, upon the recommendation of the Moot Court Honor Society's incoming Executive Board.

Chief Judge Edward D. Re Commencement Prize

Established in honor and memory of Chief Judge Edward D. Re, an honor graduate of the class of 1943, who was Chief Judge Emeritus of the U.S. Court of International Trade and served as a professor at St. John's University School of Law. Awarded to the student in the graduating class who is selected by the Dean based on outstanding scholarship and service.

School of Law Alumni Association Pro Bono Award

Established by the School of Law Alumni Association and awarded to a graduating student of high academic standing with exceptional pro bono service.

Springer Legislative Award

Established by Adele I. Springer, '30L in honor of her brother, Jack Springer ('33), to encourage appreciation of the law making process and the enactment of worthwhile legislation and awarded to the student in the graduating class who achieves the highest grade in a legislation course.

St. Vincent de Paul Legal Program, Inc., Clinic Awards

Awarded to the students who made the most outstanding overall contribution to each of the clinics.

Justice Louis Wallach Memorial Award

Established by friends and family of the late Justice Louis Wallach, a graduate of the class of 1946, and awarded to the student in the graduating class who achieves the highest grade in New York Practice.

The Wann Family Foundation Award

Established by Robert Wann, Jr., '07 and awarded to the students in the graduating class who achieve the highest grade in each of the following courses: Banking Law and Regulations; Securities Regulation; Business Planning; and Corporate Finance.

Morton Wasserman Award

Established by Frances Wasserman in memory of her husband, Morton Wasserman, and awarded to the student in the graduating class who achieves the highest grade in Introduction to Intellectual Property.

Cornelius W. Wickersham, Jr. Award

Established by the Federal Bar Council and awarded to the student in the graduating class who achieves the highest grade in Constitutional Law.

Beatrice Levine Awards

Awarded to the student in the graduating class who achieves the highest grade in each of the following classes: Condominiums, Cooperatives, and Homeowners Associations, Drafting: Real Estate Transactions, and Property.

James L. and Regina B. Purcell Award for Excellence in Mergers and Acquisitions

Awarded to the student in the graduating class who achieves the highest grade in the Mergers and Acquisitions.

New York City Trial Lawyers Alliance Trial Advocacy Award

Awarded to the student in the graduating class who has shown excellence in civil trial advocacy.

Excellence in Legal Writing for LL.M. Award

Awarded each year for highest achievement in two semesters of Legal Research, Analysis and Writing for LL.M.

Global Leadership Award

Awarded each year to an LL.M. graduate from either the U.S. Legal Studies program or the Transnational Legal Practice program who has demonstrated outstanding leadership and citizenship within the St. John's Law community.

Excellence in Transnational Legal Practice LL.M.

Awarded each year to an LL.M. graduate in the Transnational Legal Practice program for highest academic achievement in two semesters of Transnational Legal Practice courses.

LL.M. Applied Skills Award

Awarded each year to an LL.M. graduate who has demonstrated outstanding academic achievement in applied legal skills.

Note: In cases in which two or more students have equally high grades, the award will be given to the student with the higher cumulative grade point average.

Academic Calendar 2022-2023

Fall Semester 2022*

Monday, August 15	Last day to drop a pre-session course
Tuesday, August 16	Last day to add a pre-session course
Wednesday, August 17	Fall semester begins for all 1L students Fall Pre-session and Law Full Term begin for Upper-Level Students
Monday, August 22	Introduction classes begin for LL.M students in TLP and USLS LL.M. Orientation
Friday, August 26	Fall Pre-session ends
Saturday, August 27	Fall semester begins
Friday, September 2	Add/Drop deadline. Last day to adjust schedule on the web.
Monday, September 5	Labor Day - No Classes Scheduled
Monday, September 12	Last day to drop from a class before WD appears on transcript
Tuesday, September 14	Legislative Thursday
Monday, September 19	SWR applications for Fall 2022 semester are due
Wednesday, October 5	Yom Kippur – No Classes Scheduled
Tuesday, November 8	Election Day – No Classes Scheduled
Thursday, November 24- Friday, November 25	Thanksgiving recess
Friday, December 2	Last Day of Class
Monday, December 5 - Friday, December 16	Final Exam Period
Monday, December 19	Make-up Day for exams
Tuesday, December 20	Snow-day for final examinations; Fall semester ends.

Note: The following date may be utilized as makeup day in the event that classes must be cancelled due to snow/ inclement weather or a similar emergency: November 25.

Fall Semester 2022 Class Dates

Monday Classes	August 29, September 12, 19, 26, October 3, 10, 17, 23, 31, November 7, 14, 21, 28
Tuesday Classes	August 30, September 6, 13, 20, 27, October 4, 11, 18, 25, November 1, 15, 22, 29
Wednesday Classes	August 31, September 7, 14, 21, 28, October 12, 19, 26, November 2, 9, 16, 23, 30

Thursday Classes	September 1, 8, 15, 22, 29, October 6, 13, 20, 27, November 3, 10, 17, December 1
Friday Classes	September 2, 9, 16, 23, 30, October 7, 14, 21, 28, November 4, 11, 18, December 2
Saturday Classes	August 27, September 3, 10, 17, 24, October 1, 8, 15, 22, 29, November 5, 12, 19

*Dates are subject to adjustment and changes to the calendar will be updated on the online version of the Academic Calendar.

Spring Semester 2023*

Monday, January 2	Last day to drop a pre-session course
Tuesday, January 3	Last day to add a pre-session course
Wednesday, January 4	Spring Pre-session begins for Upper-Level classes
Monday, January 9	Lawyering class begins for 1L students Introduction classes begin for LL.M. students in TLP and USLS LL.M. Orientation
Friday, January 13	Spring Pre-session, Lawyering and LL.M. Intro classes end
Saturday, January 14	Snow day for Pre-Session classes
Monday, January 16	Martin Luther King Jr. Day - No Classes Scheduled
Tuesday, January 17	Spring semester begins
Monday, January 23	Add/Drop deadline. Last day to adjust schedule on the web
Monday, January 30	Last day to drop from a class before WD appears on transcript
Monday, February 6	SWR applications for Spring 2023 semester are due.
Monday, February 20	President's Day – No Classes Scheduled
Tuesday, February 21	Legislative Monday
Monday, February 27 - Friday, March 3	Spring Break
Friday, March 10	Racial Justice Day
Thursday, April 6 - Monday April 10	Easter Break
Wednesday, April 12	Legislative Monday
Friday, April 28	Last Day of Class
Monday, May 1 - Monday, May 12	Final Exam Period
Monday, May 15	Make-up day for exams; Spring semester ends. Students should not make travel plans until after this date.

Note: The following dates may be utilized as makeup days in the event that classes must be cancelled due to snow/ inclement weather or a similar emergency: January 16 for Lawyering and pre-session classes and February 27, 28, March 1, 2, 3, April 6, 8, 10 for classes in the main semester.

Spring Semester 2023 Class Dates

Monday Classes	January 23, 30, February 6, 13, **Tuesday, February 21**, March 6, 13, 20, 27, April 3, **Wednesday April 12**, 17, 24
Tuesday Classes	January 17, 24, 31, February 7, 14, March 7, 14, 21, 28, April 4, 11, 18, 25
Wednesday Classes	January 18, 25, February 1, 8, 15, 22, March 8, 15, 22, 29, April 5, 19, 26
Thursday Classes	January 19, 27, February 2, 9, 16, 23, March 9, 16, 23, 30, April 13, 20, 27
Friday Classes	January 20, 27, February 3, 10, 17, 24, March 17, 24, 31, April 14, 21, 28 (class for Friday March 10 must be made up)
Saturday Classes	January 21, 28, February 4, 11, 18, 25, March 4, 11, 18, 25, April 1, 15, 22

*Dates are subject to adjustment and changes to the calendar will be updated on the online version of the Academic Calendar.