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Important Disclaimer

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

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

This Handbook is written for informational purposes only and may contain errors. The policies, procedures and practices described herein may be modified, supplemented or discontinued in whole or in part, at any time with or without notice. We will attempt to inform you of any changes as they occur. However, it is your responsibility to keep current on all Touro College and Touro Law Center policies, procedures and practices. It is your responsibility to review Touro College and Touro Law Center policies and procedures in detail and to request any clarification needed from the Office of Student Services. Violation of Touro College or Touro Law Center policies or procedures may result in disciplinary action, including dismissal. Action may be taken against students notwithstanding their failure to appear or otherwise participate in a disciplinary or grievance proceeding.

Students are required to investigate for themselves whether the program in which they enroll meets their personal, educational and career needs. While students may expend significant sums associated with higher education, successful completion of a course, program, or degree is dependent on many factors. The payment of tuition entitles a student to register and matriculate in the courses and programs available and offered by the Touro school or program in which the student is enrolled. Except as noted in the paragraph below, no contract rights exist or are established in the student-educational institution setting. To this end, Touro College and Touro Law Center disclaim any liability for promises, assurances, representations, warranties, or other statements made in their marketing or promotional materials, and make absolutely no promises, assurances, representations, guarantees, warranties or other statements concerning courses and programs and/or a student’s academic success in them. Thus, Touro College and Touro Law Center further disclaim any liability in tort as well as contract in connection with any of the foregoing. In order for a degree to be earned, the required credits, grades and grade point average must be achieved and maintained, and all other requirements of the school and program must be fulfilled.

Registration and matriculation at Touro Law Center after the issuance of this Handbook is consideration for and constitutes a student’s knowing acceptance of the binding Alternative Dispute Resolution (“ADR”) mechanisms (including binding arbitration) contained herein. Thus, any dispute, claim or controversy arising out of or related to your application, registration, matriculation, graduation or other separation from Touro Law Center or, arising out of this Handbook, which is not resolved through the internal mechanism provided for herein shall be exclusively resolved through final and binding expedited arbitration conducted solely before the American Arbitration Association (“AAA”), or any successor in interest, in accordance with the AAA Rules then in effect. The location of the arbitration shall be at a convenient office at Touro Law Center. See “Arbitration of Disputes” provision for a more elaborate treatment.
Dr. Bernard Lander, Founding President of the Touro College and University System

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

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

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

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

The Touro College experience consists of more than classroom instruction. Touro seeks to foster an atmosphere of warmth, in which close faculty-student relationships, student camaraderie and individual attention are nurtured in many ways.

Speaking to a filled ballroom in New York City in 2007, where over 1,400 guests had gathered to celebrate the 36th Anniversary of Touro College, Touro College Founding President, the late Dr. Bernard Lander summed up his drive and passion behind his achievements:

“One should live a long life, but a life of meaning, purpose and creativity. This is the purpose of life and the purpose of Touro.”
ACCREDITATION

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

Touro College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, (267) 284-5000. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the United States Secretary of Education and the Council for Higher Education Accreditation. This accreditation status covers Touro College and its branch campuses, locations and instructional sites in the New York area, as well as branch campuses and programs in Berlin, Paris, Jerusalem, Moscow, and Miami, Florida. Touro University California and its Nevada branch campus, as well as Touro College Los Angeles and Touro University Worldwide, are separately accredited institutions within the Touro College and University System, accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC), 985 Atlantic Avenue, Alameda, CA 94501, (510) 748-9001.

Touro Law Center is accredited by the American Bar Association (ABA) Council of the Section of Legal Education and Admission to the Bar. The ABA Council of the Section of Legal Education and Admission to the Bar is approved by the U.S. Department of Education as the national agency for the accreditation of law schools.

Message from the President and Chief Executive Officer

In the four decades that have passed since Dr. Bernard Lander founded Touro College, our institution has grown significantly and achieved remarkable success. When launched with its first class of 35 students, Touro was envisioned as a great experiment in higher education, blending the best of Jewish and secular scholarship in an atmosphere of personal attention and academic excellence. Our mandate was to respond in innovative ways to the educational needs of the growing Jewish communities of New York and elsewhere, and to provide accessible and quality academic opportunities to underserved populations. Today, Touro College – recognized as Touro University in California and Nevada – remains faithful to its original mission, educating approximately 19,000 students of diverse backgrounds, worldwide. We offer a wide range of undergraduate, graduate, and professional degree programs in a variety of disciplines - from Jewish studies to education to law and to the health sciences - including outstanding programs for students pursuing careers in medicine and the health sciences professions.

As the second president in Touro’s history, I am deeply committed to Touro’s mission of serving humanity and building a better world, as well as providing academic excellence and personal attention for students seeking to maximize their personal and professional growth. In carrying out our goals, we continue to work with our students in a collective effort to help make the world a better place for all. Lander College of Arts and Sciences-Flatbush, Lander College for Women-The Anna Ruth and Mark Hasten School, and Lander College for Men work toward these objectives by providing cohorts of aspiring high school graduates from well-regarded yeshivas and seminaries with a foundation of academic excellence for professional career growth, in an environment that is supportive of the religious values of students. Graduates have assumed leadership roles and continue to strengthen Jewish communities throughout the world.

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

Alan Kadish, M.D.
**Message from the Dean**

Dear Touro Law Center Student,

This Student Handbook contains the academic and other rules and regulations all students at the Law Center are required to observe. It is your responsibility to read and to become familiar with the information contained in this Handbook. In addition to matters of conduct and professionalism, you will also find useful information on courses, people, and programs at the Law Center.

Current information affecting students generally is published in The Touro Times, the Law Center's official weekly publication, and important information is posted on the Law Center's website, [http://www.tourolaw.edu](http://www.tourolaw.edu). It is a good idea to check these sources of information regularly. You can subscribe to the Touro Times blog at [http://tourotimes.wordpress.com/](http://tourotimes.wordpress.com/)

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

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

Patricia E. Salkin
Dean and Professor of Law
Statement on Academic Integrity

Touro College and University System, including the Touro College Jacob D. Fuchsberg Law Center ("Law Center"), is a community of scholars and learners committed to maintaining the highest standards of personal integrity in all aspects of our professional and academic lives. Because intellectual integrity is a hallmark of scholarly and scientific inquiry as well as a core value of the Jewish tradition, students and faculty are expected to share a mutual respect for teaching, learning and the development of knowledge. They are expected to adhere to the highest standards of honesty, fairness, professional conduct of academic work and respect for all community members.

Academic dishonesty undermines our shared intellectual culture and our ability to trust one another. Faculty and administration bear a major responsibility for promoting a climate of integrity, both in the clarity with which they state their expectations and in the vigilance with which they monitor students. Students must avoid all acts of dishonesty, including, but not limited to, cheating on examinations, fabricating, tampering, lying and plagiarizing, as well as facilitating or tolerating the dishonesty of others. Academic dishonesty lowers scholastic quality and defrauds those who will eventually depend on the knowledge and integrity of our graduates.

The Law Center views violation of academic integrity with the utmost gravity. Such violations will lead to appropriate sanctions, up to and including expulsion from the college community. We commit ourselves to the shared vision of academic excellence that can only flourish in a climate of integrity.

The Touro College Academic Integrity Policy is online here: http://www.touro.edu/students/policies/academic-integrity/
Section 3 - Academic Regulations

General Requirements – all enrolled students

Prior to registration for classes:

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

- Students must submit acceptable proof of immunization no later than the first day of classes. No student who is required to provide proof of immunization will be permitted to register or attend classes unless a properly completed form has been submitted.

By the first day of classes:

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

* All foreign-educated applicants seeking to qualify to sit for the New York bar examination under Section 520.6 of the Rules of the Court of Appeals are required to complete The Online Foreign Evaluation Form. The Foreign Evaluation form must be submitted before you submit your supporting documentation to the Board and before you may apply for the bar examination. For a list of the dates and deadlines for submission of the Foreign Evaluation Form and supporting documentation please visit the Foreign Legal Education section of the BOLE website. Foreign Legal Education

Requirements for Graduation – Juris Doctor Degree Candidates

To be eligible for graduation, a student must meet each of the following requirements within five (5) years (six (6) years for students entering prior to Fall 2011) from the first semester of enrollment or readmission:

- Satisfactory completion of the
  - Participation in the Court Observation Program (for students entering in Fall 2011 and beyond)
  - Writing Diagnostic Test (for students entering in Fall 2011 and beyond)
  - Required Courses
  - Advanced Writing Requirement (AWR)
  - Public Interest Requirement
  - Perspective Requirement (for students entering prior to Fall 2013)
  - Intermediate Skills Requirement (ISR)

- Successful completion of a minimum of eighty-eight (88) credits
- A minimum cumulative grade point average of 2.333
- Graduation Audit (completed no later than the semester prior to your final semester)
- Approbation of the faculty
- Clearance by the Bursar’s Office and all other Administrative Offices.
Additional requirements may be imposed by the Academic Policy Committee as a condition of retention.

See section on J.D. Program Required Curriculum for details regarding graduation requirements for the Juris Doctor Degree program.

Requirements for Graduation – LL.M. General Studies

- Successful completion of a comprehensive research paper.
- Successful completion of a minimum of twenty-four (24) credits
- A minimum cumulative grade point average of 2.333
- Graduation Audit (completed no later than the semester prior to your final semester)
- Approbation of the faculty
- Clearance by the Bursar’s Office and all other Administrative Offices.

Additional requirements may be imposed by the Academic Policy Committee as a condition of retention. Refer to the Section on Academic Standards for more information.

All rules for J.D. students stated in this Handbook apply to General LL.M. Students. See the Assistant Dean for Student Services for more details regarding General LL.M. Rules and Regulations.

Requirements for Graduation – LL.M. in U.S. Studies Degree Candidates

- Satisfactory completion of
  - Required Courses
    - Successful completion of a minimum of twenty-seven (27) credits
    - A minimum cumulative grade point average of 2.333
    - Graduation Audit (completed no later than the semester prior to your final semester)
    - Approbation of the faculty
    - Clearance by the Bursar’s Office and all other Administrative Offices.

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

All rules for J.D. students stated in this Handbook apply to LL.M. Students, except as those outlined in the section on LL.M. Program Rules and Regulations for the Master of Laws in U.S. Studies for details regarding the LL.M. Rules and Regulations.

Compliance with ABA and NYS Court of Appeals Rules for Study in Law School

The law center’s academic calendar and course of study is designed to insure that all students are in compliance with the rules of the American Bar Association (ABA Standard 304) and the New York State Court of Appeals (22 NYCRR 520.3) for study in a law school.
**Attendance**

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

The faculty has adopted the following policy: The faculty requires that each student attend classes regularly. Regular attendance is defined as attending at least 85% of scheduled class hours. Allowable absences are calculated at 15% of the number of class hours per course per semester. Each instructor may raise or lower a student's final grade by 1/3 of a grade based on classroom attendance and/or participation.

A student may, on the recommendation of the instructor, be precluded by the Dean from taking an examination (or, in a paper course, from submitting the paper) because of excessive absences.

During the first week of class, each instructor is requested to inform students of this policy and the number of absences that will be allowed.

Before the last two weeks of class, a student may withdraw from an elective course if he/she is not allowed to sit for an examination by the professor.

Any student taking a required course who does not meet the attendance requirement and is not allowed to sit for the examination, will receive a failing grade of "WF" for the course, which signifies both failure and non-completion and therefore, may affect one's financial aid status. (The grade of "WF" is a failing grade and is computed as part of a student's GPA.)

**Personal and Professional Conduct**

**Personal and Professional Responsibility**

All students must conduct themselves, personally and professionally, according to the Law Center Code of Conduct and the Touro College and University System Academic Integrity Policy. Students must also comply with all requirements imposed by the administration, any member of the full-time or part-time faculty and their designees, provided that such requirements reasonably relate to the educational process or the administration of the Law Center.

**Outside Employment**

Outside employment should be kept to a minimum. Touro Law Center rules require that a full-time student work no more than 20 hours per week while classes are in session. Full-time students must sign a statement to this effect prior to registration and matriculation in law school. Students who violate this regulation are subject to disciplinary action.

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

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

For students who began their studies prior to Fall 2013
- Legal Process I & II
- Civil Dispute Resolution & Procedure I & II
- Contracts I & II
- Torts I & II
- Constitutional Law I & II
- Property I & II
- Criminal Law I
- Business Organizations I
- Evidence
- Trusts & Estates
- Professional Responsibility or Professional Responsibility – Ethical Criminal Practice
- Perspective Requirement
- Intermediate Skills Requirement
- Public Interest (Pro Bono) Requirement
- Advanced Writing Requirement
- New York Practice (permission required to opt out)
- American Legal Studies (permission required to opt out)
- American Legal Studies Practicum (permission required to opt out)
- Multistate Legal Analysis (now renamed Advanced Legal Analysis I & II) (permission required to opt out)

For students who began their studies in Fall 2013
- Legal Process I & II
- Civil Dispute Resolution & Procedure I & II
- Contracts I & II
- Torts I & II
- Constitutional Law I & II
- Property I & II
- Criminal Law I
- Business Organizations I
- Evidence
- Trusts & Estates
- Professional Responsibility or Professional Responsibility – Ethical Criminal Practice
- Perspective Requirement
- Intermediate Skills Requirement
- Public Interest (Pro Bono) Requirement
- Advanced Writing Requirement
- New York Practice (permission required to opt out)
- American Legal Studies (permission required to opt out)
- American Legal Studies Practicum (permission required to opt out)
- Multistate Legal Analysis (now renamed Advanced Legal Analysis I & II) (permission required to opt out)

For students who began their studies in Fall 2014 and beyond
- Legal Process I & II
- Civil Dispute Resolution & Procedure
- Contracts I & II
- Foundations of Legal Analysis
- Torts
- Constitutional Law
- Property
While upper-level graduation requirements generally may be fulfilled at any time prior to graduation, students are strongly advised to satisfy as many requirements as possible before their last year.

Students must take assigned required courses in the prescribed sequence. All sequential (i.e., two-semester) required courses must be taken with the same professor. Students are assigned to all required courses by the Registrar's Office (except as noted in the registration materials). Students may not change their registration in administratively assigned required courses. Students may not withdraw from administratively assigned required courses.

Students in the Honors Program have the opportunity to satisfy upper level requirements by enrollment in an enriched integrated honors course.

For assistance in successfully planning graduation requirements, students should make an appointment with the Assistant Dean for Student Services or their academic advisor.

**Upper Level Graduation Requirements**

**Perspective Requirement**

Students who began their studies prior to Fall 2013 must satisfy the Perspective Requirement by taking one (1) of the following courses:

- American Legal History
- Arab-Israeli Conflict & Its Resolution
- Asian Legal Traditions
- Bio-Medical Ethics
- China's Legal Traditions
- Comparative Criminal Law
- Comparative Constitutional Law
- Comparative Criminal Procedure
- Comparative Individual Liberties
- Comparative Law
- English Legal History
- Global Conflict Resolution
- Global Dimensions in Law
- Holocaust & the Law (2 or 3 credits)
Each semester, registration materials indicate the course offerings which satisfy the Perspective Requirement.

**Intermediate Skills Requirement**

An Intermediate Skills Requirement (ISR) course is one that makes a substantial contribution to the development of each student’s oral and written lawyering skills through practice simulations. The course makes this substantial contribution by

1. including at least a majority of the ten fundamental lawyering skills identified in the MacCrate Report; and
2. employing simulation(s) engaging each student in a manner that further develops and adds to the skills to which the student is typically introduced in the first year required curriculum; and
3. including significant experience with both practice-related writings and oral presentations by each student, subject to evaluation and critique.

Students must fulfill the Intermediate Skills Requirement by successfully completing one of the following courses:

1. **Practice Modules:**
   - Business Organizations, or
   - Criminal Procedure, or
   - Environmental Law, or
   - Family Law, or
   - Trusts & Estates, or
   - International Sales Law & Arbitration

2. **A Simulation Course**
   - Advanced Trial Practice, or
Each semester, registration materials indicate the course offerings that satisfy the Intermediate Skills Requirement.

**Public Interest (Pro Bono) Requirement**

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

Students who began their studies in Fall 2014 and beyond must participate in a clinic during their final year of study at Touro. The following clinics will satisfy both the Touro graduation requirement and the New York State pro bono requirement:

- Bankruptcy Clinic,
- Criminal Defense Clinic,
- Disaster Relief Clinic,
- Elder Law Clinic,
- Family Law Clinic,
- Immigration Law Clinic,
- Mortgage Foreclosure Clinic,
- Small Business and Not-for-Profit Law Clinic, or the
- Veterans’ and Servicemembers’ Rights Clinic.

Students who choose to take another clinic, can satisfy the New York State requirement by participating in pro bono projects offered through the Public Advocacy Center (PAC) or by participating in placements associated with courses. These may or may not provide sufficient hours towards satisfaction of the New York State pro bono requirement.
Students who began their studies prior to Fall 2014, may fulfill the Public Interest Requirement by successfully completing one of the clinics listed above or may satisfy the New York State requirement by participating in pro bono projects offered through the Public Advocacy Center (PAC) or by participating in placements associated with courses. These may or may not provide sufficient hours towards satisfaction of the New York State pro bono requirement.

Students electing to do pro bono legal work to satisfy the Public Interest Requirement must obtain advance written approval of their proposed placement from the Executive Director of the Public Advocacy Center and Director of Public Interest, and comply with certain administrative requirements. The requirement explanation and Placement Approval forms can be found online here: [http://www.tourolaw.edu/PublicServiceInitiatives/?pageid=151](http://www.tourolaw.edu/PublicServiceInitiatives/?pageid=151).

Students who elect to satisfy the Public Interest Requirement by an option that involves public interest legal work must complete such work no later than April 1 (or November 1 for December grads) of their final semester or risk not being certified for eligibility for the bar examination immediately following graduation.

Please note that New York State requires 50 hours of pro bono legal work for those seeking admission to the bar on or after January 1, 2015.

**Advanced Writing Requirement**

The American Bar Association requires that every student produce legal writing that reflects substance, originality, analysis, and rigor. Each student must satisfy the Advanced Writing Requirement (AWR) as part of his or her graduation requirements for the J.D. degree. In order to meet the Advanced Writing Requirement, the student must engage in supervised legal research that culminates in a significant writing or body of writings as specified below, of at least 20 pages, inclusive of footnotes, earning a grade of B or better. The paper must be double-spaced, with one-inch margins, on 8 ½ x 11 inch paper, in 12 point Times New Roman font, with footnotes in 10 point font. The goals of the AWR are to provide students with an opportunity for:

1. engaging in independent legal research;
2. analyzing and making a sustained reflection on a particular area of law; and
3. experiencing an intense, faculty-supervised writing exercise. Writings that satisfy the AWR should reflect legal research, rigorous analysis of a substantive legal issue, and clarity of expression.

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

1. Register for a course designated as satisfying the AWR or register for Independent Research
(2) Obtain the professor’s agreement to supervise the AWR by his/her signature on the AWR Intent to Satisfy form.

(3) Submit the Advanced Writing Requirement Intent to Satisfy form to the Registrar’s Office, identifying their faculty supervisor, by the deadline published in the academic calendar.

Registration for an upper-level course, Independent Research, or a Clinic does not automatically satisfy the AWR.

Sponsorship of the AWR is at the discretion of the faculty member, and obtaining the faculty member’s consent and signature on the Intent to Satisfy the AWR form is the sole responsibility of the student.

If you are satisfying the AWR with an Independent Research paper, you must also complete the IR Proposal form.

Those courses in which a student may satisfy the AWR will be listed in the registration materials.

(1) The supervising faculty member should meet regularly with the student to review the progress of the work. It is suggested that the student and supervisor create a timeline with deadlines for the submission of drafts and the final paper to ensure timely completion of the Advanced Writing Requirement.

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

Upon the completion of an AWR, the supervising faculty member must submit to the Registrar a copy of the edited first draft including a copy of comments or other evidence of faculty supervision, an unmarked copy of the final version of the writing, and an Advanced Writing Requirement Approval form, signed by the supervising faculty member. Without these submissions, which are the sole responsibility of the supervising faculty member, the student will not be deemed to have satisfied the AWR. If the submissions by the supervising faculty member do not on their face appear to satisfy the AWR, the Registrar will refer the matter to the Associate Dean for Academic Affairs.

An extension of thirty (30) days MAY be granted after consultation with the supervising professor and the Assistant Dean for Student Services. Students must submit a request for extension on the AWR to the Office of Student Services prior to the deadline, using the Extension on a Paper form.

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

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

(1) A writing or body of writings produced in one upper-level course or seminar, to be supervised by a full-time faculty member teaching the course; or

(2) A writing produced for an Independent Research Project of at least 1 credit, to be supervised by a full-time faculty member; or

(3) A writing produced for Law Review or the Moot Court Board, to be supervised by a full-time faculty member; or

(4) A writing produced in connection with a Clinic, to be supervised by the full-time faculty member teaching the Clinic.
An AWR may be supervised by any full-time faculty member. An adjunct or visiting faculty member teaching a course or seminar may also supervise an AWR in collaboration with a full-time faculty member, with the approval of the Associate Dean of Academic Affairs. Only the full-time faculty member who collaborated with the adjunct faculty or visiting faculty member on supervising the writing may approve it as satisfying the AWR. The grade for the writing will be determined collaboratively by the full-time faculty member and the adjunct or visiting faculty member. The grade for the entire course will be given by the adjunct or visiting faculty member.

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

Writings completed in a course satisfying the Intermediate Skills Requirement (ISR) may not be used to satisfy the AWR.

Upper-Level Opportunities

Independent Research

Students may earn academic credit for Independent Research, a research and writing opportunity under the supervision of a full time faculty member. Adjunct professors may not supervise Independent Research projects unless approval is granted by the Associate Dean for Academic Affairs and the supervision is completed in collaboration with a full-time faculty member.

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

Because Independent Research requires regular interaction between the student and the supervising faculty member, in addition to registering as for any other course, an Independent Research Proposal form must be completed and submitted to the Registrar’s Office no later than the last day of the drop/add period.

Process for Registration: An interested student must complete the following steps to successfully register for Independent Research:

1. Obtain an Independent Research Proposal form on the TLC website, or from the Registrar's Office

2. Complete the form, including a one page description of the research project and faculty signature

3. File the completed form with the Registrar’s Office, and

4. Register for the Independent Research online during his or her scheduled registration date and time or by completing a Drop/Add form and submitting it to the Registrar’s Office.

This procedure must be completed prior to or during the registration period for the semester in which the student plans to receive Independent Research credit, but in no case later than the last day of the drop/add period for that semester.

Registration is not complete without the submission of a completed Independent Research Proposal Form. If the form has not been properly submitted by the last day of the drop/add period, the Registrar’s Office will cancel the student's registration.
Number of Credits: Independent Research may be taken for one (1) or a maximum of two (2) credits, after the student has obtained the approval of the supervising faculty member.

The criteria for papers submitted for Independent Research credit:

- At least 20 pages, inclusive of footnotes, should be submitted for each credit. The paper must be double-spaced with one-inch margins, on 8 ½ x 11 inch paper, in 12 point Times New Roman font, with footnotes in 10 point font. The supervising faculty member should meet regularly with the student to review the progress of the work. It is suggested that the student and supervisor create a timeline with deadlines for the submission of drafts and the final paper to ensure timely completion of the Independent Research paper.

- The work must be supervised by a full time faculty member, except in unusual circumstances. Independent Research papers satisfying the AWR may be supervised by an adjunct or visiting faculty member teaching a course or seminar, in conjunction with a full-time faculty member, with the approval of the Associate Dean of Academic Affairs.

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

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

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

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

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

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

Clinics and Externships

Clinical Program: A clinic is an opportunity for students to represent live clients under the supervision of a licensed attorney. All clinics also have a seminar component. Touro Law Center currently offers the following clinics for credit:

- Advanced Bankruptcy Clinic
- Bankruptcy Clinic
Criminal Defense Clinic
Criminal Prosecution Clinic
Disaster Relief Clinic
Elder Law Clinic
Family Law Clinic
Federal Prosecution Clinic
Immigration Law Clinic
Mortgage Foreclosure Clinic
Small Business and Not-for-Profit Law Clinic
Veterans’ and Servicemembers’ Rights Clinic

Externships: An externship allows students to work in specific fields of law while gaining practical hands-on experience for course credit. Touro Law Center offers the following Externships:

- Civil Practice Externship
- Criminal Law Externship
- Judicial Clerkship Externship

Unless extraordinary circumstances exist, externship credits will not be approved during the same semester in which a student is enrolled in a clinical course. Externship credits count as clinical credits. In addition, a student is only permitted to take one (1) externship in any one semester.

Application & Registration: Participation for all clinical courses and externships is by application. Decisions are usually made prior to the regular registration period in each semester. Seniority is a significant factor for acceptance into a clinic.

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

The amount of credit awarded for each clinic depends upon the required hours of clinical work. Of the total number of credits awarded in a clinic, generally two (2) are traditional classroom credits. All clinics and externships are graded courses.

Law Review and Moot Court Honors Board of Advocates

Students can qualify for membership on Law Review and the Moot Court Honors Board of Advocates through annual competitions. Each organization has its own eligibility criteria and competition rules. Students can contact either organization via e-mail LawReview@tourolaw.edu or MootCourt@tourolaw.edu. Competitions are announced through postings and in The Touro Times.

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

Law Review Editorial Board Credit: Members of the Law Review Editorial Board may receive two (2) credits for each semester of work on the Editorial Board.

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

**Moot Court Honors Board of Advocates Competition Credit:** A student, including Moot Court Editorial Board members, may receive one credit per each semester in which the student participates in an interschool moot court competition.

**Moot Court Tutorial:** Both competitors and coaches earn one (1) credit per semester for completing the Moot Court Tutorial in conjunction with competitions.

**Receiving Credit:** To receive credit for Law Review or the Moot Court Honors Board of Advocates, a student must be registered. At the beginning of each semester the Editor in Chief of each honor society will submit a list of participating students and the Registrar's office will register the students accordingly.

Except for students selected as Honors Program scholars (see Honors Program Section), students may not receive simultaneous credit for participation in Law Review and the Moot Court Board during the same academic year. Award of credit for Law Review or Moot Court Board must be approved by the respective Editor-in-Chief and faculty advisor. A list of current Editors-in-Chief and faculty advisors can be obtained through the Director of Student Services in the Office of Student Services.

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

**Concentrations**

A Concentration notation on the transcript will be awarded to students who complete a minimum number of credits in designated coursework and satisfy all required, elective, skills and experiential learning coursework as outlined below. Additionally, all concentration students are required to complete their Advanced Writing Requirement (AWR) on a topic associated with the Concentration of their choosing. Faculty teaching all of the elective courses will be asked to provide opportunities for concentration students to fulfill the AWR.

**Concentration in Criminal Law**

To earn a Concentration in Criminal Law, students must satisfy the following course/credit requirements:

- **Required Courses (15 credits)**
  - Criminal Law I (3)
  - Criminal Law II (3)
  - Criminal Procedure (3)
  - Evidence (4)
  - Professional Responsibility: Ethical Criminal Practice (2)

- **Choice of Electives (minimum of 2 credits)**
  - New York Criminal Procedure (2)
  - Justice (3)
  - Selected Topics in Criminal Procedure (2)
Selected Topics in Criminal Justice (2)
- Environmental Crimes (3)
- Comparative Criminal Justice (3)
- Cybercrime (2)
- International Criminal Law (3)
- National Security and the Law (3)

**Choice of Skills Development Courses (minimum of 5 credits)**

- Trial Practice-Criminal (3)
- Advanced Trial Practice (3)
- Advanced Legal Research (2)
- Appellate Advocacy (2)
- New York Legal Research (1)
- Advanced Persuasive Writing (2)
- Criminal Procedure Practice Module (2)

**Choice of Experiential Component (minimum 5 credits)**

- Advanced Criminal Prosecution Externship (5)
- Criminal Defense Clinic (5)
- Criminal Law Externship (3)
- Judicial Clerkship – Selected Placements (3)
- Federal Prosecution Clinic (6)

**Concentration in Aging and Longevity**

To earn a Concentration in Aging and Longevity, students must satisfy the following course/credit requirements:

**Required Courses (20 credits)**

- Trusts & Estates (3)
- Trusts and estates Practice Module (2)
- Elderlaw Clinic (5)
- Aging and Longevity (3)
- Introduction to Tax (2)
- Current Issues in Elderlaw Seminar (2)
- Public Benefits & Planning for Disability with Professional Lab* (3)

**Choice of Electives (minimum of 10 credits)**

**Health and Aging Courses (at least one course)**

- Health Law (2)
- Biomedical Ethics (2)
- Disability Law(2)
- Legal Issues in Elder Abuse (2) (pending faculty approval)
  - Psychology of Aging and Caregiving - Social Work & Legal Challenges (2) (pending faculty approval)
- Law & Medicine: Medical Malpractice (2)
Wealth Preservation and Estates Courses (at least one course)

- Estate & Gift Taxation (3)
- Estate Planning (2)
- Estate & Trust Administration (2)

Other Acceptable Elective Courses

- Administrative Law (3)
- Externship/Clerkship (3) (in Elderlaw/health practice area)
- Interviewing, Negotiation & Counseling (3)
- Employment Discrimination (3)
- Ethical Issues in Elderlaw Practice (pending faculty approval)

*includes 6 hours weekly in a law office working on legal matters directly related to the subject matter of the course

Completion of the Advanced Writing Requirement on a topic associated with Aging and Longevity Law.

Concentration in Land Use and Sustainable Development

To earn a Concentration in Land Use and Sustainable Development students must satisfy the following course/credit requirements:

Required Courses (16 Credits)

- Administrative Law (3)
- Property Law (4)
- Environmental Law (3)
- Land Use, Zoning and Planning I (3)
- Externship in a Land Use or Sustainability Placement (3)

Choice of Electives (minimum of 11 credits)

Skills development (SD) (minimum of 5 credits)

- Advanced Externship (2) (SD)
- Advanced Legal Research (2) (SD)
- Advanced Persuasive Writing (2) (SD)
- Advanced Trial Practice (3) (SD)
- American Trial Courts (any variation) (4) (SD)
- Arbitration (3) (SD)
- Civil Practice Externship (3) (SD)
- Disaster Relief Clinic (4) (SD)
- Environmental Law Practice Module (2) (SD)
- Environmental Crimes: Law & Practice (2) (SD)
- Federal Judicial Clerkship (3) (SD)
- Interviewing, Negotiating & Counseling (3) (SD)
- Judicial Clerkship (3) (SD)
- Legislation (3) (SD)
- Law Practice Management (2) (SD)
To earn a Concentration in Solo and Small Practice, students must satisfy the following course/credit requirements:

- **Required Courses (12 credits)**
  - American Trial Courts: State (4) OR Solo Practice Survey (3) OR Solo/Small Firm Practice Skills (3)
  - Law Practice Management (2)
  - Interviewing, Negotiating & Counseling (3)
  - Law by the Numbers: Numerical Literacy (2)
  - New York Legal Research (1)
  - Selected Topics in Ethics for Solo and Small Firm Practice (1)

- **Skills Development Courses (minimum of 2 credits)**
  - Appellate Advocacy (3)
  - American Trial Courts (any variation) (4)
  - Advanced Trial Practice (3)
  - Business Organization Practice Module (2)
  - Criminal Procedure Practice Module (2)
  - Drafting Commercial Documents (2)
  - Environmental Law Practice Module (2)
  - Family Law Practice Module (2)
  - International Sales Law & Arbitration (3)
  - Licensing Intellectual Property (3)
  - Settling Legal Disputes, Negotiation, Mediation and Mediation Rep. (2 or 3)
  - Trusts & Estates Practice Module (2)
  - Trial Practice (3)
  - Trial Practice: Civil (3)
  - Trial Practice: Criminal (3)
  - 21st Century Law Practice By Design (2)

**Other acceptable elective courses (minimum of 6 credits)**

- Cooperatives, Condominiums & Homeowners Associations (2)
- Construction Law & Practice (3)
- Current Legal Issues in Government (2 or 3)
- Land Use, Zoning and Planning II (3) (pending)
- Real Estate Transactions (2 or 3)
- State and Local Government (2 or 3)
- State and Local Taxation (3)

AWR must be on a topic associated with Land Use or Sustainability. Students are encouraged to contact the Institute Director to discuss course planning, AWR topics, externships, or whether a course that is not listed above may count toward the Concentration's 11 elective credits.

**Concentration in Solo and Small Practice**

To earn a Concentration in Solo and Small Practice students must satisfy the following course/credit requirements:

- **Required Courses (12 credits)**
  - American Trial Courts: State (4) OR Solo Practice Survey (3) OR Solo/Small Firm Practice Skills (3)
  - Law Practice Management (2)
  - Interviewing, Negotiating & Counseling (3)
  - Law by the Numbers: Numerical Literacy (2)
  - New York Legal Research (1)
  - Selected Topics in Ethics for Solo and Small Firm Practice (1)

- **Skills Development Courses (minimum of 2 credits)**
  - Appellate Advocacy (3)
  - American Trial Courts (any variation) (4)
  - Advanced Trial Practice (3)
  - Business Organization Practice Module (2)
  - Criminal Procedure Practice Module (2)
  - Drafting Commercial Documents (2)
  - Environmental Law Practice Module (2)
  - Family Law Practice Module (2)
  - International Sales Law & Arbitration (3)
  - Licensing Intellectual Property (3)
  - Settling Legal Disputes, Negotiation, Mediation and Mediation Rep. (2 or 3)
  - Trusts & Estates Practice Module (2)
  - Trial Practice (3)
  - Trial Practice: Civil (3)
  - Trial Practice: Criminal (3)
  - 21st Century Law Practice By Design (2)
**Other Acceptable Electives (minimum of 8 credits)**

- Bankruptcy (3)
- Business Planning (3)
- Family Law (3)
- Criminal Law II (3)
- Criminal Procedure (3)
- Cooperatives, Condominiums & Homeowners Associations (2)
- Corporate Taxation (3)
- Disability Law (2)
- Education Law (3)
- Elder Law (2)
- Environmental Law (3)
- Estate & Trust Administration (2)
- Estate Planning (2)
- Entertainment Law (3)
- Entrepreneurship & the Law (2)
- Employment Law (3)
- Employment Discrimination (3)
- Employee Benefits/Pension Rights (2)
- Estate & Gift Taxation (3)
- Federal Income Tax (4)
- Immigration Law (3)
- Intellectual Property (2)
- Labor Law (3)
- Landlord Tenant Law (2)
- Land Use, Zoning & Planning (3)
- Mortgage Foreclosure Law (2 or 3)
- New York Criminal Practice (2)
- Selected Topics: Garage to IPO (2)
- Selected Topics in Criminal Procedure (2)
- Selected Topics in Torts (2)
- Products Liability (2)
- Real Estate Transactions (2)
- Sales (3)
- Secured Transactions (3)
- Patent Law (3)

**Experiential Component (minimum of 5 credits)**

- Advanced Bankruptcy Clinic (3)
- Bankruptcy Clinic (5)
- Criminal Defense Clinic (5)
- Criminal Prosecution Clinic (5)
- Disaster Relief Clinic (5)
- Elderlaw Clinic (5)
- Family Law Clinic (5)
- Federal Prosecution Clinic (6)
- Immigration Law Clinic (5)
- Mortgage Foreclosure Clinic (5)
- Small Business and Not For Profit Clinic (4)
For additional information about any concentration, please contact the Institute Director or the Concentration Director.

In addition to the areas of concentration, or as an alternative you can choose to specialize in other, different areas of law by taking classes; intermediate skills and externships in a particular area. Some areas where you can develop your own specialization are listed below. See your Advisor or Student Services for more guidance.

### Accelerating Graduation

Accelerating graduation may pose academic risks, jeopardize bar passage chances, and reduce course selection. For these reasons accelerating graduation is not a matter of right.

Generally, a full time student may graduate one semester early by attending five semesters and two summer semesters (of at least 5 credits each) at the Law Center. A part time student may graduate one semester early by attending seven semesters and at least two summer semesters (of at least 4 credits each) at the Law Center. In addition a part time student may accelerate by switching to the full time program after his or her first or second year of study. In order to receive financial aid for the summer, all J.D. students must take six (6) credits, equal to half-time, in any summer session. See the Section on Financial Aid for more information.

Acceleration by other methods is not permitted. Accelerating students may not exceed the maximum number of credits permitted in any semester, including the summer semester, except with the approval of the Assistant Dean for Student Services, which will be granted only in extraordinarily compelling circumstances.

**Obtaining Permission to Accelerate:** Students wishing to accelerate graduation, must apply for and obtain the permission of the Assistant Dean for Student Services by completing the Petition to Assistant Dean Form.

- Full-time students must apply for permission to accelerate graduation before the start of the summer semester which follows completion of their first two semesters of study.

- Part-time students wishing to accelerate graduation must apply before the start of the second summer semester which follows completion of their first four semesters of study.

Students accelerating graduation do not have priority in wait-listed classes over students in their class graduating on schedule.

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

In addition to students who begin their studies in the 3-year, 4-year, or 5-year program and request permission to accelerate after a year, Touro offers a full-time, two (2) year accelerated program (starting in summer 2015). Students
in this program are permitted to complete all degree requirements within two years, if they take all classes in the program each semester, including summers and winter intercessions, as prescribed. Students must be accepted and enrolled in this special program to complete degree requirements within two years.

Summer Semesters

Summer Semester Eligibility

Students whose cumulative GPAs are at least 2.333 may register for summer classes. Students with GPAs under 2.333, or who are on Academic Probation may not register for summer classes.

Summer Semester Credit Hours

A student may take no more than six (6) credits in any one summer session on a Touro Law campus. However, a student may take up to eight (8) credits in any combination of consecutive summer sessions on a Touro Law campus or consecutive summer abroad programs offered by Touro Law. In addition, with the permission of the Office of Student Services, a student may take up to six (6) credits in any one summer session at another ABA Accredited law school, or up to eight (8) credits in any combination of consecutive summer sessions or summer abroad programs offered by another law school. Under no circumstances may a student earn more than eight (8) credits in total over the course of one summer. In order to receive financial aid for the summer, all J.D. students must take six (6) credits, equal to half-time, in any summer session. See the Section on Financial Aid for more information.

Touro Summer Abroad Programs

Touro students must have a cumulative GPA of 2.333 to be eligible to apply, and maintain that GPA in order to attend a study abroad program.

Touro offers several summer study abroad programs. Applications for summer abroad programs will be accepted beginning January 1. For in depth information on the programs and how to apply, please go to: www.tourolaw.edu/summerprograms or contact the Summer Abroad Programs Coordinator.

Other Study Abroad Programs

If you elect to study through another school’s program, the program must be ABA approved, and you must obtain approval from the Assistant Dean for Student Services. You must complete the Application to Visit Other Institution. To receive credit for another school's courses abroad, you must have a cumulative GPA of 2.333 and must earn a C+ or above (or that school’s equivalent) in the course(s).

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

Classroom Responsibilities

It is the responsibility of each student to ensure that he/she has all of the material required for all courses for which he or she is registered, including syllabi, first assignments, required text, etc. and that the student is prepared to participate in every scheduled class discussion. Students must be familiar with TLCWeb (Touro Law Center’s intranet), any online resources, such as Westlaw’s TWEN to retrieve class materials.
For online courses, it is the student’s responsibility to have a working computer, laptop or tablet to participate online during all scheduled course times. Students must comply with Touro Law Center’s attendance policy for online classroom attendance.

Recording of classes is not permitted, as all of the information, material and discussion is the personal intellectual property of the professor. In exceptional circumstances a professor may approve a student to record a class, or, if a student has a disability he or she may be approved to record classes. If approved, it is the responsibility of the student, not Touro to record the class. If a student is approved to record a class (1) the recordings are for the student’s use only to compile notes later; (2) any statements made by the professor or any student is his or her own intellectual property; for both of these reasons, the student is NOT permitted to transmit these recordings to anyone at any time, nor to share them with anyone, including any other classmates, unless express written permission of the professor is given. If the professor requires a copy of the recording, the student must provide it to him or her within a timely manner. Once the class concludes and grades are distributed, the recording should be deleted.

**Final Examinations**

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

If you are ill or an emergency arises before your exam, you must contact the Office of Student Services immediately. Do not contact your professor. Doing so will breach anonymity and professors have no authority to defer or otherwise alter a scheduled exam.

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

**Examination Deferrals**

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

A petition for deferral of an examination must state the examination(s) to be deferred and explain the reasons for the request. [Exam Accommodation Request Forms](#) may be obtained from and must be submitted for approval to the Office of Student Services. Requests for deferrals will not be approved unless they are thoroughly documented.

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

**Deferral for Scheduling Conflicts**

- **Two Examinations in One Day.** Students with two examinations scheduled on one day (whether or not those examinations are consecutive) may request that one of the examinations be deferred. The deferred examination will be rescheduled to the first open day in the student’s examination schedule, i.e., the first school day following the date of the deferred examination when the student has no other examination scheduled.
Evening Examination Followed by a Morning Examination. Students scheduled to take an evening examination followed by a morning examination the next day may request to take the morning examination on a staggered basis, i.e., beginning at 11:00 a.m. rather than 9:30 a.m.

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

In the rare instance when a student is unable to take an examination for medical reasons, it is his/her responsibility to:

- Notify the Office of Student Services at least one half hour prior to the start of the exam, and
- Be examined by a physician prior to or within twenty four (24) hours of the scheduled exam, and
- Provide the necessary medical documentation to support a rescheduling of the exam. This documentation must be presented to the Office of Student Services within one (1) week of the exam.

Deferral For Compassionate Reasons
An examination may be deferred due to the death or serious illness of a spouse, significant other, parent, child, grandparent, or other close family member. Students seeking to defer an exam for compassionate reasons must:

- Notify the Office of Student Services at least one-half hour prior to the start of the exam, and
- Provide documentation to support the reason for the requested deferral. Documentation might include, for example, medical notes, death certificates or funeral notices.

Documentation must be provided within one week after the date the examination was originally scheduled. An examination deferred for compassionate reasons must be made up as soon as possible, but with consideration for the nature and extent of the relationship, as well as the student's obligations for arranging medical, child or family care; arranging for or attending funeral or memorial services; or participating in religious observances. In no event, however, will a deferral for compassionate reasons be granted beyond three weeks after the end of the exam period of the semester in which the examination was originally scheduled. This time may be shortened if the Professor has received and graded all other exams for the course and made the exams available to students for review. See Rescheduling of Deferred Examinations, below.

When Deferrals Will Not Be Granted.
The following are examples of situations for which exams will not be rescheduled:

- A student may not be excused from an examination once the student has received it.
- A student who arrives late for an examination is not entitled to an extension of time in which to complete the examination. The Dean may make an exception to this rule due to inclement weather or transportation delays. A transportation delay must have been unavoidable and fully documented.
- Where a student is taking an outside, commercial bar review course.
Rescheduling of Deferred Examinations

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

A petition for deferral of an examination must state the examination(s) to be deferred and explain the reasons for the request. Exam Accommodation Request Forms may be obtained from and must be submitted for approval to the Office of Student Services. Requests for deferrals will not be approved unless they are thoroughly documented.

Examinations on Computer

Students have the option to take their final exams on their own laptops provided that they comply with the exam registration process. Students who do not comply with the entire registration process and all applicable deadlines will be disqualified from taking exams on a laptop. The purpose of this multi-step process is to help the IT department verify that you are registered and that you will be able to download an exam document and upload your answers to help prevent problems on exam day.

Students using computers will be directed to take the exam in a designated section of the exam room.

Students with PC laptops, or Mac laptops (with both Leopard OSX and Microsoft XP or Vista installed), are eligible to participate in this program.

In the interest of examination security, the Law Center uses exam software that prevents access to other files and programs on students’ laptops during exams. All students taking examinations on computer must download and use this software. Students taking open book or restricted examinations who have notes stored on their computers must print out their notes well in advance of the examination. Students taking an exam on computer must be in the exam room, with the laptop on, booted up, and ready to start twenty minutes before the exam is scheduled to start. Students arriving after this time (for any reason) may be required to write the exam by hand. There will be no exceptions to this requirement.

Disability Accommodations for Exams Please see section on Office of Student Services.
Grades

Grades are available on the Touro College website: [www.tcweb.touro.edu](http://www.tcweb.touro.edu). It is the student’s responsibility to contact the Registrar’s Office if the student believes there is an error in the official academic record.

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

**All Grades Final**

Grades are final as submitted except for computational and recording errors. Any change of grade submitted by a faculty member due to a computational or recording error must be approved by the Dean. Grades are not subject to appeal. Each student will be provided with a reasonable opportunity to review with the instructor the student’s examination or written assignments.

When a grade is to be changed because of a computational or recording error, the grade change request must be submitted by the faculty member by the last day of class of the full semester (i.e., fall or spring) following the semester in which the grade was earned. No grades will be changed, even for computational or recording errors, after that time.

**Withholding Grades**

The Law Center reserves the right to withhold grades, degree conferral, diplomas, transcripts or other services until the student has complied with all administrative requirements. This includes, but is not limited to; failure to complete any mandatory workshop, required diagnostic, on-line evaluation, satisfaction of a bursar balance, or any other requirements in this handbook or requirements mandated by the administration. Notice of any changes, updates or new requirements will be communicated via email or other official publication such as the Touro Times, or the registration materials.

**Current Grading System**

Grading System for all students enrolled, beginning with the Fall 2011 semester:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Equivalent</th>
<th>Assigned Quality Points</th>
<th>Grade</th>
<th>Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>Exceptional</td>
<td>(4.333)</td>
<td>INC</td>
<td>Incomplete</td>
</tr>
<tr>
<td>A</td>
<td>Excellent</td>
<td>(4.000)</td>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>A-</td>
<td>Good</td>
<td>(3.667)</td>
<td>P*</td>
<td>Pass with Honors</td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
<td>(3.333)</td>
<td>CR</td>
<td>Credit</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>(3.000)</td>
<td>NC</td>
<td>No Credit</td>
</tr>
<tr>
<td>B-</td>
<td>Good</td>
<td>(2.667)</td>
<td>TR</td>
<td>Transfer</td>
</tr>
<tr>
<td>C+</td>
<td>Fair</td>
<td>(2.333)</td>
<td>W</td>
<td>Authorized Withdrawal</td>
</tr>
<tr>
<td>C</td>
<td>Fair</td>
<td>(2.000)</td>
<td>WNA</td>
<td>Withdrew Never Attended</td>
</tr>
<tr>
<td>C-</td>
<td>Poor</td>
<td>(1.667)</td>
<td>WF</td>
<td>Withdrawed Failing</td>
</tr>
<tr>
<td>F</td>
<td>Failed</td>
<td>(1.000)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

There is no grade of A++, D or D-.

An instructor may raise or lower a student's grade by 1/3 of a grade (bump) based on classroom attendance and/or participation. An instructor may not make this adjustment retroactively after grades have already been submitted.
Previous Grading System

Grading System for students beginning their studies in Fall 2007 through Summer 2011 and for all continuing students through Summer 2011:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Equivalent</th>
<th>Assigned Quality Points</th>
<th>Grade</th>
<th>Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>Exceptional</td>
<td>(4.333)</td>
<td>INC</td>
<td>Incomplete</td>
</tr>
<tr>
<td>A</td>
<td>Excellent</td>
<td>(4.000)</td>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>(3.667)</td>
<td>CR</td>
<td>Credit</td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
<td>(3.333)</td>
<td>NC</td>
<td>No Credit</td>
</tr>
<tr>
<td>B</td>
<td></td>
<td>(3.000)</td>
<td>W</td>
<td>Authorized Withdrawal</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>(2.667)</td>
<td>WF</td>
<td>Withdrew Failing</td>
</tr>
<tr>
<td>C+</td>
<td>Fair</td>
<td>(2.333)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>(2.000)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td></td>
<td>(1.667)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>Poor</td>
<td>(1.333)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td></td>
<td>(1.000)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Failed</td>
<td>(0.000)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

There is no grade of A++, or D-.
An instructor may raise or lower a student's grade by 1/3 of a grade (bump) based on classroom attendance and/or participation. An instructor may not make this adjustment retroactively after grades have already been submitted.

Calculating your GPA

The GPA is calculated by multiplying the assigned quality points for each grade (i.e. A+ = 4.333) by the number of credits, taking the resulting number, adding all the quality points, and dividing that total by the total number of credits.

Example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Quality Points</th>
<th>Credits</th>
<th>Total Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Law</td>
<td>A-</td>
<td>(3.667)</td>
<td>(3 credits)</td>
<td>11.001</td>
</tr>
<tr>
<td>Contracts I</td>
<td>B</td>
<td>(3.000)</td>
<td>(4 credits)</td>
<td>12.000</td>
</tr>
<tr>
<td>Foundations of Legal Analysis</td>
<td>C</td>
<td>(2.000)</td>
<td>(1 credit)</td>
<td>2.000</td>
</tr>
<tr>
<td>Legal Process I</td>
<td>B-</td>
<td>(2.667)</td>
<td>(3 credits)</td>
<td>8.001</td>
</tr>
</tbody>
</table>

Total Quality Points divided by Total Credits = GPA

33.002 divided by 11 = 3.000 GPA

Current Grade Curves (beginning Fall 2011)

There is a mandatory grade curve for all required courses (except Legal Process I-II and Enhanced Contracts II). There is a mandatory grade curve for all elective courses with 30 or more students. The curves are designed primarily to promote fairness and normalize grading among different sections.

In all required courses (except Legal Process I and II, which are not subject to any mandatory curve, and Contracts II, which is subject to separate requirements below), and required upper division courses with 30 or more Touro J.D. students, the mean of all final grades submitted – irrespective of the use or non-use of “bumps” – shall be greater than
or equal to 2.91 and less than 3.09. In addition, 8% to 15% of all grades for Required First Year Courses initially submitted to the registrar shall consist of grades of C- (C minus = 1.667) or lower.

For the regular Contracts II classes, an equivalent range shall be used in conjunction with the specific mean provided by the Registrar. There shall be no requirement regarding the median grade.

For elective courses with 30 or more Touro students, the mean of all final grades submitted – irrespective of the use or non-use of “bumps” – shall be greater than or equal to 2.90 and less than 3.36.

The required range with respect to the mean shall not be subject to any exceptions.

**Pass/No Credit Grading Option**

Pass/No Credit grading is available to students in good academic standing. Pass/No Credit grading is applicable only to elective courses. Students must complete and submit a request to the Registrar to take a course on a Pass/No Credit basis by the deadline published in the academic calendar (one month after the start of classes). An individual faculty member may at his/her discretion exclude any or all of his/her courses from this option. Students will only be notified if a faculty member denies the request.

Although a student receiving a grade of "P," for a grade of C+ or higher, will receive full credit for the course, this grade is not counted in calculating the student's Grade Point Average. A grade of "NC" is entered for a grade of C or lower, indicating no credit earned. The instructor will report grades in the usual manner, and the Registrar's Office will convert the grade to Pass/No Credit.

A student may elect to take no more than two (2) courses, for no more than eight (8) credits, on a Pass/No Credit basis during his/her academic career. No more than one (1) course may be taken on a Pass/No Credit basis during any academic year, consisting of fall, winter, spring and summer semesters. This does not include any other courses, including externships that are regularly graded as Pass/No Credit, such as Advanced Legal Analysis I & II.

In the fall and spring semesters, a student must make the Pass/No Credit election by the deadline published in the academic calendar. The deadline for exercising the option in the summer semester is two (2) weeks after the first class meeting, and in the winter session, the option must be elected prior to the first day of class. The Pass/No Credit option, once elected, may not be revoked, whether before or after the grade has been posted.

Students who elect the Pass/No Credit option must comply with the 85% attendance requirement and satisfy all other course requirements. Applications must be completed and submitted to the Registrar’s Office.

**Course Failure and Retake**

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

Students who fail the first part of a required two part sequential course (such as Contracts I) may continue with the second part of that course, but only after counseling by the Assistant Dean for Student Services.

Students who fail Legal Process I must continue with Legal Process II.
A student may not repeat a course in which he/she has earned a passing grade unless the student is required to do so by the Academic Policy Committee.

**Grade of Incomplete (INC)**

Any student who has an approved petition on file in the Office of Student Services authorizing the rescheduling of an examination will receive a grade of "INC" - Incomplete. A student will also receive a grade of "INC" if the student has received an extension to complete a paper. An INC is not computed as part of the student's GPA.

In Independent Research, seminars, and other courses in which the grade is based entirely or in large part on a paper, the professor supervising the paper or teaching the course may approve an extension beyond the end of the semester, but no later than the end of the semester following the semester in which the paper was originally due.

Students are responsible for insuring that the professor forwards an Extension form to the Registrar before the end of the semester authorizing such extension and specifying a date by which the paper will be completed and the grade submitted. The professor may approve a further extension by filing with the Registrar a written statement affirming that the student is making satisfactory progress on the paper, and specifying a new date for its completion. Any such extension must be filed before the previous extension expires. In no event may such second extension extend beyond one additional semester. This means that the longest possible extension on an Independent Research Project or course paper is two full semesters (fall and spring) after the semester in which the paper was originally due. Students who fail to complete the paper by the end of the semester and who do not obtain an extension, or who do not complete the paper by any authorized extension, will receive the grade of “F” for the Independent Research Project or course.

**Class Ranking**

Students are ranked at the end of the fall and spring semesters in the division in which they were registered for the respective semesters. Students in the Five Year Part-time program, following their third semester, receive a parallel ranking in correlation to the Four Year Part-time students based on the total number of credits earned. A Five Year Part-time student may not displace a Four Year Part-time student with the same cumulative GPA.

In the event of a grade change, a student's rank is recalculated within the existing class rankings (the entire class is not re-ranked). Second year students are re-ranked at the beginning of the fall semester to account for changes resulting from attrition.
Academic Standards

All students must maintain satisfactory academic progress (SAP) to remain in good standing at the Law Center and to remain eligible for federal financial assistance. See section on Financial Aid.

Except as otherwise specifically provided in this section, students are required to maintain a cumulative grade point average of at least 2.333, or to be making satisfactory academic progress toward attainment of that standard within a reasonable time frame. Students who fall below a 2.333 will be placed on academic probation or dismissed for academic deficiency in accordance with the provisions of this section.

Good Standing, Probation, and Dismissal

Standards for Students Who Began January 2016 or After

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

The Academic Policy committee shall have discretion to place on academic probation or dismiss for academic deficiency any student whose cumulative grade point average is 1.952 or above, but below 2.333.

Any full-time student whose cumulative grade point average is below 1.952 shall be dismissed for academic deficiency, such dismissal to be carried out administratively.

Therefore:

Full-time students after 1 semester
1.952 – 2.332: Academic Policy Committee (retention or dismissal)
Below 1.952: Dismissal (administratively)

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

The Academic Policy committee shall have discretion to place on academic probation or dismiss for academic deficiency any student whose cumulative grade point average is 1.878 or above, but below 2.333.

Any part-time student whose cumulative grade point average is below 1.878 shall be dismissed for academic deficiency, such dismissal to be carried out administratively.

Therefore:

Part-time students after 1 semester
1.878 – 2.332: Academic Policy Committee (retention or dismissal)
Below 1.878: Dismissal (administratively)

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

The Academic Policy committee shall have discretion to place on academic probation or dismiss for academic deficiency any student whose cumulative grade point average is 2.183 or above, but below 2.333.

Any full-time student whose cumulative grade point average is below 2.183 shall be dismissed for academic deficiency, such dismissal to be carried out administratively.
Therefore:

**Full-time students after 1 semester**
2.183 – 2.333: Academic Policy Committee (retention or dismissal)
Below 2.183: Dismissal (administratively)

**For part-time students (4 Year) following the completion of two semesters**, the following provisions apply:

The Academic Policy committee shall have discretion to place on academic probation or dismiss for academic deficiency any student whose cumulative grade point average is 2.133 or above, but below 2.333.

Any part-time (4 Year) student whose cumulative grade point average is below 2.133 shall be dismissed for academic deficiency, such dismissal to be carried out administratively.

Therefore:

**Part-time (4 Year) students after 2 semesters**
2.133 – 2.33: Academic Policy Committee (retention or dismissal)
Below 2.133: Dismissal (administratively)

**For part-time students (5 Year) following the completion of two semesters**, the following provisions apply:

The Academic Policy committee shall have discretion to place on academic probation or dismiss for academic deficiency any student whose cumulative grade point average is 1.583 or above, but below 2.333.

Any part-time (5 Year) student whose cumulative grade point average is below 1.583 shall be dismissed for academic deficiency, such dismissal to be carried out administratively.

Therefore:

**Part-time (5 Year) students after 2 semesters**
1.583 – 2.33: Academic Policy Committee (retention or dismissal)
Below 1.583: Dismissal (administratively)

**Following the third semester GPA requirements revert to the Fall 2007 standards below.**

**Standards for Students Who Began Fall 2011 or After**

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

Any full-time student whose cumulative grade point average is 1.952, or above, but below 2.33 shall be placed on academic probation, administratively.

Any full-time student whose cumulative grade point average is below 1.952 shall be dismissed for academic deficiency, such dismissal to be carried out administratively.

Therefore:

**Full-time students after 1 semester**
1.952 – 2.33: Academic Probation (administratively)
Below 1.952: Dismissal (administratively)
**For part-time students following the completion of one semester**, the following provisions apply:

Any part-time student whose cumulative grade point average is 1.878, or above, but below 2.333 shall be placed on academic probation, administratively.

Any part-time student whose cumulative grade point average is below 1.878 shall be dismissed for academic deficiency, such dismissal to be carried out administratively.

Therefore:

**Part-time students after 1 semester**

- 1.878 – 2.332: Academic Probation (administratively)
- Below 1.878: Dismissal (administratively)

******************************************************************************

**Following the second semester GPA requirements revert to the Fall 2007 standards below.**

**Standards for Students Who Began Fall 2007 or After**

For full time students and part-time (4 Year) students following the completion of one semester, and for part-time (5 Year) students following the completion of two semesters, the following provisions apply:

Any student whose cumulative grade point average is below 1.583 shall be dismissed for academic deficiency, such dismissal to be carried out administratively.

The Academic Policy committee shall have discretion to place on academic probation or dismiss for academic deficiency any student whose cumulative grade point average is 1.583 or above, but below 1.833.

Therefore:

**Full-time students, and part-time (4 Year) students after 1 semester (for those who began in Fall 2007 to Fall 2010) and part-time (5 Year) students after 2 semesters**

- 1.583 – 1.832: Academic Policy Committee (retention or dismissal)
- Below 1.583: Dismissal (administratively)

******************************************************************************

**For part-time students (4 Year) following the completion of two semesters, and part-time students (5 Year) following the completion of three semesters**, the following provisions apply:

Any student whose cumulative grade point average is 2.233 or above, but below 2.333 shall be placed on academic probation, to be carried out administratively.

The Academic Policy Committee shall have discretion to place on academic probation or dismiss for academic deficiency any student whose cumulative grade point average is 2.133 or above, but below 2.233.

Any student whose cumulative grade point average is below 2.133 shall be dismissed for academic deficiency, such dismissal to be carried out administratively.
Therefore:

**Part-time (4 Year) students after 2 semesters/part-time (5 Year) after 3 semesters**

2.233 – 2.332: Academic Probation (administratively)
2.133 – 2.232: Academic Policy Committee (retention or dismissal)
Below 2.133: Dismissal (administratively)

**************************************************************************************************

For full-time students following completion of the first two semesters of study, part-time (4 year) students following completion of the first three semesters, and part-time (5 year) students following completion of the first four semesters of study, the following provisions apply:

Any student whose cumulative grade point average is 2.283 or above, but below 2.333 shall be placed on academic probation, to be carried out administratively.

The Academic Policy committee shall have discretion to place on academic probation or dismiss for academic deficiency any student whose cumulative grade point average is 2.183 or above, but below 2.283.

Any student whose cumulative grade point average is below 2.183 shall be dismissed for academic deficiency, such dismissal to be carried out administratively.

Therefore:

**Full-time after 2 semesters/Part-time (4 Year) after 3 semesters/Part-time (5 Year) after 4 semesters**

2.283 – 2.332: Academic Probation (administratively)
2.233 – 2.282: Academic Policy Committee (retention or dismissal)
Below 2.233: Dismissal (administratively)

**************************************************************************************************

For full-time students following completion of the first three semesters of study, part-time (4 year) students following completion of the first four semesters of study, and part-time (5 year) students following the completion of the first five semesters of study, the following provisions apply:

Any student whose cumulative grade point average is 2.283 or above, but below 2.333 shall be placed on academic probation, to be carried out administratively.

The Academic Policy Committee shall have discretion to continue on academic probation, place on academic probation or dismiss for academic deficiency any student whose grade point average is 2.233 or above, but below 2.283.

Any student whose cumulative grade point average is below 2.233 shall be dismissed for academic deficiency, such dismissal to be carried out administratively.

Therefore:

**Full-time after 3 semesters/Part-time (4 Year) after 4 semesters/Part-time (5 Year) after 5 semesters**

2.283 – 2.332: Academic Probation (administratively)
2.233 – 2.282: Academic Policy Committee (retention or dismissal)
Below 2.233: Dismissal (administratively)

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Any full-time student who, at any time following completion of four semesters of study, any part-time (4 Year) student who, at any time following completion of five semesters of study, and any part-time (5 Year) student who, at any time following completion of six semesters of study,
does not have a cumulative grade point average of at least 2.333 shall be dismissed for academic deficiency, such dismissal to be carried out administratively.

Therefore:

**Full-time after 4 semesters/Part-time (4 Year) after 5 semesters/Part-time (5 Year) after 6 semesters**

Below 2.333 Dismissal (administratively)

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**Academic Standards for Readmitted Students**

There are separate academic standards for students who are academically dismissed and subsequently readmitted, whether such students were dismissed from Touro Law Center or at another school.

For students who are readmitted in Fall 2007 and beyond, the following academic standards apply.

**Full-time or part-time after one semester:**

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

**Full-time or part-time after two semesters:**

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

**Full-time and part-time readmitted students after three semesters revert to regular standards.**

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**Notwithstanding any other provision of these rules,**

any full time student who has completed four or more semesters,

any part time (4 Year) student who has completed five or more semesters, and

any part-time (5 Year) student who has completed six or more semesters,

whose grade point average is 2.283 or above, but below 2.333, and who has never previously been on academic probation, may petition the Academic Policy Committee for academic probationary status.

Such a petition shall be granted by the Committee upon a showing by the student of a strong probability of ongoing future compliance with the Law Center's requirement of a 2.333 cumulative grade point average. The Committee may impose such conditions of academic probation as it finds appropriate under the circumstances.

However, no academic probation approved under the provisions of this paragraph shall exceed one semester. A student placed on academic probation under the provisions of this paragraph whose grade point average is below 2.333 at the conclusion of the following semester shall be dismissed administratively.

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

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

The Registrar’s Office will contact the student to provide information regarding the procedure to be followed. The student is required to contact the Assistant Dean for Student Services for further advising and counseling regarding the impending hearing.

During such appearance, the student must address the deficiencies in academic performance and present information upon which the Academic Policy Committee could conclude that retention on academic probation would be appropriate.

To place or retain the student on academic probation, the Academic Policy Committee must conclude that the reasons for the student's academic deficiencies are not likely to recur.

Students who are within the discretionary range of the Academic Policy Committee and who fail to appear for their hearing will be dismissed automatically.

The academic standards for the division in which a student was last enrolled controls as far as Academic Policy Committee decisions are concerned.

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

For purposes of this Academic Standards section, grades received, or to be received, for summer school study will be calculated in a student's grade point average only after completion of the following fall semester.

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

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

Every student who appears before the Academic Policy Committee shall have the right to one peremptory challenge to exclude a member of the Committee from participation in his/her hearing. Any such challenge must be made in writing prior to the hearing.

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

Restrictions on Students Placed on Academic Probation

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

If required to retake courses, students placed on academic probation must take courses in the prescribed sequence and at the earliest opportunity notwithstanding conflicts that will be resolved by the Assistant Dean for Student Services.

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

- Run for, or serve as an officer of the SBA or any student organization or as a member of any law school committee; or compete for or serve as a member of Law Review, Moot Court, the Trial Team or any other school-sponsored journal or publication. Students on academic probation may continue to be members of the Student Bar Association and non-academic student organizations.
- Serve as a Teaching Assistant or Research Assistant,
- Register for, or participate in an Independent Research project, clinic, or externship,
- Without permission of the Assistant Dean for Student Services, take a course or courses at another institution,
- Without permission of the Assistant Dean for Student Services, register for summer classes, whether at the Law Center or another institution, or
- Take courses at another institution as part of a dual degree program.
- Participate in a Summer Public Interest Fellowship or be eligible for Federal Work Study grant funding.

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

Students are required as a condition of Academic Probation and Retention to develop an Academic Plan for Success. The plan should be a one to two page checklist or document that details what the student plans to do differently this semester to improve his/her grades. The goal of drafting the plan is to make sure the student is focusing on changes in his/her studies throughout the semester.

For assistance, make an appointment to meet with your faculty advisor, your mentor or one of our academic support professionals.

The Academic Plan for Success is due to the Assistant Dean for Student Services within one week of the Academic Policy Committee hearing.

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

**Repeating Courses as a Requirement of Probation**

If the Academic Policy Committee mandates that a student retake a course, both courses (credits and grades) are of record, and will be calculated in the student's GPA.

The Academic Policy Committee requires that a grade of “C+” be earned in all courses the Committee requires a student to retake.
Where the Academic Policy Committee requires a student to retake courses, the student's minimum number of credits required for graduation is increased accordingly (i.e., the credit value of the required retakes are added to the total number of credits required for graduation). If a student does not earn the minimum grade required by the APC in a retaken course, the student must repeat the course again and the credit value is again added to the minimum number of credits required for graduation.

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

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

**Academic Standards for the LL.M. Programs**

There are separate academic standards for students in the Foreign LL.M. program. See the section on LL.M. Program Rules and Regulations for the Master of Laws in U.S. Studies.

**Academic Support**

The Law Center offers a wide range of outside-the-classroom programs and services designed to help beginning students adjust to the demands of legal education, and continuing students improve their academic performance. These include an Academic Development Program, staffed by a Director and Assistant Directors, experienced professionals who present workshops and work with students one-on-one on study skills, briefing, note taking, outlining and exam writing.

The Academic Development Program includes a course for students in academic difficulty after the first semester:

**Enhanced Second Semester Contracts II Course**

Students in the bottom 20-25% of the class after their first semester will be assigned to an enhanced section of Contracts II for intensive work on analysis and writing skills, in addition to the substantive law. The course carries the normal two (2) credits, but meets for three (3) hours, rather than the normal two (2) hours per week.

**Readmission**

**Procedure for Readmission**

Students who have been academically dismissed or who withdrew from Touro Law or another law school, and wish to apply for readmission, must apply to the Readmission Committee and should obtain a Readmission Application along with a copy of the rules governing readmission from the Office of Admissions. Students who are readmitted via the Readmission Committee, whether previously dismissed at Touro or at another school, are treated as new, first-semester students and receive no credit toward graduation for any course work previously completed. Readmitted students are also subject to separate academic standards; see section on Academic Standards for Readmitted Students.
Changes in Status

Leaves of Absence

A matriculated student enrolled at Touro who chooses to suspend his/her attendance but intends to return and continue his/her study at Touro must submit a written request for Leave of Absence (LOA) which must be approved by all appropriate parties noted on the LOA request form.

A student may initiate a request for a LOA by contacting the Assistant Dean for Student Services.

A LOA should be requested after the student’s semester in attendance is completed (grades may or may not be posted at the point of LOA request) and before the following semester starts.

There must be a substantial reason (articulated in writing on a LOA form, with accompanying documentation, if appropriate) for requesting and approving a LOA. For example, a student may not request and a school may not grant a LOA merely to delay the return of unearned Title IV funds. The student shall not be assessed a fee for submitting a LOA request.

Before requesting LOA the student should consult with all parties listed on the Request for Leave of Absence form to understand both Financial Aid (FA), and academic implications.

There must be a reasonable expectation that the student will return from the LOA. The student must provide a date (semester and year) that they reasonably expect to return from the LOA. Prior to granting the LOA, the Office of Financial Aid must explain to the student the effects that the student’s failure to return from a LOA may have on the student’s loan repayment terms, including the potential expiration of the student’s grace period. Retroactive LOA or LOA requested before the student’s first semester at Touro will not be granted.

Financial Aid and Leaves of Absence

Dean, FA, Bursar and Registrar can approve LOA only if: LOA is requested after the student’s semester in attendance is completed and before the following semester starts, and for a duration of one semester only (not exceeding 180 days).

A student on an approved leave of absence will retain in-school status for reporting purposes. Upon the student’s return from the approved leave, he or she continues to earn the Federal Student Aid previously awarded for the period.

If the student fails to return from the approved leave of absence, the student will be considered to have withdrawn from the college (for financial aid purposes only) as of the first day in which the leave of absence was granted.

Leave of Absences beyond one semester

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

If the student requests a leave of absence mid-semester, submission, approval and processing of LOA in the student information system should not exceed 7 business days, if the semester involves classroom setting courses, and 10 business days, if the semester involves clinical rotations, field experience, internships and other supervised practicums. Any LOA requested during the semester or for a period beyond one semester will be considered as a non-reportable LOA for purposes of administering federal financial aid and it will be reported as withdrawn from the college. The student’s withdrawal date is the date the student begins the non-reportable LOA. A Return of Title IV calculation may be necessary to determine a student’s tuition liability. Exception to this rule is a student on clinical rotations (clerkships, nursing
cohorts, etc.) who attended and completed at least one of the rotations scheduled for the semester, who did not start the remaining scheduled rotation(s), but due to extenuating circumstances has to suspend his/her attendance for these remaining rotations for this semester. This student will be reported as on a reportable LOA for this interrupted semester.

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

Returning from a Leave of Absence

Students must contact the Office of the Registrar and submit a Petition to Return to Classes form at least 30 days prior to returning to school from a LOA. Failure to do so may result in administrative withdrawal of the student. If the student chooses to return after the leave has changed into a withdrawal, the student may need to reapply to the college/university.

Appeal process

If extenuating circumstances arise and a student was unable to request a LOA during a timeframe indicated in this policy, a student may petition to the appropriate Academic Dean or Dean of Students and University Registrar to be granted a retroactive LOA. These circumstances include, but are not limited to, a death in the family, medical reasons, military leave and personal well-being. Appropriate supporting documents must be provided with the petition.

Valedictorian/Salutatorian Eligibility after Leave of Absence

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

Withdrawal from the Law Center

Authorized Withdrawals from School

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

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

IF A STUDENT WITHDRAWS FROM THE LAW CENTER DURING THE SEMESTER AND BEFORE COMPLETION OF 60% OF THE TOTAL DAYS OF CLASSES FOR THE SEMESTER HE OR SHE WILL HAVE TO REPAY LOAN MONIES PER FEDERAL GOVERNMENT GUIDELINES.

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

Note: Withdrawal from school affects students’ federal financial aid status. Sixty days following the start of a Withdrawal, the six-month grace period for repayment of loans begins to toll. The six-month period is measured from the last day of actual attendance.
See, also, section on Financial Aid.

Unauthorized Withdrawals from School

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

Visiting Student Status at Another Law School

Under normal circumstances students are not permitted to attend another law school. However, permission may be granted for visiting student status at an ABA-accredited law school when an exceptional change in the student’s personal circumstances requires the student to relocate for the period of visiting status, or if there is an extreme hardship (an extreme hardship does not include a difficult commute, or a desire to re-locate after graduation). There is no automatic right to attend another law school or to transfer credit to the Law Center. Students who believe that they have a change in personal circumstance or an extreme hardship should seek advance written permission from the Assistant Dean for Student Services.

To receive permission to attend another Law School from the Assistant Dean for Student Services, the student must:

- Have a cumulative GPA of 2.333,
- Have completed all required courses,
- Demonstrate that the school and/or program is ABA approved,
- Not request to take courses available at the Law Center without a compelling reason and
- Not exceed thirty (30) credits at another school or schools.

All graduation requirements must be satisfied through courses or projects undertaken at the Law Center.

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

The request for transfer credit must be supported by an official transcript from the school at which the course or courses were taken.

Never will students be allowed visiting status at another law school during the last semester of legal study.

Students wishing to attend another institution must complete a Request to Attend Another Institution form. The form should be returned to the Office of Student Services.

Transfer from One Division to Another

Students may transfer from full time to part time or from part time to full time status by submitting a petition to the Assistant Dean for Student Services. In the absence of extraordinary circumstances, the following rules apply to requests to transfer from full-time to part-time or from part-time to full-time:

- A student will be permitted only one (1) transfer during his/her legal studies
- A student may not request a transfer from part-time to full time until the student has completed at least two (2) part-time semesters
- A student transferring divisions must continue all sequential required courses with the same professor.
- A student transferring divisions must continue all sequential required courses in the division (i.e., day or evening) in which he or she was enrolled at the time of the transfer request.
Students seeking permission to change divisions must complete a Division Transfer Request Form. The form must be completed and returned to the Office of Student Services for approval.

**Valedictorian/Salutatorian Honors after Division Transfer**

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

**Final Class Ranking after Division Transfer**

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

**Transfer Students**

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

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

**Academic Standards for Transfer Students**

Students who are accepted at the Law Center as transfer students must meet all academic standards of the Law Center, beginning with the completion of the first full (i.e., fall or spring) semester of study at the Law Center. For example, a transfer student who has completed one year of full-time study prior to enrolling at the Law Center, and who enroll at the Law Center as a full-time student, will be held to the academic standards applicable to a second year full-time student, based upon the grades received in his/her third semester of study (his/her first at the Law Center).

However, notwithstanding any other provision of these rules, a student who has transferred to the Law Center and who, at the end of his/her first semester shall have failed to attain the necessary Grade Point Average to remain eligible to continue, but who has achieved a Grade Point Average of at least 1.333 is entitled to a hearing before the Academic Policy Committee, which shall have discretion to dismiss the student or to continue the student on academic probation subject to such conditions as the committee shall find appropriate.
Class Ranking and Honors Eligibility

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

Valedictorian/Salutatorian Eligibility of Transfer Students

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

Awards and Honors

Dean's List

Dean's List honors are awarded according to the semester (term) GPA in the Fall and Spring semesters.

A student who has taken at least the minimum number of credits required in his/her division (part-time or full-time) and is ranked in the top 15% of his/her class in that semester is eligible for the Dean's List. The student must have completed and received grades in all of the courses in which the student was registered in that semester.

Exceptions:

- A student will not be eligible for the Dean's List unless he/she was in good academic standing (2.333 or higher) for the semester under consideration.

- If the student has a missing or incomplete (INC) grade, the Registrar's Office will ascertain whether this is the fault of the professor or the student. If it is the latter, the student will not qualify for the Dean's List for that semester, even if the grade is subsequently received and recorded.

Honors Program

Touro Law Center offers approximately twenty-five to thirty exceptional students per class year an enriched comprehensive law school experience. Students in the Honors Program participate in enhanced academic, experiential, and social opportunities as part of a community of student-scholars.

Students apply in the spring semester of their first-year of study and are notified of acceptance following submission of their spring semester grades. Details about the application process and the dates for submission of the application are available through the Director of Student Services & Scholarship Aid in the Office of Student Services.
Students are selected based on:

- Demonstrated academic achievement,
- Strong communication skills, both written and oral,
- Evidence of intellectual curiosity and engagement, and
- Motivation to participate in a challenging and rigorous academic experience.

**Benefits of the Honors Program include:**

- Participation in Honors sections for an integrated course and/or designated seminars
- Priority in registration for American Trial Courts or the Judicial Clerkships
- Recognition as an Honors Program Scholar on transcript and resume and at commencement ceremony
- Inclusion in faculty colloquia and other faculty scholarly pursuits
- Eligibility to compete in, serve on, and receive credit for both Law Review and the Moot Court Board
- Additional advising regarding curricular planning, clerkships, and job placement
- Assistance in securing opportunities to serve as a research or teaching assistant

**Pro Bono Scholars Program:**

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

The Pro Bono Scholars Program represents a partnership among the Judiciary, the law schools and the profession with the goal of revitalizing legal education to adapt to society’s changing needs. This new option in legal education will simultaneously better assist students in preparing for the actual practice of law, impress upon them the value of public service at the start of their careers, and provide much-needed assistance to those of limited means in our state.

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

The first of its kind in the country, the program is designed to reinforce the legal profession’s commitment to a culture of service while generating countless hours of pro bono work each year on behalf of our state’s most vulnerable citizens.

Selected students are invited to apply to be Pro Bono Scholars. A small number of students (between 5-7) are accepted annually.

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

1. **Cum laude.** Students with a cumulative GPA of 3.533 to 3.732 receive the degree cum laude. Additionally, students who fall below a 3.533 cumulative GPA but who are in the top 10 percent of their class, will graduate cum laude.

2. **Magna cum laude.** Students with a cumulative GPA of 3.733 to 3.932 receive the degree magna cum laude.
3. Summa cum laude. Students with a cumulative GPA of 3.933 or better receive the degree summa cum laude.

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

*Based on the cumulative GPA following the prior Fall semester.

**Graduation Awards**

Special awards and honors are bestowed during the Commencement Celebrations in the spring.

The following awards are presented during the Commencement Celebrations:

- **Valedictorian**: The Highest Cumulative Grade Point Average, Full time and Four Year Part time Divisions.*
- **Salutatorian**: The Second Highest Cumulative Grade Point Average, Full-time and Four Year Part-time Divisions.*
- **Outstanding Academic Achievement Award**: Awarded to the Highest and Second Highest Cumulative Grade Point Average, Five Year Part-time Division.*
- **Dean Emeritus Howard A. Glickstein Award for Outstanding Leadership and Overall Academic Excellence**
- **Daniel and Rose Subotnik Distinguished Writing Award for the Best Published or Non-Published Article by a Graduating Student**
- **Exceptional Contributions to the Growth of the Law School**
- **Exceptional Contributions to the Leadership of the Law Review**
- **Exceptional Contributions to the Leadership of the Touro Law Center Moot Court Honors Board of Advocates**
- **Exemplary Contributions to the Quality of Student Life**
- **LL.M. Outstanding Academic Achievement Award**
- **Martin Schwartz Award for Excellence in Civil Rights**
- **Michael Aaron Silver Award**: for promoting tolerance and harmony among the diverse elements of the Law Center community
- **Peter Davis Award for Excellence in the Study of Criminal Justice**
- **Service to the Bar**
- **The Shirley & Murray Rubinstein Clinician of the Year Award**
- **Special Faculty Appreciation Award in Recognition of Outstanding Service to the Law Center**
- **Special Service to the Public and the Community**
- **Touro Law Pro Bono Service Award**
- **ABA/BNA Awards for Excellence**: Presented to a graduate for outstanding achievement in specific areas of study (for example: Intellectual Property, Employment Law, or Health Law).
- **Alumni Association Academic Achievement Award**: Awarded to the full-time and part-time students with the highest GPA in their respective divisions, one year prior to their graduation.
- **American Bankruptcy Institute Medal of Excellence**
- **American Law Institute Continuing Legal Education ALI-CLE Scholarship & Leadership Award**
- **Bessie Ray Geffner Memorial Award**: Presented to the Outstanding Woman Law Student Evening Division.
- **Brian Lord Award for Public Interest Law**
- **Clinical Legal Education Association Award**
- **Cornelius W. Wickersham, Jr. Award for Excellence in the Study of Constitutional Law**
- **Elizabeth Gonzalez Book Award**: Presented to a graduating student who best exemplifies the ideals of caring, dedication and self-sacrifice established by Ms. Gonzalez, an exemplary third-year student who was tragically killed in an accident caused by a drunk driver in December 1992.
- **Nathan Burkan Memorial Writing Competition Award**: Presented annually by the American Society of Composers, Authors and Publishers to the best papers by Law Center students on Copyright Law.

**National Association of Women Lawyers Outstanding Woman Law Graduate Award**
New York State Bar Association Law Student Bar Association Achievement Award
Ronni D. Cohen Class Orator Award: Presented to a graduate chosen by the graduating class to speak on behalf of the class.
> Suffolk County Bar Association Award for Academic Excellence

*Based on the cumulative GPA following the prior Fall semester.

Other Honors and Awards

Law Center students are eligible for the following awards:

> CALI Award for Academic Excellence: The Law Center, in cooperation with the Center for Computer Assisted Legal Instruction (CALI), awards to each student with the highest grade in each section of each course the CALI Award for Academic Excellence.
Section 4 - Office of the Registrar – Registration & Records

Registration

Registration rules and procedures are distributed every semester by the Registrar’s Office via e-mail and posted online with the final copy of the upcoming semester schedule in the Registration Packet.

Students are expected to check their e-mail regularly so that they are aware of all registration rules and procedures.

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

Students should be certain to review the most updated registration materials online before constructing their schedule.

Minimum and Maximum Credit Hours Per Semester

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

Part-time (4 year) students must carry a minimum of eight (8) credits and may carry a maximum of eleven (11) credits each semester. Part time students receiving credit for Law Review, or The Moot Court Honors Board of Advocates may exceed the maximum credit load by up to one (1) credit, at no extra charge. Part-time students may take 12 credits during any one of their last six (6) semesters, at no extra charge.

Students who transfer to part-time after having completed at least one semester full-time may not take a semester of twelve (12) credits. This provision also applies to transfer students who were full-time at their prior school but who enter the Law Center as part-time students. Part-time students may never exceed twelve (12) credits, even for Law Review, or The Moot Court Honors Board of Advocates.

Part-time (5 year) students must carry a minimum of eight (8) credits and may carry a maximum of nine (9) credits each semester. Part time students receiving credit for Law Review or The Moot Court Honors Board of Advocates may exceed the maximum credit load by up to one (1) credit, at no extra charge. Five year part-time students must pay the per-credit hour rate for all credits and the only exception is overloading with an additional credit for Law Review or The Moot Court Honors Board of Advocates. Students in the five year part-time program are not permitted to overload, if that is necessary, that student must switch to the regular four year part time program.

Students who transfer to part-time after having completed at least one semester full-time may not take a semester of twelve (12) credits. This provision also applies to transfer students who were full-time at their prior school but who enter the Law Center as part-time students. Part-time students may never exceed twelve (12) credits, even for Law Review, or The Moot Court Honors Board of Advocates.

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

- the student is in the final semester
- the student needs the single credit to graduate at the end of that semester
- the student is not accelerating graduation.
In this situation the student will be required to pay for the one (1) extra credit at the then-prevailing per credit rate.

Students wishing to seek permission to take more than the maximum or less than the minimum number of credits for their division must complete a petition form found in the Office of Student Services or on the Law Center website and return the form to the Office of Student Services.

**Draft Schedules**

Prior to the start of Fall Semester registration, a draft Fall Semester schedule is posted for student comment. Final Fall Semester registration materials are distributed approximately ten days before the start of registration. This packet contains, among other things, course and examination schedules.

A draft of the next Spring Semester schedule is also posted before the start of Fall Semester registration, to assist students in long-range course selection and planning. An updated draft of the Spring Semester schedule is posted for student comment before the start of Spring Semester registration.

**Registration Priorities**

**In Day Division Classes:**

Highest Priority: Third Year Full time Day and Fourth Year Part time Day*
Next Priority: Second Year Full time Day & Third Year Part time Day
Last Priority: Second Year Part time

First Year Full time/Part time students are administratively enrolled in required courses only.

**In Evening Classes:**

Highest Priority: Fifth Year Part time Evening*
Next Priority: Fourth Year Part time Evening*
Next Priority: Third Year Part time Evening
Last Priority: Second Year Part time Evening

First Year Part time Evening students are administratively enrolled in required courses only.

*Students who accelerate their graduation are not given priority over students graduating on schedule.

Students registering after their assigned day and wishing to have a chance at a seat in a closed class may add their names to the waitlist for that class. As a seat becomes available, the next eligible student on the waitlist is notified by Touro e-mail and has 3 days to respond. The "next eligible" student is selected by the following criteria. A day student always has priority in a day class and an evening student in an evening class. After that determination, the student closest to graduation on the waitlist with the next recorded day and time (first come, first served) has priority.

**Prerequisites and Co-requisites**

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

Students are permitted to drop or add elective courses during the drop/add period, which generally commences immediately after the initial registration period and continues through the end of the first week of classes for the fall and spring semesters.

Classes may not be added during the second week of classes without the express written permission of the Assistant Dean for Student Services.

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

Each student is responsible to see that dropped courses do not appear on the student's registration record. Students are responsible for checking their schedule on-line at [www.tcweb.touro.edu](http://www.tcweb.touro.edu) and must notify the Registrar's Office of any errors or omissions.

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

- Full-time students must register for a minimum of 12 credits and a maximum of 16 credits;
- Part-time (four year) students must register for a minimum of 8 credits and a maximum of 11 credits.
- Part-time (five year) students must register for a minimum of 8 credits and a maximum of 10 credits.

Limited exceptions are permitted. See section on Minimum & Maximum Credit Hours per Semester. Drop/Add forms are available in the Registrar's office or on the Law Center website. Forms should be completed and submitted to the Registrar's office.

**Withdrawal from Courses**

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

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

A student who is not allowed to continue attending a course and/or is not allowed to take the final examination by his/her instructor due to absences in excess of those allowed under Law Center regulations (see "Attendance," under section Requirements for Graduation and Compliance with ABA and NYS Court of Appeals Rules for Study in Law School) will receive the failing grade of "WF." Or, if a student registers for a course and does not sit for the examination, the student will receive the failing grade of “WF” if the student has neglected to withdraw from the course prior to two weeks before the end of the semester, was not excused from the examination, was not officially granted an Incomplete in the course, or was not otherwise excused from completing the course requirements. The grade of "WF" signifies both failure and non-completion and, therefore, may affect financial aid status. See section on Financial Aid.

Students contemplating withdrawing from one or more courses should consider the effect the withdrawal may have on the minimum number of credit hours per semester. See section on Minimum and Maximum Credit Hours, and section on Financial Aid.
Students may not withdraw from courses to which they are administratively assigned (required courses).

**Taking Courses in Another Division**

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

Students may take elective courses in another division under certain circumstances. **During the registration period, Day students may register only for day electives and Evening students may register only for evening electives.**

After the end of the regular registration period (when Day students register for day electives and Evening students register for evening electives) students may cross over (i.e., Day students may register for vacancies in evening electives and Evening students may register for vacancies in day electives).

**Full-time students taking courses in the Evening Division should be mindful of the requirement that, in every semester, they must take more than half their credit load in Day Division courses.**

In the event of a waiting list for an oversubscribed elective course, priority is given to in-division students (e.g., Day students get waiting list priority over Evening students in Day Division elective courses, Evening students get waiting list priority over Day students in Evening Division elective courses).

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

**Conflicting Courses**

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

**Confirmation of Course Schedule**

Students will not receive written or e-mail confirmation of their course schedule changes. Approximately one month before each semester begins students are required to check their schedule online for accuracy. Students should report any errors in their registration to the Registrar's Office before classes begin.

**Auditing a Course**

A student may elect to officially audit one elective course per fall or spring semester in each academic year as long as the student is registered for the minimum number of credits for 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. New York Practice, American Legal Studies and American Legal Studies Practicum and all intermediate skills courses are not eligible for audit. A student may register to audit a course during the registration period including but not later than the last day of the drop/add period for the fall or spring semesters. **Summer courses may not be audited.**
Audited courses dropped after the applicable drop/add period will be reflected by a W on the student’s transcript.

A student auditing a course is required to meet with the professor to ascertain his/her expectations for the auditing student. These requirements include:

- Attend at least 85% of scheduled classes.
- Prepare for and participate in class.
- Take all quizzes, midterms, etc., at the discretion of the professor.
- Complete all assignments, at the discretion of the professor.

The faculty member must certify that all requirements were satisfied in order for the “AUD” to appear on the student’s official record. If requirements are not satisfied, the course will be removed from the student’s record and no reference will appear on the transcript.

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

If a professor excludes his or her course from the audit option the Registrar will notify the student that the audit is not approved (otherwise once a form is received the audit option may not be revoked). The form to elect the Audit option should be completed and returned to the Registrar's office by the deadline posted in the Academic Calendar (the end of the second week of classes).

Late Registration

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

Requesting Courses Not Offered

The Law Center makes every effort to respond to student demand for elective courses to be added to the schedule, consistent with scheduling needs and professor availability.

- Circulate course petitions each semester during the period after the draft schedule is posted and before the final registration materials are distributed.
- Course petitions should indicate the course requested, the days/times requested (or courses not to conflict with) and should be legibly signed and dated.
- Course petition forms are available from the Office of Administration (room 402).
- Courses added in response to petitions are subject to normal registration priorities (e.g., Day students have priority over Evening students for Day Division courses, and vice versa; and upper level students have registration priority over lower level students).
- Students who signed a course petition do not obtain any registration priority for that course.

Access To And Privacy Of Student Records

Touro Law Center and a federal law known as The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records.
These rights include:

- **The right to review education records.** Students have the right to inspect and review the student's education records within 45 days of the date the Law Center receives a request for access. A student should submit to the Registrar (Room 305, 631-761-7040, registrar@tourolaw.edu) a written request that identifies the record(s) the student wishes to inspect. The Registrar 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 Registrar, the Registrar will advise the student of the correct Law Center official to whom the request should be addressed.

- **The right to request the amendment of records believed to be inaccurate.** Students have the right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

  A student who wishes to ask the Law Center to amend a record should write the Registrar, or other Law Center official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

  If the Law Center decides not to amend the record as requested, the Law Center will notify the student in writing of the decision and the student's 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.

- **The right to consent to disclosure of personally identifiable information (except where FERPA authorizes disclosure without consent).** The right to provide written consent before the Law Center discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

  The Law Center discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Law Center in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the Law Center has contracted as its agent to provide a service instead of using Law Center employees or officials (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 responsibilities for the Law Center.

  Upon request, the Law Center also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

  Directory information. Under FERPA, the Law Center may release directory information at its discretion without prior consent of the student. Directory information includes student's name, Touro e mail address, dates of attendance, participation in officially recognized student organizations, degrees, honors, and awards received. Students who wish to restrict the release of directory information about themselves must submit a completed Request to Restrict Directory information form to the Registrar's Office.

- **The right to file a complaint.** The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Law Center to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
Academic Records by Fax

The Law Center will accept academic documents via fax only as working documents pending receipt of official, authenticated original documents. The Law Center will transmit academic documents via fax. These records will not be considered official, and will be marked, "Not for Transfer Purposes."
Section 5 - LL.M Program Rules and Procedures for the Master of Laws in U.S. Studies

These Rules and Regulations are pending faculty approval.

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 2.333.

2. LL.M. students are required to complete degree requirements within 24 months, as mandated by the New York State Court of Appeals.

3. Each LL.M. student is required to register for and complete the following:
   - Introduction to the U.S. Legal Studies* (3 credits)
   - LL.M. Tutorial (2 credits)
   - Professional Responsibility (2 credits)
   - 50 pro bono hours

   *This requirement may be waived if the Director of the Program certifies that the student has completed prior equivalent coursework.

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

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

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

- Business Organizations I (3 credits)
- Family Law (3 credits)
- New York Practice (4 credits)
- Trusts and Estates (3 credits)

4. 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. 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.

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

   After completion of 9 credits:
   (a) an LL.M. student whose cumulative grade point average is 2.283 to 2.332 shall be placed on academic probation, administratively.
   (b) an LL.M. student whose cumulative grade point average is 2.183 to 2.282 shall be subject to a hearing before the LL.M. Academic Policy Committee.
(c) an LL.M. student whose cumulative grade point average is below 2.183 shall be dismissed for academic deficiency, such dismissal to be carried out administratively.

After completion of 18 credits:
(a) an LL.M. student whose cumulative grade point average is below 2.333 shall be dismissed for academic deficiency, such dismissal to be carried out administratively.
(b) an LL.M. student whose cumulative grade point average is below 2.333 but above 2.283 who has not previously been on academic probation may petition the LL.M. Academic Policy Committee.

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

7. The same rules and regulations applicable to J.D. students regarding “Pass”/“No Credit” are applicable to LL.M. students.

8. 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 the other’s school’s equivalent is earned.

9. 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 Director of the Program, in conjunction with the Admissions Office 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. Readmitted LL.M. students may be subject to higher academic standards upon readmission.

10. 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 3.333 or above in any regular academic semester, after 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 with an “Academic Achievement Award,” provided that such GPA is 3.333 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 3.533 to 3.732 receive the LL.M. degree cum laude, those with a GPA of 3.733 to 3.932 receive the LL.M. degree magna cum laude, and those with a GPA of 3.933 or better receive the LL.M. degree summa cum laude.

11. An LL.M. student may transfer to the J.D. program if the student has taken at least three (3) of the following courses and has received an average grade of 3.333 in them: Constitutional Law; Torts; Civil Procedure; Contracts I and II; Property; 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 JD 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 JD 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.
12. 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.

13. In accordance with New York State Public Health Law, all LL.M. students born on or after January 1, 1957 must demonstrate proof of immunization. Students must supply acceptable proof of immunization. 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 Office of Administration.

OFFICE OF THE REGISTRAR – REGISTRATION & RECORDS

1. **Students must submit their course registration form to the Registrar’s Office no later than the first day of classes each semester.** LL.M. students must confer with the Director of the Program, the Assistant Dean for Student Services, or one of the full-time professors teaching in the program to obtain approval for their course selection. Before adding or dropping any courses, the LL.M. student must confer with either the Director of the Program, the Assistant Dean for Student Services, or one of the full-time professors teaching in the program and obtain his/her written approval.

2. LL.M. students must carry a minimum of four (4) credits and may take a maximum of sixteen (16) credits each semester. Students who wish to take more than 10 (ten) credits in a semester must meet with the Director of the Program and get approval.

3. LL.M. students must carry a minimum of four (4) credits during the summer semester.

4. Each LL.M. student who is enrolled for twelve (12) or more semester credit 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.

5. 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.

6. LL.M. students are permitted to take up to two (2) credits of Independent Research. The Director of the Program may not supervise LL.M. students for Independent Research without the approval of the Dean.

7. LL.M. students are permitted to take for credit up to eleven (11) credits of survey courses in basic subjects – Contracts, Property, Torts, Constitutional Law, and Civil Procedure. Survey courses shall feature the scope of corresponding 4 or 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.

8. 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.

9. LL.M. students must comply with prerequisite requirements for all courses.

10. 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 as long as the completion date complies with New York State Court of Appeals 24-month limit.
11. LL M. students must file a graduation application at the beginning of their year. LL.M. students are required to schedule an appointment with the Registrar for a graduation audit after they have completed 16 credits.

OFFICE OF THE 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 payment or sign up for a payment plan 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.

OFFICE OF FINANCIAL AID

See the section on Office of Financial Aid.
Section 6 - Admission to the Bar

General Requirements

Each state/jurisdiction has its own requirements for admission to its bar. Each student is encouraged to inquire of the appropriate officials as to applicable requirements.

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

New York State Bar Requirements

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

Starting with the July 2016 bar exam, New York State will administer the Uniform Bar Exam (UBE). The UBE is a uniform battery of tests that consists of the Multistate Bar Examination (MBE), 200 multiple-choice questions; the Multistate Essay Examination (MEE), six essay questions; and the Multistate Performance Test (MPT), two practical skills questions. In addition to the UBE, an applicant for admission in New York must take and complete the New York Law Course (NYLC), an online course in New York-specific law and must take and pass the New York Law Exam, an online examination consisting of 50 multiple-choice questions.

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

Certification of Bar Eligibility

The Rules of the New York State Board of Law Examiners (22 NYCRR Section 6000.2(b)) provide that a law school must certify an applicant's eligibility by February 1 for the February Bar Exam, and by June 15 for the July Bar Exam. The Board of Law Examiners has informed the Law Center that requests for waivers of these certification deadlines will not be considered.

As a result, students taking summer courses, for any reason, to complete their graduation requirements will not be eligible for certification for the July New York Bar exam, as summer courses do not end until mid-July.
Section 7 - Office of the Bursar Payment of Tuition & Fees

The Office of the Bursar is responsible for charging tuition and fees according to the Touro College fee schedule and for collecting timely payments from students.

Payment of Tuition and Fees
Students will not be permitted to register until all applicable tuition and fees have been paid in-full or the student has received clearance from the Office of the Bursar. Students can view their account activity, statements and make payments on QuikPAY thru the TCWeb. Payments may be made by electronic check or major credit card.

Procedures and Due Dates
Tuition and fees must be paid in full before the start of each semester. Students are permitted to register for a forthcoming semester only if they have made full payment or other arrangements with the Bursar. Summer tuition and fees must be paid at the time of registration for a summer session. Students who fail to make full payment or other arrangements with the Bursar by the end of the second week of classes in any semester will be notified in writing that they are ineligible to continue to attend classes and will be de-registered from classes. Re-registration requires payment of a $100.00 fee.

Students seeking to rely on financial aid to cover tuition and fees must file a Free Application for Federal Student Aid (FAFSA) form by May 15 preceding the academic year for which the financial aid is sought. The Financial Aid Office will contact the student to submit the necessary loan application(s) as well as the appropriate documentation. This process usually takes 10-12 weeks, so early filing is suggested to provide the Financial Aid Office sufficient time for processing, thereby facilitating the timely disbursement of loan proceeds. Any student choosing this payment option will be subject to late payment fees if the FAFSA deadline is not met.

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

Tuition Billing:
Per-Semester and Per-Credit All J.D. students must carry at least the minimum credit load required for their division (12 credits in full-time and 8 credits in part-time) and are charged tuition at the applicable full-time or part-time per-semester rate. Students in the two year program, the five year part-time program and all LL.M. students are charged tuition on a per-credit basis.

Requests by full-time or four year part-time J.D. students to pay tuition on a per-credit basis will be considered only when a student needs six (6) or fewer credits to complete his or her degree requirement and the student has already complied with the minimum weeks in residence requirements. Requests must be made in writing to the Assistant Dean for Student Services.

Late Payment Fees
Late payment fees are charged at a rate of $100 per month to students making payments or endorsing their loan checks after the tuition due date.

Graduation Fee
(LL.M. Students Only) The graduation fee is due in the student's last scheduled full semester of attendance. The graduation fee must be paid whether or not the student plans to attend the graduation ceremony.

Tuition Refund Schedules
A student wishing to withdraw from any or all classes must complete the necessary form(s) in the Registrar's Office.
Withdrawal from All Classes: The following refund schedule applies:

**Fall & Spring Semesters:**
- Before the first day of classes: 100% of tuition
- During the first week of classes: 90% of tuition
- During the second week of classes: 75% of tuition
- During the third week of classes: 50% of tuition
- During the fourth week of classes: 25% of tuition
- No refund after the fourth week of classes

**Summer Semester:**
- Before the first day of classes: 100% of tuition
- During the first week of classes: 60% of tuition
- During the second week of classes: 20% of tuition
- No refund after the second week of classes

IF A STUDENT WITHDRAWS FROM THE LAW CENTER DURING THE SEMESTER AND DOES NOT COMPLETE 60% OF THE TOTAL DAYS OF CLASSES FOR THE SEMESTER HE OR SHE WILL HAVE TO REPAY LOAN MONIES PER FEDERAL GOVERNMENT GUIDELINES. See the Section on Financial Aid.

Note: A student who attends a summer semester (on-campus or abroad) will not be entitled to a refund of tuition or fees if the student is subject to academic dismissal after the computation of the previous spring semester's grades. All students in receipt of Title IV funds (federal financial aid) will be subject to the Return of Title IV policy. Please consult with the Bursar's Office.

**Withdrawal from Individual Classes:** Withdrawals from individual classes in the fall and spring semester: Where the student remains at or above the applicable per-semester credit minimums (12 full-time and 8 part-time), there are no financial consequences. In other words, the student neither receives a refund nor is subject to a penalty.

Withdrawals from individual classes in the on-campus summer session or other situations where the student is paying on per-credit basis (e.g., an LL.M. student or a student who has received permission to pay on a per-credit basis), the following applies:

- Withdrawals within the Drop/Add Period = No Liability
- Withdrawals after the Drop/Add Period = No Refund

Note: Except as noted above, Summer Abroad Programs have their own refund rules (see relevant program materials).

**Electronic Transfer of Loan Proceeds** Under New York state law, the Law Center is authorized to receive the proceeds of student loans via electronic fund transfer (EFT). In accordance with the terms indicated on the Master Promissory Note (MPN), unless a student gives prior written notice to receive a paper check, co-payable to the student and Touro Law Center, loan proceeds are received by electronic fund transfer.

**Student Refunds** The Office of the Bursar is responsible for disbursing funds to students resulting from loan overpayments of any type, commonly referred to as a student refunds. Student refunds are issued following federal and state guidelines once proper attendance and satisfactory academic progress are verified. Student refunds can be received electronically by direct deposit or prepaid card. Students will receive a paper check if they do not enroll in an electronic option, which can take up to two weeks. Students can enroll in an electronic deposit option at www.enroll.moneynetworkedu.com. The Office of the Bursar will notify you when your funds arrive. All notifications are done via e-mail so it is important to check your Touro e-mail address.
Section 8 - Office of Financial Aid

In keeping with its policy of awarding financial aid on the basis of need, the Law Center provides assistance to accepted students who, without such help, would be unable to pursue their legal education. Financial aid comes from federal, state, institutional, and private sources. Students must be matriculated, enrolled at least half time, and making satisfactory academic progress as defined within each aid program. Half-time for all J.D. programs, including the summer session is defined as a minimum of six (6) credits. Therefore, in order to receive financial aid for the summer, all J.D. students must take six (6) credits, equal to half-time, in any session, including the summer. Federal aid is limited to U.S. citizens, permanent residents, and certain eligible non-citizens; New York State aid is limited to residents of New York.

Application Process

1. Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov. In order to complete the FAFSA, you will need a FSA IS. The FSA IS, a user name and password, has replaced the Federal Student Aid PIN. You can create an FSA ID at www.fafsa.gov or www.studentloans.gov if you have forgotten or do not have a PIN. Students should complete the FAFSA after filing their federal tax return in order to report actual income figures. The FAFSA school code is 010142, Touro College, Main Campus, New York, NY.
2. Complete the Touro Law Center Financial Aid Application. Use the Student Loan Budget Worksheet to budget and calculate how much to borrow. Indicate the requested loan amounts in step four. Submit directly to Financial Aid Office.
3. Complete the Federal Stafford/Graduate PLUS Loan Entrance Counseling online at www.studentloans.gov. Under “Manage my Direct Loan” click on “sign in” to complete the counseling session. Select Touro College – Touro Law Center as the school.
4. Complete Master Promissory Note for Federal unsubsidized Loan and Federal Graduate PLUS Loan online at www.studentloans.gov. Under “Manage my Direct Loan” click on “sign in” and select “Complete Master Promissory Note”. A separate MPN is required for each loan. Select Touro College – Touro Law Center as the school.
5. Request Graduate PLUS Loans (if borrow both federal loans) online at www.studentloans.gov. This will allow the Department of Education to complete the required credit check. If denied, contact the Financial Aid Office immediately for further guidance.
6. If declined federal student loans and opting for an Alternative/Private education loan, student must research and select the lender of their choice. Complete the application and promissory note directly online at the lender’s website. Notify the Financial Aid Office that you are borrowing an alternative/private education loan.
7. New Self Help Financial Aid Service System: Register and Log IN to View and Accept/Decline Awards
   a. Visit http://touro.edu/students/
   b. Under Student Services, click on Financial Aid Self Service option
   c. Click on the button marked “Register Your Account” and follow the instructions to enable your account on the system. You will only have to do this one time.
   d. Visit http://touro.edu/students/ and under Student Services, click on the Financial Aid Self Service option.
   e. “Log into System” link on that page.
   f. Provide your user name and password – Your user name is your unique Touro ID number. When you first access the portal, you will have the opportunity to register your user name (your Touro ID number) at which time you will also receive your Financial Aid portal password. Instructions for the completing the user name registration process are provided when you visit the portal page.
   g. Accept/Decline award online when prompted by communication from the Financial Aid Office.
**Programs Terms and Eligibility**

**Federal Programs** The Federal Direct Stafford Loan and the Federal Direct Grad PLUS Loan offer a number of repayment options, plus opportunities for deferment, forbearance, loan forgiveness, and cancellation (for death or total and permanent disability). Upon repayment, the loans can be consolidated with prior and future federal loans, and neither loan charges a penalty for early repayment.

<table>
<thead>
<tr>
<th>Loan Type</th>
<th>Fee(s):</th>
<th>Interest</th>
<th>Amount per Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Direct Stafford</td>
<td>1.073%</td>
<td>5.84% fixed</td>
<td>Up to $20,500</td>
</tr>
<tr>
<td>Federal Direct Grad PLUS</td>
<td>4.292%</td>
<td>6.84% fixed</td>
<td>Up to the balance of the cost of attendance</td>
</tr>
</tbody>
</table>

There are two types of Direct Loans: Unsubsidized Stafford Loans and Graduate Plus Loans. Through the Direct Unsubsidized Stafford Loan, eligible law students may borrow up to $20,500 per academic year and up to $138,500 for all post-secondary education. The interest rate for loans first disbursed between July 1, 2015 and June 30, 2016 is 5.84% fixed. The Unsubsidized Stafford Loans carry a 1.073% original fee which is deducted upfront the loan proceeds. The maximum annual Grad Plus Loan is the educational cost of attendance, as determined by the school, minus any other financial aid received. Grad Plus Loans have no aggregate limit. The interest rate for Graduate Plus loans first disbursed between July 1, 2015 and June 30, 2016 is 6.84%. Graduate Plus loans have a 4.292% original fee which is deducted upfront from the loan proceeds.

Federal Unsubsidized Stafford loans are guaranteed while Federal Graduate Loans are credit-based; the credit score is not used in determining eligibility. Borrowers must demonstrate that they do not have an adverse credit history. Adverse credit history is defined to mean that as of the date of the credit report, in addition to other conditions (e.g. bankruptcy, foreclosure, tax lien, or a default determination) the applicant must not have one or more debts that are 90 days or more days delinquent or that are in collection or have been charge off during the prior two years and a total combined outstanding balance of those debts greater than $2,085.

**Federal Work Study Program (FWSP).** The Work Study program offers part-time employment opportunities on campus during the academic year and at not-for-profit or government agencies during the summer period. The pay rate is $12 per hour. Funds are awarded on a first-come, first served basis and earnings from this program are considered part of a student’s financial aid package.

**Eligibility for Continuing Federal Financial Assistance.** In order to remain eligible for federal financial assistance, all students are required to maintain satisfactory progress in accordance with the standards set forth below. Satisfactory progress is evaluated at the end of each semester year. Students who fail to meet applicable standards will be dismissed or granted one semester of probation, with the exception of the final semester, at the end of which they must reach the level of the next required evaluation point. Students who have not attained the requirements by their last semester will lose eligibility for financial assistance and must appeal to have it reinstated. The Satisfactory Academic Progress Policy for Touro is available online at [www.tourolaw.edu](http://www.tourolaw.edu), click on Student Resources, Office of Student Services, Policies & Forms and directly available here: [http://www.tourolaw.edu/StudentResources/?pageid=95](http://www.tourolaw.edu/StudentResources/?pageid=95).

<table>
<thead>
<tr>
<th>JD Program – Full-Time Required Evaluation Point</th>
<th>Min Credits Completed</th>
<th>For students who began their studies Fall 2007 and beyond</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of 1st academic year</td>
<td>18</td>
<td>Minimum Cumulative GPA</td>
</tr>
<tr>
<td>End of second academic year</td>
<td>36</td>
<td>2.333</td>
</tr>
<tr>
<td>End of third academic year</td>
<td>54</td>
<td>2.333</td>
</tr>
<tr>
<td>End of fourth academic year</td>
<td>72</td>
<td>2.333</td>
</tr>
<tr>
<td>End of fifth academic year</td>
<td>88</td>
<td>2.333</td>
</tr>
</tbody>
</table>
For students who began their studies

<table>
<thead>
<tr>
<th>Required Evaluation Point</th>
<th>Min Credits Completed</th>
<th>Fall 2007 and beyond</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of 1st academic year</td>
<td>16</td>
<td>Minimum Cumulative GPA</td>
</tr>
<tr>
<td>End of second academic year</td>
<td>32</td>
<td>2.333</td>
</tr>
<tr>
<td>End of third academic year</td>
<td>48</td>
<td>2.333</td>
</tr>
<tr>
<td>End of fourth academic year</td>
<td>64</td>
<td>2.333</td>
</tr>
<tr>
<td>End of fifth academic year</td>
<td>88</td>
<td>2.333</td>
</tr>
</tbody>
</table>

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

**Deferral/Cancellation of Student Loans.** Students receiving federal direct student loans may qualify for deferral of the repayment of the principal and interest, or for partial cancellation of the student loan, for service under the Peace Corps Act, the Domestic Volunteer Service Act of 1973, or for performing certain types of service such as teaching in a low-income school. For a complete list of cancellation and discharge provisions visit the U.S. Department of Education website at www.studentloans.gov.

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

**New York State Programs**

**Veterans Tuition Awards.** Vietnam, Persian Gulf, and Afghanistan veterans are eligible for awards of up to $6,195 per year, if attending full-time (maximum of six semesters), or a pro-rated award.

**Touro Law Center Programs**

1. **Touro Scholarships for Entering Students.** Dean's Fellowships, Merit Scholarships, and Incentive Awards provide full and partial tuition remission. They are awarded by the Admissions Committee to incoming students on the basis of prior academic achievement (undergraduate cumulative grade point average, in particular) and Law School Admission Test (LSAT) score. These awards are renewable throughout a student’s course of study in accordance to the terms of the original offer (contingent upon maintaining a specific rank in class). When an award is discontinued for failure to meet the retention criteria or terms of the initial offer, it cannot subsequently be reinstated; however, a student will, nonetheless, be considered for an Achievement Scholarship at the end of the next academic year, depending upon class standing at that point.

2. **Achievement Scholarships for Continuing Students.** Regardless of whether students were awarded a scholarship as an incoming student, returning students are eligible to receive Achievement Scholarships for their second and third years (full-time) and second, third, fourth, and fifth years (part-time) when they attain a
specific rank in class. Awards, in the form of tuition remission, are given in varying amounts (as a stand-alone or as a subsidy to an existing merit or incentive scholarship) to students in the top twenty percent of their respective division and year. The awards are for one year only, but a student will be considered for another Achievement Scholarship at the end of the next academic year, depending upon class standing at that point. Note: The minimum rank requirement for scholarship award and renewal is calculated by the Registrar. Grades earned in the summer session are not included in the computation of cumulative grade point average until the following fall semester.

3. **Touro Law Center Loan Repayment Assistance Program.** The Law Center offers a Loan Assistance Repayment Program (LRAP) program to help defray student loan debt for alumni who are working in public service with an unduly low income of less than $55,000/annum. Grants are offered once a year and the application deadline is December 1. For additional information contact: Thomas Maligno, Executive Director of the Public Advocacy Center and Career Services at: 631-761-7033.

**Private and Other Loan Programs**

1. **Alternative Loans.** Alternative loans enable eligible students to borrow up to the cost of attendance less their other financial aid. Interest rates vary quarterly, based on a published index. Interest payments may be deferred while a student is enrolled in school, depending upon the loan terms offered by the lender. The minimum borrowing amount is $1,000. Please note: the Alternative/Private Education Loan does not offer the same flexibility in repayment options or any opportunity for deferment, forbearance, loan forgiveness, and cancellation (meaning it cannot be discharged even in the event of death or total and permanent disability). The loan can be consolidated, but only with other consumer loans, and may carry various charges upon repayment.

2. **Bar Examination Loan.** The Bar Examination Loan is intended as a bridge loan to cover expenses after graduation through the bar study period. It allows a student a one-time opportunity, within nine months of graduation, to borrow up to $15,000 in his/her graduating year. The minimum borrowing amount is $1,000.

3. **Canada Student Loans Plan.** The Canada Student Loans Plan makes bank loans available to Canadian students who need financial assistance to enable them to engage in full-time study toward a degree. Information and application forms can be obtained from the Guaranteed Loans Administration, Department of Finance, Ottawa, Ontario, K1A 0G5, Canada.
Section 9 - Career Services Office (CSO)

The Career Services Office (CSO), located in Room 306, is committed to assisting all students and alumni in their job search through the opportunities and programs listed below. Counselors are available for morning and evening appointments by making an appointment with your Counselor on Symplicity, emailing your assigned Counselor or calling 631-761-7030.

CSO Provides the Following Career and Professional Development Services:

**Employment Opportunities and Listings** CSO receives listings for internships, clerkships, fellowships, and other positions for both full-time and part-time students from employers throughout the year. These positions are immediately posted on Symplicity, Touro's online career management system. Go to [https://law-touro-csm.symplicity.com/students](https://law-touro-csm.symplicity.com/students) and click on “Register” to create a free account to access job listings.

**Externships: Obtaining Academic Credit for Employment** The externship program provides students with the opportunity to receive academic credit while gaining practical work experience. Applicants are matched with field placement opportunities in a variety of fields of law. Students must apply for the externship program. The requirements of the program and an application can be found at: [http://www.tourolaw.edu/Academics/default.aspx?pageid=67](http://www.tourolaw.edu/Academics/default.aspx?pageid=67)

**On Campus Interviews** Employers are encouraged to interview students on campus throughout the year, although most interviews take place in employer offices. CSO will notify students of on-campus interview sign-up procedures and provide specific information about application procedures by email and via Symplicity.

**Counseling Appointments and Resume Review** Individual counseling is available by appointment and on a walk-in basis. Students/alumni are strongly urged to schedule an appointment for review of their resumes and cover letters, and advice on job search strategies and interview techniques. Individual counseling sessions for first-year students begin on October 15th.

**Programs, Panels, and Information Sessions** CSO presents programs on resume preparation, interviewing techniques, job-search strategies, and more. Career panels with attorneys and experts in various practice areas are presented to provide information on a variety of legal career options and offer networking opportunities.

**Career Resources** Visit the CSO webpage, [http://www.tourolaw.edu/CareerServices](http://www.tourolaw.edu/CareerServices), to access information about the CSO library of articles, directories, and employment search resources. Computers and a printer are available in the CSO Office for resume and cover letter preparation, and to research employment opportunities.

**Reporting Employment Results** Touro Law Center is required to collect and report employment information from students in order to comply with American Bar Association, National Association for Law Placement (“NALP”) and institutional reporting requirements. Students shall promptly respond to all CSO requests asking for such information.
Section 10 - Office of Student Services (OSS)

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

Personal Counseling Any student who would like to speak with a counselor or therapist may inform the Assistant Dean for Student Services, who will assist in making appropriate arrangements. All referrals are on a strictly confidential basis.

A professional counselor is available at the Law Center on a regular schedule while classes are in session. The counselor sees students by appointment. There is no charge for this service. Details are published regularly in The Touro Times.

The Law Center also supports an on-campus representative of the NY State Bar Association Lawyer Assistance Program, who provides confidential advice and referrals on issues of alcohol and substance abuse. Contact information is posted and provided in The Touro Times and through the Office of Student Services.

Students Helping Students (SHS) are trained upper-level students who are available to provide additional counseling and mentoring and can refer a student to a professional, if necessary. Information on SHS assistants is provided every semester via e-mail and in the Touro Times, as well as in the Office of Student Services.

Accommodations for Students With Disabilities The Law Center’s policy is to provide reasonable accommodations for students with disabilities, including learning disabilities and health impairments, as well as other disabilities. Students whose disabilities may require some type of accommodation, including course load modification or exam accommodations, are encouraged to meet as soon as possible with the Assistant Dean for Student Services, who is the Law Center’s Disabilities Services Coordinator. Students are responsible for initiating a request for accommodations or modifications, even if the student has previously identified himself/herself as a person with a disability. Appropriate modifications and accommodations will be approved and provided on a case by case basis.

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

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

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

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

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

Student Complaint Procedure We like to think the Law Center is user-friendly, and that students will not have complaints. For those who do, though, there is a student complaint procedure, which the Law Center has adopted in accordance with American Bar Association
(ABA) Standard 512. The ABA Standards for the Approval of Law Schools can be accessed on the American Bar Association’s website here: http://www.americanbar.org/groups/legal_education/resources/standards.html.

1. Students with complaints about any aspect of the Law Center excluding the program of legal education and compliance with the American Bar Association (ABA) Standards should first discuss the matter directly with the faculty member, administrator or staff member involved. If this discussion fails to address the issue or achieve an acceptable resolution, the student should bring the matter to the attention of the head of the administrative office with responsibility for the area of the student’s concern. If the problem persists, the student should file a written complaint in accordance with the requirements below.

2. Any student who alleges that a significant problem directly implicates the Law Center’s program of legal education and compliance with the ABA’s Accreditation Standards should file a written complaint with the Dean’s designee (Associate Dean for Academic Affairs, Associate Dean for Administration or the Assistant Dean for Student Services). The written complaint must identify the problem in sufficient detail to permit the Dean’s designee to investigate the matter, including the specific Accreditation Standard(s) at issue, and must be signed by the student. The signed written statement must also include the student’s contact information, including name, home and e-mail addresses, and phone number.

3. Within three weeks after a signed written statement is received by the Dean’s designee, the Dean’s designee shall advise the student of any action the Law Center is taking to address the matter or any further investigation into the matter.

4. Within ten days of being advised of any action the Law Center is taking to address the matter, the student may appeal that decision to the Dean of the Law Center. The decision of the Dean shall be final.

5. Some complaints may also be filed with the New York State Education Department. See Section 14.4 Complaints to the New York State Education Department.
Introduction
Welcome to the Gould Law Library at Touro Law Center! Our staff is here to assist you on the road to a successful legal career. Please contact us with questions about library services and legal research.

Important Library Contacts
Circulation Desk: 631-761-7150
Reference Office: 631-761-7160
Reference Office E-mail: LibraryReference@tourolaw.edu
Library Homepage: http://www.tourolaw.edu/LawLibrary/

Library Hours
Regular library hours are listed below. Hours may vary during holidays, final exams, reading periods for final exams, intersession periods, summer, and inclement weather. Hours are subject to change at any time. To verify hours, please call the circulation desk at 631-761-7150 or visit the library website.

Regular Hours: Circulation Services Available
Sunday: 9:00 a.m. - 11:45 p.m.
Monday - Thursday: 8:00 a.m. - 11:45 p.m.
Friday: 8:00 a.m. - 2:45 p.m.
Saturday: Closed

Touro Law Center Students Only: Extended Study Hall Hours*
Sunday: 9:00 a.m. - 2:00 a.m.
Monday - Thursday: 7:00 a.m. - 2:00 a.m.
Friday: 7:00 a.m. - 2:45 p.m.
Saturday: 10:00 a.m. - 11:00 p.m.; Students must use the Special Access Door, First Floor Only, No Food.

*Please note, circulation services are available during regular library hours listed above.

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

Regular reference hours are listed below. Hours may vary during the summer and holidays. Please contact the reference office to confirm availability.

Sunday: 11:00 a.m. - 5:00 p.m.
Monday - Thursday: 9:00 a.m. - 9:00 p.m.
Friday: 9:00 a.m. - 2:30 p.m.
Saturday: Closed
Circulation Services and Reserve Library Materials
Library materials may be checked out at the circulation desk on the main floor of the library. Please present your currently validated Touro Law Center ID card at the circulation desk to receive checkout privileges. Most circulating materials may be checked out for two weeks. Please keep in mind, however, that many library materials are non-circulating and may be used anywhere within the library.

Occasionally, professors will place books or materials on reserve at the circulation desk. Students may borrow these materials for in-house use for two hours. A large collection of recent exams is available on the library’s homepage. Access to these exams is password-protected and you will need your Touro e-mail user name and password to gain access. All materials borrowed are expected to be returned as they become due. Overdue materials will result in a hold being placed in the Registrar’s Office on your grades and registration, as well as suspension of all library privileges. In addition, students are required to pay the replacement cost for any lost materials, as well as a processing fee of $12.00.

Please note that the circulation desk is open only during regular hours, and is not open during extended study hall hours.

Interlibrary Loans
Reference Librarians can arrange interlibrary loans (ILL) of materials from around the country. ILL forms are available online or from the reference office. You will need to log-in with your Touro e-mail log-in to access the form online. You must submit the ILL form in person at the reference office and a library staff member will contact you when the item arrives.

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

Subscription Databases
Westlaw, LexisNexis & Bloomberg Law passwords are distributed to new students during orientation. These accounts are provided to currently enrolled students, faculty, and staff. Lexis provides free printing. Printers are located on the third floor of the library, in the printer room adjacent to the two computer labs. Training is provided by Westlaw, Lexis & Bloomberg Law representatives, as well as by the library’s staff of professional librarians.

Also, the library subscribes to a variety of online databases for searching journals, legislative materials, and myriad reference sources across disciplines. All subscription databases may be accessed by students, faculty, and staff on or off campus. When off campus, you will need to use your Touro e-mail username and password to gain access.

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

Photocopying and Scanning
Photocopiers are provided on each floor of the library. Machines will accept CopyMate cards, or cash. CopyMate cards are available from a vending machine located next to the photocopier on the first (main) floor of the library. Copies are $.10 each. BookScan Stations are located on the third floor in the printer room next to the computer labs and on the Concourse level next to the printer. With the BookScan Station, you can scan, save, and share your work on the internet. There is no fee for scanning. Please note that you cannot print directly from the scanners.
Study Room Reservations

The library has 14 study rooms available for group or individual study that are available for use by currently enrolled Touro Law Students. In addition, May graduates can use the study rooms when studying for the bar exam immediately after graduation. All students must use their tourolaw.edu e-mail address to make a reservation and must confirm their reservation.

Reservations are for a maximum of 2 hours a day, and there is a limit of 1 reservation per student per day. Reservations can be made 1 day in advance online by visiting libcal.tourolaw.edu. Failure to arrive for your reservation within 10 minutes of the scheduled time will result in the reservation being cancelled by the library staff.

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

Rooms L105 and L106 are silent study rooms. Room L106 is specifically reserved for students with disabilities and you will be asked to move if a student with a disability needs it. Please do not touch the equipment in Room L106. Please also note, the computer labs located on the third floor cannot be reserved.

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

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

Unattended Items & Lost Items

Students may not leave items unattended to reserve a table, couch, study room, computer station, or any other place in the library. If you have a problem with unattended items, please go to circulation or reference and we will assist you. Personal items, including books and laptops, left unattended may be collected by security guards and will be kept in the Lost and Found located in the Maintenance Department.

The library cannot accept responsibility for loss or damage to personal items left unattended.

Closing of Certain Rooms or Areas

From time to time, areas may be closed in the library due to maintenance or other library projects. The Judaica Room located on the third floor may host receptions and scholars from time to time, and it will not be silent in that room during these events. Students may be asked to move during these events and may wish to find an alternate place to study.

The Rare Book Room may also be closed during certain times due to archiving and library wide projects. Students will need to find another place to study when the Rare Book Room is closed.

Library Courtesy Policies: Talking, Cell Phones, Food & Drink, Moving Furniture, Sleeping

One of the library's many functions is to provide a comfortable, quiet gathering place to study. Please remember that courtesy is contagious, and to follow the rules below. You may be asked by library personnel to follow the rules, and failure to comply will be reported to the Dean of Student Services, and may result in a code of conduct violation.
**Talking:** Noise travels. Please be mindful that some areas are designated "quiet conversation" areas and others are designated "silent study" areas.

Quiet conversation areas include the seating around the circulation and reference desks on the first floor and the seating area in the library atrium on the third floor. All study rooms, computer labs, and library offices are also quiet conversation areas. In the quiet conversation areas, conversations should be kept at a low volume to accommodate students studying on all floors. All other locations in the library are silent study areas. During finals, the entire library is a silent study area. The only exception to this rule is the area around the circulation desk, reference office, and study rooms.

**Cell Phones:** Texting is fine, but phone calls are **NOT** permitted in the library. There is **no place**, including bathrooms and study rooms, in the library where you can make a phone call. Please set your phone to vibrate, and if you do get a call, exit the library to have your conversation.

**Food & Drink:** Only light snacks in snack size portions (e.g., granola bars, chips and candy) and non-alcoholic beverages in covered containers are allowed in the library. Meals (e.g., sandwiches, salads, pizza, hot foods) are not permitted. As a general rule: If a reasonable person would eat the item for breakfast, lunch or dinner or if a reasonable person would use a knife, fork or spoon to eat the item, then you cannot eat the item in the library. Anything that you can order from a restaurant or drive-up window is not allowed in the library.

**Moving Furniture:** All library furnishings including tables, chairs and decorative wall hangings may not be moved or removed by a student. Additionally, feet should be kept on the floor and should never be placed on the furniture.

**Sleeping:** Air mattresses, pillows, blankets, sleeping bags, mattress pads, and camping equipment are not allowed in the library.

**Library Access Policy**
The Gould Law Library is open to the following persons (with appropriate ID):

- Current Touro Law Center faculty, staff, and students.
- Staff of Touro Law Center's Public Advocacy Center.
- Current students from other Touro Colleges, except during final exam periods and the reading period preceding final exams.
- Current law students from other law schools with a letter of introduction from their school and a valid ID card, except during final exam periods and the reading period preceding final exams.
- Attorneys licensed to practice law upon showing a Secure Pass ID Card.
- Attorneys who are current members of Touro Law Center's Alumni Association.
- Attorneys who are current members of Touro Law Center's Friends of the Library.
- Judges.

All other persons will not be permitted to enter the library. This includes the family, friends, spouses and significant others of students. The Gould Law Library is, generally, not open to members of the general public or to paralegal students. The John P. Cohalan, Jr. Courthouse at 400 Carleton Avenue in Central Islip includes a Supreme Court Law Library on the fourth floor that is open to the general public. That library is located approximately one block from Touro Law Center and may be reached at 631-853-7864.

Attorneys who wish to join the Alumni Association or the Friends of the Library should contact the Law Center's Office of Development, Alumni Relations and Communications for details at 631-761-7066.

Please bring appropriate identification when visiting the Gould Law Library. Persons affiliated with Touro should present their Touro IDs. Students from other law schools should present student IDs from their law schools and have a letter of
introduction. Attorneys who are members of the Alumni Association or the Friends of the Library should present the ID card for that group or their Secure Pass ID card from the court.

**Accessing Other Academic Law Libraries**

Academic law libraries in the greater New York area have different policies regarding outside visitors. Please consult a circulation staff member or a reference librarian before planning your visit to another library. Our library staff tracks the policies of area libraries and may be able to provide you with an introduction letter to facilitate admission. You are considered a guest at the other library, and you must obey all rules of the library you are visiting. Students visiting another library are limited to the library only and may not use of classrooms at other schools. If you are asked to leave another library when visiting, please do so immediately and notify the reference department by e-mail, libraryreference@tourolaw.edu, as soon as possible.
Section 12 - Facilities

Crimes and Other Emergencies
Students who wish to report crimes or other emergencies occurring at the Law Center or on Law Center property should communicate immediately with the Office of Student Services (room 302, 631-761-7050 or x7050) or the Security Desk (first floor lobby, 631-761-7185 or x7185).

Injuries on the Premises
Students who are injured on Law Center property must inform the Office of Administration (room 402, 631-761-7004 or x7004) within twenty four (24) hours of the incident. Students who are injured during the evening hours must also inform the Security Desk.

Lost or Stolen Books/Property
All losses, thefts or property damage should be reported to the Security Office. Found items should be turned in the Security Office.

Student Lockers
Locker space is available on the concourse level of the Law Center. Students may obtain a locker assignment from the Associate Dean for Administration. Lockers are not equipped with built-in combination locks. Students must supply their own locks. All lockers must be cleaned out at the end of each academic year, after which time the Law Center will not be responsible for the contents.

Bookstore
The bookstore is located on the first floor of the Law Center and is operated by Barnes & Noble. All required books and supplementary materials, as well as supplies are available for sale. The hours of operation are posted on the door.

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

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

Smoking
The Law Center is a smoke-free environment. Smoking, including the use of e-cigarettes, or the carrying of lighted cigarettes, cigars, pipes or other tobacco products, is prohibited anywhere inside the building and within 50 feet of the building. The only places on campus where smoking is permitted is in the designated area of the patio in the rear of the cafeteria and in the parking lots. Smoking is prohibited on the entrance plazas.
Section 13 - Student Organizations

See the Student Organizations Handbook for more information.

Forming an Organization

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

Student Organization Events

Student organizations approved by the SBA may use classrooms and other locations for meetings and other appropriate activities. In order to request a room, student organizations must fill out an Event Scheduling Form, which may be obtained from the Office of Student Services (Room 302). The form must be submitted for approval at least two weeks prior to an event or meeting.

Public Relations and Fund-Raising

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

If a faculty member, student or student organization would like a matter to be directed to the media, the Office of Institutional Advancement, Alumni Relations and Communications must be contacted as soon as possible. No fundraising activities of any kind may be undertaken without first coordinating with the Office of Institutional Advancement, Alumni Relations and Communications.
Section 14 - Communication

Bulletin Boards/Official And Personal Messages/Posters
Materials may not be posted on the walls or windows of the building. Commercial notices may be posted only on the designated bulletin board on the concourse level. Student and student organization notices may be posted only on the designated bulletin boards on the concourse level and third floor. Student organizations may submit information to be posted on the Information Screens to the Office of Student Services.

Official Messages
All general official messages to the student body will be sent by e-mail. Students are expected to check their Touro e-mail regularly and will be held responsible for all information contained in e-mails sent to their Touro addresses. Notices also appear in The Touro Times, the Law Center’s official weekly publication. The Touro Times is distributed every Monday morning during the fall and spring semesters and is also posted on Touro’s website. Students are responsible for knowledge of the contents of The Touro Times.

Student Mailboxes/Personal Messages
Personal messages, including all intra-school mail to students will be placed in the student mailboxes located on the concourse level, or mailed to the students' residences. Student mailboxes are not secure and therefore students cannot have U.S. Postal mail or any packages sent to school. Valuable or irreplaceable items should not be left in student mailboxes.

Class Cancellations/School Closings
Whenever a class is cancelled, an official notice will be posted on the information screens and on TLC Web. Every attempt will be made to place a copy of the notice on the door of the classroom.

If the school is closed due to inclement weather or an emergency, a recorded announcement will be placed on the school’s automated telephone system (631-761-7000 extension 8) and a banner will appear on Touro's main webpage. Announcements will also be made over the following radio stations: WCBS - 880AM, WINS - 1010AM and WALK - 97.5FM.

Emergency Message System
The Law Center has implemented an electronic notification system, which will allow students, faculty and staff who sign up to receive emergency notices, weather announcements and class cancellation information by e-mail and via text messages on cell phones. Signing up is fast, free and easy: just go to www.tourolaw.edu, click on Student Services and on the left click on Emergency Alerts or go here: http://www.tourolaw.edu/StudentResources/?pageid=550 and follow the step by step instructions.

Internet/Intranet Policy
Touro provides Internet access to its faculty, staff, students and guests in order to promote the educational and research purposes of the institution. Internet access is a privilege, not a right, and represents a serious financial and personnel cost for the school.

Improper use of Internet access can result in slow performance, interruption in usage, and even legal exposure for the school. Internet access includes not only web sites and e-mail but instant messaging, video and audio streaming, downloading and uploading of music and other files, Voice over IP (or VoIP, otherwise known as Internet telephony), and other ways to use the medium.

Because of the importance of Internet access to Touro and in response to existing problems, Touro has established this mandatory Internet Use Policy for all users of its access.

Violations of this policy may result in disciplinary actions by the administration, including but not limited to temporary or permanent suspension of access and formal disciplinary proceedings. Users should also be aware that the school can
and may monitor Internet use of any person at any time to determine whether use is in accordance with this policy and any applicable law or regulations. If you have any questions about this policy, please direct them to the Assistant Dean for Information Technology.

**General Requirements**
Users of Touro’s Internet connection must comply with all applicable laws, including but not limited to criminal law, copyright and other intellectual property laws and laws related to gambling, privacy, obscene and indecent content.

Other than for legitimate educational or legal research purposes, no sexually explicit content may be transmitted or accessed via Touro’s connection.

Regarding security, no user may intentionally circumvent Touro security restrictions or procedures, including but not limited to setting up unauthorized wireless access points connected to Touro's internal network and remote access to Touro computers. Passwords or other identifiers for access to Touro's networks may not be shared with third parties.

No user may utilize Touro's Internet access for personal commercial gain. No publicly accessible Internet resource, including web sites, blogs, FTP or other download sites, peer-to-peer filesharing software, proxy servers, or other servers, may be connected to the Touro Internet connection without the express written approval of the Assistant Dean for Information Technology.

**E-mail**
The official means of electronic communication by the Law Center to faculty, staff, and students shall be the individual’s Touro e-mail account (@tourolaw.edu). Students are required to read their Touro e-mails daily for important information and updates from the administration or faculty members. Use of the Touro e-mail system (i.e., sending and receiving e-mail via @tourolaw.edu addresses) should be for institutional purposes only and should comply with federal and state law, Law Center policies, and standards of professional and personal ethics and conduct. While personal messages are not prohibited, users should make efforts to keep personal e-mail to a minimum. Users are not permitted to use the e-mail system to send unsolicited bulk commercial e-mail (also called spam), whether for personal or institutional purposes. If any e-mail violates any law or Law Center policy (such as the speech policy), the account may be suspended or terminated, and the user may be subject to disciplinary action. Graduates of the Law Center are permitted to maintain their Touro e-mail account for one (1) year after completion of degree requirements.

**Web Browsing**
Users should keep non-Touro-related web browsing to a minimum. Touro users posting to public discussion lists and message boards using tourolaw.edu e-mail addresses must be explicit whether or not they are speaking as representatives of Touro. The Touro Internet connection may not be used to participate in online gambling or the illegal purchase of goods or services.

Users connecting to their personal outside e-mail accounts via a Touro Web connection must take care to reduce the risks of virus, spyware and other malware infection or other harm to Touro's network.

**Downloading and Uploading of Files**
No files should be downloaded onto or uploaded from Touro-owned computers except for legal research or educational purposes, or otherwise with the express permission of the Assistant Dean for Information Technology. No updates or upgrades to software on Touro-owned computers, or new installation of software, may be performed without the express permission of the Assistant Dean for Information Technology. No files of any kind may be uploaded or downloaded from any computer using Touro's Internet connection, whether directly or as an e-mail attachment, in violation of applicable law or regulations.

**Streaming Media and VoIP**
Streaming content and Internet-based telephony, whether audio or video, can substantially slow the performance of the entire network. As a result, such uses of Touro's Internet connection shall be limited to educational and legal research.
purposes.

Touro reserves the right to amend this policy at any time it deems appropriate. Use of the Touro Law Center network, or the Internet through the network, constitutes acceptance of Touro Law Center's Internet Policy and its terms and conditions.
Section 15 - Non-Discrimination, Sexual Harassment, and Speech Policies

Non-Discrimination Policy
Touro College and the Law Center treat all employees, students, and applicants without unlawful consideration or discrimination as to race, creed, color, national origin, sex, age, disability, marital status, genetic predisposition, gender identity or expression, sexual orientation or citizen status in all decisions, including but not limited to recruitment, the administration of its educational programs and activities, hiring, compensation, training and apprenticeship, promotion, upgrading, demotion, downgrading, transfer, layoff, suspension, expulsion and termination, and all other terms and conditions of admission, matriculation, and employment. This policy applies to admissions policies and practices, educational programs, employment practice, and other activities sponsored by the Law Center. Touro Law Center complies with all applicable federal, state, and local laws relating to discrimination.

Inquiries or complaints concerning the non-discrimination policies should be sent to Elan Baram, 43 West 23rd Street, 7th Floor, New York, New York, 10010, Elan.Baram@touro.edu (212-463-0400, ext. 5636) or, alternatively, to the Chief Compliance Officer at compliance@touro.edu and 212-463-0400, ext. 5330.

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

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

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

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

When the Committee receives a complaint under the Speech Policy, a small number of faculty and student members of the Committee will arrange to meet with the parties involved. Once jurisdiction is exercised over a complaint, the Committee can compel a student's attendance. Where appropriate, the Committee will facilitate discussions between the parties. Consistent with the goals of conciliation and counseling, these meetings will be small, informal and confidential, with no record or transcript kept. Neither party will be permitted to bring a representative to the meetings. The Committee will not issue written findings or determinations with respect to specific incidents. The Committee will publish an annual report describing its activities and addressing, generally, the incidents that occurred during the past year, without naming or otherwise identifying any of the parties involved.

Conduct involving certain intentional acts of physical violence and physically threatening or otherwise intimidating behavior may be a violation of the Code of Conduct. See Article III B (2).
It is also the policy of the Law Center that:

1. No outside speaker who has been asked to speak on an issue relevant to the Law Center should be denied the opportunity to speak because of the content of the speech.

2. There should not be any prior restraint with respect to faculty, administration, or student publications.
Section 16 - Miscellaneous

Information in Disciplinary Proceedings
Law Center policy and federal law make information about disciplinary proceedings confidential. Students should be aware, however, that the school is required to make official record information available to bar admission authorities, and that federal law makes limited exceptions to the confidentiality principle in cases involving assaults and other crimes of violence.

For example, the conduct of proceedings involving a claim of "sexual assault" must afford "to the accuser and to the accused ... the same opportunities to have others present during a campus disciplinary proceeding," and the outcome of such a proceeding MUST be disclosed to both the accuser and the accused. For other crimes of violence, federal law permits disclosure of the results of any disciplinary proceeding to the alleged victim.

Health Insurance
Students and anyone without health insurance can visit https://www.healthcare.gov/ to find out about affordable health care options. In addition, law student health insurance is available through the American Bar Association (ABA) Law Student Division at www.uhcsr.com/ABA for student members of the ABA.

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

Complaints to New York State Education Department
Section 494C(j) of the Higher Education Act of 1965, as amended, provides that a student, faculty member, or any other person who believes he or she has been aggrieved by an institution of higher education has the right to file a written complaint. New York State law provides that a student, faculty member, or any other person who believes he or she has been aggrieved by an institution of higher education has the right to file a written complaint with the New York State Education Department. A complaint may be filed by any person with reason to believe that an institution has acted contrary to its published standards or that conditions at the institution appear to jeopardize the quality of the institution's instructional programs or the general welfare of its students. Any person who believes he or she has been aggrieved by an institution may file a written complaint within three years of the alleged incident.

How to File a Complaint:
The person should first try to resolve the complaint directly with the institution by following the internal complaint procedures provided by the institution. An institution of higher education is required to publish its internal complaint procedure in a primary information document such as the catalog or student handbook. The Law Center’s internal complaint procedure appears in section 8.4 of this handbook.

If a person is unable to resolve the complaint with the institution or believes that the institution has not properly addressed the concerns, he or she may send a letter or telephone the Division of College and University Evaluation to request a complaint form. Call 518-474-2593 or write to:

    New York State Education Department
    Division of College & University Evaluation
    Cultural Education Center, Room A47
    Albany, NY 12230

The form should be completed, signed, and sent to the address above. The completed form should indicate the resolution being sought and any efforts that have been made to resolve the complaint through the institution's internal
complaint processes. Copies of all relevant documents should be included. After receiving the completed form, the Department will notify the complainant of its receipt and make any necessary request for further information. When appropriate, the Department will also advise the institution that a complaint has been made and, when appropriate, the nature of the complaint. The complainant will also be notified of the name of the evaluator assigned to address the specific complaint. The evaluator may contact the complainant for additional information.

The Department will make every effort to address and resolve complaints within ninety days from receipt of the complaint form.

**Complaint Resolution**

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

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

The policies and procedures set forth in this section and elsewhere in this Student Handbook are presented in their entirety on the Touro College website, and are excerpted here as an overview for student reference. Touro College students, faculty and staff are expected to abide by all Touro College policies and regulations including those set forth on the Touro College website.

Touro College’s arbitration policy was created with the intention of providing a program for the quick, fair, accessible, and inexpensive resolution of Disputes (see definition below) between Touro College and Touro College’s current and former students (as well as applicants) related to or arising out of a current, former or potential academic relationship with Touro College. The policy is intended to provide an exclusive mechanism for the final and binding resolution of all Disputes that cannot otherwise be resolved internally through the academic and disciplinary methods described elsewhere in this Handbook. It is not intended either to curtail or extend substantive rights available under applicable law, except to limit Touro College’s damages awardable to students in any and all events, and to limit the amount of time an aggrieved student has to file for arbitration. The policy should be interpreted in accordance with these purposes.

A student’s acceptance, registration, enrollment, matriculation and/or continued enrollment and matriculation at Touro College acts as his or her consideration and consent to these terms. Each student agrees that he or she will pay for their own fees and expenses related to or arising out of the arbitration.

All arbitrations of Disputes shall be exclusively conducted and heard by the American Arbitration Association ("AAA"), or its successor, before a single arbitrator who shall be an attorney. "Dispute" means all legal and equitable claims, demands, and controversies, of whatever nature or kind, whether in contract, tort, under statute or regulation, or some other law or theory; the application, potential enrollment, enrollment, matriculation, continued enrollment and matriculation, and graduation, suspension, dismissal, expulsion, separation or any other academic, disciplinary or other action or termination of such student with Touro College; any other matter related to or concerning the relationship between the student and Touro College including, by way of example and without limitation, allegations of: discrimination based on race, religion, national origin, age, veteran status or disability, sex (including sexual harassment), gender, sexual orientation, retaliation, defamation, infliction of emotional distress, The Americans With Disabilities Act of 1990, Sections 1981 through 1988 of Title 42 of the United States Code, The Immigration Reform and Control Act of 1986, New York State Human Rights Law, New York City Human Rights Law, or any other federal, state or local civil, Family Educational Rights and Privacy Act of 1974 (FERPA), Campus Sex Crimes Prevention Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, as amended, as well as any other law related to students, not-for-profits and higher educational institutions. Disputes do not include collections actions of tuition or other fees payable by the student and owed to Touro College.

Touro College’s liability (as well as its faculty, staff, and third parties action by, through or on its behalf) is limited in all respects, no matter the cause of action or theory of liability, to the amount of tuition actually paid by the student in the one year prior to which the claim is made. No award of incidental, consequential, punitive, living expenses or lost profits or revenue damages may be awarded by the arbitrator, nor may the arbitrator award to a student more than one years’ paid tuition. Requests to arbitrate must be filed with the other party and with AAA within ninety (90) calendar days after the claim or dispute arises or the act or acts as to which arbitration is brought occur. If a student fails to file a request for arbitration with Touro College and AAA within ninety (90) calendar days after the claim or dispute arises, that claim or dispute will be conclusively resolved against the student even if there is an applicable statute of limitations that may have given the student more time. Any judgment upon the award rendered by the arbitrator may be entered in any court of competent jurisdiction.

If any provision of the policy is determined to be invalid or unenforceable in any jurisdiction, the remaining provisions shall remain in full force and effect and shall be liberally construed so as to effectuate the purpose and intent of the policy. This policy precludes litigation in any court of any claim that could be arbitrated. If for any reason this arbitration
clause is declared unenforceable, the student nevertheless waives the right to a jury trial with respect to complaint or action filed in a court of competent jurisdiction and within the ninety (90) limitations period described above.