

Rules and Regulations of the LL. M. Program

These Rules and Regulations were adopted by the faculty on 8/19/98 with revisions adopted in Spring 2000

GENERAL PROVISIONS

1. The rules and regulations of the Touro Law Student Handbook shall apply generally to all students enrolled in the LL.M. program, commencing with the Fall 1998 entering class, except to the extent that their application conflicts with the Rules and Regulations of the LL.M. Program. Any LL.M. student who enrolled in the LL.M. Program prior to Fall 1998 may elect to be governed by these Rules and Regulations of the LL.M. Program. The Code of Conduct shall apply to the students in the LL.M. Program in its entirety.

REGISTRATION

1. Before registration, each LL.M. student must confer with the Director of the Program and obtain his or her written approval of the course selection. Before adding or dropping any courses, the LL.M. student must confer with the Director of the Program and obtain his/her written approval.
2. Full-time LL.M. students must carry a minimum of twelve (12) credits and may take a maximum of sixteen (16) credits each semester. Under exceptional circumstances, and with the written approval of the Director of the Program, an LL.M. student may exceed the maximum credit limit by one (1) credit.
3. Part-time LL.M. students must carry a minimum of seven (7) {replaces eight (8)} credits, but may carry a maximum of eleven (11) credits each semester. Under exceptional circumstances and with the written approval of the Director of the Program, an LL.M. student may carry a minimum of six (6) credits during a semester.
4. Each LL.M. student must declare to the Director of the Program his or her status as either full-time or part-time at the beginning of each academic year. Each LL.M. student who wishes to change his or her status as full-time or part-time during the academic year must obtain the written approval of the Director of the Program. (See also Paragraph 3 in the Financial Aid section for LL.M. students relying upon Financial Aid and Paragraph 3 in the Bursar section.)
5. Each LL.M. student who is enrolled for twelve (12) or more semester hours must sign a statement that he or she is not working more than twenty (20) hours a week while the Law Center is in session. A false statement about an LL.M. student's workload shall constitute a violation of the Code of Conduct and may subject the LL.M. student to disciplinary action.
6. Each LL.M. student is required to register for and complete the *Introduction to the United States Legal System* course unless the Director of the Program certifies that he or she has completed prior equivalent coursework. The *Introduction to the United States Legal System* course shall be counted as three (3) credits and shall begin before the regular term, but shall be treated as a course during the following semester.
7. Each LL.M. student is required to register for and complete the *Legal Methods for LL.M. Students* (LL.M. Tutorial) course which shall be counted as two (2) credits to be included in the fall semester. With the written approval of the Director of the Program, a student may meet this requirement by registering for and completing a section of *Legal Methods I*. Under exceptional circumstances, the Dean may waive this requirement.
8. During the spring semester, a weekly one hour, non-credit skills tutorial will be offered, and all LL.M. students are expected to attend. Any LL.M. student who has a GPA below 2.300 is required to attend.
9. LL.M. students are required to take two (2) courses in basic American law, such as Property, Evidence, Constitutional Law, Criminal Law, Criminal Procedure, Torts, Contracts, or Sales. (It is not necessary to take both parts of these courses, such as Property, Contracts, and Torts, which are two-part courses; one part will count as one course.) In addition, the *Introduction to the*

United States Legal System will qualify as a course in basic American law. This requirement is designed to satisfy the New York Court of Appeals Rules for the Admission of Attorneys and Counselors at Law.

10. There are no other required courses for LL.M. students. LL.M. students are generally free to register for any courses offered at the Law Center, and are not confined to courses offered in either Day or Evening divisions. In allocating seats for students who register in time for courses which become over-subscribed, LL.M. students will be given the same priority as third year day students for Day division courses, and 4th year part-time students for Evening division courses. Access to clinical courses, however, will be determined on a case-by-case basis. LL.M. students are not subject to the Advanced Writing Requirement, the Perspective Requirement, the Public Interest Law Perspective Requirement, the Second Year Writing Tutorial Requirement, or the Pro Bono Requirement.
11. LL.M. students are permitted to take up to two (2) credits of Independent Research. Under exceptional circumstances, the Dean may permit a student to take additional credits of Independent Research. The Director of the Program may not supervise LL.M. students for Independent Research without the approval of the Dean.
12. LL.M. students are permitted to take for credit up to fifteen (15) credits of survey courses in such basic subjects as Contracts, Property, Torts, Constitutional Law and Civil Procedure. Survey courses shall cover in two or more credits about 60% of the scope of corresponding 6-credit sequence in those subjects, and classes shall feature not only lectures but also a significant amount of case analysis or problem-solving exercises. Up to four (4) credits of such courses may be graded on a no credit/pass/pass with honors basis. The remainder of such credits will be graded on a normal letter-graded basis. Such courses must be taught by Law Center faculty or adjuncts, but they may have been developed for other purposes, such as the pending Master of Professional Studies in Law program. Unless the acceptability of these courses for purposes of qualifying to take the New York Bar Examination has been determined, students planning to take such courses will be advised accordingly.
13. LL.M. students are permitted to audit one (1) course per semester for no fee. Courses that are audited, however, shall be included in the total number of credits carried by the LL.M. student for calculating maximum course loads per semester. Under exceptional circumstances, and with the written approval of the Director of the Program, an audited course may be excluded from the total number of credits carried by the LL.M. student when calculating maximum credit loads.

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

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

A student may register to audit a course during the registration period including but not later than the last day of the drop/add period for the fall or spring semesters. Students are not permitted to audit summer courses. Audited courses dropped after the applicable drop/add period will be reflected by a "W" on the student's transcript

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

A student auditing a course is required to comply with the following requirements:

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

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

14. LL.M. students must generally comply with prerequisite requirements and must generally take two part courses in sequence. Under exceptional circumstances, and with the written approval of the Director of the Program, the prerequisite and sequencing requirements may be waived.
15. LL.M. students are subject to the rules in the Student Handbook with respect to taking leaves of absence, except that LL.M. students may take such leaves during their final year of study.
16. An LL.M. student may not visit at another law school for a semester, but under exceptional circumstances, and with the written approval of the Director of the Program, an LL.M. student may be permitted to take one (1) or two (2) courses for credit at another accredited United States law school.
17. LL.M. students must file a graduation application at the beginning of their final semester.

FINANCIAL AID

1. Financial Aid is available to LL.M. students on the same terms as those for J.D. students. (Note: Some forms of Financial Aid are often only available for students who are permanent residents of the United States.)
2. LL.M. students are encouraged to investigate their eligibility for all forms of financial aid. (See <http://www.accessgrp.org> for information, or call 1-800-282-1550.) LL.M. students planning to use Financial Aid must apply for Financial Aid upon receipt of an acceptance into the LL.M. Program. However, Financial Aid is only available to those LL.M. students who are degree candidates and who are taking courses that will count towards their degree. Financial Aid will not be available to those LL.M. students who are enrolled in fewer than six (6) semester hours. No Financial Aid will be available to students who have completed their LL.M. degree coursework, or to students who have otherwise ceased to be LL.M. degree candidates. LL.M. students will be charged on the basis of the number of credits that they have enrolled for.
3. Financial Aid matters are controlled by the Financial Aid Office, which in turn is regulated by various state and federal authorities. If a student does not understand the rules and regulations of the Financial Aid Offices, the student may request a meeting with the Financial Aid Office and the Director of the Program.
4. Each LL.M. student who is relying upon Financial Aid is required to declare at the beginning of the academic year to the Financial Aid Office whether he or she will be a full-time or a part-time student for the entire academic year. An LL.M. student who changes his or her status as full-time or part-time must notify the Financial Aid Office. The student is solely responsible for any financial consequences occurring as a result of a failure to give timely notice to the Financial Aid Office of any change in status.
5. All LL.M. students are required to maintain satisfactory progress in accordance with the standards set forth below in order to remain eligible for federal financial assistance. Satisfactory progress will be evaluated at the end of each academic year. Students who fail to meet these standards will be granted one semester of probation with the exception of the final semester. Students who have not attained the requirements by the last semester indicated will lose eligibility for financial assistance and must appeal to have it reinstated. Students who are granted a probation semester must reach the required levels of the next evaluation point in order to remain eligible for financial assistance.

LL.M. Program – Full-time

Required Evaluation Point	Cumulative Minimum GPA	Minimum Successful Course Completion
End of first academic year	2.0	18
End of third semester	2.0	27

LL.M. Program – Part-time

Required Evaluation Point	Cumulative Minimum GPA	Minimum Successful Course Completion
End of first academic year	2.0	10
End of second academic year	2.0	20
End of third academic year	2.0	27

BURSAR

1. The same rules and regulations applicable to J.D. students regarding payment of tuition and fees to the Bursar Office are applicable to LL.M. students. Students who are not eligible for Financial Aid will be required to make a cash payment no later than the first day of classes of each term.
2. Bursar matters are controlled by the Bursar's Office, which in turn is regulated by various state and federal authorities. If a student does not understand the rules and regulations of the Bursar's Office, the student may request a meeting with the Bursar's Office and the Director of the Program.
3. Each LL.M. student is required to declare at the beginning of the academic year to the Bursar's Office whether he or she will be a full-time or part-time student for the entire academic year. An LL.M. student who changes his or her status as full-time or part-time must notify the Bursar's Office. The student is solely responsible for any financial consequences occurring as a result of a failure to give timely notice to the Bursar of any change in status.

ACADEMIC RULES AND REGULATIONS

1. In order to earn the LL.M. degree, the LL.M. student must complete twenty-seven (27) credits, unless academic difficulties dictate additional coursework, and must attain a minimum cumulative grade-point average (GPA) of 2.000.
2. Any student who, at the end of the first semester, has a GPA of 1.0 or less shall be presumptively dismissed at the discretion of the LL.M. Academic Policy Subcommittee. Any other full-time student who has a GPA less than 2.000 must meet with the Director of the Program, the Chair of the LL.M. Academic Policy Subcommittee, and one other member of the LL.M. Academic Policy Subcommittee. This Subcommittee shall have broad discretion to counsel such student regarding his or her past and future academic performance, and to recommend such conditions and requirements as it deems appropriate. A record of the meeting with the Subcommittee will be kept by the Chair of the LL.M. Academic Policy Subcommittee.
3. At the end of the second semester for any LL.M. full-time student, any student:
 - A. who has a GPA of 1.850 or higher, but under 2.000, shall be placed automatically on probation. Such student, however, must meet with the LL.M. Academic Policy Subcommittee. The LL.M. Academic Policy Subcommittee shall have broad discretion to counsel such student regarding his or her past and future academic performance. Under exceptional circumstances, the LL.M. Academic Policy Subcommittee may impose such conditions and requirements as it deems appropriate. A record of the meeting with the LL.M. Academic Policy Subcommittee will be kept by the Chair of the LL.M. Academic Policy Subcommittee.
 - B. who has a GPA of 1.700 or higher, but under 1.850, may either be placed on probation or dismissed for academic deficiency. Whether the student is placed on probation or dismissed for academic deficiency shall be within the discretion of the LL.M. Academic Policy Subcommittee. The LL.M. Academic Policy Subcommittee must meet with any such student,

and shall have broad discretion to counsel such student regarding his or her past and future academic performance, and to impose such conditions and requirements as it deems appropriate. A record of the LL.M. Academic Policy Subcommittee's conditions and requirements will be kept by the Chair of the LL.M. Academic Policy Subcommittee.

- C. Who has a GPA of 1.700 or below shall be dismissed for academic deficiency, such dismissal to be carried out administratively.
4. At the end of the first and/or second semester for any part-time LL.M. student, any student who has a GPA under 2.000 must meet with the Director of the Program, the chair of the LL.M. Academic Policy Subcommittee, and one other member of the LL.M. Academic Policy Subcommittee. This Subcommittee shall have broad discretion to counsel such student regarding his or her past and future academic performance, and to recommend such conditions and requirements as it deems appropriate. A record of the meeting with the Subcommittee will be kept by the Chair of the LL.M. Academic Policy Subcommittee.
5. At the end of the third semester for any LL.M. part-time student, any student:
 - A. who has a GPA of 1.850 or higher, but under 2.000, shall be placed automatically on probation. Such student, however, must meet with the LL.M. Academic Policy Subcommittee. The LL.M. Academic Policy Subcommittee shall have broad discretion to counsel such student regarding his or her past and future academic performance. Under exceptional circumstances, the LL.M. Academic Policy Subcommittee may impose such conditions and requirements as it deems appropriate. A record of the meeting with the LL.M. Academic Policy Subcommittee will be kept by the Chair of the LL.M. Academic Policy Subcommittee.
 - B. who has a GPA of 1.700 or higher, but under 1.850, may either be placed on probation or dismissed for academic deficiency. Whether the student is placed on probation or dismissed for academic deficiency shall be within the discretion of the LL.M. Academic Policy Subcommittee. The LL.M. Academic Policy Subcommittee must meet with any such student and shall have broad discretion to counsel such student regarding his or her past and future academic performance, and to impose such conditions and requirements as it deems appropriate. A record of the LL.M. Academic Policy Subcommittee's conditions and requirements will be kept by the Chair of the LL.M. Academic Policy Subcommittee.
 - C. who has a GPA of 1.700 or under shall be dismissed for academic deficiency, such dismissal to be carried out administratively.
6. Any full-time LL.M. student who continues his or her studies beyond the second semester and any part-time LL.M. student who continues his or her studies beyond the third semester shall be subject to continuing review by the LL.M. Academic Policy subcommittee. A student is entitled to continue his or her studies as long as the Subcommittee determines that there is a substantial likelihood that he or she will attain a cumulative GPA of 2.000 within a reasonable period of time.
7. The division in which an LL.M. student was last enrolled controls as far as the LL.M. Academic Subcommittee's decisions are concerned.
8. The same rules and regulations applicable to J.D. students regarding "Pass"/"No Credit" are applicable to LL.M. students.
9. Under exceptional circumstances, credit for courses taken previously at other United States law schools may be applied towards the LL.M. degree upon written approval of the Director of the Program, provided that a grade of "C" or higher was earned.
10. An application for readmission of an LL.M. student who has been dismissed for academic deficiency will only be approved following an absence of at least a complete academic year. The LL.M. Program committee shall review the applicant's file and petition, which shall include a description of the steps taken since dismissal to remedy the situation which contributed to the dismissal and a detailed plan for future academic success. Under exceptional circumstances, the waiting period may be shortened by one (1) semester. For any LL.M. student who voluntarily

withdraws after his or her first semester from the LL.M. Program due to poor academic performance, there is a rebuttable presumption in favor of readmission. If a student is readmitted under this section, the prior course work shall not count towards the degree, but will appear on the student's transcript.

11. An LL.M. student's right to continue his or her academic studies (e.g., in order to earn 20 semester hours) is independent from the LL.M. student's status as a degree candidate.
12. LL.M. students will not be ranked in relation to J.D. students, or in relation to each other. LL.M. students are not eligible for the J.D. Dean's List. However, any LL.M. student who earns a GPA of 3.000 or above in any regular academic semester, taking at least eight (8) credits in letter-graded courses, will be put on the LL.M. Dean's List. The LL.M. graduate with the highest GPA will be recognized as the "Outstanding LL.M. Graduate," provided that such GPA is 3.000 or higher. When an LL.M. student receives the highest grade in a course offered in the J.D. curriculum, that student will receive a Dean's LL.M. Excellence Award, and the J.D. student with the next highest grade will receive the CALI award. Other awards will be dealt with similarly. Students graduating with a GPA of 3.200 to 3.399 receive the LL.M. degree *cum laude*, those with a GPA of 3.400 to 3.599 receive the LL.M. degree *magna cum laude*, and those with a GPA of 3.600 or better receive the LL.M. degree *summa cum laude*. Additionally, those students who fall below a 3.200 GPA, but who are in the top 10% of their class, will be graduated *cum laude*.
13. An LL.M. student may transfer to the J.D. program if the student has taken at least six (6) of the following courses and has received an average grade of 3.000 in them:

Constitutional Law I or II; Torts I or II; Civil Procedure I or II; Contracts I or II; Property I or II; or Criminal Law. Applications for transfer from LL.M. students not satisfying these requirements will be considered by the Admissions Committee, in consultation with the Director of the Program. In either case, a transferee to the J.D. program will receive credit for courses taken from the J.D. curriculum. If the transferee is accepted, any credit to be granted for coursework done abroad will be specified when an offer of admission to the J.D. program is made. An LL.M. student who has transferred to the J.D. program before completing the LL.M. degree will receive only the J.D. degree. Any person who has received the LL.M. degree may apply for admission to the J.D. program, but none of the credits earned towards the LL.M. degree may be applied towards the J.D. degree.
14. LL.M. students must complete their degree studies within three calendar years. Under exceptional circumstances, this requirement may be waived by the LL.M. Program Committee.
15. In accordance with New York State Public Health Law, all LL.M. students born on or after January 1, 1957 must demonstrate proof of immunity to measles, mumps and rubella. Students must supply acceptable proof of immunity. Forms are available with registration materials or from the Registrar's Office. No student will be permitted to register or attend classes unless a properly completed form has been submitted to the Registrar's Office.

LL.M. PROGRAM COMMITTEE/LL.M. PROGRAM ACADEMIC POLICY SUBCOMMITTEE

1. The LL.M. Program Committee (the Committee) shall consist of three (3) or more full-time faculty members not involved in the administration of the LL.M. Program, and three persons involved in the administration of the LL.M. Program. The members of the Committee shall be appointed by the Dean of the Law School.
2. The LL.M. Program Committee shall meet as needed to discuss issues regarding the LL.M. Program and questions that arise with respect to individual LL.M. students.
3. The LL.M. Academic Policy Subcommittee shall consist of the full-time faculty members on the LL.M. Program Committee who are not involved in the administration of the LL.M. Program. One member of the LL.M. Academic Policy Subcommittee shall be designated Chair of the Academic Policy Subcommittee by the Dean. The LL.M. Academic Policy Subcommittee shall serve the same functions for LL.M. students as the Academic Policy Committee serves for J.D. students. The Director of the Program shall consult with the LL.M. Academic Policy Subcommittee on each LL.M. student appearing before the Subcommittee.

4. The identification of any LL.M. student who must meet with the Subcommittee of the LL.M. Program Subcommittee (See Academic Rules and Regulations, Paragraphs 2 and 4) or the LL.M. Academic Policy Subcommittee shall be made by the Registrar. The arrangements for the meetings with LL.M. students having academic difficulties shall be made by the Chair of the LL.M. Program Committee, in consultation with the Registrar.
5. In any case in which an LL.M. student must meet with the LL.M. Academic Policy Subcommittee, such LL.M. student shall have the right to one peremptory challenge of any member of the Subcommittee. Any such challenge must be made in writing prior to the hearing, and the Dean shall appoint a substitute faculty member to serve at the meeting. The same standards, requirements, and procedures generally applicable to J.D. students appearing before the Academic Policy Committee shall apply to LL.M. students appearing before the LL.M. Academic Policy Subcommittee, except for the special exceptions for J.D. students who have completed four (4) semesters full-time or five (5) semesters part-time with a GPA of 1.9 or above who have not previously been on probation.