



# J.D./M.B.A. Dual Degree Program Student Handbook



Office of  
Academic Services



Updated April 24, 2012

J.D./M.B.A.

# Registration and Program Policy Guide

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## J.D./M.B.A. Program Overview

The School of Law and the Stern School of Business at New York University offer a dual program whereby a student may simultaneously pursue study leading to both the degree of Juris Doctor (JD) and the degree of Master of Business Administration (MBA). Through careful course planning the dual degree student can complete both degrees in four years. Five years is normally required when each degree is pursued independently.

The combined program offers insight into the business and legal sides of commerce. The program provides an excellent background for careers in law and/or business and is intended to broaden career perspectives. For example, graduates of the program can use the dual degree training in law firms, corporate counsel offices, investment and accounting firms, or nonprofit agencies and government institutions.

The first two years of the program are spent at NYU School of Law, the third year is spent at NYU Leonard N. Stern School of Business and the fourth is divided between the two schools.

Applicants may apply directly to the dual degree J.D./M.B.A. program, or may apply to Stern in either their first or second year of their law school studies at NYU. Students must be admitted to both programs before starting the M.B.A. portion of the dual degree.

## Admissions

The NYU School of Law and NYU Stern have coordinated their procedures and created a single application process designed to simplify applying to the J.D./M.B.A. program.

**Applicants who wish to apply directly to the dual degree J.D./M.B.A. program should follow the procedures outlined below:**

- Submit the [School of Law application](#), including one letter of recommendation and a personal statement, by February 15
- Register for the Credential Assembly Service (CAS) and take the [Law School Admission Test \(LSAT\)](#)

- Complete the required [NYU Stern J.D./M.B.A. Supplemental Application Forms](#) including one additional letter of recommendation, by February 15
- Send the completed [NYU Stern J.D./M.B.A. Application Supplemental Forms](#) to:

NYU School of Law  
 Office of Admissions  
 139 MacDougal Street, Suite C-20  
 New York, NY 10012  
 ATTN: J.D./M.B.A. Program  
 Phone: (if required for mailing) 212-998-6060

Note: The application deadline for applicants who wish to apply for any of the Law School's [Scholarship and Academic Scholars Programs](#) is January 1st. All applicants to NYU Stern are considered for merit-based scholarships, and all NYU School of Law applicants are considered for merit and need-based scholarships.

**Students who apply to Stern during their law school studies at NYU should do the following:**

- Complete and submit the required [NYU Stern J.D./M.B.A. Supplemental Application Forms](#) by February 15.
- Submit the completed [NYU Stern J.D./M.B.A. Supplemental Application Forms](#) to:

NYU School of Law  
 Office of Academic Services  
 Furman Hall, 4th Floor  
 ATTN: J.D./M.B.A. Program

The Office of Academic Services will forward your documents to Stern.

- Sign and submit a [release form](#) that requests that the NYU School of Law Records and Registration release and send your file and current law school transcript to the NYU Stern Office of M.B.A. Admissions.

**Application Review**

While there is only one J.D./M.B.A. application, each school has a separate Admissions Committee and admissions process. You may be admitted to both programs, only one program, or neither program in this admissions process. Dual degree applicants will be considered for admission based on the same standards as the rest of the applicant pool.

**Policies and Procedures**

For any updates to J.D./M.B.A. application requirements, admissions procedures or policies, please visit the Dual Degree Programs section of the Office of J.D. Admissions website (<http://www.law.nyu.edu/admissions/jdadmissions/dualdegreeprograms/jdmba/index.htm>)

# Sample Schedule

## J.D./M.B.A. Sample Schedule – 122 total credits

### First Year (Law)

Modules	Courses	Credits
<b>Fall – REGISTER @ LAW</b> August – December (15.5 credits)	■ LAW-LW 11672 Contracts	4 credits
	■ LAW-LW 11650 Procedure	5 credits
	■ LAW-LW 10687 Lawyering (full year course)	2.5 credits
	■ LAW-LW 11275 Torts	4 credits
<b>Spring – REGISTER @ LAW</b> January – May (14.5 credits)	■ LAW-LW 10925 Administrative & Regulatory State	4 credits
	■ LAW-LW 11147 Criminal Law	4 credits
	■ LAW-LW 10687 Lawyering (full year course)	2.5 credits
	■ 1L Elective	4 credits
<b>Summer</b> May – August	Legal Internship	

### Second Year (Law)

Modules	Courses	Credits
<b>Fall – REGISTER @ LAW</b> August – December (15 credits)	■ Substantial Writing	2-3 credits
	■ LAW-LW 11702 Constitutional Law (if not taken as a 1L)	4-5 credits
	■ 2L Electives	6-7 credits
<b>Spring – REGISTER @ LAW</b> January – May (15 credits)	■ LAW-LW 11783 Property (if not taken as a 1L)	4 credits
	■ LAW-LW 10387 Professional Responsibility in Law and Business*	2 credits
	■ 2L Electives	6-9 credits
<b>Summer 1</b> May – August	Legal Internship	

### Third Year (Stern)

Modules	Courses	Credits
<b>Fall – REGISTER @ STERN</b> September – December (15 credits)	Business Writing Proficiency (summer)	0 credits
	Pre-Term Orientation (Launch)	0 credits
	Team Communication	0 credits
	■ COR1-GB.1305 (B01.1305) Statistics & Data Analysis	3 credits
	■ COR1-GB. 1306 (B01.1306) Financial Accounting & Reporting	3 credits
	<b>Menu core courses**:</b>	
	■ COR1-GB.2301 (B01.2301) Strategy	3 credits
	■ COR1-GB.1303 (B01.1303) Firms & Markets	3 credits
	■ COR1-GB.2311 (B01.2311) Foundations of Finance	3 credits
	<b>Spring – REGISTER @ STERN</b> February – May (15 credits)	<b>Menu core courses**:</b>
■ COR1-GB.2310 (B01.2310) Marketing		3 credits
■ COR1-GB.2314 (B01.2314) Operations Management		3 credits
■ COR1-GB.2303 (B01.2303) The Global Economy		3 credits
■ COR1-GB.1302 (B01.1302) Leadership in Organizations		3 credits
■ MBA1 Elective	3 credits	

*We recommend that you take all of the Core. Please carefully review the [Full-Time Curriculum](#).*

<b>Summer</b> May – June	Business Internship	
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**Fourth Year (Law/Stern)**

Modules	Courses	Credits
<b>Fall – REGISTER @ STERN</b>		
September – December (15-18 credits, <i>prior approval necessary for a schedule above 15 credits</i> )	■ MBA2 Electives	13.5 credits
	■ L4 Electives	3 credits
<b>Spring – REGISTER @ LAW</b>		
January – May (15-16 credits, <i>prior approval necessary for a schedule above 15 credits</i> )	■ MBA2 Electives	6 credits
	■ COR2-GB.2301 (B02.2301) Professional Responsibility*	1.5 credits
	■ L4 Electives	8 credits

\* Students are required to fulfill both the Law **and** Stern requirements for Professional Responsibility.

Each year one joint section of Professional Responsibility is offered in the Fall or Spring term that will satisfy both schools' requirements at once. Students must take this joint section will receive credit at the school in which they are registered at the time they take this specific section. The other school will note that the requirement has been fulfilled and the student will be responsible for supplementing those credits with electives. If a student does not take the course in the second year, they must take the course in the fourth year.

**\*\*STERN MENU CORE BREAKDOWN:****In Fall students take**

(15 total credits)

- COR1-GB.1305 (B01.1305) Statistics & Data Analysis 3 credits
- COR1-GB.1306 (B01.1306) Financial Accounting & Reporting 3 credits

**Choose THREE of the following seven menu core courses:**

- COR1-GB.2301 (B01.2301) Strategy (*Fall only*) 3 credits
- COR1-GB.1303 (B01.1303) Firms & Markets (*Fall only*) 3 credits
- COR1-GB.2311 (B01.2311) Foundations of Finance 3 credits
- COR1-GB.2310 (B01.2310) Marketing 3 credits
- COR1-GB.2314 (B01.2314) Operations Management 3 credits

**In Spring students take**

(15 total credits)

**Choose at least TWO of the remaining seven menu core courses:**

- COR1-GB.2311 (B01.2311) Foundations of Finance 3 credits
- COR1-GB.2310 (B01.2310) Marketing 3 credits
- COR1-GB.2314 (B01.2314) Operations Management 3 credits
- COR1-GB.2303 (B01.2303) The Global Economy (*Spring only*) 3 credits
- COR1-GB.1302 (B01.1302) Leadership in Organizations (*Spring only*) 3 credits
- MBA1 Elective(s) 3-9 credits

J.D./M.B.A. students are required to complete 122 credits between the two programs. 71 credits must be taken while matriculated at the School of Law and 51 must be taken while matriculated at Stern. During the first and second year students register for courses through and pay tuition to the School of Law. During the third year and fall of the fourth year students register for courses through and pay tuition to Stern. The final semester (spring of the fourth year) students register for courses through and pay tuition to the School of Law. *Students following this schedule may need to take more than the standard 15-credit course load in one or two semesters please contact the Academic Advisor for the school in which you are registered for more information. Approval for credit overloads is required before registering.*

# Registration Procedures

To simplify the registration process, it is important that the J.D./M.B.A. student notify the dual degree advisor in both schools of registration plans before the beginning of each term. The School of Law has a specific notification form which can be found at: <http://www.law.nyu.edu/academicservices/forms/index.htm>

Students are not permitted to register for courses that overlap in dates and/or times during the regular fall and spring semester, or during any winter or summer session. Stern winter session courses that conflict with the start of the Law School spring semester will be posted on the Jacobson Leadership Program in Law and Business website at:

<http://www.law.nyu.edu/leadershipprogram/curriculum/index.htm>

Students should also be aware that grades for the Stern Spring “Doing Business In...” course may not be received in time for certification for the July bar exam. Additionally, students who participate in these courses in May of their graduating year will have their degrees conferred in September.

Students in the J.D./M.B.A. program may not take Law School course Accounting for Lawyers or Corporate Finance.

Additionally, each school outlines its policies regarding fees, grades, requirements, discipline, examinations, etc. The policies of both schools, except as modified by this manual, will apply to students in the dual degree program. Please review the following links:

School of Law:

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

Stern School of Business: [http://w4.stern.nyu.edu/academic/affairs/policies.cfm?doc\\_id=5945](http://w4.stern.nyu.edu/academic/affairs/policies.cfm?doc_id=5945)

## Cross-Registration during the Fourth Year of Study\*

Students who opt to register online via ABRA and AIS will be double-billed until their final schedule is confirmed with the Academic Advisor at both Law and Stern.

### Fall Registration: Registration through Stern

A J.D./M.B.A. student must register through Stern for a minimum of three of the eight full-time semesters in attendance. In order to register for courses in the **Fall** of the fourth year at both schools, in addition to completing the School of Law’s form, the student must:

1. Request Stern courses for the Fall semester via AIS during online lottery submission period (typically in **late-April**).
2. Request Fall semester Law courses via the Law School Auction Based Registration Algorithm (“ABRA” bidding system) during the online submission during the applicable deadlines (typically in **June**).
3. Meet with academic advisor from both Law and Stern to confirm registration selections and the school in which he/she will be registered.



4. Pay full tuition at the Stern rate for both business and law courses.

### **Spring Registration: Registration through the School of Law**

A J.D./M.B.A. student must register through the School of Law for a minimum of five of the eight full-time semesters in attendance. In order to register for courses in the **Spring** of the fourth year at both schools, in addition to completing the School of Law's form, the student must:

1. Request Spring Law courses via ABRA during the applicable deadlines (typically in **June**).
2. Request Stern courses for the Spring semester via AIS during the online lottery submission period (typically in **October**).
3. Meet with academic advisor from both Law and Stern to confirm registration selections and the school in which he/she will be registered.
4. Pay full tuition at the School of Law rate for both law and business courses. The School of Law will confirm registration of business courses with Stern upon payment.

\*Students must be registered at Stern for one semester and Law at one semester in the fourth year of the J.D./M.B.A. program. We recommend that students register at Stern in Fall and Law in Spring however students may choose to do the opposite as long as the majority of their credits are in the school of "residence".

## **Financial Aid**

### **Scholarships and Loans**

Merit scholarships are awarded based on the admissions application. A complete application, including GMAT and TOEFL scores, must be received by Stern no later than December 15th. Applicants for financial aid (loan programs) must file the Free Application for Federal Student Aid (FAFSA). The New York University FAFSA Code is 002785. This is the only application form required by Stern. Stern awards financial aid for a maximum of three (3) semesters. With the exception of federal Stafford loans, each school may award a different amount of aid. The aid can only be used at the awarding school during eligible periods of enrollment.

Dual-degree students are strongly encouraged to coordinate the financial aid process with both Stern and the School of Law each semester.

### **School of Law**

The School of Law requires application materials in addition to the FAFSA. Please contact Office of Student Financial Services at the School of Law for further information at [law.finaid@nyu.edu](mailto:law.finaid@nyu.edu). The School of Law awards financial aid to qualified students on a per semester basis for a maximum of five (5) semesters. Financial aid materials must be received by April 15th at the School of Law or within ten (10) business days of being admitted to the School of Law.

## Stern School of Business

Merit scholarships are awarded based on the admissions application. First priority is given to applicants that have submitted an application by the December 1 deadline. Domestic applicants for financial aid (loan programs) must file the Free Application for Federal Student Aid (FAFSA). This is the only application form required by the Stern School. International applicants are eligible only for private loans and will need to fill out the loan applications for their specific lenders after they are admitted. The Stern School awards financial aid for a maximum of three (3) semesters.

## Stern Teaching Fellowships and Graduate Assistantships

J.D./M.B.A. students may obtain a Teaching Fellowship (TF) or Graduate Assistantship (GA) position. Eligibility requirements for these positions are completion of 9 credits at Stern and maintenance of a 3.0 GPA. Payment for these positions is in the form of tuition remission at Stern. Receipt of tuition remission is contingent upon full-time enrollment through Stern. It is up to the student to secure a TF/GA position with a faculty member or administrative office. Please note the following guidelines when making decisions regarding TF/GA opportunities:

- 1) Students will only receive tuition remission for TF/GA opportunities when they are in residence at the school in which they are a TF/GA. Students who TF/GA for one school while in residence at the other will be paid via paycheck and those payments will be subject to all applicable taxes.
- 2) For a comprehensive listing of positions as well as detailed information, please visit the [Student Jobs website](http://www.stern.nyu.edu/CurrentStudents/StudentJobs/index.htm) (<http://www.stern.nyu.edu/CurrentStudents/StudentJobs/index.htm>)

## Tuition and Fees

The J.D./M.B.A. student pays full tuition at the school through which she/he is registered each semester. If a student exceeds the maximum number of credits and/or courses permitted per semester by the school in which she/he is registering, the tuition and fees for the additional credits must be paid to that school.

The normal course load for law students is 12-15 credits. Fourth year J.D./M.B.A. students registered through the School of Law and taking Stern courses may take a maximum of 16 credits (combined business and law courses) at no additional cost with the prior approval from the Law School's Office of Academic Services.

The normal course load for Stern students is 12-15 credits. J.D./M.B.A. students registered through Stern and taking courses at the School of Law may take a maximum of 18 credits (combined law and business courses) at no additional cost with prior approval from the Dual Degree Advisor.

# Career Services

Students are encouraged to take advantage of all counseling, and career development services at both the School of Law and the Stern School of Business throughout their academic program. Career counselors are available to aid students in areas such as resume preparation, interviewing techniques, networking contacts and career option assessment. Dual degree students should become familiar with the various career services offerings and timelines early in the academic program at each respective school.

## School of Law

The Office of Career Services (OCS) begins working with students in November of their first year. Typically, many J.D./M.B.A. students will explore traditional legal careers during their first and second summers, and then pursue business opportunities for their third summer. J.D./M.B.A. students have access to the OCS throughout their course of study. OCS organizes job-search panels, provides videotaped mock interviews as well as individual counseling. Students who are interested in non-legal “alternative” employment have access to individual counseling as well as panels and programs such as “Investment Banking for Lawyers”, the “Law & Business” Mentor program, the Dean’s Roundtable Series and opportunities for “Field Trips” to alternative employers. J.D./M.B.A. students are encouraged to take advantage of the unique opportunities available to network with NYU Law alumni, many of whom are prominent leaders in the business world. In order to facilitate this, all current students are invited to the annual J.D./M.B.A. Alumni event each Fall to network with J.D./M.B.A. alumni in different industries. There are also numerous panels and programs organized through the J.D./M.B.A. Association student group as well as the Law & Business student group.

## Stern School of Business

Dual-degree students must participate in the full-time MBA block program, as outlined in this document, in order to have full access to Stern's Office of Career Development (OCD). If J.D./M.B.A. students complete the Career Development Program (CDP) during the first year of the MBA program, students are eligible to participate in the summer internship recruiting season. The CDP consists of required and optional workshops, panel discussions, mini-courses, a Q&A session, mock interviews, resume critiques and functionally-specific strategy groups. The program begins with the Office of Career Development’s Pre-Term presentation and continues through the following May. J.D./M.B.A. students are eligible to participate in the full-time recruiting process in their second year of the MBA program after completing all OCD requirements.

# Contacts

School	Website/E-mail Address	Phone Number
<b>The School of Law</b>	<a href="http://www.law.nyu.edu">www.law.nyu.edu</a>	
Academic Services and Dual-Degree Program Advising	<i>Website:</i> <a href="http://www.law.nyu.edu/academicservices/index.htm">http://www.law.nyu.edu/academicservices/index.htm</a> <i>E-mail:</i> <a href="mailto:acadservices@exchange.law.nyu.edu">acadservices@exchange.law.nyu.edu</a>	212-998-6020
Admissions	<i>Website:</i> <a href="http://www.law.nyu.edu/admissions/index.htm">http://www.law.nyu.edu/admissions/index.htm</a> <i>E-mail:</i> <a href="mailto:law.moreinfo@nyu.edu">law.moreinfo@nyu.edu</a>	212-998-6060
Career Services	<i>Website:</i> <a href="http://www.law.nyu.edu/careerservices/">www.law.nyu.edu/careerservices/</a> <i>E-mail:</i> <a href="mailto:law.careers@nyu.edu">law.careers@nyu.edu</a>	212-998-6090
Financial Services	<i>Website:</i> <a href="http://www.law.nyu.edu/financialaid/index.htm">http://www.law.nyu.edu/financialaid/index.htm</a> <i>E-mail:</i> <a href="mailto:law.finaid@nyu.edu">law.finaid@nyu.edu</a>	212-998-6050
Student Affairs	<i>Website:</i> <a href="http://www.law.nyu.edu/students/studentaffairs/index.htm">http://www.law.nyu.edu/students/studentaffairs/index.htm</a> <i>E-mail:</i> <a href="mailto:law.studentaffairs@nyu.edu">law.studentaffairs@nyu.edu</a>	212-998-6658
Records and Registration	<i>Website:</i> <a href="http://www.law.nyu.edu/recordsandregistration/index.htm">http://www.law.nyu.edu/recordsandregistration/index.htm</a> <i>E-mail:</i> <a href="mailto:registration@exchange.law.nyu.edu">registration@exchange.law.nyu.edu</a>	212-998-6040
<b>Stern School of Business</b>	<a href="http://www.stern.nyu.edu">www.stern.nyu.edu</a>	
Admissions	<i>Website:</i> <a href="http://www.stern.nyu.edu/programs-admissions/full-time-mba/admissions/index.htm">http://www.stern.nyu.edu/programs-admissions/full-time-mba/admissions/index.htm</a> <i>E-mail:</i> <a href="mailto:sternmba@stern.nyu.edu">sternmba@stern.nyu.edu</a>	212-998-0600
Financial Aid	<i>Website:</i> <a href="http://w4.stern.nyu.edu/finaid/">http://w4.stern.nyu.edu/finaid/</a> <i>E-mail:</i> <a href="mailto:fin-aid@stern.nyu.edu">fin-aid@stern.nyu.edu</a>	212-998-0770
Dual-Degree Program Advising	<i>Website:</i> <a href="http://www.stern.nyu.edu/AcademicAffairs/index.htm">http://www.stern.nyu.edu/AcademicAffairs/index.htm</a> <i>E-mail:</i> <a href="mailto:pweiss@stern.nyu.edu">pweiss@stern.nyu.edu</a>	212-998-0585
Office of Career Development	<i>Website:</i> <a href="http://w4.stern.nyu.edu/ocd/">http://w4.stern.nyu.edu/ocd/</a> <i>E-mail:</i> <a href="mailto:ocd@stern.nyu.edu">ocd@stern.nyu.edu</a>	212-998-0966
Office of Records and Registration	<i>Website:</i> <a href="http://w4.stern.nyu.edu/registrar/">http://w4.stern.nyu.edu/registrar/</a> <i>E-mail:</i> <a href="mailto:registrn@stern.nyu.edu">registrn@stern.nyu.edu</a>	212-998-0660
Student Activities	<i>Website:</i> <a href="http://w4.stern.nyu.edu/studentactivities/">http://w4.stern.nyu.edu/studentactivities/</a> <i>E-mail:</i> <a href="mailto:students@stern.nyu.edu">students@stern.nyu.edu</a>	212-998-0930

## Joint Resources

Jacobson Leadership Program in Law and Business	<i>Website:</i> <a href="http://www.law.nyu.edu/leadershipprogram/index.htm">http://www.law.nyu.edu/leadershipprogram/index.htm</a> <i>E-mail:</i> <a href="mailto:LeadershipProgram@nyu.edu">LeadershipProgram@nyu.edu</a>	212-998-6614
Pollack Center for Law and Business	<i>Website:</i> <a href="http://w4.stern.nyu.edu/clb/">http://w4.stern.nyu.edu/clb/</a> <i>E-mail:</i> <a href="mailto:CLBevents@stern.nyu.edu">CLBevents@stern.nyu.edu</a>	212-998-0565

# Faculty Advisors

## School of Law

**Helen S. Scott**

*\* Professor of Law (areas: Corporate Governance, Business Transactions Planning, and Entrepreneurial Finance)*

<http://its.law.nyu.edu/faculty/profiles/index.cfm?fuseaction=cv.main&personID=20276>

## Stern School of Business

**Rachel Kowal**

*\* Clinical Associate Professor of Business Law*

*\* Associate Director, Markets, Ethics, and Law Program*

<http://w4.stern.nyu.edu/faculty/facultyindex.cgi?id=16>