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IMPORTANT NOTICE - DISCLAIMER

This 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. This Handbook will be considered to be in effect until the publication of the next Handbook. Some of the subjects described in this Handbook are covered in detail in official policy and procedure documents found online and elsewhere. You should refer to these documents for specific information, since this 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 Institutional Compliance. Please note that the terms of the full official policies are controlling in the 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. No individual or representative of Touro (except the President) 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. All changes will be posted on the Touro website. Although we will attempt to inform you of any changes as they occur via the Touro email address assigned to you upon activating your TouroOne portal account, it is nevertheless your responsibility to keep current on all College policies, procedures and practices. Your assigned Touro email address is the official method of contact for all such notices and for all Touro communication.

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

Registration and matriculation at Touro after the issuance of this Handbook is consideration for and constitutes a student’s knowing acceptance of the binding Alternative Dispute Resolution (“ADR”) mechanisms contained herein. Thus, any dispute, claim or controversy arising out of or related to your application, registration, matriculation, graduation or other separation from Touro and/or this Handbook, which is not resolved through Touro’s internal mechanism shall be submitted to non-binding mediation with a neutral mediator affiliated with an established and reputable organization engaged in alternative dispute resolution (“ADR Organization”). In accordance with the Federal Arbitration Act and to the extent not inconsistent with the primacy of federal law, all Disputes remaining after completion of the mediation shall be exclusively conducted and heard by an ADR Organization, designated by Touro in its sole and absolute discretion, before a single arbitrator who shall be an attorney. The location of the arbitration shall be at a convenient office on a Touro campus where the student is (or was last) affiliated. See “Alternative Dispute Resolution” provision for a more elaborate treatment.
**Section 1 - Touro College and Touro Law Center**

**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. 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/

Any requests for modification of, or exemptions from, the provisions of the handbook should be made to the Office of Student Services.

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

Harry Ballan
Dean and Professor of Law
INTRODUCTION
The Handbook is intended to be a guide to students, informing them of their rights and responsibilities as well as institutional policies and procedures. It does not constitute a contract and therefore the College reserves the right to make changes at any time without prior notice. This edition replaces and supersedes all prior editions.

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

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

ABOUT THE TOURO COLLEGE AND UNIVERSITY SYSTEM
Touro is a system of non-profit institutions of higher and professional education. Touro College was chartered in 1970 primarily to enrich the Jewish heritage, and to serve the larger American and global community. Approximately 18,000 students are currently enrolled in its various schools and divisions. Touro College has 30 campuses and locations in New York, California, Nevada, Berlin, Jerusalem, and Moscow. New York Medical College; Touro University California and its Nevada branch campus; Touro University Worldwide and its Touro College Los Angeles division; as well as Hebrew Theological College in Skokie, Ill. are separately accredited institutions within the Touro College and University System. For further information on Touro College, please go to: http://www.touro.edu/news/.

POLICY OF NON-DISCRIMINATION
Touro College treats 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, 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.

Inquiries or complaints concerning the non-discrimination policies should be sent to Matthew Lieberman, 500 7th Avenue, 4th Floor, New York, NY 10018. Matthew.Lieberman@touro.edu 646-565-6000, ext. 55667) or, alternatively, to the Chief Compliance Officer at compliance@touro.edu and 646-565-6000, ext. 55330.

As an alternative, individuals may contact the Office for Civil Rights of the U.S. Department of Education for inquiries concerning the above. The Office for Civil Rights is located at 32 Old Slip, 26th Floor, New York, New York 10005. They may be reached by phone at (646) 428-3800 or via email at OCR.NewYork@ed.gov
Section 2 - Academic Integrity Policy

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 - 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. 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.
Section 4 - 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 from the first semester of enrollment or readmission:

- Satisfactory completion of the following:
  - Court Observation Program
  - Writing Diagnostic Test
  - Required Courses
  - Advanced Writing Requirement (AWR)
  - Pro Bono Requirement
  - Intermediate Skills Requirement (ISR)
  - Clinic Requirement

- 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)
- Approval 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 are designed to insure that all students are in compliance with the rules of the American Bar Association and the New York State Court of Appeals (22 NYCRR 520.3) for study in a law school.

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. During the first week of class, each instructor will inform students of this policy.

A student may, on the recommendation of the instructor, be precluded by the Dean from taking an examination (or, in a paper course, from submitting the paper) because of excessive absences in a course. Before the last two weeks of class, a student may withdraw from an elective course if he/she is not allowed to sit for an examination by the 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. This 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.)

Each instructor may raise or lower a student's final grade by 1/3 of a grade based on classroom attendance and/or participation.
J.D. Program Required Curriculum

For students who began their studies in Fall 2014 and beyond¹
Legal Process I & II
Civil Dispute Resolution & Procedure
Contracts I & II
Torts
Constitutional Law I and II
Property
Criminal Law I
Business Organizations I
Evidence
Trusts & Estates
Professional Responsibility or Professional Responsibility – Ethical Criminal Practice
Intermediate Skills Requirement
Pro Bono Requirement
Clinic
Advanced Writing Requirement
American Legal Studies (permission required to opt out)
American Legal Studies Practicum (permission required to opt out)
Advanced Legal Analysis I & II (permission required to opt out)

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 certain upper level requirements by enrollment in an enriched integrated honors course.

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. Students must fulfill the Intermediate Skills Requirement by successfully completing either a practice module course or a simulation course.

Simulation Courses include:
- American Trial Courts Courses
- Drafting Commercial Documents
- Interviewing, Negotiating and Counseling (3 credits only)
- Licensing in Intellectual Property
- Pre-Trial Litigation
- Settling Legal Disputes
- Solo/Small Firm Practice Skills
- Trial Practice
- Trial Practice: Criminal

¹ Students who matriculated prior to Fall 2014 should consult the Registrar or Dean of Student Services about the particular program requirements they need to meet for graduation.
Practice Modules courses include:

- Business Organizations
- Criminal Procedure
- Environmental Law
- Family Law
- Trusts & Estates

Each semester, registration materials indicate the course offerings that satisfy the Intermediate Skills Requirement.

**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 must participate in a clinic during before graduation. The following clinics will satisfy both the Touro graduation requirement and the New York State pro bono requirement:

- Bankruptcy Clinic
- Community Law Clinic
- Criminal Defense Clinic
- Disaster Relief Clinic
- Family/Matrimonial Law Clinic
- Immigration Law Clinic
- Low-Income Taxpayer Clinic
- Small Business and Not-for-Profit Law Clinic
- Senior Citizens Project
- Veterans’ and Servicemembers’ Rights Clinic

Students who take the Prosecution Clinic to satisfy the curricular clinic requirement must separately satisfy the New York State requirement by participating in pro bono projects offered through the Public Advocacy Center (PAC). Students electing this option must obtain advance written approval of their proposed placement from the Executive Director of the Public Advocacy Center, and comply with certain administrative requirements.

**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.
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.

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.

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

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.

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.

Experiential Learning Requirement
ABA standards require every student to have a minimum of six (6) credits of experiential learning, in simulation courses (including student competitions for credit), externship placements, and/or clinics. Unless extraordinary circumstances
exist, externship credits will not be approved during the same semester in which a student is enrolled in a clinical course. In addition, a student is only permitted to take one (1) externship in any one semester.

**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.

**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](#).

Any student with a GPA less than 3.2 is required to meet with an administrator – one of the Associate Deans or the Assistant Dean for Student Services – before receiving permission to accelerate.

- Full-time students should apply for permission to accelerate graduation before the start of the summer semester which follows completion of their first two semesters of study.
- Part-time students wishing to accelerate graduation should apply after the completion of their second semester but before the start of their fifth semester.

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

**Summer Session**

**Summer Session 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. **Because grades from spring semesters cannot be processed before the beginning of the summer session, a student who enrolls in summer courses assumes the risk of academic dismissal and forfeiture of tuition funds.**

A student may take up to eight (8) credits in any one summer session through courses on the law school’s campus or in the law school’s summer abroad program. [Restriction on total number of summer courses]

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. Because grades from spring semesters cannot be processed before the beginning of the summer session, a student who enrolls in summer courses assumes the risk of academic dismissal and forfeiture of tuition funds.

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](http://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).

Final Examinations
Students must follow all instructions given to them before, during, and after examinations, including those about anonymity and examination procedures.

Examination Deferrals
Students who fail to take 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. In general, referrals 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, emergencies, 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.
- **Evening Examination Followed by a Morning Examination.** Students scheduled to take an evening examination followed by a morning examination the next day may request that one be deferred.
- **Three exams on three consecutive days.** Students scheduled to take exams on three consecutive calendar days may request that one be deferred.

Deferral for Medical Reasons or Emergencies
A student who is ill or experiences an emergency before an exam must contact the Office of Student Services immediately. The student should not contact his/her professor. Doing so breaches anonymity and professors have no authority to defer or otherwise alter a scheduled exam.

Stress or stress related problems are not valid reasons to miss an examination. A student will not be excused from an examination if 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 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 or emergency, 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, if applicable; and
- Provide the necessary medical or other documentation to support a rescheduling of the exam. This documentation must be presented to the Office of Student Services 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 must be provided within one week after the date the examination was originally scheduled.

**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 generally is not entitled to an extension of time in which to complete the examination.

**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. 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.

**Examinations on Computer**

When permitted by the professor, a student may take assessments, mid-terms and final examinations (collectively “exams”) on computer. If a student does not want to use a computer on an exam, the student may handwrite instead. Students may take exams with PC laptops, Mac laptops and Apple IPads.

To ensure 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 exams who have notes stored on their computers must print out their notes in advance of the exam. Students taking an exam on computer must be in the exam room, with the laptop or iPad on, booted up, and ready to start 20 minutes before the exam is scheduled to start. There will be no exceptions to this requirement. Students arriving after this time (for any reason) may be required to write the exam by hand.

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

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

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

All Grades Final
Grades are available on the TouroOne Portal (Touroone.touro.edu/). A student must contact the Registrar’s office if the student believes there is an error in the official academic record.

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

Grades are not subject to appeal. Grades are final as submitted except for computational and recording errors. Any change of grade submitted by a faculty member due to a computational or recording error must be approved by the Dean. When a grade is to be changed because of a computational or recording error, the grade change request must be submitted by the faculty member by the last day of class of the full semester (i.e., fall or spring) following the semester in which the grade was earned. No grades will be changed, even for computational or recording errors, after that time.

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, a student’s: 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

<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></td>
<td>(3.000)</td>
<td>NC</td>
<td>No Credit</td>
</tr>
<tr>
<td>B-</td>
<td></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></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>Withdrew 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 based on classroom attendance and/or participation. An instructor may not make this adjustment retroactively after final 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 the total by the total number of credits.

Example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Quality Points X Credits</th>
<th>= Total Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Torts</td>
<td>A-</td>
<td>(3.667)</td>
<td>18.335</td>
</tr>
<tr>
<td>Contracts I</td>
<td>B</td>
<td>(3.000)</td>
<td>9.000</td>
</tr>
<tr>
<td>Civil Dispute Resolution &amp; Procedures</td>
<td>C</td>
<td>(2.000)</td>
<td>8.000</td>
</tr>
<tr>
<td>Legal Process I</td>
<td>B-</td>
<td>(2.667)</td>
<td>8.001</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td>43.336</td>
</tr>
</tbody>
</table>

Total Quality Points divided by Total Credits = GPA

43.336 divided by 15 = 2.889 GPA

Current Grade Curves

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 grade curves are administered by the Registrar and are intended 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 – regardless of a professor’s adjustments based on participation or attendance – shall be greater than or equal to 2.91 and less than or equal to 3.08. In addition, 8% to 15% of all grades for required first year courses in the three-year program 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 – regardless of a professor’s adjustments based on participation or attendance – shall be greater than or equal to 2.90 and less than or equal to 3.35.

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

Courses offered as Pass/No Credit or Pass/Fail shall not be subject to any curve.

Students in the 2-year JD program, generally, are not subject to the grade curve requirements in standalone courses offered as part of that program.
**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.

A student exercising this option who earns a C+ or higher will receive a grade of "P" and will receive full credit for the course. This "P" grade is not counted in calculating the student's Grade Point Average. A grade of "NC" is posted for a grade of C or lower, indicating no credit earned. The instructor will report grades in the usual manner, and the 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 meeting with 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)**

A student who is unable to complete coursework before the date set for final grades to be submitted, will have the grade of “INC” posted until such time as the coursework is completed according to the agreement between the student and professor involved. 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.

Students in the 2-year JD program are not ranked.

**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.
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 their studies in January 2016 or after: |
|---|---|
| **Full-time students after one (1) semester:** |
| 2.333 and above: Good Standing |
| 1.952 – 2.332: Student will be summoned for a hearing before the Academic Policy Committee for a decision on retention or dismissal. |
| Below 1.952: Automatic Academic Dismissal (no appeal permitted) |
| **Full-time students after two (2) semesters:** |
| 2.333 and above: Good Standing |
| 2.183 – 2.332: Student will be summoned for a hearing before the Academic Policy Committee for a decision on retention or dismissal. |
| Below 2.183: Automatic Academic Dismissal (no appeal permitted) |
| **Full-time students after three (3) semesters:** |
| 2.333 and above: Good Standing |
| 2.283 – 2.332: Automatic Academic Probation |
| 2.233 – 2.282: Student will be summoned for a hearing before the Academic Policy Committee for a decision on retention or dismissal. |
| Below 2.233: Automatic Academic Dismissal (no appeal permitted) |
| **Full-time students after four (4) or more semesters:** |
| Below 2.333: Automatic Dismissal |

A student whose cumulative 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.
### Standards for students who began their studies between Fall 2011 and Fall 2015:

**Full-time students after one (1) semester:**

2.333 and above:  Good Standing  
1.952 – 2.332:  Student will be summoned for a hearing before the Academic Policy Committee for a decision on retention or dismissal.  
Below 1.952:  Automatic Academic Dismissal (no appeal permitted)

**Full-time students after two (2) semesters:**

2.333 and above:  Good Standing  
2.283 – 2.332:  Automatic Academic Probation  
2.183 – 2.282:  Student will be summoned for a hearing before the Academic Policy Committee for a decision on retention or dismissal.  
Below 2.183:  Automatic Academic Dismissal (no appeal permitted)

**Full-time students after three (3) semesters:**

2.333 and above:  Good Standing  
2.283 – 2.332:  Automatic Academic Probation  
2.233 – 2.282:  Student will be summoned for a hearing before the Academic Policy Committee for a decision on retention or dismissal.  
Below 2.233:  Automatic Academic Dismissal (no appeal permitted)

**Full-time students after four (4) or more semesters:**

Below 2.333:  Automatic Dismissal

A student whose cumulative 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.

### Good Standing, Probation, and Dismissal

**Standards for students who began their studies in January 2016 or after:**

**Part-time students after one (1) semester:**

2.333 and above:  Good Standing  
1.878 – 2.332:  Student will be summoned for a hearing before the Academic Policy Committee for a decision on retention or dismissal.  
Below 1.878:  Automatic Academic Dismissal (no appeal permitted)

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2 Part-time students refers to students in both the four-year and five-year programs.
Part-time students (4 Year Program) after two (2) semesters:

2.333 and above: Good Standing
2.133 – 2.332: Student will be summoned for a hearing before the Academic Policy Committee for a decision on retention or dismissal.
Below 2.133: Automatic Academic Dismissal (no appeal permitted)

Part-time students (4 Year Program) after three (3) semesters:

2.333 and above: Good Standing
2.283 – 2.332: Automatic Academic Probation
2.183 – 2.282: Student will be summoned for a hearing before the Academic Policy Committee for a decision on retention or dismissal.
Below 2.183: Automatic Academic Dismissal (no appeal permitted)

Part-time students (4 Year Program) after four (4) semesters:

2.333 and above: Good Standing
2.233 – 2.332: Automatic Academic Probation
2.233 – 2.282: Student will be summoned for a hearing before the Academic Policy Committee for a decision on retention or dismissal.
Below 2.233: Automatic Academic Dismissal (no appeal permitted)

Part-time students (4 Year Program) after five (5) or more semesters:

Below 2.333: Automatic Dismissal

A student whose cumulative 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.

Part-time students (5 Year Program) after two (2) semesters:

2.333 and above: Good Standing
1.583 – 2.332: Student will be summoned for a hearing before the Academic Policy Committee for a decision on retention or dismissal.
Below 1.583: Automatic Academic Dismissal (no appeal permitted)

Part-time students (5 Year Program) after three (3) semesters

2.333 and above: Good Standing
2.233 – 2.332: Automatic Academic Probation
2.133 – 2.232: Student will be summoned for a hearing before the Academic Policy Committee for a decision on retention or dismissal.
Below 2.133: Automatic Academic Dismissal (no appeal permitted)
### Part-time students (5 Year Program) after four (4) semesters

2.333 and above: Good Standing
2.283 – 2.332: Automatic Academic Probation
2.183 – 2.282: Student will be summoned for a hearing before the Academic Policy Committee for a decision on retention or dismissal.
Below 2.183: Automatic Academic Dismissal (no appeal permitted)

### Part-time students (5 Year Program) after five (5) semesters

2.333 and above: Good Standing
2.283 – 2.332: Automatic Academic Probation
2.233 – 2.282: Student will be summoned for a hearing before the Academic Policy Committee for a decision on retention or dismissal.
Below 2.233: Automatic Academic Dismissal (no appeal permitted)

### Part-time students (5 Year Program) after six (6) or more semesters:

Below 2.333: Automatic Dismissal

A student whose cumulative 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.

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### Standards for students who began their studies between Fall 2011 and Fall 2015:

#### Part-time students after one (1) semester:

2.333 and above: Good Standing
1.878 – 2.332: Student will be summoned for a hearing before the Academic Policy Committee for a decision on retention or dismissal.
Below 1.878: Automatic Academic Dismissal (no appeal permitted)

#### Part-time students (4 Year Program) after two (2) semesters:

2.333 and above: Good Standing
2.233 – 2.332: Automatic Academic Probation
2.133 – 2.232: Student will be summoned for a hearing before the Academic Policy Committee for a decision on retention or dismissal.
Below 2.133: Automatic Academic Dismissal (no appeal permitted)

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^3 Part-time students refers to students in both the four-year and five-year programs.
Part-time students (4 Year Program (after three (3) semesters):

2.333 and above:    Good Standing
2.283 – 2.332:      Automatic Academic Probation
2.183 – 2.282:      Student will be summoned for a hearing before the Academic Policy Committee for a decision on retention or dismissal.
Below 2.183:        Automatic Academic Dismissal (no appeal permitted)

Part-time students (4 Year Program (after four (4) semesters):

2.333 and above:    Good Standing
2.283 – 2.332:      Automatic Academic Probation
2.233 – 2.282:      Student will be summoned for a hearing before the Academic Policy Committee for a decision on retention or dismissal.
Below 2.233:        Automatic Academic Dismissal (no appeal permitted)

Part-time students (4 Year Program) after five (5) or more semesters:

Below 2.333:        Automatic Dismissal

A student whose cumulative 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.

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Part-time students (5 Year Program) after two (2) semesters:

2.333 and above:    Good Standing
1.878 – 2.332:      Student will be summoned for a hearing before the Academic Policy Committee for a decision on retention or dismissal.
Below 1.878:        Automatic Academic Dismissal (no appeal permitted)

Part-time students (5 Year Program (after three (3) semesters:

2.333 and above:    Good Standing
2.233 – 2.332:      Automatic Academic Probation
2.133 – 2.222:      Student will be summoned for a hearing before the Academic Policy Committee for a decision on retention or dismissal.
Below 2.133:        Automatic Academic Dismissal (no appeal permitted)
Part-time students (5 Year Program (after four (4) semesters):

2.333 and above: Good Standing
2.283 – 2.332: Automatic Academic Probation
2.183 – 2.282: Student will be summoned for a hearing before the Academic Policy Committee for a decision on retention or dismissal.
Below 2.183: Automatic Academic Dismissal (no appeal permitted)

Part-time students (5 Year Program (after five (5) semesters):

2.333 and above: Good Standing
2.283 – 2.332: Automatic Academic Probation
2.233 – 2.282: Student will be summoned for a hearing before the Academic Policy Committee for a decision on retention or dismissal.
Below 2.233: Automatic Academic Dismissal (no appeal permitted)

Part-time students (5 Year Program) after five (5) or more semesters:

Below 2.333: Automatic Dismissal

A student whose cumulative 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.

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Academic Standards for Readmitted Students

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

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. 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.

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 counseling regarding the impending hearing.

During the hearing, the student must address the deficiencies in academic performance and demonstrate that retention on academic probation would be appropriate. To place or retain the student on academic probation, the Academic Policy Committee must conclude that the reasons for the student’s academic deficiencies are not likely to recur. The academic standards for the division in which a student was last enrolled are controlling.

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 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, the Academic Policy Committee will not consider grades received, or to be received, for summer school study until the end of the following fall semester.

In the event of dismissal for academic deficiency, dismissal will be effective upon notification by the Academic Policy Committee, the Dean, the Dean’s designee, or the Registrar’s Office. Students enrolled in summer classes will have course registration cancelled with no tuition refund.

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.

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.

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,

► 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.

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

Repeating Courses as a Requirement of Probation
If the Academic Policy Committee mandates that a student retake a course, both courses (credits and grades) 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 three (3) credits, but meets for four (4) hours, rather than the normal three (3) hours per week.

We also provide guidance and support in preparing students to take and pass the bar exam the first time. This includes bar prep workshops and individual counseling in preparation for the MEE, MPT, and MBE.

Readmission

Procedure for Readmission
Students who have been academically dismissed or who withdrew from Touro Law in less than good academic standing, and wish to re-enter law school, must contact the Office of Admissions. Students who are readmitted via the Readmission Committee are treated as new, first-semester students and receive no credit toward graduation for any course work previously completed. Readmitted students 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 enrollment 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. The appropriate parties include the Assistant Dean for Budget and Planning, Director of Financial Aid, Bursar, and the Assistant Dean of Career Services. A student may initiate a request for a LOA by contacting the Assistant Dean for Student Services. In consultation with other appropriate parties, the Dean for Student Services will determine whether the leave will be granted.

There must be a reasonable expectation that the student will return from the LOA. Leaves of absence are counted in the calculation of the time limits placed by bar examiners for completion of degree requirements.

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. If the student chooses to return after the leave has changed into a withdrawal, the student may need to reapply to the college/university.

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.

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

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

Visiting Student Status at Another Law School
Students generally are not permitted to attend another law school. However, permission may be granted by the Assistant Dean for Student Services for visiting student status at an ABA-accredited law school when an exceptional change in the student’s personal circumstances requires the student to relocate for the period of visiting status, or if there is an extreme hardship. An extreme hardship does not include a difficult commute or a desire to re-locate after graduation. There is no right to attend another law school or to transfer credits from another law school to the Law Center.

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.

Students will not be allowed visiting status at another law school during the last semester of legal study.

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.

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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**

**Academic Standards for Transfer Students**

A student accepted as a transfer student from an American Bar Association accredited law school generally may receive up to forty-three (43) transfer credits. Only courses in which the student received a grade of “C+” or higher (or the prior school’s equivalent) 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.

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 enrolls 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.

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 2.068 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.

**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.

**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 legal profession with the goal of revitalizing legal education to adapt to society’s changing needs. This new option in legal education assists students in preparing for the actual practice of law, impresses upon them the value of public service at the start of their careers, and provides assistance to those of limited means in New York.

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

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

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

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.


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.

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.

**Law Review and Moot Court Honors Board of Advocates and TAPS**
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**: Staff members of the Law Review may receive one (1) credit per semester to be conferred at the end of the academic year.

**Law Review Senior Staff Credit**: Senior staff members of the Law Review may receive one (1) credit per semester to be conferred at the end of their last semester at the Law School.

**Law Review Editorial Board Credit**: Members of the Law Review Editorial Board may receive two (2) credits per semester to be conferred at the end of their last semester at the Law School.

**Law Review Editor-in-Chief and Managing Editor Credit**: The Editor-in-Chief and Managing Editor of the Law Review may receive three (3) credits per semester to be conferred at the end of their last semester at the Law School.

Staff Members and Editorial Board Members may receive one (1) credit for publication of an article in the Law Review to be conferred at the end of the semester in which the article was published.

Receiving Credit: To receive credit for Law Review, a student must be registered. At the beginning of each semester, the Editor-in-Chief will submit a list of participating students and the Registrar’s office will register the students accordingly.

A majority vote of the outgoing Editorial Board will determine the credits for each staff member at the end of each academic year. It is presumed that each member who completes his or her duties will receive two (2) credits for the academic year. A staff member who is not invited back will not receive credit. A staff member who is invited back but, due to extenuating circumstances (such as extended illness or absence from the school), did not complete his or her duties will be eligible to receive one (1) credit for the academic year. The criteria for satisfactory completion of duties and extension of credits will be substantially the same as those listed in the section of the Law Review’s By-Laws pertaining to the Duties of Staff Members. Award of credit for Law Review must be approved by the student’s faculty advisor.
A Law Review Executive Board Member may not serve as an office or Executive Board Member of any other student or other organization.

**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 Board of Advocates Competition Tutorial**
A student, including Moot Court Editorial Board members, may receive one credit per each semester in which the student participates in an interschool moot court competition, by completing the Moot Court Competition Tutorial which involves fourteen (14) hours of structured instruction from faculty.

**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.

**TAPS (Trial Advocacy Practice Society) Credit:** TAPS is an honor society; as such, a TAPS member may receive one-half (1/2 credit per semester for work on the TAPS staff and one (1) credit per semester for work on the TAPS 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 TAPS. For example, a part-time student may resign from TAPS 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 TAPS.
Section 5 - Office of the Registrar – Registration & Records

Registration
Prior to the start of registration, a draft schedule is posted for student comment. The Law Center makes every reasonable effort to respond to student demand for elective courses to be added to the schedule, consistent with scheduling needs and professor availability. Please contact the Associate Dean for Academic Affairs if you want to request the addition of an elective course to the course schedule.

Final registration materials are distributed approximately ten days before the start of registration. This packet contains, among other things, course and examination schedules.

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.

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 registering for courses. Each student is responsible for ascertaining the prerequisites or co-requisites, if any, for elective courses. Prerequisites and co-requisites appear in the course descriptions, which are on the website, and are listed in registration materials each semester.

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 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. A student is not permitted to attend a class for which enrollment has been closed unless that student is enrolled in that class.
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, the Moot Court Honors Board of Advocates, or TAPS may exceed the maximum credit load by up to one (1) credit, at no extra charge.

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

**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, the Moot Court Honors Board of Advocates, or TAPS may exceed the maximum credit load by up to one (1) credit, at no extra charge. Part-time students may take 12 credits during one of their last six (6) semesters, at no extra charge. Part-time students may never exceed twelve (12) credits, even for Law Review, the Moot Court Honors Board of Advocates or TAPS.

**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, the Moot Court Honors Board of Advocates, or TAPS 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, the Moot Court Honors Board of Advocates, or TAPS.

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

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

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

PLEASE NOTE: Students must 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, under any circumstances, take more than 17.5 credits in any one semester.

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

**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.touroone.edu and must notify the Registrar’s Office of any errors or omissions.
Students dropping or adding courses should take care that they observe the applicable minimum and maximum credit limits for their status, as described above.

**Withdrawal from Courses**

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

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

If a student does not withdraw by the applicable deadline and if the student does not sit for the final examination (or otherwise complete the course requirements), the failing grade of "WF" (Administrative Failure) will be entered on the student's transcript and computed as part of the student's GPA. The grade of "WF" signifies both failure and non-completion and, therefore, may affect financial aid status. See section on Financial Aid.

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."

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

**Taking Courses in Another Division**

All required courses must be taken in division and section as assigned. This policy should be followed when students must retake failed courses and courses 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.

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

In the event 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 in any way. Students registering for conflicting courses will be deregistered from one or all of the conflicting courses.

**Confirmation of Course Schedule**

Students will not receive written or e-mail confirmation of their course schedule changes. Students are responsible for checking their schedule online for accuracy. Students should report any errors in their registration to the Registrar's Office before classes begin.
Auditing a Course
A student may elect to officially audit one elective course per fall or spring semester in each academic year as long as the student is registered for the minimum number of credits for 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. The form to elect 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).

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. 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). A student may register to audit a course during the registration period including but not later than the last day of the drop/add period for the fall or spring semesters. Summer and Winter session courses may not be audited.

Audited courses dropped after the applicable drop/add period will be reflected by a W on the student's transcript.

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

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

CONFIDENTIALITY OF STUDENT EDUCATION RECORDS

The Family Educational Rights And Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended, grants all eligible students the right of access to their own educational records as defined in the law. The law prohibits access to or release of personally identifiable information without the prior written consent of the student except under certain limited circumstances. Touro College policy does not permit access to or release of student records to any party except as authorized by this law. It should be noted, however, that this legislation concerning privacy is affected by Section 510 of the Veterans Education and Employment Act of 1976, which provides that, P.L. 93-568 notwithstanding, records and accounts pertaining to veterans, as well as those of other students, shall be available for examination by government representatives. It is also affected by Sections 507 and 508 of the Patriot Act of 2001, which provides that officials designated by the U.S. Attorney General may petition the court to examine records deemed relevant to certain authorized investigations or prosecutions. If a student wishes to inspect or review his or her records, he or she may contact the Office of the Registrar, which can also provide complete information concerning this policy.

The Family Educational Rights and Privacy Act of 1974 as amended (FERPA), was designed to protect the privacy of education records. Education records include records, files, documents, or other materials in hard copy or in electronic format, maintained by Touro College or a party acting on behalf of Touro College, which contain information directly related to a student. FERPA specifies some limited exceptions including certain personal memory aids and certain employment records.

FERPA affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within a reasonable period of time, but not more than 45 days after the College receives a request for access. Students should submit to the Office of the Registrar
written requests that identify the record(s) they wish to inspect. The Office of the Registrar will make arrangements for access and notify the student of the time and place the records may be inspected.

2. The right to request an amendment to the student’s education records that the student believes contains information that is inaccurate, misleading, or in violation of the student’s rights of privacy. Students may ask the College to amend a record that they believe is inaccurate. They should write to the Office of the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide signed and dated written consent before the College discloses personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

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

   b. A second exception that permits disclosure without consent is disclosure of Directory Information. Directory Information is information that is generally not considered harmful or an invasion of privacy if released.

The following is considered “Directory Information” at Touro College and may be made available to the general public unless the student notifies the Office of the Registrar in writing before the last day to add classes in a semester:

- Name
- Address
- E-mail address
- Telephone listing
- Date and place of birth
- Photograph
- Major field of study
- Dates of enrollment
- Enrollment status
- Classification (freshman, etc.)
- Honors and awards
- Degrees and dates of conferral
- Most recent prior educational agency or institution attended

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Touro College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.
Authorization for Non-Disclosure of Directory Information

Enrolled students may refuse to permit disclosure of Directory Information. To do so, they must submit a completed “Authorization for Non-Disclosure of Directory Information” form to the Registrar before the last day to add classes in a semester. This request is valid only for the academic year in which it is made. A new form requesting non-disclosure must be submitted each academic year. (Revised 07.02.18)
Section 6 - 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 (3 credits)
   - Trusts and Estates 3 (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 G.P.A. 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 7 - 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 8 - 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 Touchnet through the Portal. 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 9 - 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 https://fafsa.ed.gov/. In order to complete the FAFSA, you will need a FSA ID. The FSA ID, a user name and password, has replaced the Federal Student Aid PIN. You can create an FSA ID at https://fafsa.ed.gov/ or https://studentloans.gov/, if you have forgotten or do not have a FSA ID. The FAFSA school code is 010142, Touro College, Main Campus, New York, NY.
2. Review the Student Loan Budget Worksheet to budget and calculate how much to borrow.
4. Complete Master Promissory Note for Federal unsubsidized Loan and Federal Graduate PLUS Loan online at https://studentloans.gov/ Under “Graduate/Professional Students” click on “Complete Loan Agreement for a subsidized/unsubsidized Loan (MPN)”. A separate MPN is required for each loan. Select Touro College – Touro Law Center as the school. The MPN must be completed only once (if loan is borrowed within the first year) and is valid for ten years.
5. Complete Graduate PLUS Loan Request Form. This form is on the school’s website and should be submitted directly to the Financial Aid Office.
6. If declining federal student loans and opting for an Alternative/Private education loan, students must research and select the lender of their choice. Complete the application and promissory note directly online at the lender’s website. Notify the Financial Aid Office that you are borrowing an alternative/private education loan.
   a. Log on to Student Portal: https://touroone.tour.edu/sso/login.
   b. First Time users – click first time user and enter the information it requests. If you get a message that your account is already valid, then go to next section, revalidate. Select Financial Aid Services.
   c. Select Financial Aid Awards.
   d. Select Aid Year.
   e. Select the “Terms and Conditions” tab. Read the terms and conditions. Click the Accept button.
   f. Select Accept Award Offer- choose accept or decline for each fund and select Submit Decision.

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>Fees*</th>
<th>Interest*</th>
<th>Amount per Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Direct Stafford</td>
<td>1.069%</td>
<td>6.00% fixed</td>
<td>Up to $20,500</td>
</tr>
<tr>
<td>Federal Direct Grad PLUS</td>
<td>4.276%</td>
<td>7.00% 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, 2017 and June 30, 2018 is 6.00% fixed. The Unsubsidized Stafford Loans carry a 1.069% origination fee which is deducted upfront from 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, 2017 and June 30, 2018 is 7.00%. Graduate Plus loans have a 4.276% origination 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 $14 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 qualitative and quantitative standards detailed below. Satisfactory progress is evaluated at the end of each academic year. Students who fail to meet applicable standards at the end of each academic year will be dismissed or granted one semester of probation, with the exception of the final semester, at the end of which they must reach the level of the next required evaluation point. Students who have not attained the requirements by their last semester will lose eligibility for financial assistance and must appeal to have it reinstated. The Satisfactory Academic Progress Policy for Touro is available online at www.tourolaw.edu, click on Student Resources, Office of Student Services, Policies & Forms and directly available here: http://www.tourolaw.edu/StudentResources/?pageid=95.

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

<table>
<thead>
<tr>
<th>JD Program – Part-Time Required Evaluation Point</th>
<th>Minimum Quantitative Standards Min Credits Completed</th>
<th>For students who began their studies Fall 2007 and beyond Minimum Qualitative Standards GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of 1st academic year</td>
<td>16</td>
<td>2.333</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: https://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 https://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: https://studentloans.gov/.

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

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

**New York State Programs**

**Veterans Tuition Awards.** Vietnam, Persian Gulf, and Afghanistan veterans are eligible for awards of up to a maximum of six semesters (three years) for full-time graduate study. Recipients are entitled to an award for up to a maximum of 12 semesters (six years) for part-time graduate study.

Tuition payments received by a veteran under the Chapter 33 Program and Yellow Ribbon component will be considered duplicative of any VTA award. Payments received under the Montgomery GI bill do not duplicate the VTA award. Combined tuition benefits available to a student cannot exceed the actual tuition.

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

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 10 - Office of Career & Professional Development (CPD)

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

CPD Provides the Following Career and Professional Development Services:

Employment Opportunities and Listings CPD 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 and click on “Register” to create a free account to access job listings.

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

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

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

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

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

Reporting Employment Results Touro Law Center is required to collect and report employment information from students in order to comply with American Bar Association, National Association for Law Placement and institutional reporting requirements. Students shall promptly respond to all CPD requests asking for such information.
Section 11 - Office of Student Services (OSS)

**Academic & Professional Counseling** Each Law Center student is encouraged 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. Our Campus Rabbi is also available to students.

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**

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

The Law Center is committed to providing reasonable accommodations to students with documented disabilities who request accommodations. Policies and procedures ensure that students with a disability will not, on the basis of that disability, be denied full and equal access to academic and co-curricular programs or activities or otherwise be subjected to discrimination under programs offered by the College. The College has a centralized Office of Student Disability Services headed by an Executive Director who oversees Student Disability Services operations in the Undergraduate, Graduate, and Professional Divisions. Law Center students with disabilities seeking reasonable accommodations should do so through the Office of Student Disability Services (OSDS) Coordinator for the Law Center.

A student requesting accommodation for a documented disability under the ADA must meet with the OSDS coordinator and submit an Application for Accommodations & Services. Verbal disclosure of a disability and request for accommodation is not sufficient and cannot substitute for required documentation. Students may apply for reasonable accommodations at any time. Accommodations, if granted, are only done so on a prospective basis. Reasonable accommodations are never provided retroactively.

Students seeking reasonable accommodations must:

1) Complete the Application for Accommodations & Services.
2) Provide documentation as described in the Guide to Documentation Requirements.
3) Participate in an interactive dialogue with the OSDS coordinator.

The process, as described above, will result in the issuance of a Receipt of Accommodations form, which will either approve or deny the request. This form is signed by the coordinator, the Dean or Program Director, and the student.
The process, including all submitted documentation, remains confidential. The Receipt of Accommodations (“Receipt”) should not contain any disability-specific information; rather it only lists approved accommodations. The Receipt is shared with the program in which the student is registered to ensure that the approved accommodations are implemented.

A copy of the Application for Accommodations & Services may be available by contacting the Office of Student Disability Services Coordinator for the Law Center, Assistant Dean for Student Services at asterling@tourolaw.edu.

Student Rights and Responsibilities

- Confidentiality of all information pertaining to a student’s disability, except where disclosure is required by law.
- Equal access to courses, programs, services, jobs, activities, and facilities available through the Law Center.
- Reasonable and appropriate accommodations, and/or academic adjustments determined by the coordinators of OSDS.
- Access to all services and support available to all Touro students with reasonable accommodations where necessary and appropriate.
- Request reasonable accommodations as necessary and appropriate.
- Meet Law Center and programmatic qualifications, technical, academic, and institutional standards set for all students.
- Identify themselves as an individual with a disability when seeking reasonable accommodation (please note that the approval process takes some time, and as such students are urged to file their paperwork as soon as possible).
- Provide documentation (i.e. diagnosis, diagnostic exam results, etc.) from an appropriate professional source(s) to verify the nature of the disability and functional limitations as related to the requested accommodation(s).
- Respond in a timely fashion to the Office of Student Disability Services’ requests for additional information.
- Follow specific procedures for obtaining reasonable accommodations.
- Attend all classes for enrolled courses, unless otherwise medically excused.
- Immediately report to the OSDS coordinator if previously-approved accommodations are not being made.
- Report to the OSDS coordinator if previously-approved accommodations require modification, which will result in an interactive dialogue and may result in modifications to reasonable accommodations.
- Understand that accommodations are never provided on a retroactive basis.
- Understand that receiving reasonable accommodations is not a guarantee of academic success.
- Keep a copy of their submitted documentation. The Law Center is not the custodian of the student’s application or medical records.

Grievance Policy

If a student feels that he/she has been discriminated against on the basis of their disability or disability status, he/she has the right to file a complaint through the grievance or student complaint mechanisms stated in this Student Handbook. A similar procedure can be followed by a student to appeal the Law Center’s response to a request for reasonable accommodations.

Recording of Classes

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.
Section 12 - 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.

Student Complaint Procedure
The Law Center is committed to safeguarding the interests of all students. Students are entitled to be treated with fairness and respect in accordance with the Law Center’s policies and procedures. The Law Center does not condone unfair treatment of students by administration, faculty and/or staff. Students who believe that they have been aggrieved by the Law Center, and that such occurrence is not governed by another complaint mechanism, may seek redress through the complaint procedure outlined below. No adverse action will be taken against any person who files a complaint because of the filing of such complaint.

This student complaint procedure is available to any Law Center student who seeks to resolve a legitimate grievance directly affecting that student, provided that such circumstance is not governed by another complaint mechanism (see Exception to Policy below). The procedure only applies to complaints that are the result of actions by another member of the College community while acting in an official capacity (e.g. faculty member, administrator, or staff) in contravention of the written policies of the Law Center.

If any student believes that his or her rights have been violated or infringed upon, or that the Law Center’s policies and procedures have not been followed, that student may file a formal complaint in accordance with the guidelines below. When a complaint concerns an administrative function of the Law Center, including, but not limited to, tuition refund and student financial assistance, a student may file a formal complaint with the College-wide director or supervisor of the administrative unit in question, or their designee. Prior to filing the formal complaint, the student should attempt to remedy the situation via an informal mediation. If the informal mediation is unsuccessful, or if the student is uncomfortable attempting an informal resolution, then a formal complaint may be filed. The complaint should state, with
particularity: the person(s) involved, the nature of the claim, the date, witnesses (if any), documents (if any), and the circumstances under which the alleged claim may have been committed.

The Law Center has adopted the following Complaint Procedure 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.

**Exception to Policy**

This Policy is not applicable to situations that are governed by other policies. For example, complaints of sexual harassment are governed by Title IX; the College currently has a robust policy and procedure for dealing with such allegations. Therefore, all such incidents are considered under that anti-harassment policy/process. Other examples of exceptions to the Grievance Policy include, but are not limited to, race discrimination, Code of Conduct violations, and ADA Reasonable Accommodations requests and complaints. Additionally, this Policy is separate and distinct from the Law Center grade appeals polices. Therefore, this Policy may not be used for appealing grades, dismissals, or academic decisions by the Law Center.
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: 11:00 p.m. – 7:00 p.m.
Monday - Thursday: 8:15 a.m. - 11:00 p.m.
Friday: 8:15 a.m. - 2:30 p.m.
Saturday: Closed

Touro 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. - 2:30 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: 12:00 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. Recent exams are available on the library's homepage, but the student must log into the TLC web to gain access. 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 log into the TLC Web and 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 first floor (circulation desk) and the third floor (printer room next to the computer labs). With the BookScan Station, you can scan, save, and share your work on the internet. There is no fee for scanning. 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 Students. In addition, May graduates can use the study rooms when studying for the bar exam immediately after graduation. All students must use their Touro 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 15 minutes of the scheduled time will result in the reservation being cancelled by the library staff.

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

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.

**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 Touro College with a valid ID card
- 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
- 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 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 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 14 - Facilities

Law Center Campus Security Policies
Students must show a valid identification card to enter Touro College Facilities. Visitors must receive a temporary pass from guards on duty to enter the Law Center. The Law Center has contracted with professional security guard services to maintain and monitor security at its campuses and sites. Security Personnel are carefully screened before being assigned to Touro College sites, and are supervised to ensure quality assurance. Security staff are supervised by means of their agency supervisor, and as well as the Campus Security Director.

Security personnel respond to emergency calls for service, enforce regulations, and assist in security building inspections and fire prevention. Electronic means, such as closed circuit television, are also used to monitor activities at many College centers.

The Security Officers may detain individuals who engage in illegal and criminal actions until local Law Enforcement agency arrives. They are empowered to enforce Touro's regulations, to investigate incidents, and to apprehend those who violate Touro regulations or commit crimes on campus. Criminal violators that are apprehended are turned over to the police. Our Security Officers are not Peace Officers or Police Officers and have no power of arrest. Our Security Director meets regularly with Police Commanders to help ensure the safest environment for our campus community.

If assistance is required in completing or reporting an incident/occurrence to local Law Enforcement agencies we at Touro Campus Security will be glad to render any assistance needed.

Annual statistics on the incidence of crime at Touro College campuses and sites are published in the Touro College Campus Security Handbook.


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 Atrium, 631-761-7185 or x7185 from a Law Center phone).

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, administration@tourolaw.edu.) 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 Desk. Found items should be turned in the Security Desk.

Student Lockers
Locker space is available on the Concourse level. Students may obtain a locker assignment from the Associate Dean for Student Services. Lockers are not equipped with built-in combination locks. Students must supply their own locks. All lockers must be emptied 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. The bookstore can also be accessed via TLC Web, or at http://tourolaw.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=29951&catalogID=10001.

**Food Service**
The café is located on the first floor at the south end of the building. Hours when classes are in session are Monday-Thursday 8 a.m. – 8:30 p.m., Friday 8 a.m. – 1 p.m. Soft drinks and snacks are available from vending machines on the Concourse level. All food at the Law Center is Glatt kosher, under the supervision of Vaad Harabonim of Queens.

**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 15 - Communication

Bulletin Boards/Official And Personal Messages/Posters
Materials may not be posted on the interior or exterior 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 to students’ official tourolaw.edu addresses. Students are expected to check their Touro Law e-mail regularly and will be held responsible for all information contained in e-mails sent to their Touro Law 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 the Touro Law website, https://tourotimes.wordpress.com or http://www.tourolaw.edu/tourotimes. Students are responsible for knowledge of the contents of The Touro Times.

Student Mailboxes/Personal Messages
Hard copy personal messages, including all hard-copy intra-school mail to students will be placed in the student mailboxes located on the Concourse level. 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, the emergency notification system will be activated (see below). In addition, 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 Law’s main webpage. Announcements will also be posted on News 12 Long Island and 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, voice mail, text message. 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 Law 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 Law and in response to existing problems, Touro Law has established this mandatory Internet Use Policy for all users of its access.

Violations of this policy may result in disciplinary actions, including but not limited to temporary or permanent suspension of access and formal code of conduct proceedings. Users should also be aware that the school can and may monitor Internet use (including e-mail) 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 Law’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 Law's connection.

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

No user may utilize Touro Law's Internet access for commercial or business purposes. 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 Law 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 is the individual’s Touro Law e-mail account (@tourolaw.edu). Students are required to read their Touro Law e-mails daily for important information and updates from the administration or faculty members. Use of the Touro Law e-mail system (i.e., sending and receiving e-mail via @tourolaw.edu addresses) should be for educational 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 educational purposes. If any e-mail violates any law or Law Center 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 Law e-mail account for one (1) year after completion of degree requirements.

**Web Browsing**

Users should keep non-Touro Law-related web browsing to a minimum. Touro Law 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 Law 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 Law's network.

**Downloading and Uploading of Files**

No files should be downloaded onto or uploaded from Touro Law 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 Law computers, or installation of new 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 Law’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 Law’s Internet connection shall be limited to educational and legal research purposes.

Touro Law 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 16 - Non-Discrimination, Sexual Misconduct, 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 Matthew Lieberman, 500 Seventh Avenue, 4th Floor, New York, New York, 10018, Matthew.Lieberman@touro.edu (646-565-6000 Ext. 55637) or, alternatively, to the Chief Compliance Officer at compliance@touro.edu and 212-463-0400, ext. 55330.

Policy on Sexual Misconduct, Harassment and Discrimination
The Law Center promotes an environment in which the dignity and worth of all members of the community are respected. It is the policy of Touro that sexual intimidation, discrimination or harassment of any kind in regard to a person's sex is unacceptable behavior and will not be tolerated. Information and/or training regarding this policy is available online to students, faculty, and staff.

Title IX
Title IX, and its implementing regulations, prohibit discrimination based on sex, including sexual harassment. The prohibition against discrimination extends to employment and third-parties. Sexual harassment is unwelcome conduct of a sexual nature and can include sexual advances, request for sexual favors, and other verbal, non-verbal, or physical conduct. Environmental harassment (sometimes referred to as hostile environment) is sexually harassing conduct that is sufficiently severe, persistent or pervasive to limit an individual’s ability to participate in or receive benefits, services, or opportunities at Touro. This can include persistent comments or jokes about an individual’s, sex; verbal behavior, including insults, remarks, epithets, or derogatory statements; nonverbal behavior, including graffiti, inappropriate physical advances short of physical violence such as repeated and unwanted touching; and assault, including physical violence or the threat of physical violence.

New York Law also defines these acts as crimes if any of them are engaged in with a person who is incapable of consent either because of the person's age or because the person is mentally defective, mentally incapacitated, or physically helpless. Therefore, sexual abuse, sodomy, and rape are sex crimes and violators will be prosecuted in accordance with New York Penal Law.

Retaliation against any individual who makes a complaint will not be tolerated.

To officially file charges for an act of sexual assault or rape, please contact The Office of The Dean of Students. If the alleged perpetrator is a student, you can initiate disciplinary action against this individual. All incidents must be reported within six (6) months of their occurrence.

If the alleged perpetrator is a faculty member of the college, the Office of the Dean of Students will refer the charges to the Dean of Faculties. Allegations against non-teaching employees of the college will be referred to the Director of Personnel. In all such instances, student victims will be guided and assisted by a staff member of the Office of the Dean of Students.
All divisions of Touro seek to foster a collegial atmosphere in which students are nurtured and educated through close faculty-student relationships, student camaraderie, and individualized attention. Discrimination or harassment of any kind is anathema to Touro’s mission, history, and identity. Touro will resolve any identified discrimination in a timely and effective manner, and will ensure that it does not recur. Compliance with Touro’s policies and procedures is a necessary step in achieving a safe environment in our educational community. The policies set forth were developed to promote a safe educational environment in compliance with the Violence Against Women Act (VAWA) and a high-quality campus life.

Those believing that they have been harassed or discriminated against on the basis of their sex, including sexual harassment, should contact the Title IX coordinator immediately. When Touro has notice of the occurrence, Touro is compelled to take immediate and effective corrective action reasonably calculated to stop the harassment, prevent its recurrence, and as appropriate, remedy its effects.

This policy applies to all members of Touro, including students, faculty, and administrators as well as third parties (including, but not limited to, vendors, invitees, etc.). Information and/or training regarding this policy are available to students, faculty, and staff. In addition, information about this policy will be available on Touro’s website.

**Title IX Coordinator**
The Title IX Coordinator or his/her designee (“Title IX Coordinator”) is trained and knowledgeable about enforcement, compliance, communication, and implementation of Touro’s anti-harassment and anti-discrimination policy.

Complaints may be filed by contacting the Title IX Coordinator:

Matthew Lieberman
Title IX Coordinator
Touro College 500 7th Avenue, 4th floor
New York, NY 10018 646-565-6000, ext. 55637
Matthew.Lieberman@touro.edu

or alternatively the Chief Compliance officer at compliance@touro.edu

For Further Information students are strongly urged to read the full policy at https://touro.app.box.com/v/titleixpolicy

Students are also urged to read the Annual Security and Fire Report at https://www.touro.edu/departments/campus-security-department/cleryreports/51227_TouroASRReport.pdf

Students may also contact the Office for Civil Rights of the U.S. Department of Education for inquiries concerning the application of Title IX as well as the implementation of its regulations. The Office for Civil Rights can be contacted using the following information:

U.S. Department of Education Office for Civil Rights
32 Old Slip, 26th Floor
New York, New York 10005
Phone (646) 428-3800
Fax (646) 428-3843
email: OCR.NewYork@ed.gov

**Policy on Bias-Related Crimes**
The Law Center is committed to safeguarding the rights of its students, faculty, and staff and to provide an environment free of bias and prejudice. Under New York Law criminal activity motivated by bias and hatred toward another person or group based upon a belief or perception concerning race, color, national origin, ancestry, gender, religion, religious
practice, age, disability or sexual orientation is illegal and punishable not only for the underlying crime, but, additionally, as a hate crime pursuant to the New York Penal Law# 485, et, seq. specifically Law # 485.05. 45

In the tables that list hate crimes, the Law Center is required to apply federal regulations for the “counting” of hate crimes, which is different from the New York state law as outlined below. The crimes listed can be considered hate crimes under certain conditions:

- Assault (1st, 2nd and 3rd Degree)
- Aggravated Assault on a Person Less than 11 Years Old  
- Menacing (1st, 2nd and 3rd Degree)
- Reckless Endangerment (1st and 2nd Degree)
- Manslaughter (2nd Degree)
- Stalking (1st, 2nd, 3rd, and 4th Degree)
- Criminal Sexual Acts (1st Degree)  
- Sexual Abuse (1st Degree)
- Aggravated Sexual Abuse (1st and 2nd Degree)
- Unlawful Imprisonment (1st and 2nd Degree)
- Kidnapping (1st and 2nd Degree)
- Coercion (1st and 2nd Degree)
- Burglary (1st, 2nd and 3rd Degree)
- Criminal Mischief (1st, 2nd, 3rd, and 4th Degree)
- Arson (1st, 2nd, 3rd, and 4th Degree)
- Petty Larceny  
- Grand Larceny (1st, 2nd, 3rd, and 4th Degree)
- Robbery (1st, 2nd, and 3rd Degree)
- Harassment (1st Degree)
- Aggravated harassment
- Simple Assault
- Larceny Theft
- Intimidation
- Destruction/damage/vandalism of property

In addition, any attempt or conspiracy to commit any of these crimes is also punishable as a hate crime. A person convicted of a hate crime will be subject to certain sentencing guidelines for felonies that impose a more severe penalty than similar but non-hate crime offense.

A hate crime conviction may also subject the offender to monetary penalties pursuant to the Law of their state. Any incident or attempt to commit a hate crime should be reported to Campus the Security Director, Lydia Perez at 500 7th Avenue, 4th Floor, New York, NY 10018; office number (646) 565-6134; or by calling 1-888-Touro-911(1-888-687-6911); or your Campus Security Department in your state.

Reported incidents of hate crimes and attempts to commit hate crimes will be referred to the Law Enforcement Agencies for further investigation and legal action. The Law Center treats all hate crimes as serious offenses that need to be prosecuted with the full force of the legal system.

**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 17 - 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.

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.
Alternative Dispute Resolution

Touro College’s Alternative Dispute Resolution (“ADR”) policy was created with the intention of providing a program for the quick, fair and accessible 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.

A student’s acceptance, registration, enrollment, matriculation and/or petition for graduation 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 ADR.

All Disputes (as defined below) between Touro College, on the one hand, and any current or former student or applicant on the other, which cannot be resolved internally, shall be submitted to non-binding mediation with a neutral mediator affiliated with an established and reputable organization engaged in alternative dispute resolution (“ADR Organization”). The parties shall select the mediator jointly, or if they cannot agree, the ADR Organization will provide a list of mediators from which one shall be selected pursuant to the ADR Organization’s rules or other procedure mutually agreed upon. If upon completion of mediation all or any part of the Dispute is still unresolved, the remaining Dispute shall be submitted to final and binding arbitration as set forth below.

In accordance with the Federal Arbitration Act and to the extent not inconsistent with the primacy of federal law, all Disputes remaining after completion of the mediation shall be exclusively conducted and heard by an ADR Organization, designated by Touro in its sole and absolute discretion, 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 (or denial thereof), suspension, dismissal, expulsion, separation or any other academic, disciplinary or other action or termination of such student by 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 or harassment based on race, religion, national origin, age, veteran status or disability, sex, gender, sexual orientation, retaliation, defamation, infliction of emotional distress, violation of The Americans With Disabilities Act of 1990, Sections 1981 through 1988 of Title 42 of the United States Code, The Immigration Reform and Control Act of 1986, New York State Human Rights Law, New York City Human Rights Law, or any other federal, state or local civil, Family Educational Rights and Privacy Act of 1974 (FERPA), Campus Sex Crimes Prevention Act, Title VI or Title IX of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, as amended, as well as any other law related to students, not-for-profits and higher educational institutions. Disputes do not include collections actions of tuition or other fees payable by the student and owed to Touro College.

ADR Procedures

To initiate ADR, the Touro College student or applicant must send a written demand for ADR to the Office of Institutional Compliance (“OIC”). The demand shall set forth a statement of the facts relating to the Dispute, including any alleged act(s) or omission(s) at issue; the names of all person(s) involved in the Dispute; the amount in controversy, if any; and the remedy sought. The demand must be received by the OIC within the time period prescribed by the earlier of Touro College policy or the statute of limitations applicable to the claims(s) alleged in the demand. If a student or applicant fails to file a request for ADR with Touro College and the ADR Organization within the required time frame, the Dispute will be conclusively resolved against the student or applicant without any right to appeal same.

Within thirty (30) days of receiving such demand, or as soon as possible thereafter, if Touro and the student/applicant are unable to resolve the Dispute informally, Touro College shall file the ADR demand with the appropriate office of the ADR
Organization. The parties then shall engage in mediation, and to the extent any Dispute remains thereafter, the Dispute will be referred to final and binding arbitration.

The arbitration of any claims by a student or applicant as part of a Dispute shall be limited to his or her individual claims. The student or applicant shall not assert, prosecute, or obtain relief on, and expressly waives, any and all class, collective or representative claims which purport to seek relief on behalf of other persons. Any judgment upon the award rendered by the arbitrator shall be final and non-appealable, and may be entered in any court of competent jurisdiction.

If any provision of this ADR policy is determined by any arbitrator or court of competent jurisdiction to be invalid or unenforceable, said provision shall be modified to the minimum extent necessary to render it valid and enforceable, or if modification is not possible, the provision shall be severed from the policy, and the remaining provisions shall remain in full force and effect, and shall be liberally construed so as to effectuate the purpose and intent of the policy. This policy prohibits a student or applicant from filing or prosecuting any Dispute through a civil action in court before a judge or jury.

**Failure to Educate and Liability Disclaimer**

The payment of tuition entitles a student to register and matriculate in the courses and programs available and offered by Touro College. In order for a degree to be earned, passing grades must be achieved and any other prerequisites required by the school and program must be fulfilled. While students expend significant sums associated with higher education, successful completion of a course, program, or degree is dependent on many factors, Touro College makes absolutely no assurances or representations of guaranteed success, merely that it will provide students with the tools needed to accomplish their academic goals.

Touro 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 or lost profits damages may be awarded.

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