



J.D. Students Academic Regulations and Requirements Guide 2009-2010



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Office of Academic Services
Furman Hall, Suite 474
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Consult Our Web Site for
the most current information

<http://www.law.nyu.edu/recordsandregistration/LotteryandRegistration/yearlongregistrationinformation/index.htm>

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J.D. ACADEMIC REGULATIONS

Before registering for 2009-2010 classes, you should familiarize yourself with all the J.D. requirements described in this guide. Policies and procedures contained in this guide may not be waived by individual faculty members, but if at all only by the Vice Dean and Assistant Dean for Academic Services and Registration and only for compelling reasons. You should also review the Student Handbook:

<http://www.law.nyu.edu/students/studentaffairs/publicationsandresources/studenthandbook/index.htm>

REQUIREMENTS FOR JURIS DOCTOR DEGREE

Please note that you are responsible for making sure that you fulfill each of these requirements prior to graduation. The Offices of Records and Registration and Academic Services are not able to monitor the transcripts and the curricular choices of every student. Especially prior to registration for your final term, review these requirements to ensure that you will have satisfied all of them. It is of course highly advisable to have the requirements in mind as you make your course selections each term. If you have any questions about the requirements, you should consult an advisor in the Office of Academic Services.

Full-Time Status

The Law School maintains no part-time program in the J.D. Division. Candidates for the J.D. degree are required to register for a full-time program, **12 credits minimum**, unless permission of the Vice Dean or the Executive Committee (a joint committee of law professors, students and administrators) is secured. Such permission will be considered only for reasons of health, family-care responsibilities or other unusual cases of personal hardship.

Additionally, students may take no more than fifteen credit hours per semester, except by *advance* permission (through a Credit Load Permission Form) of the Office of Academic Services, FH 474, the Vice Dean, or the Executive Committee.

COURSE REQUIREMENTS

Refer to the following chart to determine your J.D. graduation requirements. You are encouraged to use the Degree Progress Checklist as a guide to meet your requirements (see form at <http://www.law.nyu.edu/academicservices/forms/index.htm>).

Number of credits to graduate	First Year Curriculum	Upperclass Required Courses	Writing Requirements
83	<ul style="list-style-type: none"> • Administrative and Regulatory State • Contracts • Criminal • Lawyering • Procedure • Property* • Torts • First Year Elective** 	Constitutional Law*** Professional Responsibility	One Substantial Writing may be satisfied by writing a paper in connection with a seminar or though Directed Research.

***Property**, although a required course, may be taken in either the **first year in the spring semester or second year** (but may not be taken in the third year). If Property is not elected in the first year, a student must take one of the four first-year electives listed below.

****First-year elective**: Constitutional Law, Corporations, Income Taxation, International Law or Property (**Note**: Not all courses listed are offered each year).

*****Constitutional Law**: If taken as a first year elective, the requirement is satisfied.

Number of Credits Required for JD degree:

Students must earn at least 83 credits for the JD degree. The following credit restrictions apply.

OVERALL CAPS

Adjunct Faculty Courses (8 Credit Cap):

In computing and completing the 83 credits that count toward graduation, students may not count more than a total of eight credits (in their second and third years combined) in courses taught by certain adjunct faculty. Adjunct courses included in this cap are indicated with an “A” footnote in the Schedule of Classes. Not all adjunct taught courses are counted toward the maximum cap of eight adjunct credits. Writing credits do not count towards this cap. It is your responsibility to comply with this limit. While you may take more than eight credits in this category, only eight credits can count toward graduation requirements.

Clinical Fieldwork (12 Credit Cap)

In computing and completing the 83 credits that count towards graduation, students may not count more than 12 credits of clinic **fieldwork** taught by full and/or adjunct faculty. The clinic seminar is **not** included in this cap.

REGULARLY SCHEDULED CLASS SESSIONS
(at the Law School)

Of the 83 credits for graduation at least 65 credits must be earned in regularly scheduled class sessions at the Law School which includes the following:

Course Type	Credit Cap
Law School courses and seminars	N/A
Law School courses and seminars that are cross-listed between the Law School and other units of NYU when the student is registered under the Law School class number	N/A
Seminar portion of a clinic (i.e Clinical Seminars)	N/A
Clinic fieldwork taught <u>solely</u> by full-time faculty	Taken from the overall cap of 12 credits for clinic fieldwork. You may not have more than 12 credits of clinical fieldwork.

NON-CLASSROOM CREDIT CAPS

Of the 83 credits for graduation no more than 18* credits may be earned in non-classroom activities which include the following:

Course Type	Credit Maximum for Each Category
Clinical Fieldwork solely taught by adjunct faculty. (see list as specified by Academic Services in the online course updates)	Taken from the overall cap of 12 credits for clinic fieldwork. You may not have more than 12 credits of clinical fieldwork.
Directed Research/Fellowship (two semesters)	5
Journals/Moot Court Boards (2 credits for certain 3L editorial work)	2
Marden Competition (1 credit per semester)	4
Non-Law Graduate Credits (which are not cross-listed) counted towards the J.D.	10 (12 for dual degree students)
Teaching Assistantships	2

NOTE: *If you take more than 18 non-classroom credits, you will have to compensate by taking additional classroom credits.

DEGREE PROGRESS

It is your responsibility to review your record on Albert on a regular basis. You **MUST** check the status of incompletes and your total credits earned. To do this, you should refer to the "EHRS" column on your transcript. "EHRS" reports your total earned credits.

IMPORTANT Do not rely upon the "AHRS" column on your transcript since that reports attempted hours (i.e. it includes courses you dropped, language courses, etc.) and not earned hours. If you have concerns about your transcript and your progress toward degree, contact the Office of Academic Services. **For graduating students, all incomplete work from prior semesters must be turned in to professors no later than May 1 of your final semester (or September 1 for September graduates and January 5 for those graduating in January)** unless a faculty member has set an earlier deadline. All work begun in the final semester must be turned no later than the last day of the exam period unless a faculty member has set an earlier deadline.

CLASS ATTENDANCE AND RESIDENCE REQUIREMENTS

Rules of the American Bar Association, the New York State Court of Appeals, other state high courts, and the Law School itself all require regular classroom attendance. Students are advised that excessive absenteeism can result without warning in: 1) grade lowering or 2) denial of permission to complete course work and/or sit for the exam, or receipt of a grade of WD (withdrawn) or FAB (failed for absence). Missing more than one-fifth of classes is presumptively excessive. **Any student who finds herself at risk of missing more than one-fifth of classes for any course should immediately speak with the instructor and/or Assistant Dean for Student Affairs.**

Faculty members may establish a higher standard of regular attendance than that described above, and may also take this higher standard of attendance, class participation, and the quality of class performance into account in determining the student's grade as long as the faculty member has, during the first week of classes, announced an intention to do so or has included that intention in the syllabus or other class materials distributed in the first week of class.

The student's obligation to be in regular attendance derives both from faculty rule and the rule of state bar examiners. As a prerequisite to a student's admission to the bar, the Dean must certify to state boards of law examiners that the student has been in regular attendance. The Law School must be the student's principal commitment during each semester. Extensive employment is disfavored because of its tendency to interfere with the student's academic life at the Law School. In no event may a student devote more than 20 hours in any week to such employment during the semester.

Students must complete six full-time semesters (for transfer students including semesters spent at your first law school) (see page 3 for Full-Time Status) within five years of their initial registration at and through the Law School unless extended or modified by the Vice Dean or vote of the Executive Committee consistent with ABA and Court rules. This requirement is a prerequisite to receipt of the Juris Doctor (J.D.) degree. **Certification of attendance and graduation is a prerequisite for admission to the bar examination.**

Students are required to attend courses scheduled principally between 9:00 a.m. and 6:00 p.m. at least three days a week. Classes beginning prior to 6:00 p.m. qualify. **Regular class attendance is required by ABA and Court of Appeals rules.**

Students will not be registered for courses with overlapping times. This is against the attendance policies of the ABA and the Court of Appeals.

REQUIREMENTS FOR INTERNATIONAL STUDENTS

International Students please refer to the Office for International Students and Scholars (OISS) information contained in the attached Appendix B.

WRITING REQUIREMENT

IT IS YOUR RESPONSIBILITY to register for the appropriate credits to satisfy the substantial writing requirement. If you will satisfy the substantial writing in a seminar or course (as opposed to directed research), once you have received faculty approval, you

must register through ABRA during the add/drop period for the additional Writing Credit associated with the seminar/course by the stated deadline. After ABRA closes for add/drop registration you must submit a add/drop form to the Office of Academic Services by the stated deadline. No retroactive registration is permitted. For more detailed information, see page 14 and 15 of the Year-Long Registration Guide.

Regardless of the type of project involved, students are, of course, expected to submit original, non-duplicative work for each and every course. When in doubt about the proper use of a citation or quotation, discuss the issue with the instructor. The reuse of work you did for another class or law school credit without approval is a serious offense that may merit severe discipline. (See Procedures for Offenses Requiring Formal Discipline in the Student Handbook for a definition of plagiarism).

PLEASE NOTE: Substantial Writing credit may not be earned for work a student does for pay.

As a condition of graduation, a student must satisfy one Substantial Writing requirement as follows:

The writing requirement: In order to graduate, a student must produce an original analytic paper of substantial length (ordinarily at least 10,000 words in length) under the supervision of a faculty member, who may augment these requirements.

The character of the paper: The paper must be a sustained piece of writing and not purely descriptive. It should be thorough, well-written, properly documented, and anticipate and address opposing arguments.

The form of the paper: The paper may be a traditional journal note; the author's empirical research with analysis; a proposal for law reform with defense and commentary; a memorandum of law or a brief addressing a substantial legal issue; or an equivalent project showing original thought and analysis.

The scope of faculty oversight: Students should present an outline of their paper to the supervising faculty member for approval before doing substantial work. After approval, the student must prepare a first draft of the paper and, after faculty review, and discussion, the student must prepare a rewritten second draft that is responsive to the instructor's criticism and acceptable to him or her.

The time for completion of the paper: A student should have completed his or her first draft no later than January of the student's final semester to ensure adequate time before graduation for the supervising faculty member to critique the paper, the student to rewrite the paper, and the faculty member to review the second draft and determine whether to approve it or request further work. A small number of seminars will satisfy the Substantial Writing requirement automatically since a substantial paper is required of all students in the seminar. See web site at <http://www.law.nyu.edu/academicservices/degreerequirements/jdprogram/writingrequirements/index.htm>

A student may satisfy the Substantial Writing requirement under the supervision of a faculty member either through a two-credit Directed Research or as part of a seminar or other classroom activity. In the case of a seminar with an optional one credit writing component,

students who write such a paper can earn an additional credit for the seminar by registering for the writing credit portion in addition to the seminar itself. For example, if you are registered for Law & Society in China (L05.3009) for two credits, you should register for Writing Credit: Law & Society in China (L05.3615) for the additional credit. You may add the Writing Credit on ABRA during the add/drop period, or in person at the Office of Academic Services with an add/drop slip until **September 28 for fall and February 9 for spring**. Writing Credit courses are listed in the Schedules of Classes.

For lecture courses, satisfaction of the course requirements through completion of the Substantial Writing paper will be awarded the number of credits that the course normally carries.

DIRECTED RESEARCH

Students must contact individual instructors and agree on a research project. A written proposal must be submitted to and approved by the instructor, then submitted to the Office of Academic Services before a student may register. The student may register by using an add/drop form that Academic Services will supply upon receipt of the signed proposal within the stated deadlines. Directed research credits may be added through **September 28 for fall and Feb 9 for spring**. A student may write a one-credit Directed Research but it will not suffice for the Substantial Writing Requirement satisfaction. A three credit Directed Research project is highly unusual and requires the approval of the Vice Dean. Students considering this should contact Academic Services. Also note that requests to late add Directed Research will only be considered if your credit load (not including the Directed Research credits) does not drop below the minimum 12 credits at any point in the semester after the add/drop period. Students who are granted permission to late add Directed Research will not be permitted to drop classes if the result is inconsistent with the above so please plan your schedule accordingly.

You may ask any full-time faculty member or visiting faculty member to supervise Directed Research. Adjunct professors may supervise Directed Research only with permission of the Vice Dean. A two credit Directed Research may satisfy the Substantial Writing requirement. Failure to make academic progress on a Directed Research may result in a student's withdrawal with a grade of "WD."

After March 15 of the student's final semester, no faculty member may accept a request from a student to perform directed research or other work for law school credit unless the student has first received the approval of the Vice Dean. The Vice Dean may allow such work if the student needs the credit for May graduation and July bar certification subject to the following:

1. No more than two (2) credits can be earned in this manner.
2. In making his or her decision, the Vice Dean shall consider (a) the date of the student's request; (b) the nature of the proposal; and (c) whether the missing credits or the timing of the student's request are the result of circumstances that were within the student's ability to avoid. Failure of the student to properly calculate his or her credit at an earlier time, failure in a course, and removal from a course for excessive absences are examples of circumstances within the student's control to avoid.

3. If the missing credits result from circumstances outside the student's control, the Vice Dean will permit the credit if at all academically reasonable.
4. If the Vice Dean approves the student's application, it will be the student's responsibility to find a faculty member willing to supervise the student's proposed work and award the credit in a timely manner.

NON-CLASSROOM CREDITS

1. ***Clinics:***

You cannot add a clinic unless you have faculty permission to register. The clinic office will supply a list of approved students to the office of Records and Registration. You will be pre-registered for the clinic. **You do not need to select it during the bidding period.** (*A Guide to Second Year Advocacy and Third Year Clinical Offerings* is available from the Clinics Office or online at <http://www.law.nyu.edu/academics/clinics/index.htm>)

2. ***Fellowships:***

If you have been accepted into a fellowship program, (for fellowship descriptions see the *Non-Classroom Credits* section of the *Registration Information* online and please note the 2009-2010 fellowship courses will be added to ABRA over the summer) **Fellowship credit is deducted from the five credits allowed for directed research unless attendance at a seminar is required.**

3. ***Journal and Moot Court Credits (Visiting students are not eligible):***

At the end of the first year the various student publications begin their staff selection process. In most cases, selection is made by the Board of each publication on the basis of academic achievement during the first year of Law School and a student-administered writing competition for which the first-year student is eligible. Students may not receive credit for a note or problem. Third-year editors are entitled to one (1) credit for their supervisory work; third-year officers are entitled to two (2) credits per academic year and they may choose how the credits are distributed over the course of the academic year. **Students who participate in the [Marden Competition](#) may earn 1 credit per semester.**

Student publications hold a limited number of spaces for students who transfer to the law school in their second year. The writing competition for these students is conducted in the beginning of the fall semester.

4. ***Teaching Assistants:***

Teaching assistants are student assistants for first-year courses (including Lawyering) and for upper-level courses. Faculty participation is voluntary. Teaching assistants work closely with faculty and receive academic credit (up to a maximum of two credits). With the exception of teaching assistants for the Lawyering program, a teaching assistant must attend every class and thus a student may not register for a class that conflicts with one in which she will serve as a teaching assistant. (The Lawyering program will provide conflict guidelines for students who will serve as teaching assistants in that program.) In addition to attending class, teaching assistants will conduct several review sessions per semester. During these sessions, they usually review questions and provide model answers to problems that have

been prepared under the supervision of the professor. Teaching assistants are also available to answer the questions of individual students or to meet with small groups of students during designated “office hours.” In addition, they provide an alternative or supplement to the professor. All teaching assistants are chosen directly by faculty members. Individual faculty members are responsible for publicizing any available teaching assistant positions for their course(s). **In a course of three or more credits, students may earn two credits; In a course of two credits, students may earn one credit; A maximum of two credits total of teaching assistant credits may be counted toward degree requirements. A maximum of one Teaching Assistant is permitted for small courses and seminars.** Graduate students are not eligible to be teaching assistants. Teaching assistant credits may be added to your schedule during the add/drop period. When using ABRA, the course number is **L09.2407**. The correct section of Teaching Assistant will be located on the schedule of classes by finding the name of the professor for whom you are a teaching assistant. It is your responsibility to register for Teaching Assistant.

DUAL DEGREE STUDENTS

Students interested in the dual degree programs with other schools of the University (J.D.-M.B.A., J.D.-M.P.A., J.D.-M.U.P., J.D.-M.A., J.D.-P.H.D. or J.D.-M.S.W.) as well as other universities (J.D.-J.D. with Osgoode Hall Law School of York University (Canada), J.D.-LL.B. with the National University of Singapore, J.D.-M.P.A. or M.P.P. with Harvard and J.D.-M.P.A. with Princeton) must follow the prescribed programs for those degrees. Further information is available in the Office of Academic Services and online at:

<http://www.law.nyu.edu/admissions/jdmissions/dualdegreeprograms/index.htm>

NYU School of Law and Osgoode Hall School of Law offer a combined program of study, a Juris Doctor (J.D.) degree from NYU and a Juris Doctor degree from Osgoode Hall. Students interested in this dual degree program must apply and be accepted to both law schools. Further information is available in the Office of Academic Services.

Outside of approved dual degree or exchange programs, law courses at other accredited law schools may on exceedingly rare occasion be taken during the academic year or summer, but credit may be obtained only with the advance permission of the Vice Dean and Office of Academic Services. Only NYU School of Law courses are used in computing grade point averages.

HAUSER GLOBAL LAW SCHOOL COURSE OFFERINGS

Each semester, NYU School of Law welcomes members of the Hauser Global Law Faculty. These professors are leaders in their respective fields and come to NYU from all over the world to teach a number of courses. These course offerings are designed to provide insight into the laws and legal systems of other countries, which will be an increasingly important component of law practice in the future. Courses taught by Hauser Global Law School faculty are included in the Schedule of Classes. Descriptions are available on our web site.

**APPENDIX A:
OFFICE CONTACT SHEET**

**Contacts for Further Information on Registration
and Related Issues**

Note: Most offices are open from 9:00 a.m. to 5:00 p.m.

Academic Services

Michelle L. Kirkland, Assistant Dean
Amy Chu, Senior Director
Margarite V. Quinones,
Associate Director
(212) 998-6020 (phone)
(212) 995-4535 (fax)
law.acadservices@nyu.edu

Career Counseling and Placement

Irene Dorzback, Assistant Dean
Clara Solomon, Director
(212) 998-6090 (phone)
(212) 995-4656 (fax)
law.careers@nyu.edu

Hauser Global Law School Program

Richard Stewart, Faculty Chair and
Director
(212) 998-6691 (phone)
(212) 995-4656 (fax)
law.global@nyu.edu

Graduate Tax Law Program

John Stephens, Director
(212) 998-6150 (phone)
(212) 995-4407 (fax)
law.taxprograms@nyu.edu

ITS Help Desk

(212) 998-6111 (phone)
(212) 995-4650 (fax)
law.helpdesk@nyu.edu

The Public Interest Law Center

Deborah Ellis, Assistant Dean
(212) 998-6686 (phone)
(212) 995-4529 (fax)
piilc.info@nyu.edu

Records and Registration

Michelle L. Kirkland, Assistant Dean
Kevin Anterline, Manager
(212) 998-6040 (phone)
(212) 995-4523 (fax)
law.registration@nyu.edu

Residence Services

Marguerite Sharkey, Senior Director
(212) 998-6510 (phone)
(212) 995-4033 (fax)
law.reslife@nyu.edu

Student Affairs

Pascale Walker, Assistant Dean
(212) 998-6658 (phone)
(212) 995-4535 (fax)
law.studentaffairs@nyu.edu

Student Financial Services

Joel Schoenecker, Director
(212) 998-6050 (phone)
(212) 995-4525 (fax)
law.finaid@nyu.edu

Office of the Vice Deans

Barry Friedman, Vice Dean
Liam Murphy, Vice Dean
(212) 998-6200 (phone)
(212) 995-4658 (fax)

**APPENDIX B:
OFFICE FOR INTERNATIONAL STUDENTS AND SCHOLARS**

561 La Guardia Place, First Floor
Business Hours: Monday–Friday (9:00 a.m.–5:00 p.m.)

Summer Advising Hours (beginning May 26, 2009 through mid-August):
Monday, Tuesday, Thursday, and Friday (1:00 p.m.–3:00 p.m.)

Academic Year Advising Hours: Monday, Tuesday, Thursday, and Friday
(1:00 p.m.–3:00 p.m.)

(212) 998-4720

www.nyu.edu/oiss

Contact: Jackie Chin, International Student Advisor
jackie.chin@nyu.edu

The Office for International Students and Scholars (OISS) coordinates services for the University's international students, scholars and faculty. It assists students from other countries with all matters of special concern to them and serves as a referral source to other University departments. The OISS staff provides documentation and advisory services to international students in matters concerning U.S. immigration law and regulations and a variety of other nonacademic matters, such as programming, events and activities.

The OISS is the University's liaison to the U.S. Department of Homeland Security (DHS) and the U.S. Department of State.

All international students are required by law to do the following:

- Check-in with OISS upon arrival;
http://www.nyu.edu/oiss/legal/visa/f1_j1/mandatory.html
- Register on a full-time basis every semester;
- Notify OISS of any change in your address, academic program or enrollment status;
- Must have sufficient funds to meet the cost of studying and living in New York.

All questions regarding one's status as a foreign student or exchange visitor in the United States are addressed to this office.