

# A Guide to the



# J.S.D. Policies & Procedures

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## WELCOME FROM DEAN MORRISON

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Welcome to New York University School of Law. We are thrilled to have you here and proud to offer you an in-depth portrayal of our JSD Program, which showcases some of the unique attributes that make NYU School of Law an extraordinary place to study.

At NYU, we provide scholars with peerless training in academic research, methodology, and legal thought. We are scrupulous about preparing our graduates to participate at the highest levels of academia as they pursue their careers, whether in the United States or abroad. The JSD Program is the centerpiece of NYU School of Law's commitment to innovative scholarship. As members of our vibrant intellectual community, our JSD candidates study within a culture of forward-thinking ideas that positions them to be thought leaders in the wider world.

Our doctoral candidates are guided in their work by our outstanding faculty as well as an extraordinary peer group. We encourage our JSD candidates to savor their time here, to make the most of inhabiting a place where creative, interdisciplinary thinking is nurtured. We urge our JSD candidates to set high standards for themselves as scholars and expect that they will treat seriously both their class time and their individual research time. We also ask them to view their fellow candidates as colleagues and resources—people from whom to seek advice, differing perspectives, and new ideas. This collegial approach to learning fosters rigorous and creative thinking and promotes the rich dialogue on which any serious scholarship is built.

It's only fitting that a school so dedicated to the dynamic exchange of ideas is located in Greenwich Village, one of the most vibrant intellectual pockets of the country. The everyday exchanges at NYU School of Law, both inside and outside the classroom, along with the many events, activities, and exceptional people here, combine to create a unique and enriching community. NYU Law is a place in which students grow personally, as well as intellectually and professionally. I know you will find your time in our JSD Program to be a challenging and valuable experience.

Trevor Morrison

Dean, NYU School of Law

## INTRODUCTION TO THE JSD PROGRAM

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The JSD degree program at New York University School of Law provides intense training in academic research primarily to those intending to pursue a career in academia. The program prepares students to produce first-class scholarship with a view to a teaching career in the U.S. and around the world. The commitment to this mission makes NYU School of Law one of the best points of entry into legal academia worldwide.

The JSD is NYU School of Law's most advanced law degree. Only a very small number of students who demonstrate outstanding academic promise are admitted to JSD candidacy. The articles and dissertations produced in the JSD program are typically published in the most prominent law reviews, professional journals and notable publishing houses, and the program facilitates and inspires the creation of a dynamic intellectual community of scholars.

## THE JSD PROGRAM: AT A GLANCE

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### *Year One – Pre-Candidacy*

- Complete one pre-approved course on each of the following:
  - the *evaluation* of legal rules and institutions
  - the *explanation* of legal rules and institutions
- Conduct preliminary research with a view toward consolidating research questions, hypotheses and methodology for the dissertation.
- Prepare and submit Candidacy Paper to Dissertation Supervisor to gain admission to the JSD candidacy.
- Participate in the JSD Forum.

### *Year Two*

- Continue to research and formulate theories for the dissertation, and begin drafting the dissertation.
- Complete one Law School Colloquium.
- Coordinate with Dissertation Supervisor to determine potential Dissertation Committee members; present recommendations to the Chair of the JSD Committee; ensure appointment of such committee members.
- Participate in the JSD Forum.

### *Year Three*

- Draft and revise the dissertation, supplementing with research as needed.
- Participate in the JSD Forum.
- Defend the dissertation orally before the Dissertation Committee.

## JSD PROGRAM FUNDING

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### *Institutional Funding for 3 Years*

The JSD program is a 3-year, full-time course of study during which students are required to reside in New York City from September through June annually (residency in July and August is not required). In support of the commitment students make to the doctoral program, NYU School of Law provides funding to assist with the cost of tuition, fees, and living expenses. All institutional funding is conditional upon satisfactory academic progress (admission to candidacy, completion of coursework, and presentation and participation in the JSD Forum).

The NYU funding that students receive through the third year has two components:

#### *Scholarship*

During the first three years of the program, all students will receive a scholarship equal to the amount of tuition and fees that are charged by the Bursar's Office as the result of registering for required coursework or Maintenance of Matriculation. In addition the scholarship covers fees charged by the Office of Global Services, if applicable. If a student takes courses beyond those required by the JSD program, the student is responsible for the tuition and fees charged for those credits.

#### *Stipend*

In addition to the scholarship, and to assist with the cost of living expenses, JSD students receive a stipend of USD\$25,000.00 per year for three years.

If a student receives funding from a third party the NYU stipend may be adjusted. If the total amount of external funding is greater than half of the JSD stipend, USD\$12,500.00 will be provided by NYU; if the total external funding amount is less than half of the JSD stipend, the program will provide the full USD\$25,000.00 stipend.

### *Summer Employment*

Employment in July and August is permitted but must be approved by the student's Dissertation Supervisor and by the Chairman of the JSD Committee.

### *Funding after the Third Year*

Students should plan to complete the JSD program within 3 years, and there is no guarantee that funding in any amount will be available after the third year of the program. If a student receives an extension beyond the third year (refer to page X), he or she is no longer required to be in residency, and any available funding would be considered on a case-by-case basis. **Students are responsible for all tuition and fees after the fifth year.**

### *Office of Student Financial Services*

Students are encouraged to maintain contact with the Office of Student Financial Services during their time at the Law School. The staff approaches student financial planning from a counseling perspective, recognizing that students bring different experiences, needs, and levels of financial sophistication to the process. Please visit their website, which contains comprehensive information about the various types of law school, federal, and private aid available: <http://www.law.nyu.edu/financialaid>.

## **JSD PROGRAM FEATURES: A CLOSER LOOK**

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### ***Dissertation***

To be awarded the JSD degree, candidates must produce a dissertation, a significant scholarly work in a chosen field of study. This requirement will normally be fulfilled in the form of a monograph or book of 80,000 to 100,000 words in length. As an exception, and typically in the field of economic analysis of law, the dissertation requirement may be met through a series of substantial papers or law review articles. A candidate can only fulfill the dissertation requirement in this manner if granted prior approval by his or her Dissertation Supervisor and the JSD Committee.

### ***Appointing a Dissertation Defense Committee***

Once the student has advanced to candidacy a dissertation defense committee shall be appointed. The candidate, with the approval of his or her supervisor, should compile suggestions as to the composition of the dissertation defense committee and send these to the Chair of the JSD Program. The Chair of the JSD Program will then send invitations to the respective members of the defense committee. Once the members have confirmed their ability to participate in the defense committee, a copy of the dissertation will be circulated to them. The JSD candidate's supervisor will be a member of the dissertation defense committee.

### ***Scheduling a Dissertation Defense Date***

The JSD candidate's supervisor should coordinate a defense date with the members of the dissertation defense committee. The JSD Program will defray the cost of attending from out of town incurred by dissertation defense committee members. Typically the dissertation defense takes place in a public forum and lasts about two hours.

After the defense, the dissertation defense committee should send the JSD Committee a detailed report on the dissertation and the defense. This report is to be accompanied by a recommendation regarding whether the candidate should be awarded the degree, required to revise and resubmit their dissertation, or have their dissertation rejected. Upon receipt of this report, the JSD Committee will review the recommendation and make a decision regarding the dissertation defense.

If the JSD Committee decides to award a degree to a JSD candidate who has successfully defended his or her dissertation, the decision will be communicated to the Dean of NYU School of Law as well as to the Department of Academic Services. Upon request the candidate is eligible to be sent a redacted version of his/her Defense Committee Report. The candidate will be eligible to receive his or her degree at the next commencement ceremony. The JSD Committee will fund a celebratory toast for the graduate, their friends and their family on a date to be chosen by the JSD graduate.

### ***The JSD Forum***

The JSD Forum, a central institution of the JSD Program, offers an opportunity for JSD students and candidates to present their work to their peers in a workshop format. Pursuit of the JSD is an intensely individual enterprise, and the Forum enables the participants to reflect critically on their own research and writing, and to form a dynamic academic community which structures a serious forum for intellectual exchange. Participation in the Forum is expected of all JSD students and candidates as it provides further training for the profession. It is hoped that the Forum itself creates an ethos for members of the JSD community to work in smaller groups as well as to give feedback and support to one another as they draft their dissertations.

The JSD Forum typically meets every other week each semester and is moderated by a member of the JSD Committee. Each JSD student and candidate, in consultation with his or her advisor, is encouraged to suggest possible commentators from among the Law School's faculty as well as NYU Fellows and Visiting Scholars. After the recommendations of the student or candidate have been submitted, the Chair of the JSD Committee contacts and formally invites the commentator.

During the Forum, it is customary for student presenters to speak for the first twenty minutes of the session followed by the commentator; after this, the moderator opens the floor to discussion. All first through third year JSD students and candidates, along with Visiting Doctoral Researchers, are required to attend each session.

## **THE JSD PROGRAM: YEAR BY YEAR**

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### **THE FIRST YEAR**

#### ***Coursework***

A foundation in legal theory is the first step in writing a successful dissertation. Students are therefore required to register for two seminars that consider two aspects of legal theory:

- A seminar on evaluative theory, which considers questions that arise in the normative evaluation of legal rules and institutions. The seminar addresses those issues in ethics, political philosophy, and legal philosophy that bear on the evaluation of legal rules and institutions. These issues include an introduction to basic classes of moral theories and to different theories of justice.
- A seminar on explanatory theory considers questions that arise in the explanation of legal rules and institutions. What explains the legal rules and institutions that we observe? What consequences do these rules and institutions have? Those questions will be considered in light of socio-legal theory, anthropology and historical and economical analysis.

**The seminars must be selected from a list of pre-approved courses available at the start of each academic year.**

The legal theories coursework requirement may be waived for those who have taken such courses during the LL.M. at NYU, with permission of the supervisor and the JSD Committee. If a waiver is granted, students may enroll in a course in lieu of the waived course with permission of the supervisor and the JSD Committee. If a student wishes to apply for a waiver, he or she must submit a complete and signed Waiver Request Form available at <http://www.law.nyu.edu/depts/acservices/downloads/index.html>.

#### ***Candidacy Paper and Admission to JSD Candidacy***

To formally be admitted to the JSD candidacy, students must submit a candidacy paper to their Dissertation Supervisor which is presented to the JSD Committee for review. This paper describes the proposed dissertation research, demonstrates the viability of the project as a dissertation, the student's scholarly progress, and ability to complete the doctoral thesis. The topic, scope, structure and content of the paper should be determined in consultation with the Dissertation Supervisor and should testify both to the student's ability as a researcher and to the viability of the research topic chosen. The format of the paper can be a detailed outline or prospectus, a dissertation chapter or an article, depending on what is most appropriate for the project, and provided it is sufficiently indicative of the viability of the project and the student's ability to complete it.

Unless specified otherwise by the Dissertation Supervisor, the length of the candidacy paper should be approximately 15,000-20,000 words, excluding footnotes. The word count must appear on the first page. It should be presented in a proper academic format with regard to references, quotations, footnotes, bibliography, table of contents, etc, and the text must be paginated throughout. The cover should bear the title of the prospectus and the provisional title of the dissertation, the student's name, the name of the supervisor, and the date.

The paper is due no later than June 15 of the student's first year. Ideally, the supervisor reviews an outline or draft of the paper by April 1 of the first year.

The JSD student is to submit the final candidacy paper to his or her dissertation supervisor. The supervisor then reads the candidacy paper and forwards it to the JSD Committee along with a report. The JSD Committee appoints one of its members to review the paper and the supervisor's report. The JSD Committee will then reach a decision as to whether the student will be admitted to formal JSD candidacy, denied admission to candidacy, or permitted up to one semester to revise the candidacy paper and have it reevaluated. If the latter occurs, the student in question – although in residence – will not be eligible for JSD funding during the revision period.

If the decision is negative, an appeal may be examined only on grounds of manifest arbitrariness, on grounds of procedural irregularity, or on grounds relating to nonacademic matters. The candidate may present the appeal to the faculty members of the Executive Committee of the Law School.

## **THE SECOND YEAR**

Once admitted to candidacy, a candidate's experience at the Law School becomes much more individualized as most of his or her time is dedicated to research and writing. This stage generally requires a great amount of discipline and self-directed research. However, we have built in opportunities for candidates to continue to interact and be stimulated by the larger academic community.

### ***Law School Colloquia***

In the second year, students are required to register for one Law School Colloquium. Colloquia—essentially research workshops—permit students to interact with faculty and experts from around the world. Each week, students and faculty meet to discuss recent scholarship by an authority in the field, who will present his or her work to the group. It is an opportunity for students and professors to exchange ideas freely in a rigorous exploration of a legal discipline. In addition, students typically prepare written comments on the text presented, which helps to strengthen their critical analysis skills. Candidates who have completed a colloquium during the course of their NYU LL.M. degree may waive this requirement with permission of their Dissertation Supervisor and the Chair of the JSD Committee. If a student wishes to apply for a waiver, he or she must submit a complete and signed Waiver Request Form prior to registering for courses (form available at <http://www.law.nyu.edu/depts/acservices/downloads/index.html>).

### ***Appointment of Dissertation Committee***

Collaborating with their Dissertation Supervisors, second year JSD students may propose two faculty members from NYU or from another institution in addition to their Dissertation Supervisor, to serve on their Dissertation Committee. Such selection must also be approved by the JSD Committee. Once the recommendations of the student and the Dissertation Supervisor have been finalized, the Chair of the JSD Committee contacts and formally appoints the members of the Dissertation Committee. Committee members who are not on faculty at NYU will receive a symbolic honorarium of \$500.00 USD.

When considering possible committee members, students should keep in mind that committee members are intended to be valuable resources to them as they engage in the process of preparing their dissertation. As



such, it is important for students to target individuals who maintain some interest and competence in their field of study.

## **THE THIRD YEAR**

### ***Oral Dissertation Defense***

It is expected that candidates defend their dissertations orally, *in vivo*, before their Dissertation Committee upon completion of their dissertation. The oral defense can only be scheduled if at least a majority of the Dissertation Committee, after reading the dissertation, believes that it is of sufficient quality to receive the degree. The Chairman of the Dissertation Committee should write a one to two page report recommending the candidate for the oral defense. If the Dissertation Committee is not in agreement on whether the dissertation is of sufficient quality to receive the degree, then the JSD Committee will make a determination.

Candidates must contact the JSD Office to request that the defense be scheduled, and provide the names of the committee members, the date desired for the defense, and the title of the dissertation. It is the candidate's responsibility to ensure that the Dissertation Committee members are available on a given date. The candidate must also submit one electronic copy and two hard copies of the dissertation to the JSD Office; at least one should be unbound so as to facilitate additional copying.

The time of the dissertation defense is publicly announced and members of the faculty, especially those working in fields related to the candidate's work, are encouraged to attend the defense and participate in questioning the candidate.

At the defense, the candidate is expected to make a twenty to thirty minute presentation of the central thesis of his or her dissertation. This shall be followed by two rounds of questioning by the Dissertation Committee. At the discretion of the supervisor, questions might be taken from the public. Thereafter, the candidate and members of the public will withdraw while the committee shall discuss the defense in the interest of composing a recommendation to the JSD Committee.

### ***Awarding of the Degree***

After the oral defense the Dissertation Committee submits a recommendation to the JSD Committee regarding whether to award the degree, reject the dissertation, or require revision and re-submission of the dissertation. The final decision is in the hands of the JSD Committee.

If the JSD Committee decides to award a degree to a JSD candidate who has successfully defended his or her dissertation, the decision will be communicated to the Dean of NYU School of Law as well as to the Department of Academic Services. The candidate will be eligible to receive his or her degree at the next commencement ceremony. The JSD Committee will fund a celebratory toast for the graduate, their friends and their family on a date to be chosen by the JSD graduate.

## **BEYOND THE THIRD YEAR**

The JSD Program is designed to be completed in three years. Because funding is not available after the third year, candidates should plan their time in such a way as to enable completion in three years. However, circumstances may arise that require candidates to continue in the Program after the third year. If this becomes the case, a candidate should notify the JSD Committee in writing no later than **June 15** of the **third year**, and state the reasons for not having completed his or her thesis within three years of enrollment in the program. This request must also include a plan for completion of the degree and a statement of support from the candidate's supervisor. Requests for extensions of enrollment beyond the first three years will be

considered one year at a time only. While those granted extensions are entitled to remain in residency as post-stipendiary candidates, **eligibility for the JSD degree expires after five years.**

## **OTHER ADMINISTRATIVE MATTERS**

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### ***Time to Complete Degree***

JSD students have a maximum of five years in which to complete their degree. Eligibility for the JSD degree terminates after five years.

### ***Residency Requirement***

JSD students and candidates in their first through third years must reside in New York City from September through June. Summer residence (July and August) is not required.

### ***Maintenance of Matriculation***

All students must maintain full-time equivalency during the entire duration of the JSD degree program. Following the completion of all coursework requirements during the first and second year of the JSD program, the JSD Office registers students for “Maintenance of Matriculation,” a registration code which enables candidates to maintain access to University resources through degree completion. Maintenance of Matriculation and fees are covered by the Tuition Scholarship through the fifth year. After the fifth year, candidates are responsible for all tuition and fees, including Maintenance of Matriculation fees.

### ***Leaves of Absence***

**No leaves of absence will be granted during a student or candidate’s time in the program.** Should a personal circumstance arise that could merit such a request, students or candidates can leave the program entirely. If they wish to re-enter, they must reapply thereafter.

In case of childbirth, a candidate is allowed a full year of maternal/paternal leave of absence. This leave will not be counted towards the 5 years completion limit.

### ***Visa Matters***

The Office of Global Services (OGS) requires that international students or candidates provide notification if they will be writing their dissertation in their home country or if they will be in and out of the United States each semester. If the student or candidate will not be in the U.S. for more than five months at a time, OISS must change his or her immigration status to “studying/researching abroad” in the appropriate databases. This will terminate the student or candidate’s status in the U.S. Department of Homeland Security SEVIS database. If the student or candidate returns to the U.S. in order to continue his or her research and writing, he or she will be required to contact the OISS and apply for a new I-20 visa.

### ***Enrollment in non-JSD courses***

JSD students and candidates are permitted to enroll in courses outside of the JSD program and may request permission to audit Law School courses or seminars. However, given that the requirements of the JSD program alone are quite demanding, it is expected that a majority of a JSD student or candidate’s time is spent on program requirements and the research and development of their dissertations. **Loading a schedule with non-JSD courses is strongly discouraged.**

**As noted above, the tuition scholarship does not cover the cost of non-JSD program courses. Students wishing to enroll in additional courses for credit are responsible for the tuition incurred.**

## ACADEMIC LIFE

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JSD students and candidates are an integral part of the Law School community. Thus, all enrolled in the JSD program are invited to participate in many academic and social events that are hosted by the Global Law School Program and its affiliates, such as conferences, workshops, faculty fora, and events designated especially for JSD students, candidates and other NYU Fellows and Scholars.

JSD students and candidates also work as teaching assistants, research assistants, and co-teachers throughout the University. In addition, NYU School of Law encourages JSD students and candidates to present their work at various conferences and academic fora all over the world.

### *JSD Academic Enrichment Sessions*

Several sessions devoted to better familiarizing JSD students and candidates with various scholarly methodologies are organized during the academic year. The goal of these seminars is to expose students and candidates to different methods of crafting scholarly legal arguments, with a view to enriching the quality of their dissertations. Each seminar is led by a faculty member and attended by JSD students, candidates and Visiting Doctoral Researchers. All first through third year JSD students and candidates, along with Visiting Doctoral Researchers, are required to attend each session.

### *ExpressO and Scholastica*

JSD students that wish to submit manuscripts for publication in law reviews may do so through the online services ExpressO and Scholastica. You can submit articles electronically to over 500 law reviews by logging in with your @nyu.edu email account at <http://law.bepress.com/expresso/>

### *Travel and Conferences*

Students are encouraged to submit papers for presentation at conferences and other academic fora. The JSD Office will match funding for travel and other conference related expenses up to \$500.00 USD per academic year for JSD candidates (those who have been admitted into candidacy).

### *Career Services*

NYU School of Law has the most extensive and intensive career counseling and placement program of any law school in the country, designed to provide students with knowledge of, and an opportunity to explore, a wide range of career choices in the United States and around the world.

For JSD candidates who are interested in becoming law professors, the Law School provides the guidance of the Academic Careers Program ("The ACP"). The ACP is designed to help prepare NYU students and graduates for careers in legal academia by providing information, training, and encouragement throughout their time at NYU in general and during the process of entering the academic job market in particular. While the ACP's primary focus is on law teaching positions within the United States, it is pleased to assist students who seek positions in other countries as well.

If you intend to pursue a career in law teaching, your first step should be to access the ACP website, at [its.law.nyu.edu/acp/content](http://its.law.nyu.edu/acp/content), and complete the ACP registration form. The registration form allows the ACP to personalize the support you receive, and to contact you about relevant upcoming events and employment

opportunities. In addition, it serves as a guide to building the credentials that are important to a law school appointments committee.

Once you have registered with ACP, you will be able to review the ACP website. The website provides information regarding the legal academic market, relevant credentials, and the importance of publishing. The website also discusses how to develop a scholarly agenda, refine your writing, and get your articles published. Finally, if you plan to attend the AALS Faculty Recruitment Conference,<sup>1</sup> the website contains information about the registration process, required materials, the conference, and the interview process.

The Academic Careers Program also provides counseling and conducts a number of programs ranging from a basic introduction to the law teaching market to a full day of workshops for each year's law teaching candidates. NYU School of Law is confident no other law school in the United States provides more resources for students interested in becoming law professors.

Our graduates obtain positions in the faculties of the finest law schools worldwide. In many cases, substantive experience in the legal world is essential to a successful entry into the academic world, and NYU School of Law assists students with these opportunities as well. NYU School of Law is pleased to assist JSD students with applying to judicial clerkships. Our graduates have clerked at the United States Supreme Court, the International Court of Justice in The Hague, and other prestigious clerkships across the globe. The availability of clerkship opportunities in the U.S. for international JSD students will depend largely on treaty agreements between the U.S. and the student's home country. The Office of Career Services and the Public Interest Law Center offer individual counseling sessions and also invite JSD students to participate in career panels, job search workshops and practice interview programs.

## **HOUSING & HEALTH INSURANCE**

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### ***Housing***

The Department of Residence Services, comprised of the Office of Residential Life and the Office of Facilities Services, strives to provide an environment which supports each student's studies at the law school through well-maintained facilities, community-enhancing activities, and policies and procedures that are comprehensive, easily understood, and equitable. The Department works to create an atmosphere where learning is fostered, diversity is embraced, and mutual respect for all members of the community is cultivated.

Students are offered the opportunity to live in a community-centered residence in a variety of living arrangements. Most incoming law students who request housing can be accommodated in one of two high-rise and three low-rise buildings. In contrast to most conventional dormitories, housing is apartment style. Most students are housed in a private bedroom in a two or three bedroom apartment. Family housing and one-person accommodations (studios and one-bedroom apartments) are available but limited in quantity.

As long as all payment and application deadlines are met, housing is virtually guaranteed for all entering students. Students are encouraged to apply online for on-campus housing. One may visit their Web site for complete information about housing options at <http://www.law.nyu.edu/depts/housing/index.html>.

### ***Health Insurance***

All students in residency at the University are required to purchase NYU health insurance or obtain a waiver by providing proof of other insurance. Students who continue in the JSD program beyond the third year and are not in residency in the United States are not required to have health insurance.

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<sup>1</sup> The Association of American Law Schools (AALS) facilitates the process by which the vast majority of entry level law professors are hired within the United States. The central event in this process is the yearly AALS Faculty Recruitment Conference, in which law schools interview hundreds of candidates in order to determine who will be invited by for a full day of interviews.

## **JSD PROGRAM GOVERNANCE & STAFF**

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### ***Faculty Director***

The Faculty Director chairs the JSD Committee. The Faculty Director is responsible for overseeing the JSD Forum, assisting students with the identification of dissertation committee members, providing academic advice to all students and candidates in the program, and offering assistance with the academic job search.

### ***The JSD Committee***

The JSD Committee is appointed by the Dean of the Law School to offer admission to applicants to the JSD program, approve the passage of students to JSD candidacy after the first year, consider requests for exceptions to policies, and award the JSD degree.

### ***The JSD Manager***

The JSD Manager is appointed by the Faculty Director and is responsible for the academic and administrative management of the program. He or she may be contacted at [JSDCoordinator@nyu.edu](mailto:JSDCoordinator@nyu.edu).

## **CONTACT US**

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Telephone: (212)992-6165

Web site: <http://www.law.nyu.edu/llmjsd/jsdprogram/index.htm>

Email: [JSDCoordinator@nyu.edu](mailto:JSDCoordinator@nyu.edu).