Student Handbook
2018-2019
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.

Kimathi Gordon-Somers
Assistant Dean for Students
Room 4-78
gordonsk@stjohns.edu
Notice of Non-Discrimination

St. John’s University does not discriminate on the basis of race, color, national or ethnic origin, sex (including sexual harassment and sexual violence), sexual orientation, gender identity and gender expression, disability, religion, age, status in the uniformed services of the United States (including veteran status), marital status, status as a victim of domestic violence, citizenship status, genetic predisposition or carrier status 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: Keaton Wong, Director of Equal Opportunity, Compliance and Title IX Coordinator, 8000 Utopia Parkway, Queens, NY 11439, wongk1@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 http://wdcrbcolp01.ed.gov/CFAPPS/OCR/contactus.cfm for the address and phone number of the U.S. Department of Education office that serves your area, or call 1(800) 421-3481.
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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
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.
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

<table>
<thead>
<tr>
<th>LEARNING OUTCOMES</th>
<th>PERFORMANCE INDICATORS</th>
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<tbody>
<tr>
<td>Upon conferral of the Juris Doctor degree, students will be able to:</td>
<td>Students demonstrate they have achieved this outcome by:</td>
</tr>
</tbody>
</table>

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 February 17, 2016.

Academic Programs

The Juris Doctor Degree Requirements (Pre-Fall 2016 Matriculants)

Overview

Candidates for the Juris Doctor degree who matriculated prior to Fall 2016 must satisfactorily complete the following requirements:

- 89 earned credit hours\(^1\) (36 in required courses; 53 in elective offerings)\(^2\)
- Minimum cumulative average of 2.1
- Required courses
- Core Elective Requirement
- Advanced Writing Requirement
  - Scholarly Writing Requirement, and
  - Advanced Practice Writing Requirement, and
- Residency

Required Courses

Students must satisfactorily\(^3\) complete the following courses:

- Introduction to Law (2 credits pass/fail; pre-Fall intersession course)
- 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)
- Legal Writing I (2 credits)
- Legal Writing II (2 credits)
- Property (4 credits)
- Torts (4 credits), and

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\(^1\) Students who matriculated before 2014 are required to complete 86 credits, except part-time students who matriculated in Fall 2013 are required to complete 87 credits.

\(^2\) 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).

\(^3\) A grade of D or better is required to earn credit for a course. However, the grade of D is a conditional one and the Committee on Grades, in its discretion, may require students to repeat courses in which they have earned a D.
• 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. Students are notified following the completion of the 1L year.

In addition, selected students are required to complete Applied Legal Analysis 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.

Full-time students have a three-year course of study. Part-time students pursue a four-year curriculum, with Constitutional Law I and II and Criminal Law being taken during the second year. Under either course of study, Professional Responsibility must be taken before students enter the final year of the program.

A model program for full-time students is:

<table>
<thead>
<tr>
<th>Pre-Fall⁵</th>
<th>Fall</th>
<th>Pre-Spring</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>1L</td>
<td>Introduction to Law Total: 2 credits</td>
<td>Civil Procedure Legal Writing I Torts or Property Total: 15 credits</td>
<td>Lawyering Total: 2 credits</td>
</tr>
<tr>
<td>2L</td>
<td>Prof. Resp.⁶ Electives (11 cr.) Total: 14 credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3L</td>
<td>Electives Total: 14 credits</td>
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For part-time students:

<table>
<thead>
<tr>
<th>Pre-Fall⁷</th>
<th>Fall</th>
<th>Pre-Spring</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>1L</td>
<td>Introduction to Law Total: 2 credits</td>
<td>Contracts I Legal Writing I Torts Total: 9 credits</td>
<td>Lawyering Total: 2 credits</td>
</tr>
<tr>
<td>2L</td>
<td>Constitutional Law I Criminal Law Electives (5-6 cr.) Total: 10-11 credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3L</td>
<td>Electives Total: 10-11 credits</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

⁴ Courses may be offered in different semesters than represented in these model programs.
⁵ Pre-Fall and Pre-Spring credits are billed as part of the semester that follows.
⁶ May be taken in the Spring semester of the 2L year.
⁷ Pre-Fall and Pre-Spring credits are billed as part of the semester that follows.
⁸ May be taken anytime before the senior (4L) year.
4L | Electives Total: 10-11 credits | Electives Total: 10-11 credits

Part-time day students may be required to take courses in the Evening Division.

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 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)

The Advanced Writing Requirement

The Advanced Writing Requirement consists of two upper-level writing experiences, one scholarly (the “Scholarly Writing Requirement”), and the other practical (the “Advanced Practice Writing Requirement”).

**Scholarly Writing Requirement**

The Scholarly Writing Requirement (“SWR”) is intended to ensure that all students have the opportunity after the first year to compose at least one scholarly writing for which they must analyze, synthesize, organize and present legal material.

There are two ways to satisfy this requirement: Coursework or directed research. As noted in Subsection (c) students may also satisfy the SWR requirement through Directed Research—Law Review or the Perspectives in Justice course.

(a) **Coursework.** For coursework to satisfy the SWR, students must submit a writing or writings of substantial quality. A writing is of substantial quality if it is well written, adequately supported by authority and demonstrates analytical ability, and is awarded a grade no lower than a C+. Every semester, in the course offerings, classes are designated as paper courses. Students may also satisfy the SWR requirement through a special course, Scholarly Research and Writing (LRWR 1060).

(b) **Directed research.** In order to satisfy the SWR, through directed research, the student must produce a final writing that satisfies the guidelines in subsection (a), above, as well as subsection (d).

(c) **Publications.** Notwithstanding paragraph (d)(i), a student taking Directed Research—Law Review or Perspectives in Justice may satisfy the SWR by successfully completing the requirements for those respective courses and meeting the additional requirements in subsection (d)(ii) and (iii) below:

(d) **Additional requirements.** Papers will fulfill the SWR only if:

   (i) the final product has at least 8000 words, inclusive of footnotes and/or endnotes;
(ii) the supervising faculty member has commented on a first draft prior to submission of the final product; and

(iii) the supervising faculty member or faculty advisor certifies that the writing or writings satisfy the above criteria.

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. It has been the experience of the Dean’s Office that, each year, several students are not 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. Therefore, it is strongly recommended that students complete the SWR by the second-to-last semester.

NOTE: 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.

Advanced Practice Writing Requirement

The Advanced Practice Writing Requirement must be satisfied through coursework and 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)

Clincs (Revised 5/03/16)
Bankruptcy Advocacy Clinic (ALSK 8090 & 9000)
Bread & Life: Immigration Clinic (ALSK 8040 & 8041) Starting Fall 2014
Child Advocacy (ALSK 5090)
Criminal Defense (ALSK 8070 & 8080)
Domestic Violence (ALSK 4010 & 4030)
Economic Justice (ALSK 9010 & 9020)
Consumer Justice Elder Litigation Clinic (ALSK 2010)
Immigrant Social Justice Clinic (ALSK1055 & 1056)
Prosecution (ALSK 2070 & 2080)
Refugee & Immigrant Rights (ALSK 5000 & 5020)
Securities Arbitration (ALSK 5050)

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
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 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.

Pursuant to ABA Standard 304(e), no student may enroll, in any semester, in more than 17 credits. This rule is not waivable by the Dean’s Office.

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 2016 Matriculants and After)

Overview

Starting in the Fall 2016 semester, all entering students 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)\(^9\)
- Minimum cumulative average of 2.1
- Required courses
- Core Elective Requirement
- Scholarly Writing Requirement
- Experiential Learning Requirement, and
- Residency

Required Courses

Students must satisfactorily\(^{10}\) 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.

\(^9\) 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.

\(^{10}\) A grade of D or better is required to earn credit for a course. However, the grade of D is a conditional one and the Committee on Grades, in its discretion, may require students to repeat courses in which they have earned a D.
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. Students are notified following the completion of the 1L year.

In addition, selected students are required to complete Applied Legal Analysis 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.

Full-time students have a three-year course of study. Part-time students pursue a four-year curriculum, with Constitutional Law I and II and Criminal Law being taken during the second year. Under either course of study, Professional Responsibility must be taken before students enter the final year of the program.

A model\textsuperscript{11} program for full-time students is:

<table>
<thead>
<tr>
<th>Pre-Fall\textsuperscript{12}</th>
<th>Fall</th>
<th>Pre-Spring</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>1L Introduction to Law</td>
<td>Civil Procedure</td>
<td>Lawyering Total: 2 credits</td>
<td>Criminal Law Total: 14 credits</td>
</tr>
<tr>
<td>Total: 2 credits</td>
<td>Constitutional Law I</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Contracts I</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Legal Writing I</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Torts or Property</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Professional Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total: 15 credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2L Prof. Resp.\textsuperscript{13}</td>
<td>Electives (11 cr.) Total: 14 credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Electives</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total: 14 credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3L Electives</td>
<td>Total: 14 credits</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For part-time students:

<table>
<thead>
<tr>
<th>Pre-Fall\textsuperscript{14}</th>
<th>Fall</th>
<th>Pre-Spring</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>1L Introduction to Law</td>
<td>Contracts I</td>
<td>Lawyering Total: 2 credits</td>
<td>Contracts II Total: 12 credits</td>
</tr>
<tr>
<td>Total: 2 credits</td>
<td>Legal Writing I</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Torts</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Professional Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total: 9 credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2L Constitutional Law I</td>
<td>Criminal Law</td>
<td>Constitutional Law II Total: 10-11 credits</td>
<td>Prof. Resp.\textsuperscript{15} Electives (4-5 cr.) Total: 10-11 credits</td>
</tr>
<tr>
<td>Criminal Law</td>
<td>Electives (5-6 cr.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td>Total: 10-11 credits</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

\textsuperscript{11} Courses may be offered in different semesters than represented in these model programs.

\textsuperscript{12} Pre-Fall and Pre-Spring credits are billed as part of the semester that follows.

\textsuperscript{13} May be taken in the Spring semester of the 2L year.

\textsuperscript{14} Pre-Fall and Pre-Spring credits are billed as part of the semester that follows.

\textsuperscript{15} May be taken anytime before the senior (4L) year.
3L | Electives | Total: 10-11 credits | Electives | Total: 10-11 credits
4L | Electives | Total: 10-11 credits | Electives | Total: 10-11 credits

Part-time day students may be required to take evening courses.

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 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

The Scholarly Writing Requirement (“SWR”) is intended to ensure that all students have the opportunity after the first year to compose at least one scholarly writing for which they must analyze, synthesize, organize and present legal material.

There are two ways to satisfy this requirement: coursework or directed research. As noted in Subsection (c) students may also satisfy the SWR requirement through Directed Research—Law Review or the Perspectives in Justice course.

(a) Coursework. For coursework to satisfy the SWR, students must submit a writing or writings of substantial quality. A writing is of substantial quality if it is well written, adequately supported by authority and demonstrates analytical ability, and is awarded a grade no lower than a C+. Every semester, in the course offerings, classes are designated as paper courses.

(b) Directed research. In order to satisfy the SWR through directed research, the student must produce a final writing that satisfies the guidelines in subsection (a), above, as well as subsection (d).

(c) Publications. Notwithstanding paragraph (d)(i), a student taking Directed Research—Law Review or Perspectives in Justice may satisfy the SWR by successfully completing the requirements for those respective courses and meeting the additional requirements in subsection (d)(ii) and (iii) below:

(d) Additional requirements. Papers will fulfill the SWR only if:

(i) the final product has at least 8000 words, inclusive of footnotes and/or endnotes;

(ii) the supervising faculty member has commented on a first draft prior to submission of the final product; and
(iii) the supervising faculty member or faculty advisor certifies that the writing or writings satisfy the above criteria.

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. It has been the experience of the Dean’s Office that, each year, several students are not 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. Therefore, it is strongly recommended that students complete the SWR by the second-to-last semester.

NOTE: 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.

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)
PBS Practice Writing Tutorial (PBSP 1030)
Pre-trial Advocacy (ALSK 1000)
Supreme Court Amicus Briefs (BANK 3090 & 4000)

Clinics (Revised 5/03/16)
Bankruptcy Advocacy Clinic (ALSK 8090 & 9000)
Bread & Life: Immigration Clinic (ALSK 8040 & 8041) Starting Fall 2014
Child Advocacy (ALSK 5090)
Criminal Defense (ALSK 8070 & 8080)
Domestic Violence (ALSK 4010 & 4030)
Economic Justice (ALSK 9010 & 9020)
Consumer Justice Elder Litigation Clinic (ALSK 2010)
Immigrant Social Justice Clinic (ALSK1055 & 1056)
Prosecution (ALSK 2070 & 2080)
Refugee & Immigrant Rights (ALSK 5000 & 5020)
Securities Arbitration (ALSK 5050)

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
- Pro Bono Scholars Program
- Advanced Interviewing and Counseling
- Advanced Trial Advocacy
- Deposition Practice
- Mediation: Representing Clients
- Negotiation
- Trial Advocacy
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

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.

Pursuant to ABA Standard 304(e), no student may enroll, in any semester, in more than 17 credits. This rule is not waivable by the Dean’s Office.

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 his or her 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 Students, 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;
3. Students who, prior to the final semester, will have had more than four credits of clinical or externship coursework are not eligible to participate, although the selection committee has discretion to waive this rule, up to a maximum of eight credits; and
4. 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, which is the normal credit load in the upper years. 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. A contemporaneous seminar meets once a week, in the evening, and carries 2 credits, graded by the seminar professor. (Alternatively, if there is insufficient enrollment to run the seminar, selected students may complete a 2-credit Directed Research on a poverty law topic.) 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 four joint degree programs: the J.D./M.B.A. and the J.D./MS in Accounting, both with the Tobin College of Business; the J.D./M.A. in Government and Politics, offered with St. John’s College of Liberal Arts and Sciences; and the J.D./M.P.A. in Health Care Administration with LIU Post. 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 Associate Academic Dean reviews and approves applications for any joint degree program.

**Note:** A student who begins the JD prior to starting a joint degree must secure admission to the second degree before entering his or her final year of the JD program. This rule does not apply to the JD/LLM in Bankruptcy.

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 maintain at least twelve law credits per semester.

For the J.D./M.B.A. program, the Law School will accept toward the J.D. up to 9 credits taken at Tobin. For the J.D./MS program, the Law School will accept toward the J.D. up to 9 Tobin credits. For the J.D./M.P.A. program, the Law School will accept towards the J.D. up to 9 credits from LIU Post. These “crossover” credits transfer to the J.D. on a pass-fail basis and do not count towards the Law School
cumulative GPA. 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.

Crossover courses may include any of the following, up to the limits noted above:

ACC 620: Global Managerial Accounting I
ACC 622: Global Managerial Accounting II
ACC 630: Financial Reporting: Specialized Topics
ACC 632: Critique of Accounting Theory
ACC 602: Global Financial Managerial Reporting
ACC 638: Business Entities and Combinations
ACC 639: Governments and Not-for-Profits
CIS 650: Seminar in CIS/DS Topics
DS 602: Business Analytics
DS 609: Advanced Managerial Statistics
ECO 600: Managerial Economics and Forecasting
ECO 606: Industrial Economics
FIN 607: Financial Management
ECO 631: Monetary and Fiscal Policies
FIN 633: Corporate Financial Management
FIN 634: Investment Analysis
FIN 635: Capital and Money Markets
FIN 655: Financial Risk Management
FIN 664: Advanced Investment Analysis
MGT 502: Organizational Behavior and Corporate Social Responsibility
MKT 600: Decisions in Marketing Management
MGT 601: Managing for Global Success
MGT 640: Entrepreneurship
MGT 659: International Business Policy
MGT 700: Seminar in Business Policy Formulation
MGT 680: Organizational Development: Managing for Change
MKT 601: Marketing Research
MKT 628: Comparative Marketing Systems and Research
RMI 600: Risk and Insurance Economics
RMI 601: Risk Management
RMI 614: Risk Funding Tools

For the J.D./M.A. in Government and Politics, the Law School will accept toward the J.D. up to 9 credits from St. John’s College for the following courses:

GOV 215: Research Methods and Quantitative Analysis
GOV 218: Public Policy—American
GOV 220: American Political Thought: The Formative Period
GOV 239: Municipal Government and Administration
GOV 269: Global Politics of Gender
GOV 271: Theory and Practice of Diplomacy
GOV 277: International Political Economy I

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16 Please note that St. John’s graduate course numbers are 3 digits; undergraduate course numbers are 4 digits.
GOV 278: International Political Economy II
GOV 290: Public Administration of Emerging States
GOV 293: Administration of International Organizations
GOV 325: Economic Analysis of Public Policy
GOV 346: Seminar: Dictatorship
GOV 376: Seminar: Political Theory

For the J.D./M.P.A. in Health Care Administration, the Law School will accept toward the J.D. up to 9 credits from LIU Post for the following courses:

MPA 502: Organizational Theory and Behavior in the Health and Public Sectors
MPA 505: Analytical Methods
HAD 603: Foundations of Budgeting and Finance in Health Administration

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

Summer Abroad Programs

The Summer Abroad Programs are open to J.D. candidates in U.S. law schools, to students in foreign law schools, and to U.S. and foreign 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 in order 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 Assistant Dean for Students.

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 8000-word writing for the purpose of seeking satisfaction of the Scholarly Writing Requirement.

(b) Directed Research. Absent specific permission of the Associate Academic Dean, academic credit will be awarded only if the student has successfully completed all requirements by the end of the student’s second-to-last semester at the Law School. Completion of requirements means that the student shall have produced a final writing that, except for the minimum grade, satisfies the guidelines for course work satisfaction of the Scholarly Writing Requirement, above, and shall have both (i) prepared a detailed draft or outline, and (ii) satisfied any other instructor-required preparatory steps. Directed Research may be taken only once in a student’s academic program.
(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. At least every three years, the academic activities receiving academic credit will submit a report to the faculty, providing information necessary for an assessment of the academic nature of each position for which academic credit is awarded. Any reduction of academic credit by the faculty will be prospective only.

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 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 Associate Academic Dean. The maximum number of credits that may be authorized for each organization is as follows:

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

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 Associate Academic Dean 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 signed 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 signed by the Faculty Advisor.
3. Eligible students will be registered for academic credit in accordance with the following guidelines:

(a) 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 in the Fall semester, 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.

(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.

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 Palestino Trial Advocacy Institute (PTAI).

2. Subject to the approval of the Associate Academic Dean 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. Likewise, subject to the approval of the Associate Academic Dean, 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.

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 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 Assistant Dean for Students. Such requests are generally granted except for the student’s final semester of law school when transfers to the part-time division are not permitted. This exception is intended to avoid the potentially negative impact on the availability of graduate honors and commencement awards to students in the part-time division. 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 space is available and 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 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 Bankruptcy Studies, Director of Bankruptcy Programs, or Associate Dean for Administration and Graduate Studies 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 Bankruptcy Studies, Director of Bankruptcy Programs, or Associate Dean for Administration and Graduate Studies.

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 Options

- (must take at least one 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)
  - Supreme Court Amicus Brief Parts 1 and 2 (2 credits)

Or Optional Thesis:
Advanced Bankruptcy Research Seminar Parts 1&2 (6 credits)

Elective Courses

For the remaining 14 hours of 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.

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.

For Further Information

Questions about the LL.M. in Bankruptcy may be directed to Yvette Gutierrez, Director of Graduate Admissions and Bankruptcy Programs or Sarah Jean Kelly, Associate Dean for Administration and Graduate Studies.
The Master of Laws (LL.M.) in U.S. Legal Studies

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

St. John’s LL.M. in U.S. Legal Studies provides foreign-trained lawyers with an invaluable opportunity to immerse themselves in the study of U.S. law in English for a full year, 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 foreign-trained lawyers to sit for the New York Bar Exam.

Credit Hours

In order to receive an LL.M. degree in U.S. Legal Studies, 24 credit hours must be successfully completed. These 24 credits are comprised of:

Required Core Courses (10 Credits)

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

Courses Tested on the New York Bar Examination (6 Credits)

LL.M. students must also complete 6 credits from among the following J.D. courses:

- Administrative Law
- Advanced Torts
- Business Organizations
- Civil Procedure
- Conflict of Laws
- Constitutional Law I and II
- Contracts I and II
- Criminal Law
- Criminal Procedure: Investigation and/or Criminal Procedure: Adjudication
- Evidence
- Family Law
- Federal Courts
- First Amendment: Freedom of Expression
First Amendment: Religion Clauses  
New York Criminal Practice  
New York Practice  
Property  
Real Estate Transactions  
Sales  
Secured Transactions  
Torts  
Trusts & Estates

Elective Courses (8 Credits)

We strongly encourage LL.M. candidates to select elective courses directly relevant to the New York 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 Director of Academic Advising, the Assistant Dean of Graduate Studies or the Director of Graduate Studies.

Minimum GPA and Minimum/Maximum Credit Load

The same academic standing requirements applicable to J.D. students also apply to LL.M. students. However, LL.M. students are not included in the J.D. Grade Normalization Policy.

Due to the intensity and rigor of this LL.M. program, we recommend that full-time not work. If part-time students choose to work, they must comply with all U.S. immigration and employment regulations. Full-time students must enroll in a minimum of 9 and a maximum of 18 credits per semester.

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.

Length of Program

Full-time students must complete the program in one academic year. Part-time 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

For part-time students, there is a minimum requirement of 5 credits (2 introductory courses) in the first semester, with a minimum of 1 and maximum of 11 credits for all other semesters.
For Further Information

Questions about the LL.M. in U.S. Legal Studies may be directed to: Kathryn Piper, Director of Academic Advising, or Sarah Kelly, Associate Dean for Administration and Graduate Studies.
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 track.

Students in the LL.M. in Transnational Legal Practice can choose to concentrate in one of four pre-approved curricular tracks:

- **Cross-Border Transactions:** The track designed specifically for students interested in working in private practice with a focus on corporate law. Topics in this Pathway include project development, cross-border mergers and acquisitions, global corporate compliance, cross-border employment law, international competition (antitrust) law, and cross-border IP licensing.

- **Public International Legal Practice:** The track designed specifically for students interested in working at the United Nations, an international organization, a non-governmental organization, or a government agency focused on international law. Topics in this Pathway include public international law theory, treaties, international courts and tribunals, the law of international organizations, statehood and recognition.

- **Transnational Dispute Resolution:** The track designed specifically for students interested in working in litigation, investor-state arbitration or international commercial arbitration, and international mediation. Topics in this Pathway include mediation of armed conflict, peace processes, investment-state arbitration, dispute settlement in international organizations, and the settlement of territorial disputes.

- **International Trade & Finance Law:** The track designed specifically for students interested in working in international trade, customs, and investment positions. Topics in this Pathway include regional trade agreements (NAFTA, CAFTA, TPP), EU trade law, trade and development, TRIPs agreement, trade preferences, international banking regulation, and bilateral investment treaties.

- **New York Bar Exam Pathway:** The track designed specifically for students interested in qualifying to take the New York Bar Exam. Topics in this Pathway include the most frequently tested subjects on the New York Bar Exam, and which meet other bar-eligibility requirements such as the study of American Legal Systems and Professional Ethics. Students in this pathway also study issues in cross-border and international practice by participating in the core transnational legal practice coursework and skills courses. Enrollment in this pathway will require approval from the Director of Academic Advising, and Associate Dean for Administration and Graduate Studies.

**Course Requirements**

Students enrolled in the LL.M. in Transnational Legal Practice must take Introduction to TLP, Transnational Legal Practice – Public International Law & Institutions, and Transnational Legal Practice – Cross Border Transactions & Dispute Resolution.
Students who are not native or bilingual English speakers will also be enrolled in Legal Research, Analysis, and Writing for International LLMs I and II.

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 Director of Academic Advising.

Each track combines core courses and elective courses selected from the Law School’s J.D. course curriculum.

In addition to the required courses, students take at least one of the following courses:
- International Business Transactions (Cross-Border Transactions track)
- International Law (Public International Legal Practice track)
- International Litigation and Dispute Resolution (Transnational Dispute Resolution track)
- International Trade Law (International Trade & Finance Law track)
- International Finance (UCL Collaborative Degree Program) (International Trade & Finance Law track)

In individual cases, a student can design a tailored course of study, incorporating required and elective courses suited to specific professional needs or personal interests. Possibilities for this tailored program would include, for example, intellectual property, bankruptcy, taxation, criminal law or comparative law. Approval to design a tailored course of study can be obtained from the Director of Academic Advising for Graduate Studies.

Sample Course Listings

All students enrolled in the LL.M. in Transnational Legal Practice have a designated LL.M. Academic Advisor. The LL.M. Academic Advisor works with students on understanding the different tracks, selecting the right courses for specific tracks and ensuring that all requirements are met in order to graduate on time. All students are required to meet with a designated LL.M. Academic Advisor at least once each semester before the registration period begins.

The sample courses listed below are directly related to the tracks specified. However, students should use this as a guideline for recommended courses. All students should speak with the Director of Academic Advising before selecting courses, as some elective courses will require approval from the Director before a student may enroll. Examples of elective courses that require the Director’s approval are marked with a “*” below.

Sample Course Listing for the Cross-Border Transactions Track

**Required Core Courses**
- Introduction to TLP (1 credit)
- TLP-PIL&I and TLP-CBT&DR (6 credits total)
- Legal Research, Analysis, and Writing for International LLMs I and II (5 credits total) – if required
- International Business Transactions (3 credits)

**Sample Electives**
- Business Organizations* (4 credits)

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17 Approval is required to register for certain electives and for courses outside these core classes.
- Corporate Finance* (3 credits)
- Drafting: International Contracts* (2 credits)
- International Finance (3 credits)
- International Intellectual Property (3 credits)
- International Law (3 credits)
- International Litigation & Dispute Resolution (3 credits)
- International Tax (3 credits)
- Mergers & Acquisitions (2 credits)
- Securities Regulation (3 credits)
- Transactions in Emerging Markets (3 credits)

Sample Course Listing for the Public International Practice Track

Required Core Courses
- Introduction to TLP (1 credit)
- TLP- PIL&I and TLP-CBT&DR. (6 credits total)
- [Legal Research, Analysis, and Writing for International LLMs I and II (5 credits total) – if required]
- International Law (3 credits)

Sample Electives
- Comparative Law (2 credits)
- International Art & Cultural Heritage Law (2 credits)
- International Business Transactions (3 credits)
- International Criminal Law (3 credits)
- International Environmental Law (3 credits)
- International Human Rights Law (3 credits)
- International Litigation & Dispute Resolution (3 credits)
- Law & Religion Seminar – International and Comparative Perspectives (2 credits)
- Law of the European Union (3 credits)
- National Security & the Law (3 credits)
- Public International Law Seminar (2 credits)
- Transactions in Emerging Markets (3 credits)

Sample Course Listing for the Transnational Dispute Resolution Track

Required Core Courses
- Introduction to TLP (1 credit)
- TLP- PIL&I and TLP-CBT&DR. (6 credits total)
- [Legal Research, Analysis, and Writing for International LLMs I and II (5 credits total) – if required]
- International Litigation & Dispute Resolution (3 credits)

Sample Electives
- Alternative Dispute Resolution (2 credits)
- Commercial Arbitration (2 credits)
- Commercial Transactions (3 credits)
- Conflicts of Laws (3 credits)
- Drafting: ADR Documents* (2 credits)
• Drafting: Litigation Documents & Contracts* (3 credits)
• Evidence* (4 credits)
• Federal Civil Discovery* (2 credits)
• International Business Transactions (3 credits)
• International Law (3 credits)
• International Sales and Arbitration (2 credits)
• Labor & Employment Arbitration (2 credits)
• Negotiation (2 or 3 credits)
• Transactions in Emerging Markets (2 credits)

Sample Course Listing for the New York Bar Exam Track

Required Core Courses
• Introduction to TLP (1 credit)
• TLP- PIL&I and TLP-CBT&DR. (6 credits total)
• [Legal Research, Analysis, and Writing for International LLMs I and II (5 credits total) – if required]
• Contracts I (3 credits)

Sample Electives*
• Business Organizations (4 credits)
• Civil Procedure (4 credits)
• Evidence (4 credits)
• Criminal Law
• Torts
• Trusts & Estates
• International Law
• International Business Transactions
• Drafting: Litigation Documents and Contracts
• Applied Legal Analysis for International LLMs (3 credits each semester, for 6 credits total)

Sample Course Listing for the International Trade & Investment Law Track for UCL Collaborative Degree Program

Required Core Courses
• International Trade Law (UCL – 3 credit equivalent)
• International Finance (SJL – 3 credits)
• Transnational Legal Practice – Cross-Border Transactions & Dispute Resolution (SJL – 3 credits)

Sample Electives
• Business Organizations* (SJL – 4 credits)
• International Trade Organizations (UCL – 3 credit equivalent)
• International Contract Law (UCL – 3 credit equivalent)
• International Intellectual Property (UCL or SJL – 3 credits)
• Foreign Investments in France (UCL – 2 credit equivalent)
• Ethics in International Business Law (UCL – 2 credit equivalent)
• International Business Transactions (SJL – 3 credits)
• International Law (SJL – 3 credits)
• International Litigation & Dispute Resolution (SJL – 3 credits)
• International Taxation (SJL – 3 credits)
• International Commercial Arbitration (SJL – 2 credits)
• International Law (SJL – 3 credits)
• Securities Regulation* (SJL – 3 credits)

Sample Course Listing for Self-Designed Transnational Practice Course of Study

Required Core Course
• Introduction to TLP (1 credit)
• TLP-PIL&I and TLP-CBT&DR (6 credits total)
• [Legal Research, Analysis, and Writing for International LLMs I and II (5 credits total) – if required]

Electives (must reach 24 credits)
• To be determined according to student preference, with advice from and approval of LL.M. Academic Advisor or Assistant Dean.

Minimum GPA and Minimum/Maximum Credit Load

The same academic standing requirements as apply to J.D. students also apply to LL.M. students. However, LL.M. students are not included in the J.D. Grade Normalization Policy.

Due to the intensity and rigor of the LL.M. program, it is not recommended that students work and have to enroll in a minimum of 9 and a maximum of 18 credits per semester, unless approval to enroll in fewer than 9 credits is approved by the Associate Dean for Administration and Graduate Studies.

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 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.

Length of Program

Full-time students generally complete the program in one academic year. Students who might benefit from a lighter course load each semester 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.
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) spend the Fall semester at UCL in Lyon and the Spring semester at St. John’s in New York City. Students enrolled in the Collaborative Degree Program are encouraged to concentrate in the International Trade & Investment Law pathway. During the Spring semester at St. John’s, Collaborative Degree Program students are enrolled in Transnational Legal Practice – Cross Border Transactions and Dispute Resolution and International Finance. Students enrolled in the Collaborative Degree Program are not required to take Transnational Legal Practice – Public International Law and Institutions or the Legal Research, Analysis, and Writing for International LLMs I and II courses. Students enrolled in the Collaborative Degree Program may take 3 semesters to complete the degree and earn 24 credits if they seek eligibility to sit for the New York bar examination.
The Master of Laws/Juris Doctor Joint 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 his or her LL.M. studies. At that time, the student must be on pace to complete successfully his or her 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. 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

Applicants will be interviewed by the J.D. Admissions Committee (or a subcommittee thereof) and the application will be reviewed and voted upon by the entire J.D. Admissions Committee. The 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 (or January) 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 Associate Dean for Administration and Graduate Studies 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 Applied Legal Analysis unless the Associate Academic Dean waives this requirement for good cause shown.

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 LL.M.-J.D. may be directed to Sarah Kelly, the Associate Dean for Administration and Graduate Studies or Alicia Meehan, the Assistant 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 examination process and to prevent dishonesty. The examinations are proctored under the supervision of the Law School administration. The Law School makes every effort to assure that 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.

The following procedures must be followed:

1. Students are expected to be on time for final examinations. Be advised that a student may enter the 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. 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.

4. Cellular telephones and similar devices are not permitted in the examination room 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.

5. 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.

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

7. 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.

8. LL.M students are permitted to utilize a foreign-language dictionary on their exams. The dictionary must be reviewed by the Director of Legal English Programs prior to the exam.  

9. LL.M students receive an additional hour for exams in J.D. courses not tested on the Bar Exam.

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 Assistant Dean for Students.

A mandatory anonymous grading procedure is utilized whereby no student may indicate his or her name in any way on answer booklets and true-false/multiple choice answer sheets. The Registrar assigns each student a mid-term 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. The professor will receive a master grading sheet for the course containing only the examination numbers of all those taking the course. Additions or subtractions to the final grade based on class performance are submitted separately to the administrative office and are incorporated by the Registrar into the final grade.

No grade will be posted until all exams have been completed.

Laptop Examination Procedures

Students are permitted to use laptops for their final exams. During each semester the Assistant Dean for Students or the Registrar’s office will send an email to all students (at their St. John’s email address) with information on any updates or changes to the ExamSoft software. Students should ensure that their operating system is compatible with ExamSoft and that they have downloaded the latest version of the software prior to the start of the exam period.

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 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 conflicts with another examination may request that one of such examinations be postponed to the earliest possible time and date thereafter available in their examination schedule without creating another conflict. A “conflict” exists only when two or more

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18 This accommodation does not apply to students in the Bankruptcy LL.M program.
19 This accommodation does not apply to students in the Bankruptcy LL.M program.
examinations are scheduled on the same calendar day. Any rescheduling based on a conflict requires an application filed by the student no later than the deadline specified on the academic calendar. 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 his or her religious beliefs, to take an exam at a regularly scheduled day or time may request to reschedule the exam by applying to the Assistant Dean for Students 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 Assistant Dean for Students. 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 adequately 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 Assistant Dean for Students 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 his or her identity to, or discuss the circumstances with, the professor teaching the relevant course until after grading has been completed.

4. A student who has been granted permission to postpone an examination based on a conflict, religious observance, or extraordinary personal circumstances will be required to sign a statement attesting to the fact that he or she has not discussed the content of the examination with any other student prior to taking the examination.

5. On February 13, 2013, the Faculty Council voted to delegate to the Administration the authority to make amendments to this policy.

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. Some professors offer group “post-mortem” sessions to review the exam. It is the policy of the Faculty that the professor will provide individual review of essay examination answers upon the request of students in his or her class with conditional (D) or failing (F) grades. The scope of review is within the professor’s discretion. Students with a grade of C or better 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 his or her 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. Examinations given in the spring semester may be reviewed up to 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 a conditional grade. The number of D credits that a student is permitted to carry lies in the discretion of the Committee on Grades. If the committee requires a student to repeat a course in which the student has achieved a D or an F grade and no credit is given for that course, the student will be directed to either repeat that course or take a substitute course. Generally, no student is permitted to graduate with more than 10 D credits.

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.

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. 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 professor and the Assistant Dean for Students (for J.D. students) or Associate Dean for Administration and Graduate Studies (for LL.M. students). 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. Absent such external circumstances, a student’s belief—however well founded—that he or she may receive a low grade or fail a course does not rise to the level that permits withdrawal. A withdrawal appears on a student’s transcript with the notation “WD” but does not affect one’s cumulative grade point average. This paragraph does not apply to leaves of absence, which, if taken during a semester, involve withdrawal from all courses in the term.

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 and/or drop the clinic without the consent of the Professor and the Assistant Dean for Students. (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.

The mark of Unofficial Withdrawal (“UW”) is assigned by the Associate Academic Dean or the Assistant Dean for Students if a student, without explanation: (1) never attended any of his or her courses for a term; (2) attended so sporadically that there is insufficient basis for assigning an earned grade (missing more than 25% of any given class); or (3) stopped attending classes so that there is insufficient basis for assigning an earned grade (missing more than 25% 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 of his or her 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.

**Academic Dismissal and Probation**

To be in good academic standing, a student 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 his or her law school program and includes failing grades.

A student 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 his or her 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.

The conditions of academic probation are that the student must complete any semester in which the student is on probation with a minimum grade of C (2.0) in each course, a minimum average for that semester of 2.1, and participation in the Law School’s Academic Success Program. In individual cases, the Committee on Grades may impose additional conditions of probation. Failure to comply with any of the terms of probation is sufficient grounds for immediate academic dismissal from the School of Law.

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.
Students who are dismissed on the basis of their academic performance are entitled to appeal such decision to the Committee on Grades. 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 2017 shall be ranked among the 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.

<table>
<thead>
<tr>
<th>Full-Time Division:</th>
<th>Part-Time Division (includes day and evening):</th>
</tr>
</thead>
<tbody>
<tr>
<td>1L 0-28</td>
<td>1L 0-20</td>
</tr>
<tr>
<td>2L 29-57</td>
<td>2L 21-43</td>
</tr>
<tr>
<td>3L 58+</td>
<td>3L 44-65</td>
</tr>
<tr>
<td></td>
<td>4L 66+</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Letter</th>
<th>Grade Point</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.3</td>
<td>1%</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
<td>8%</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>15%</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>25%</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>20%</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>12%</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>7%</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>4%</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td>4%</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>4%</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td></td>
</tr>
</tbody>
</table>

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 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.

Midterm and Other Interim Assessments

On November 17, 2010, the Faculty Council voted to require, as a minimum, a midterm exercise/assessment that provides meaningful feedback to the students in all first-year courses, and recommended the same for upper level courses. The exercise/assessment can be graded or ungraded in the discretion of the professor.

Academic Fairness Procedure

Introduction

A grade at the School of Law is generally based on a final written examination. There exist certain policies and practices which are intended to reinforce student confidence in the fairness of the examination process and student understanding of the course material:

a) All final examinations and graded midterm exams are graded anonymously and students are assigned new midterm and final exam anonymous numbers for each semester.

b) Upon request of the student, a faculty member provides an individual review of essay answers for any student with a D or an F grade.
c) At the request of class representatives, a faculty member conducts a general examination review for the class.

Subject Matter

The Faculty of the School of Law recognizes that the evaluation of academic performance necessarily involves the exercise of judgment by a faculty member. Accordingly, 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.

Procedure

1. If a 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 and consult with 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 Students 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, an 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. A student shall be permitted unexcused absences up to, but not exceeding, two times the number of credit hours in a course. For example, in a three credit-hour course, a student is permitted up to six hours (four ninety minute classes) of unexcused absences. Excused absences may be based upon, but are not limited to, illness, family emergencies, religious observations, and attendance at off-campus Law School conferences or events.

Faculty members may in their discretion permit fewer but not more unexcused absences than permitted above. Faculty members opting for a stricter attendance policy than set forth above shall notify the students of their policy in writing on the first day of class.

Enforcement

The expectation is that faculty members will monitor attendance in their respective classes. Faculty members may choose their own method for taking attendance.

Sanctions

When the student exceeds the number of unexcused absences permitted above, the student shall be subject to sanctions. The sanction shall be disqualification from sitting for the final examination and no credit for the course, unless the professor chooses to impose a lesser sanction.

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 on any particular day or days. No fees of any kind shall be charged for making such accommodations.

Computer Usage in the Classroom

Except with the instructor’s permission, during class students are not permitted to compose, review, receive, or send e-mails or instant messages or access the Internet. Unless a professor directs otherwise, computers may be used during class solely for the purposes of taking notes or reviewing materials prepared for the class, such as case briefs and answers to problems assigned for the class. Nothing in this policy is meant to limit the power of a professor to bar the use of computers during class for any reason. The use of computers during class is a privilege, not a right, and may be revoked for failure to comply with this policy, except that this sentence is not intended to affect the right of a student under applicable law or policies of the Law School to use a computer because of a disability.
Recording of Class Discussions

The general policy of the School of Law is to prohibit recording of classroom lectures and discussions. However, recording of individual classes will be permitted at the discretion of the instructor for sound pedagogical reasons. No instructor will be required to permit taping except under requirements of law. 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. At the request of the instructor, recording will be arranged by the Law School Administration.

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 Assistant Dean for Students or Associate Academic Dean 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 Assistant Dean for Students or Associate Academic Dean for up to two (2) consecutive semesters. If such a leave is granted, the Assistant Dean for Students or Associate Academic Dean 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 maintenance of matriculation fee may be charged for each semester a student is on a leave of absence. The fee reserves a student’s place in the J.D. degree program as a continuing student; ensures that the student will continue to receive registration materials and any other mailings to enrolled students; allows access to University facilities and services, such as the Library and Health Services; and enables application for student health insurance, if needed.

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 his or her 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 Assistant Dean for Students or Associate Academic Dean 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 Associate Academic Dean or Assistant Dean for Students 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 his or her 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 Students or Associate Academic Dean 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 Students or Associate Academic Dean 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 Financial Aid in conjunction with the visiting law school. However, a student forfeits his or her 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 (@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 his or her 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  
Associate Dean for Administration  
Room 4-72  
kellys@stjohns.edu

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

(a) If the Associate Dean 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 Associate Dean, 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 Associate Dean 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 Associate Dean is authorized to grant an extension of an additional thirty days for good cause shown. After receiving the response, the Associate Dean will determine whether the complaint has actual merit. The Associate Dean’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 Associate Dean’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 Associate Dean, 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, sex, harassment (including sexual harassment and sexual violence), sexual orientation, marital status, citizenship status, disability, genetic predisposition or carrier status, status as a victim of domestic violence, or status in the uniformed services of the United States (including veteran 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
Associate Dean for Administration
Room 4-72
kellys@stjohns.edu

After investigation and providing the employer an opportunity to be heard, the Associate Dean 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 Associate Dean 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 Bar 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. An official transcript means a transcript certified and sealed by the issuing school and sent directly to the Law School or to LSAC.

The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access.

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 University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend a record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

   Family Policy Compliance Office  
   U.S. Department of Education  
   400 Maryland Avenue, SW  
   Washington, DC 20202-4605

A Public Notice about Social Security Numbers

New York State Education Law prohibits the use of the Social Security number for identification purposes. Additionally, the federal Family Educational Rights and Privacy Act of 1974 (FERPA) prohibits the release of the Social Security number without a student’s prior written consent. Neither the State of New York nor the Federal government requires the release of Social Security numbers except in a few carefully defined situations, chiefly related to verification of entitlement to financial aid.

Because of the above and because the Social Security number is not a part of a student’s educational history, the Office of the Registrar at St. John’s University does not confirm or in any other way make reference to or reveal a student’s Social Security number.

When we confirm or verify a student’s enrollment or the award of a degree, we certify academic information that our records contain, information that originates with us and over which we have authority. If, for example, we confirm that St. John’s University School of Law awarded a Juris Doctor degree to Jane Doe on June 1, 2003, we assert that our records indicate that a person with this name received the degree indicated on the noted date. We do not, nor should we, authenticate anyone’s identity.

Directory Information

FERPA provides that “Directory Information” may be released to any person without the written consent of the student, unless the student has requested that such information not be disclosed.

“Directory Information” of St. John’s University is on file in the Registrar’s Office and includes a student’s name, address, telephone number, email address, major field of study, dates of attendance, degrees, honors and awards received, participation in officially recognized activities, and the most recent educational
institution attended. Although the directory in which this information is contained is generally not circulated outside of the University, requests for such information are frequently received.

Students who do not want any “Directory Information” to be disclosed must come to the office of the Law School Registrar and submit a written request along with photo ID. Be advised that if a student requests that all Directory Information be withheld, the Registrar is thus prevented from certifying information for loans, employment, etc. and the student’s name may not appear in the Commencement Booklet.

In addition to the foregoing information, participation in intercollegiate sports by student-athletes and their height and weight are considered “Directory Information.” Student-athletes who do not want any or all of this information to be disclosed must advise the Director of Athletics in writing on or before Oct. 1 of each academic year.

Recently, FERPA was amended to indicate that an institution does not violate FERPA if it informs the parents or guardian of a student who is under the age of 21, that the institution has determined that the student has committed a disciplinary violation with respect to the use or possession of alcohol or a controlled substance, even if the violation is in the student’s education record. The amendment does not impose any affirmative obligation on the institution to inform parents of the disciplinary violation; rather it specifically states that such action does not violate FERPA or the Higher Education Act.

Additional information regarding FERPA policies and procedures is available on the University website Office of the Registrar page under Family Education Rights and Privacy Act (FERPA).

Note: In accordance with the Buckley Amendment, students are permitted to peruse their files by completing a General Request Form. The form for this purpose is available at the reception desk in the Office of Registrar and on the Law School Registrar web page. Requests to add or subtract information from a file must be submitted in writing.
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 his or her 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 his or her 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 Associate Academic Dean 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:

<table>
<thead>
<tr>
<th>Credits</th>
<th>Configuration Option</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Option A is the default schedule under each configuration.)</td>
<td>(Unless otherwise specified, does not include time for a break during the class meeting.)</td>
</tr>
<tr>
<td>1</td>
<td>A</td>
<td>Once per week for 55 minutes.</td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>Once per week for 7 weeks for 120 minutes each class meeting, which includes the option for up to a 10-minute break.</td>
</tr>
<tr>
<td>2</td>
<td>A</td>
<td>Once per week for 120 minutes, which includes the option for up to a 10-minute break.</td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>Twice per week for 55 minutes.</td>
</tr>
<tr>
<td>3</td>
<td>A</td>
<td>Twice per week for 85 minutes.</td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>Thrice per week for 55 minutes.</td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>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).</td>
</tr>
</tbody>
</table>
The Associate Academic Dean, Assistant Dean for Students, 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 Associate Academic Dean 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 6 of the St. John’s University Student Handbook (http://www.stjohns.edu/about/administrative-offices/operations/division-student-affairs/student-handbook). 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.

- Academic Regulations
- Non-Academic Regulations, Student Code of Conduct and Campus Regulations and Procedures
- Computer and Network Use Policy
- Student Activities: Policies and Procedures
- Greek Letter Organizations
- Non-Academic Judicial System
- Demonstration Policy and Procedures
- Statement on Disabilities
- Policy Against Discrimination and Sexual Harassment and Related Grievance Procedures
- Procedure for Psychological Disturbance
- HIV/AIDS Policy
- Drug and Alcohol Policy
- Public Safety
- Security Policy for Events
- Request for a Voluntary Health Related Leave of Absence

Use of the Crest and Seal of St. John’s University

The Crest and Seal of the University are the exclusive property of St. John’s University (N.Y.). The use of the Crest or the Seal is prohibited except with the expressed permission of the Secretary of the University.

Use of the Name of St. John’s University

Students of St. John’s University whether individually or collectively shall not use the name of St. John’s University or the names of any of its units for any activity outside the regular work of the University without written consent of the proper authorities. Violation of this rule is regarded as sufficient cause for dismissal.
Law School Scholarships

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

Full-Tuition Scholarships

St. Thomas More and 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 Fall 2011 - Fall 2014: For St. Thomas More and other merit scholarships, scholarships are renewable for each subsequent year of matriculation, provided that the student maintains a required cumulative academic rank. If a student’s class rank, after each academic year, places him or her in the upper 40% of the student’s class, the student will retain 100% of the scholarship. If the class rank places the student in the upper 55% of his or her class, the student will retain 75% of the scholarship. If the class rank places the student in the upper 65% of the class, the student will retain 55% of the scholarship. For Ron Brown Scholarships, the retention standard is good academic standing.

For students entering Fall 2015 - Fall 2016: St. Thomas More Scholarship recipients must rank in the top 80% of the class after each academic year to retain 100% of their scholarship. For Alumni and other merit scholarships, scholarships are renewable for each subsequent year of matriculation, provided that the student maintains a required cumulative academic rank. If a student’s class rank, after each academic year, places him or her in the upper 40% of the student’s class, the student will retain 100% of the scholarship. If the class rank places the student in the upper 55% of his or her class, the student will retain 75% of the scholarship. If the class rank places the student in the upper 65% of the class, the student will retain 55% of the scholarship. For Vincentian and Ron Brown Scholarships, the retention standard is good academic standing.

For students entering Fall 2017: St. Thomas More Scholarship recipients must rank in the top 80% of the class after each academic year to retain 100% of their scholarship. 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 80% (St. Thomas More Scholarship) or below the top 60% (Alumni, Dean, and other merit scholarships) will forfeit their entire scholarship. For Ron Brown Scholarships, the retention standard is a cumulative GPA of above a 2.15 after each academic year.

For students entering 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.

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 2011 - Fall 2016:* Scholarships are renewable for each subsequent year of matriculation, provided that the student maintains a required cumulative academic rank. If a student’s class rank, after each academic year, places him or her in the upper 40% of the student’s class, the student will retain 100% of the scholarship. If the class rank places the student in the upper 55% of his or her class, the student will retain 75% of the scholarship. If the student’s class rank places him or her in the upper 65% of your class, the student will retain 55% of the scholarship.

*For students entering Fall 2017:* 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.

**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.

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

Dean’s List of honor students is maintained at the end of each semester. The Dean’s List will include students with a semester grade point average in the top 25% of the class. In order to be eligible for the Dean’s List, a student must take the minimum number of credits for his or her division (full-time – 12 credits; part-time – 8 credits) and not be repeating courses.

Dean’s Awards for Excellence

The Dean’s Award for Excellence is awarded to the student who achieves the highest grade 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 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, his or her degree will be awarded with honors as follows:

Summa Cum Laude
Top 1% (as rounded) of the class, plus a cumulative GPA of at least 3.85.

Magna Cum Laude
Top 4% of the class (as rounded).
Cum Laude
Top 15% of the class (as rounded).

Dean’s List
Top 25%, including Latin Honors, of the class (as rounded). This is acknowledged by certificate following the June Commencement Ceremony.

For purposes of determining Latin honors, class rank at graduation, and commencement awards, September and January graduates receive non-equivalent ranks 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.

**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 in the graduating class who has demonstrated excellence in the study of Bankruptcy Law.

- **American Bar Association/Bureau of National Affairs Award for Excellence in the Study of Intellectual Property Law**
  Awarded to students who demonstrate superior academic performance in the field of Intellectual Property Law.

- **American Bar Association/Bureau of National Affairs Awards for Excellence in the Study of Labor and Employment Law**
  Awarded to students who demonstrate superior academic performance in the field of Labor and Employment Law.

- **American Bar Association/Bureau of National Affairs Award for Excellence in the Study of Health Law**
  Awarded to students who demonstrate superior academic performance in the field of Health 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 Advanced Real Estate.

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; Corporate Finance; and Supreme Court Seminar.
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 Property I.

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, and Real Estate Transactions and Property (evening division only).

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.

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 2018-2019

### Fall Semester 2018*

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday, August 12</td>
<td>Convocation for all entering 1L students.</td>
</tr>
<tr>
<td>Monday, August 13</td>
<td><strong>Fall semester begins for all 1L students.</strong> Last day to drop a pre-session course.</td>
</tr>
<tr>
<td>Tuesday, August 14</td>
<td>Last day to add a pre-session course</td>
</tr>
<tr>
<td>Wednesday, August 15</td>
<td><strong>Fall Pre-session begins</strong> for Upper-Level Students</td>
</tr>
<tr>
<td>Friday, August 24</td>
<td><strong>Fall Pre-session ends</strong></td>
</tr>
<tr>
<td>Monday, August 27</td>
<td><strong>Main pre-session classes begin</strong></td>
</tr>
<tr>
<td>Saturday, September 1</td>
<td>Add/Drop deadline. Last day to adjust schedule on the web. After this date, approval is required.</td>
</tr>
<tr>
<td>Monday, September 3</td>
<td>Labor Day Holiday – No Classes Scheduled</td>
</tr>
<tr>
<td>Monday, September 10</td>
<td>Last day to drop from a class without academic penalty. After this date, grade of WD will appear on permanent academic record.</td>
</tr>
<tr>
<td>Tuesday, September 18</td>
<td><strong>Legislative Wednesday</strong></td>
</tr>
<tr>
<td>Wednesday, September 19</td>
<td>Yom Kippur - No Classes Scheduled</td>
</tr>
<tr>
<td>Monday, October 1</td>
<td>Deadline to submit exam conflicts for Fall exams. SWR applications for Fall 2018 semester are due.</td>
</tr>
<tr>
<td>Monday, November 12</td>
<td>Veteran's Day - Classes Scheduled</td>
</tr>
<tr>
<td>Wednesday, November 21 - Saturday, November 24</td>
<td>Thanksgiving recess</td>
</tr>
<tr>
<td>Saturday, December 1</td>
<td>Last day of class</td>
</tr>
<tr>
<td>Monday, December 3</td>
<td>Study Day</td>
</tr>
<tr>
<td>Tuesday, December 4</td>
<td>Final examinations begin</td>
</tr>
<tr>
<td>Monday, December 17</td>
<td>Final examinations end</td>
</tr>
<tr>
<td>Tuesday, December 18</td>
<td>Make-up day for exams</td>
</tr>
<tr>
<td>Wednesday, December 19</td>
<td>Snow-day for final examinations; Fall semester ends. Students should not make travel plans until after this date.</td>
</tr>
<tr>
<td>Thursday, December 20 - Tuesday, January 1</td>
<td>Semester break</td>
</tr>
</tbody>
</table>

**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: **September 19, November 21, December 3.**
Fall Semester 2018 Class Dates

<table>
<thead>
<tr>
<th>Monday Classes</th>
<th>August 27, September 10, 17, 24, October 1, 8, 15, 22, 29, November 5, 12, 19, 26</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday Classes</td>
<td>August 28, September 4, 11, 25, October 2, 9, 16, 23, 30, November 6, 13, 20, 27</td>
</tr>
<tr>
<td>Wednesday Classes</td>
<td>August 29, September 5, 12, includes Tuesday September 18, 26, October 3, 10, 17, 24, 31, November 7, 14, 28</td>
</tr>
<tr>
<td>Thursday Classes</td>
<td>August 30, September 6, 13, 20, 27, October 4, 11, 18, 25, November 1, 8, 15, 29</td>
</tr>
<tr>
<td>Friday Classes</td>
<td>August 31, September 7, 14, 21, 28, October 5, 12, 19, 26, November 2, 9, 16, 30</td>
</tr>
<tr>
<td>Saturday Classes</td>
<td>September 1, 8, 15, 22, 29, October 6, 13, 20, 27, November 3, 10, 17, December 1</td>
</tr>
</tbody>
</table>

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

Spring Semester 2019*

<table>
<thead>
<tr>
<th>Monday, December 31</th>
<th>Last day to add a pre-session course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, January 2</td>
<td>Last day to drop a pre-session course Spring Pre-session begins for Upper-Level classes</td>
</tr>
<tr>
<td>Monday, January 7</td>
<td>Lawyer class begins for 1L students</td>
</tr>
<tr>
<td>Friday, January 11</td>
<td>Spring Pre-session and Lawyer class ends</td>
</tr>
<tr>
<td>Monday, January 14</td>
<td>Main semester begins</td>
</tr>
<tr>
<td>Saturday, January 19</td>
<td>Add/Drop deadline. Last day to adjust schedule on the web. After this date, approval is required.</td>
</tr>
<tr>
<td>Monday, January 21</td>
<td>Martin Luther King Jr. Day, Holiday - No classes scheduled</td>
</tr>
<tr>
<td>Monday, January 28</td>
<td>Last day to drop from a class without academic penalty. After this date, grade of WD will appear on permanent academic record.</td>
</tr>
<tr>
<td>Monday, February 18</td>
<td>Presidents’ Day Holiday - No classes scheduled</td>
</tr>
<tr>
<td>Tuesday, February 19</td>
<td>Legislative Monday</td>
</tr>
<tr>
<td>Friday, March 1</td>
<td>Deadline to submit exam conflicts for Spring exams. SWR applications for Spring 2019 semester are due.</td>
</tr>
<tr>
<td>Monday, March 4 - Friday, March 8</td>
<td>Spring Break</td>
</tr>
<tr>
<td>Wednesday, April 17 - Saturday, April 20</td>
<td>Easter Break</td>
</tr>
<tr>
<td>Friday, April 26</td>
<td>Last day of class</td>
</tr>
<tr>
<td>Monday, April 29</td>
<td>Study day</td>
</tr>
</tbody>
</table>
Tuesday, April 30  |  Final examinations begin
---|---
Monday, May 13 | Final examinations end
Tuesday, May 14 | Make-up day for exams; Spring semester ends. Students should not make travel plans until after this date.
Sunday, June 2 | Commencement

**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 12 for Lawyering and pre-session classes and January 21, February 18, March 4, 5, 6, 7, 8, April 17 and 29 for classes in the main semester.

Spring Semester 2019 Class Dates

<table>
<thead>
<tr>
<th>Monday Classes</th>
<th>January 14, 28, February 4, 11, <strong>includes Tuesday February 19, 25</strong>, March 11, 18, 25, April 1, 8, 15, 22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday Classes</td>
<td>January 15, 22, 29, February 5, 12, 26, March 12,19, 26, April 2, 9, 16, 23</td>
</tr>
<tr>
<td>Wednesday Classes</td>
<td>January 16, 23, 30 February 6, 13, 20, 27, March 13, 20, 27, April 3, 10, 24</td>
</tr>
<tr>
<td>Thursday Classes</td>
<td>January 17, 24, 31, February 7, 14, 21, 28, March 14, 21, 28, April 4, 11, 25</td>
</tr>
<tr>
<td>Friday Classes</td>
<td>January 18, 25, February 1, 8, 15, 22, March 1, 15, 22, 29, April 5, 12, 26</td>
</tr>
<tr>
<td>Saturday Classes</td>
<td>January 19, 26, February 2, 9, 16, 23, March 2, 9, 16, 23, 30, April 6, 13</td>
</tr>
</tbody>
</table>

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