Welcome to the CUNY School of Law—we wish you a stimulating, challenging, and rewarding year.

This Student Handbook contains the policy, rules, and regulations all students at the Law School are required to observe, as well as information on the wide range of services and activities at the Law School. Current information affecting students is generally conveyed by the Office of Student Affairs through email or via student mailboxes. It is expected that students check these sources of information regularly.

Any requests for modification of, or exemptions from, the provisions of the Handbook should be made in writing to the Office of Student Affairs or other relevant offices identified in this Handbook. We hope this Handbook will serve as a useful guide and resource for your time here at CUNY Law.

RESERVATION OF RIGHTS

This Handbook is intended for the guidance of the students of CUNY School of Law. The Handbook generally sets forth the manner in which the Law School intends to proceed with respect to the matters addressed. The Law School reserves the right to depart from the terms of this Handbook for good cause and without notice. This version of the Student Handbook supersedes all previous editions.

IMPORTANT NOTICE OF POSSIBLE CHANGES

The City University of New York reserves the right, because of changing conditions, to make modifications of any nature in the academic programs and requirements of the University and its constituent colleges without notice. Tuition and fees set forth in this publication (or on this website) are similarly subject to change by the Board of Trustees of the City University of New York. The University regrets any inconvenience this may cause.
STATEMENT OF NON-DISCRIMINATION

The City University of New York School of Law is an Equal Opportunity and Affirmative Action Institution. The School of Law does not discriminate on the basis of race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including pregnancy, childbirth, and related conditions), sexual orientation, gender, gender identity, gender expression, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis in accordance with federal, state and city laws. The City University of New York School of Law is an Equal Opportunity and Affirmative Action Institution. The School of Law does not discriminate on the basis of race, color, national origin, ethnicity, religion, age, sex, sexual orientation, transgender, disability, genetic predisposition or carrier status, alienage or citizenship, veteran or marital status in its student admissions, employment, access to programs, and administration of educational policies.

Patricia Kennedy is the Law School’s Interim Chief Diversity Officer. Her office is located in room 5-115 and her telephone number is (718) 340-4380. Students may appeal the denial of their request for an accommodation or academic adjustment by filing a complaint with Yvette Wilson-Barnes, Associate Dean for Student Affairs.

Patricia Kennedy is the 504/ADA Coordinator. Her office is located in room 5-115 and her telephone number is (718) 340-4380. Professor Raquel Gabriel is the coordinator for Title IX, which prohibits sex discrimination in federally assisted education programs. Her office is located in room 6-107 and her telephone number is (718) 340-4249.

POLICY ON DIVERSITY

The Law School is a public institution, committed to fostering respect for the rich diversity of our community, our city, our state, our nation, and, indeed, the world. To that end, the Law School has adopted the following:

THE FACULTY AND STAFF OF CUNY SCHOOL OF LAW BELIEVE THAT WE HAVE A RESPONSIBILITY TO HELP CREATE A BAR THAT IS MORE DIVERSIFIED, AND MORE REPRESENTATIVE OF THE FULL RANGE OF PEOPLE THAT MAKE UP NEW YORK CITY AND THE UNITED STATES. ACCORDINGLY, WE ACTIVELY SEEK TO RECRUIT, EMPLOY, RETAIN, PROMOTE, AND TRAIN STUDENTS, FACULTY, AND STAFF OF ALL RACES, NATIONAL ORIGINS, CLASSES, AND BELIEF SYSTEMS, WITHOUT REGARD TO SEX OR SEXUAL ORIENTATION, OR TO AGE OR MARITAL OR PARENTAL STATUS. THIS COMMITMENT IS REFLECTED IN ALL THAT WE DO, BEGINNING WITH OUR ADMISSIONS POLICIES: WE LOOK AT THE WHOLE APPLICANT IN ACCORDANCE WITH THE BROAD AND INCLUSIVE CRITERIA APPROVED BY THE BOARD OF TRUSTEES OF THE CITY UNIVERSITY OF NEW YORK.

We are all very serious about abiding by this policy. To that end, we foster an exchange of views and ideas that may often be impassioned, but should never be hostile or disrespectful. We believe this attitude to be critical to the most professional practice of law, as well as to the productive functioning of our Law School.

In the event any member of the community experiences or witnesses behavior that violates this policy, he/she should immediately report the incident to the Office of Student Affairs. There is a procedure in place to handle such violations, and all reports will be investigated so that appropriate action may be taken.

The Law School and the Public Safety Department respect the rights and dignity of every student without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, gender expression, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis in accordance with federal, state and city laws. The Law School abides by the principle of non-discrimination. In terms of gender identification, we provide two gender neutral, single occupancy bathrooms on each floor. Additionally, individuals have the right to use multi-stall bathrooms consistent with their own gender identity. They also have the right to be free from harassment, exclusion, or other bias. Questions about these procedures should be referred to the Committee on Sexual Harassment, Workplace Violence and Campus Security.
TABLE OF CONTENTS

WELCOME.......................................................................................................................... i
RESERVATION OF RIGHTS ................................................................................................. i
IMPORTANT NOTICE OF POSSIBLE CHANGES ............................................................... i
STATEMENT OF NON-DISCRIMINATION ........................................................................ ii
POLICY ON DIVERSITY ...................................................................................................... ii
TABLE OF CONTENTS ...................................................................................................... iii

SECTION I

ACADEMIC REQUIREMENTS ..............................................................................................1

1.1 Full-time Course of Study ............................................................................................. 2
1.2 Part-time Course of Study ............................................................................................. 2
1.3 Auditing ......................................................................................................................... 3
1.4 Clinic Eligibility and Limits .......................................................................................... 3
1.5 Core Doctrine Opt-Out .................................................................................................. 4
1.6 Course Changes ............................................................................................................ 4
1.7 Credit Hours Policy ....................................................................................................... 4
1.8 Credit Load .................................................................................................................... 6
1.9 Failed Courses .............................................................................................................. 6
1.10 Graduate Courses at Other CUNY Institutions ............................................................. 7
1.11 Dual Degree Programs ................................................................................................. 8
1.12 Independent Study/Teaching Assistantships/Law Review ............................................. 8
1.13 Leave of Absence ........................................................................................................ 10
1.14 Registration ............................................................................................................... 12
1.15 Additional Semester .................................................................................................... 12
1.16 Transfer of Credit from Other Law Schools ............................................................... 12
1.17 Transfer of Credit from Non-Law School Courses ...................................................... 13
1.18 International Student Services ................................................................................... 14
1.19 Withdrawals ............................................................................................................... 14
1.20 Medical Withdrawal Policy ................................................................................-------- 14
1.21 CUNY Medical Withdrawal and Re-entry Policy ......................................................... 16

SECTION II

ACADEMIC SUPPORT .......................................................................................................17

2.1 Academic Advising ....................................................................................................... 17
2.2 The Professional Skills Center ..................................................................................... 17

SECTION III

BAR EXAMINATION PROCEDURES AND REQUIREMENTS ............................................19
### SECTION IV

**EXAMS**

| 4.1 | Examination Absences, Conflicts, and Accommodations ........................................ | 23 |
| 4.2 | Exam Numbers on Midterm and Final Examinations ................................................ | 24 |
| 4.3 | Exam Procedures ........................................................................................................ | 24 |
| 4.4 | Laptop Examination Policy ....................................................................................... | 24 |
| 4.5 | Retakes of Final Exams ........................................................................................... | 28 |
| 4.6 | Review of Graded Exams by Students ..................................................................... | 28 |

### SECTION V

**GRADING AND EVALUATIONS**

| 5.1 | Grading System for all Courses .............................................................................. | 29 |
| 5.2 | Academic Standing Policies and Procedures ....................................................... | 29 |
| 5.3 | Special Academic Standing Rules For Grades Earned During the CUNY School of Law Summer Session .................................................. | 32 |
| 5.4 | Course Withdrawals ............................................................................................... | 32 |
| 5.5 | Credit/No Credit Option ....................................................................................... | 33 |
| 5.6 | Evaluation System for Performance in Lawyering Seminars, and Clinics ............... | 33 |
| 5.7 | Grade Appeals and Grade Changes ...................................................................... | 33 |
| 5.8 | Graduation Requirements ....................................................................................... | 34 |
| 5.9 | Incomplete Grades ............................................................................................... | 35 |
| 5.10 | Participation in Commencement Ceremony ............................................................ | 35 |
| 5.11 | Residency for Graduation and Bar Requirements ................................................ | 35 |

### SECTION VI

**PUBLIC SAFETY / SECURITY DEPARTMENT**

<p>| 6.1 | Annual Security Report-Notice of Availability .................................................... | 37 |
| 6.2 | CUNY Alert System ............................................................................................... | 37 |
| 6.3 | Emergency Information ....................................................................................... | 37 |
| 6.4 | Facilities .............................................................................................................. | 40 |
| 6.5 | Firearms Policy .................................................................................................... | 41 |
| 6.6 | First Aid ............................................................................................................... | 41 |
| 6.7 | Guests .................................................................................................................. | 41 |</p>
<table>
<thead>
<tr>
<th>Chapter</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.8</td>
<td>Law School Building - Late Night Policy</td>
<td>41</td>
</tr>
<tr>
<td>6.9</td>
<td>Lockers</td>
<td>41</td>
</tr>
<tr>
<td>6.10</td>
<td>Lost and Found</td>
<td>42</td>
</tr>
<tr>
<td>6.11</td>
<td>Parking Policy</td>
<td>42</td>
</tr>
<tr>
<td>6.12</td>
<td>Snow Emergency Plan</td>
<td>42</td>
</tr>
<tr>
<td>6.13</td>
<td>University Policy on Admission of Sex Offenders</td>
<td>42</td>
</tr>
<tr>
<td>6.14</td>
<td>CUNY Campus and Workplace Violence Prevention Policy</td>
<td>42</td>
</tr>
<tr>
<td>6.15</td>
<td>Domestic Violence and the Workplace</td>
<td>42</td>
</tr>
<tr>
<td>6.16</td>
<td>CUNY Policy on Equal Opportunity and Non-Discrimination</td>
<td>42</td>
</tr>
<tr>
<td>6.17</td>
<td>Complaint Procedures under CUNY’s Policy on Equal Opportunity and Non-Discrimination</td>
<td>43</td>
</tr>
<tr>
<td>6.18</td>
<td>CUNY Policy on Sexual Misconduct</td>
<td>43</td>
</tr>
<tr>
<td>6.19</td>
<td>CUNY Student Sexual Misconduct Complainants’ Bill of Rights</td>
<td>43</td>
</tr>
<tr>
<td>6.20</td>
<td>CUNY Policy and Prohibition of Smoking</td>
<td>43</td>
</tr>
<tr>
<td>6.21</td>
<td>Notice of Access to Campus Crime Statistics, the Campus Security Report, and Information on Registered Sex Offenders</td>
<td>43</td>
</tr>
<tr>
<td>6.22</td>
<td>BOT Resolution Implementing University Policy to Combat Bigotry and Promote Pluralism and Diversity</td>
<td>44</td>
</tr>
<tr>
<td>6.23</td>
<td>Policy on Reporting Alleged Misconduct</td>
<td>45</td>
</tr>
</tbody>
</table>

**SECTION VII**

**STUDENT CONDUCT** .................................................................46

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.1</td>
<td>CUNY Policy on Academic Integrity</td>
<td>46</td>
</tr>
<tr>
<td>7.2</td>
<td>Alcohol Policy at CUNY School of Law</td>
<td>46</td>
</tr>
<tr>
<td>7.3</td>
<td>Drugs, Alcohol, and Tobacco Use</td>
<td>47</td>
</tr>
<tr>
<td>7.4</td>
<td>CUNY Policy on Drugs and Alcohol</td>
<td>47</td>
</tr>
<tr>
<td>7.5</td>
<td>CUNY Drug/Alcohol Use Amnesty Policy</td>
<td>47</td>
</tr>
<tr>
<td>7.6</td>
<td>Counseling Services available at CUNY School of Law</td>
<td>47</td>
</tr>
<tr>
<td>7.7</td>
<td>CUNY Rules of Conduct</td>
<td>48</td>
</tr>
<tr>
<td>7.8</td>
<td>Student Disciplinary Policy and Procedures</td>
<td>48</td>
</tr>
<tr>
<td>7.9</td>
<td>CUNY By-Laws Article XV</td>
<td>48</td>
</tr>
<tr>
<td>7.10</td>
<td>Procedures for Handling Student Complaints about Faculty</td>
<td>48</td>
</tr>
<tr>
<td>7.11</td>
<td>Conduct in Academic Settings</td>
<td>48</td>
</tr>
<tr>
<td>7.12</td>
<td>CUNY Policy on Student Complaints Regarding ABA Compliance (Standard 510)</td>
<td>48</td>
</tr>
<tr>
<td>7.13</td>
<td>Gifts to Faculty and Staff</td>
<td>48</td>
</tr>
<tr>
<td>7.14</td>
<td>Recording Device Policy</td>
<td>49</td>
</tr>
</tbody>
</table>

**SECTION VIII**

**STUDENT ORGANIZATIONS** ..........................................................50

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.1</td>
<td>CUNY School of Law Student Government Constitution</td>
<td>50</td>
</tr>
<tr>
<td>8.2</td>
<td>CUNY School of Law Foundation</td>
<td>62</td>
</tr>
</tbody>
</table>
8.3 Travel by Students as Part of Coursework or as Part of an Authorized Student Organization Activity.................................................................62

SECTION IX

STUDENT RECORDS .................................................................................................................63

9.1 Access to Student Records ...............................................................................................63
9.2 CUNY Policy on the Submission of Fraudulent Documents and on the Omission of Information in Support of an Application .................................................................63
9.3 CUNY Procedures for Public Access to Public Records under the FOIL .......................63
9.4 Freedom of Information Law FOIL Notice .........................................................................63
9.5 Maintenance of Records ................................................................................................64
9.6 Notification under FERPA of Students’ Rights Concerning Education Records and Directory Information ..........................................................64
9.7 Notification of Student Immunization Requirements .........................................................64
9.8 Transcripts ..........................................................................................................................64

SECTION X

STUDENT SERVICES ..................................................................................................................65

10.1 Book Distribution ...........................................................................................................65
10.2 Career Planning Office ..................................................................................................67
10.3 Counseling ......................................................................................................................67
10.4 Disabilities Services for Students ..................................................................................67
10.5 CUNY Procedures for Implementing Reasonable Accommodation and Academic Adjustments ..........................................................................................70
10.6 Financial Aid ..................................................................................................................70
10.7 Health Insurance ............................................................................................................72
10.8 Health Services ..............................................................................................................72
10.9 Housing ..........................................................................................................................72
10.10 Information Technology ..............................................................................................72
10.11 Lactation Room ............................................................................................................73
10.12 Library ...........................................................................................................................73
10.13 Mail Delivery ...............................................................................................................73
10.14 Materials Management ...............................................................................................74
10.15 Religious Accommodations .........................................................................................74
10.16 Voter Registration Assistance ......................................................................................74

SECTION XI

TUITION ......................................................................................................................................75

11.1 Delinquent Accounts .....................................................................................................76
11.2 Nonpayment of Tuition and CUNY Policy of Withholding Student Records ..........76
11.3 Payments ........................................................................................................76
11.4 Payment Plan ..................................................................................................76
11.5 Resident and Non-Resident Tuition Determinations ........................................76
11.6 Tuition Refund ................................................................................................77
11.7 Return of Unearned Military Tuition Assistance Funds Policies and Procedures ..78
11.8 Tuition Refunds for Students who have been Dismissed .................................79
11.9 Work Beyond Six Semesters ..........................................................................79

SECTION XII
GOVERNING BODIES and BY-LAWS ......................................................................81

12.1 Law School Governance Plan .........................................................................81
12.2 CUNY Law School Association By-Laws ..........................................................81

SECTION XIII
FORMS .....................................................................................................................84

13.1 Faculty Report Form for Suspected and/or Adjudicated Incidents of
Academic Dishonesty ...............................................................................................84
13.2 Directory Information Non-Disclosure Form .....................................................85
13.3 NY FOIL Appeal Form ......................................................................................85
13.4 CUNY Charge of Discrimination Form .............................................................86
13.5 CUNY Residency Form .....................................................................................86
13.6 CUNY Misconduct Complaint Form ..................................................................86
Section I—Academic Requirements

The Academic Affairs Office oversees the Law School’s academic program and implements academic policy. We work with students to develop individualized programs, within the constraints of our curricular and academic policies, that will maximize each student’s professional development and goals. Academic counseling is available at any point during the year.

To schedule an appointment or to check on the status of an academic matter, please call (718) 340-4370. You may use email as appropriate to ask a specific question, to seek advice, or to provide information that would enable us to be better prepared for meeting with you.

The Law School’s academic program retains the strengths of traditional legal education while making significant innovations. Our central purpose is to create an educational program that honors students’ aspirations toward a legal career built on a commitment to justice, fairness, and equality. These principles form the basis of the Law School’s motto, “Law in the Service of Human Needs.”

The faculty has designed a curriculum responsive to these concerns. While our curriculum includes the core doctrine taught at law schools around the country, it is different in two significant respects. First, it pays far greater attention to theory and to practice, integrating them into the substantive courses. Second, the method and content of our courses are designed to train lawyers who aspire to serve the public interest through a practice in public service, in public interest firms, or in community-based law offices and advocacy centers.

To earn the Juris Doctor degree from the CUNY School of Law a student must pass all required courses, earn 86 credits, be in good academic standing, and comply with the attendance, residency, and other requirements described in this Handbook.

The Law School’s pedagogical philosophy derives from these premises:

• the development of professional skills, ethics, and habits requires opportunities for guided experiential learning that create opportunities for students to be in role as lawyer and the opportunity to do the work of a lawyer in supervised clinical or meaningful externship setting;

• the development of strong active learning and critical thinking skills involves a multi-dimensional cognitive process;

• identifying, developing, and using conceptual frameworks and theory as integral to learning the law and good lawyering;

• teachers should make conscious choices about goals, teaching methods, and evaluations that are designed to maximize opportunities for learning and to provide a fair assessment of a student’s progress towards mastery of the skills, understanding, and knowledge necessary for competent legal practice; and

• academic support and opportunities for individual assistance should be available to complement classroom and peer-learning opportunities.
1.1. **FULL-TIME COURSE OF STUDY**

**FIRST YEAR**
- Civil Procedure: 3 credits
- Contracts (Law and the Market Economy I and II): 6 credits
- Criminal Law: 3 credits
- Law and Family Relations: 2 credits
- Lawyering Seminars I and II: 8 credits
- Legal Research: 2 credits
- Liberty, Equality, and Due Process: 3 credits
- Torts: 3 credits

**SECOND YEAR**
- Constitutional Structures: 3 credits
- Evidence: 4 credits
- Property: 4 credits
- Public Institutions (Administrative Law): 3 credits
- Lawyering Seminar III: 4 credits
- Elective Courses: 10-12 credits

**SECOND OR THIRD YEAR**
- Professional Responsibility: 2 credits

**THIRD YEAR**
- Clinic: 12-16 credits
- Elective Courses: 9-12 credits
- Core Doctrine/Applied Legal Analysis (ALA): 5 credits

1.2 **PART-TIME COURSE OF STUDY**

**FIRST YEAR (including first summer)**
- Civil Procedure: 4 credits
- Contracts (Law and the Market Economy): 4 credits
- Criminal Law: 3 credits
- Lawyering Seminars I and II: 8 credits
- Legal Research (summer): 2 credits
- Liberty, Equality, and Due Process: 3 credits
- Torts (summer): 4 credits

**UPPER LEVEL**
- Law and Family Relations: 2 credits
- Constitutional Structures: 3 credits
- Evidence: 4 credits
- Property: 4 credits
- Public Institutions (Administrative Law): 3 credits
- Professional Responsibility: 2 credits
- Lawyering Seminar III: 4 credits

**THIRD YEAR OR FOURTH YEARS**
- Clinic: 10 credits
- Elective Courses: 8-19 credits

**FOURTH YEAR**
- Core Doctrine/Applied Legal Analysis: 5 credits
- Elective Courses: 13-19 credits
Professional Responsibility is a required course for all students entering in the Fall 2015 semester or later. Professional Responsibility is also a requirement for sitting for the New York Bar Exam.

Core Doctrine is a required course for all students. Students with a cumulative GPA of 3.3 or higher by the end of their fifth semester (or the seventh semester for part-time students) may opt out of this requirement and take a sufficient number of additional elective credits to satisfy graduation requirements. CUNY School of Law does not round GPAs up or down for the purpose of this opt-out. Thus, a student with a GPA of 3.299 at the end of their fifth semester will be required to take Core Doctrine, while a student with a 3.30 GPA will not.

All students must take at least four courses that the Academic Dean deems “Bar Elective” courses. Students with a cumulative GPA of 3.3 or higher at the end of their third semester (fourth semester for part-time students) may opt out of this requirement. Currently, the following courses are considered bar electives: Advanced Evidence, Applied Legal Analysis (if taken in conjunction with Core Doctrine), Business Associations, Criminal Procedure I, Criminal Procedure II, Domestic Relations Law, Federal Courts, First Amendment, New York Practice, Professional Responsibility (for students matriculating before Fall 2015), Real Estate Transactions, UCC Survey, and Wills and Trusts. CUNY School of Law does not round GPAs up or down for the purpose of this opt-out. Thus, a student with a GPA of 3.299 at the end of their third semester will be required to take four bar electives, while a student with a 3.30 GPA will not.

Third-year, full-time students and third- or fourth-year, part-time students must participate in our clinical program. The choice of which Clinic and elective courses will be offered is determined each year, and the Law School expressly reserves the right to change or modify these offerings for future years. The following Clinics will be offered in the 2020-2021 school year:

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<thead>
<tr>
<th>Practice Clinics</th>
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</tr>
</thead>
<tbody>
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<td>Equality and Justice</td>
<td>One semester</td>
<td>12 credits</td>
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<tr>
<td>Health</td>
<td>One semester</td>
<td>12 credits</td>
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<tr>
<td>Family Law</td>
<td>One semester</td>
<td>12 credits</td>
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</tbody>
</table>

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<thead>
<tr>
<th>Clinics</th>
<th>One semester</th>
<th>12 credits</th>
</tr>
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<tbody>
<tr>
<td>Community Economic Development</td>
<td>One semester</td>
<td>12 credits</td>
</tr>
<tr>
<td>Criminal Defenders</td>
<td>One semester</td>
<td>12 credits</td>
</tr>
<tr>
<td>Human Rights and Gender Justice</td>
<td>Two semesters</td>
<td>8 credits/semester</td>
</tr>
<tr>
<td>Immigration and Non-Citizens’ Rights</td>
<td>Two semesters</td>
<td>8 credits/semester</td>
</tr>
<tr>
<td>Mediation</td>
<td>One semester</td>
<td>12 credits</td>
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**1.3 AUDITING**

To audit a course, a student must complete an Audit Request Form. Permission from the faculty member who is teaching the course is required. A student’s performance will not be graded or evaluated in an audited course. The grade of “AUD,” which carries no credit, will be assigned to the course.

A student must formally register for the course in the same manner as any other course and pay the applicable tuition and fees. The last day to add a course is also the last day for an audited course to be added to your schedule.

**1.4 CLINIC ELIGIBILITY AND LIMITS**

A student may take a Clinic or Practice Clinic only if they are in good academic standing (not on probation), have passed a minimum of 45 credits, including all first year required courses, all required lawyering seminars, and Constitutional Structures and Evidence. In addition to the above requirements, some Clinics or Practice Clinics may have additional individual pre- or co-requisite course requirements, which must also be met. Students seeking to graduate in three years are expected to take Property and Public Institutions during their second year. A student who has registered for a Clinic, but does not meet these criteria by the first day of the semester in which s/he is scheduled to take the Clinic, will not be able to enroll in that Clinic. A full-time student on probation in the fifth semester, as a result of fourth semester grades, will be required to remain in law school for an extra semester because you will not be able to meet the Clinic requirement in the spring semester. Similarly, a part-time student who has not yet taken a Clinic and who is on probation in
the seventh semester, as a result of sixth semester grades, will likely be required to remain in law school for an extra semester because you will not be able to meet the Clinic requirement in the spring semester.

1.5 **CORE DOCTRINE OPT-OUT**

Core Doctrine, taken in combination with Applied Legal Analysis (ALA), is a required course for all students. Students with a cumulative GPA of 3.3 or higher by the end of their fifth semester (for full-time students), or seventh semester (for part-time students), may opt-out of this requirement and take a sufficient number of additional elective credits to satisfy graduation requirements. CUNY School of Law does not round GPAs up or down for the purpose of this opt-out. Thus, a student with a GPA of 3.299 at the end of their fifth semester will be required to take Core Doctrine, while a student with a 3.30 GPA will not. While generally, the Core Doctrine/ALA class combination will be taken for 6 credits, under exceptional circumstances, a student will be permitted to take the class for 5 credits. See the most recent course description packet for additional information.

1.6 **COURSE CHANGES**

Students may add, drop, or substitute courses, after they have registered. During the fall and spring semesters, the last day to add a course is the 7th day of classes. The end of the drop period is the 21st day of the semester. (For financial aid purposes, as of the 8th day of the fall and spring semesters up until the 21st day, when you drop a course, a grade of “WD” will be displayed by the course in the CUNYfirst Student Center. Neither the dropped course nor the WD grade will appear on your transcript.) Clinical courses may only be changed with the written permission of the Clinic Director or the Associate Dean for Academic Affairs.

According to University regulations, students are required to pay a fee of $18.00 each time they change their program on or after the first day of classes (except for those students only dropping courses or as a result of Law School-initiated changes). The $18.00 charge covers one or more changes effectuated at the same time.

1.7 **CREDIT HOURS POLICY**

The Law School sets forth the following policy for awarding credit hours. It distinguishes the following types of classes:

- **Traditional doctrinal classes that are graded, in part, by a final exam.** For these classes, the final exam “counts” as a class meeting for the purpose of calculating the required fifteen-week period of “classroom or direct faculty instruction” and out-of-class student work and the amount of “classroom or direct faculty instruction,” and out-of-class student work can be based on a period of 14 weeks plus a final exam.

- **Lawyering Seminars, other Seminars, Legal Research classes, and Clinics, which are not graded by a final exam.** Since these classes do not have a final exam, the calculation of the total hours of classroom or direct faculty instruction and out-of-class student work must be based on a fifteen-week period.

- **Independent Studies, Moot Court, Law Review, and other co-curricular, credit-bearing activities, which do not have regularly scheduled classroom meetings.**

The Law School’s policy follows the ABA’s explanation that 42.5 total hours per credit is required. For all classes that have regularly scheduled class meetings, the Academic Affairs office will schedule classes in a way that allots sufficient classroom time to satisfy the Standard’s requirement for “classroom or direct faculty instruction.” Faculty members should plan assignments to reflect their best judgment about the approximate time students will spend in out-of-class student work required to complete the learning objectives for the class. The combined total of “classroom or direct faculty instruction” and “out-of-class student work” should approximate the required amount of time for a course’s allocated credits.

Faculty members should enumerate in their syllabi the expected amount of time students will spend in out-of-class work. This time will vary depending on the type of course and the particular assignment. Out-of-class time includes required readings and other assignments, such as completion of hypothetical problems, preparation for group presentations and other group work, simulations, and client-related work.

When creating class assignments, faculty should estimate the amount of time students are expected to spend on particular assignments based on factors such as the following:
• level of class (1L, 2L, 3L, 4L)
• complexity of material (case law, social science, case materials, commentary, etc.)
• supplemental course requirements (hypotheticals, problem sets, group projects, presentations)
• complexity of assignment
• level of faculty or other professional supervision and degree of collaboration or group work with other students, clients, or community partners.

Faculty may require students to maintain time logs or other mechanisms for all or some assignments to evaluate the number of hours students have spent on out-of-class work.

For classes incorporating asynchronous learning (e.g., “flipped classrooms” and other “hybrid” approaches), time spent engaged in faculty-designed and supervised, out-of-class learning activities (such as watching videotaped lectures; engaging in prepared exercises, problems, and role plays), as well as time spent in an asynchronous exchange with a faculty member giving feedback on student work, or other faculty-designed online activities that promote exchange of ideas between students and faculty, are also considered “classroom or direct faculty instruction” for purposes of calculating the total amount of time associated with awarding credits. For these classes, the amount of time scheduled in the physical classroom may be adjusted accordingly.

When determining the amount of combined in-class and out-of-class work per credit for their classes, faculty may find the following examples helpful:

• **Doctrinal courses (graded, in part, by a final exam):** The combined classroom or direct faculty instruction and out-of-class student work includes time spent preparing reading assignments, hypotheticals and any other class presentations or group work, and in preparing for and taking a final exam.

  For example, for a 3-credit criminal law class that is graded, in part, by a final exam, the class would require a total of approximately 127.5 hours.

• **Lawyering Seminars (not graded by a final exam):** The combined classroom or direct faculty instruction and out-of-class student work include time spent preparing reading assignments, completing writing projects, working with other students to prepare group projects, and preparing for simulations.

  For example, for a 4-credit lawyering seminar course that is not graded, in part, by a final exam, the class would require a total of approximately 170 hours.

• **Clinics (in-house and practice clinics and Pro Bono Scholars) and other simulation courses (not graded by final exam):** The combined classroom or direct faculty instruction and out-of-class student work include time spent performing field placement or clinic work, preparing reading or other class assignments, working with other students to prepare group projects, and preparing for simulations.

  For example, for an 8-credit clinic that is not graded, in part, by a final exam, the class would require a total of approximately 340 hours.

• **Legal Research course (not graded by a final exam):** The combined classroom or direct faculty instruction and out-of-class student work includes time spent preparing reading and research assignments and other class projects.

  For example, for a 2-credit legal research class that is not graded in part by a final exam the class would require a total of approximately 85 hours.

• **Seminar course (not graded by a final exam):** The combined classroom or direct faculty instruction and out-of-class student work include time spent preparing reading assignments, preparing class presentations or other projects, and in writing the required paper(s) and associated drafts.

  For example, for a 3-credit seminar class that is not graded, in part, by a final exam, the class would require a total of approximately 127.5.
**Independent Studies and co-curricular classes, e.g., moot court or law review (not graded by a final exam):** The combined classroom or direct faculty instruction and out-of-class student work include time spent engaged in legal research, editing, drafting, and in other project-related work.

For example, for a 2-credit independent study, the course would require a total of approximately 85 hours.

**Publication of the policy:**

This policy shall be published in the student handbook (both paper and on-line versions) and in the course planning handout distributed to students each semester. Faculty members shall incorporate a statement of their expectation of the amount of student out-of-class work into their syllabus for each course.

**Ensuring adherence to the policy:**

The Law School ensures adherence to this policy through the following procedures:

- The policy is incorporated into its curriculum review and assessment program, the course approval process, and the ongoing review by the Academic Dean’s office of the school’s academic program.

- Proposals for new courses (including Topics in Law (TIL) courses) must include a justification for the number of credits to be awarded, taking into account the projected time that will be spent in classroom or direct faculty instruction and time spent in out-of-class work.

- The Academic Affairs office periodically reviews course descriptions and syllabi to ensure that the amount of work assigned complies with the school’s policy for the amount of work required per credit. The Academic Affairs office also periodically reviews supporting materials, such as student time logs, where appropriate, to ensure that they are being submitted and reviewed by faculty and that they are consistent with the policy.

- The Academic Dean will review course evaluations to identify student concerns about workload inconsistency with allotted course requirements.

*Approved by faculty vote 11/4/16*

**1.8 CREDIT LOAD**

A full-time student may not enroll for more than 16 or fewer than 12 credit hours in any semester without the permission of the Associate Dean of Academic Affairs. A part-time student may not enroll in fewer than 9 credit hours or more than 11 credit hours in any semester without the permission of the Associate Dean of Academic Affairs. No student may enroll in more than 6 credits in a summer session.

Pursuant to ABA rules, no student will be permitted to register for more than 17 credits in any semester.

No student with a pending grade of Incomplete will be permitted to register for more than 16 credits for any subsequent semester.

Applications for waivers of these rules, which are consistent with the ABA rules, New York Court of Appeals rules, and other regulatory requirements, may be made to the Academic Standing Committee. Students are urged to make such applications early; the timing of Academic Standing Committee meetings over the summer and between semesters may make it impossible for the Committee to consider the request before the end of the registration period.

**1.9 FAILED COURSES**

a. Pursuant to New York State law, the grade earned each time a course is taken will appear on the transcript, including the grade of F. If a failing grade is received in any course, the student will not receive any credit hours for that course. If the student is a first-year, first-semester student, the grade of “No Cr.” (no credit) will be recorded on the student’s official transcript. For all other students, an “F” will be entered on the student’s official transcript. The grade awarded each time the course is taken will count toward computation of the student’s GPA.
b. If a student fails a required course, he/she must repeat the class until he/she has passed. The student is expected to repeat the course when it is next offered. If the failed required course conflicts with another required course, the student must meet with the Associate Dean of Academic Affairs who will determine which required course is the most appropriate course for the student to take in a particular semester. A student must pass all required classes in order to graduate.

c. A student who is in good standing and has passed all required courses must earn 86 credits in order to be eligible for graduation.

1.10 GRADUATE COURSES AT OTHER CUNY INSTITUTIONS

CUNY students matriculated in one institution of the University may take courses at other CUNY institutions, if the credits will be accepted towards degree requirements. In order to take a class on e-permit, the student must have at least a 3.0 cumulative grade point average. If you would like to take a graduate course at another CUNY institution, you will need the approval of the Academic Dean and then you will need to file an ePermit request in your CUNYfirst Student Center. Click here for the CUNY permit approval form to submit to Academic Affairs.

Students who obtain an ePermit to study at another CUNY institution pay tuition and fees to their home school.

How to Apply for a CUNY ePermit:

1) You apply for an ePermit through your CUNYfirst Student Service Center.

   **Step 1:** Navigate to the Student Self Service Student Center

   **Step 2:** Go to “Other Academic” and select the “ePermit” option on the drop down menu

   **Step 3:** Select the term for which you want to apply for an ePermit, select the “Add ePermit” radio button, and then hit the “Continue” button to proceed.

   **Step 4:** You will be taken to the “Browse Course Catalog” page where you will choose a school from the drop down menu and browse for the particular graduate course for which you are seeking to enroll.

   **Step 5:** After you’ve selected the course, click on the “ePermit form” button to continue.

   **Step 6:** Review the information, ensure that you’ve selected the correct term, enter any comments you might like to include, and then click the “submit” button. Your ePermit request has been initiated.

Once submitted, the status of your ePermit request can be checked by returning to your Student Center and choosing the ePermit option on the “Other Academic” drop-down menu.

If your ePermit is approved, the status in your Student Center will be “Approved.” An auto-generated email will be sent to the Law School’s Registration Office and to each potential host school.

2) **Please note:** Applying for a permit doesn’t register you. If the ePermit is approved by both your home institution and the host institution, you will need to obtain registration instructions from the host college.

   **Cancelling an ePermit:** You must cancel the ePermit application online if the course you wish to take is closed or if you no longer want to enroll in the course prior to the start of the term.

   **Cancelling an ePermit Request or Course:** It is the student’s responsibility to cancel the course registration at both the home and host schools as well as the ePermit request. The student must do this prior to the start of the term, in order to avoid a tuition liability.

The Law School’s academic calendar differs from the University-wide academic calendar, so be sure to obtain the host school’s academic calendar.
1.11 **DUAL DEGREE PROGRAMS**

CUNY School of Law offers three dual degree programs: JD/MPA in Law and Public Accountability, with the John Jay College of Criminal Justice; JD/MA in Forensic Psychology, with the John Jay College of Criminal Justice; and JD/MIA with City College’s Colin Powell School for Civic and Global Leadership. Each of the Master’s programs has slightly different requirements, but each dual degree program allows a student to earn the two degrees in less time than it would take to complete each separately, because the programs have agreed to recognize some of the classes from the other program toward its degree. For information about the dual degree programs, contact Academic Affairs at 718-340-4340 or academicdeanoffice@law.cuny.edu.

1.12 **INDEPENDENT STUDY/TEACHING ASSISTANTSHIPS/LAW REVIEW**

**Independent Study**

To meet the credit requirements for graduation a student, with the permission of the Academic Dean, may take up to 3 credit-hours of independent, faculty-supervised study. (A student may take fewer than 3 credit hours of Independent Study at a time and may do so more than once, as long as the total number of Independent Study credit hours during the student’s tenure at the Law School is not more than 3 or meets the requirements outlined below.) A student may also register for more than 3 credits of Independent Study, if the credits are not used to meet the credit requirements for graduation.

In exceptional circumstances, the student may, with the permission of the Academic Dean, register for up to 3 additional hours of Independent Study credits to meet the credit requirements for graduation. Exceptional circumstances exist when the student has made satisfactory progress in the curriculum, taking advantage of the recommended elective course offerings, and when additional Independent Study credits will enhance the student’s education.

A judicial clerkship, internship, or a law office clerkship does not satisfy the requirements of an Independent Study. However, these experiences may form the basis of further research for an independent project. This research and writing must be done under direct faculty supervision in order to gain Independent Study credit. Generally, adjunct professors may not serve as supervisors for Independent Student Credit. However, exceptions to this policy may be permitted at the discretion of Academic Affairs upon the showing of exceptional circumstances. In April 2017, the faculty adopted the following policy regarding Independent Study credits for internship placements:

**A. Course-Linked Placements – 1 credit**

**Duration of placement:** 7-8 weeks

**Time in placement:** 7-8 hours a week either in one full day or two half days with option for student to complete some work off site, if permitted by placement supervisor; student should complete a total of approximately 42.5 hours of combined faculty-directed and independent work related to their placement project.

**Faculty Responsibilities:**
- Initial faculty contact with placement supervisor; guidelines provided
- Initial faculty meeting with students (in a group) to discuss professionalism and deal with supervisor issues, with an assigned reading, if available
- One faculty check-in with individual students after 3rd week
- One mid-semester faculty meeting with students in one or more small groups to discuss placement issues (modified Rounds)
- One telephone or email contact between faculty and each placement supervisor during the last third of the semester

**Supervisory Responsibilities:**
- A telephone or email contact between faculty and each placement supervisor at the beginning and during the last third of the semester
- Supervisor assessment form to be completed by end of semester

**Writing Requirements:**
- The student must produce placement-related written work product (research, memo), which could include notes or summaries of
meetings, depositions, client interviews, etc. The work product should involve some significant engagement with issues of law or fact, and should be approximately 10 pages in length.

- The student may be asked to complete additional writing requirements, including:
  
  a) weekly journal entry (a paragraph or two documenting what student did each week) with longer reflection (e.g., 4-6 pages) at the end of the semester in response to several prompts, including reflection on course/placement interface, what each contributed to the other in terms of student learning, habits of work and mind needed to succeed at the placement, identifying a lawyering lesson learned, OR

  b) 3 short (e.g., 1-2 pages) reflection essays in response to a specific prompt and longer reflection (e.g., 4-6 pages) at end of semester in response to several prompts, as in (a) above

B. **Independent Study: Placement-Linked Practicum – 1-3 credits**

**Duration of placement:** 11-12 weeks during fall and spring semesters (or 8-10 weeks during summer session).

**Time in placement:** 7-8 hours a week either in one full day or two half days with option for student to complete some work off-site, if permitted by placement supervisor. The student should complete a total of approximately 42.5 hours of combined faculty-directed and independent work per credit related to the Independent Study project.

**Faculty Responsibilities:**

- Initial faculty contact with placement supervisor; guidelines provided
- Initial faculty meeting with student(s) (in a group if more than one) to discuss professionalism and dealing with supervisor issues, with an assigned reading, if available
- Two faculty check-ins with individual students, for example, one after 3rd week and one after 7th week, as needed
- One telephone or email contact between faculty and each placement supervisor during the last third of the semester to discuss student performance
- Review an outline, initial and final draft of writing product and provide significant feedback to student on the outline and draft
- Faculty would ordinarily not supervise more than 2 students per semester but are free to supervise more than two independent studies in a semester.

**Supervisory Responsibilities:**

- A telephone or email contact between faculty and each placement supervisor at the beginning and during the last third of the semester
- Supervisor assessment form to be completed by end of semester

**Writing Requirements:**

- The student must produce a placement-related written work product (research, memo) that could include notes or summaries of meetings, depositions, client interviews, etc. The work product should involve some significant engagement with issues of law or fact, and should be approximately 10 pages in length.
- The student may be asked to complete additional writing requirements, such as:
  
  a) weekly short journal entry (a paragraph or two documenting what student did each week) with longer reflection (e.g., 4-5 pages) at the end of the semester in response to several prompts, including reflection on how placement enhanced student’s substantive legal knowledge, habits of work and mind needed to succeed at the placements, identifying a lawyering lesson learned, OR

  b) 6 short (e.g., 1-2 pages) reflection essays in response to a specific prompt and longer reflection (e.g., 4-5 pages) at end of semester in response to several prompts. As there is no linked course, reflections should reference related readings.

**Reading Requirement:**

- Reading assignments to complement the placement, to be discussed in written reflections
* Three credits normally would be offered in the summer rather than during the academic year.

C. Independent Study: Directed Research or Other Faculty-Supervised Work - 1-3 credits*

- Student writes up specific goals of IS and explains how it will contribute to professional development and fill a gap in the student’s knowledge of the law (up to a page) before permission is granted
- Student and faculty supervisor set schedule for bi-weekly check-ins
- Particular student requirements may vary depending on the project
- For research papers, student work would ordinarily include an outline, a draft, and a final product incorporating feedback
- Student should complete a total of approximately 42.5 hours of combined faculty-directed and independent work per credit related to the independent study project
- Faculty would ordinarily not supervise more than 2 students per semester but are free to supervise more than two independent studies in a semester.

* Three credits normally would be offered in the summer rather than during the academic year.

Procedure for Registration for Independent Study:

1. Student obtains a form from the Registrar’s Office.
2. Student identifies faculty member willing to supervise the student’s work.
3. The student and teacher fill out the sections on the form entitled “Description of the Project” and “Credit-Hours.”
4. The student obtains the signature of the Academic Dean.

**Note:** Students must complete the registration process for this course during the regular registration and add/drop periods for the semester during which they hope to obtain credit for the course.

Teaching Assistantships and Law Review

For requirements and specifications on teaching assistantships and law review, check the current semester course booklet. Teaching Assistantships are available for required courses and the Summer Law Institute only.

1.13 LEAVE OF ABSENCE

Students may request a leave of absence under two circumstances:

1. A student has completed the first year but needs to take time off from school for a semester or more; or
2. A student who is currently enrolled wishes to withdraw from all courses subsequent to the third week and on or before the withdrawal deadline.

Such requests must be submitted, in writing, to the Associate Dean for Academic Affairs. A student will not be regarded as having been granted a leave of absence unless her/his written request is approved, in writing, by the Associate Dean for Academic Affairs. A leave of absence may be granted for up to one year. If a student is unable to return within that period, the student must request an extension of the leave of absence in writing.

Students who withdraw during their first semester of law school are not eligible for a leave of absence. If the circumstances surrounding their decision to leave and the details of the application would have made them eligible for an admission deferment, such students may be eligible for re-admission in the following or a later semester. In these cases, students must make a written request seeking re-admission. These students will be notified, in writing, of the requirements for re-admission consideration. If the student meets these requirements, re-admission decisions in these cases will be made jointly by the Dean of Admissions and the Associate Dean for Academic Affairs. The student will be notified, in writing, of the outcome of this process and, if re-admission is granted, of the terms
and conditions of re-admission. If re-admission is not granted through this process, the student is free to re-apply to the Law School for admission through the regular admissions process.

If a student officially withdraws during the course of a semester, grades of Withdrawal (W) appear on the transcript for courses in which the student was enrolled. A student who is granted a leave of absence and wishes to return to the Law School must submit a Re-entry Application to the Office of Registration and Student Records Management, along with a $20 re-entry fee and a $100 seat deposit, no later than 90 days prior to the start of the semester for which they are re-entering. Students should make an appointment to meet with the Associate Dean for Academic Affairs before re-entering.

Transcripts will indicate any semesters for which a student was granted a leave of absence.

**Inactive Status**

Continuing students who have not registered by the end of the first week of the semester will be automatically withdrawn from the Law School and will be deemed “inactive.” Students who fail to register for one semester, or seek re-entry following Academic Dismissal, must be approved for re-admission by the Associate Dean for Academic Affairs and the Academic Standing Committee, where applicable. (Also see “Leave of Absence.”) Application for re-entry must be filed with the Office of Registration and Student Records Management 60 days prior to the first day of classes.

**Pregnancy Policy**

CUNY School of Law does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student’s doctor, and students will be given the opportunity to make up missed work. Students needing assistance can seek accommodations from the Office of Student Affairs (contact Patricia Kennedy, room 5-115, tel. 718-340-4380) or the Title IX Coordinator (contact Raquel Gabriel, room 6-107, tel. 718-340-4249).

Students are strongly advised to consult the Office of Academic Affairs at (718) 340-4370, to assess the effect of any leave on academic attendance requirements provided in Standard 304 of the ABA Standards and Rules of Procedure for Approval of Law Schools and Section 520.3 of the New York Court of Appeals Rules on Law Study.

**Students in the Military**

The following policies apply to students who leave CUNY to fulfill military obligations:

I. **Students called up to the reserves or drafted before the end of the semester.**

   A. **Grades.** In order to obtain a grade, a student must attend 13 weeks (5 weeks for summer session).

   B. **Refunds.** A student called up to the reserves or drafted who does not attend for a sufficient time to qualify for a grade is entitled to a 100% refund of tuition and all other fees, except application fees.

II. **Students who volunteer (enlist) for the military.**

   A. **Grades.** Same provision as for students called up to the reserves. In order to obtain a grade, a student must attend 13 weeks (5 weeks for summer session).

   B. **Refunds.** The amount of the refund depends upon whether the withdrawal is before the fifth week of classes:

       1. Withdrawal before the beginning of the fifth calendar week (third calendar week for summer session): 100% refund of tuition and all other fees, except application fees.
       2. Withdrawal thereafter: 50% refund.

III. **Other provisions for military service.**
A. Resident Tuition Rates. These lower rates are applicable to all members of the armed services, their spouses, and their dependent children, on full-time active duty and stationed in the State of New York.

B. Re-enrollment of Veterans. Veterans who are returning students are given preferred treatment in the following ways:

1. Veterans who were former students with unsatisfactory scholastic records may be readmitted with a probationary program.
2. Veterans, upon their return, may register, even after normal registration periods, without late fees.
3. Granting of college credit for military service and armed forces instructional courses.
4. Veterans returning too late to register may audit classes without charge.

C. Late Admissions. Veterans with no previous college experience are permitted to file applications up to the date of registration and are allowed to begin classes, pending completion of their application and provision of supporting documents.

D. Readmission Fee. Upon return from military service, a student will not be charged a Readmission Fee to register at the same college.

E. Veterans’ Tuition Deferrals. Veterans are entitled to defer the payment of tuition, pending receipt of veterans’ benefits.

1.14 REGISTRATION

Students in the full-time program are registered administratively for the first year of law school. Students in the part-time program are registered administratively for the first year as well as the fall semester of their second year of law school. Second-, third-, and fourth-year students register online via CUNYfirst for most courses, except for lawyering seminars, independent studies, clinics, and other courses that require approval. A hold on a student’s account will prevent the student from being able to register.

1.15 ADDITIONAL SEMESTER

The New York Court of Appeals determines eligibility to sit for the New York State bar exam. Current requirements are that the program and course of study leading to a juris doctor be completed no earlier than 24 months and no later than 60 months after a student has commenced law study at the Law School or a law school from which the school has accepted transfer credit. As an ABA-accredited law school, graduates may take the bar examination in other states.

CUNY School of Law’s curriculum is designed for full-time students to graduate in six semesters (excluding summer school), and for part-time students to graduate in eight semesters plus one mandatory summer session. Students may elect or, if on academic probation, may be required, to stay for an additional semester. The Law School will work closely with students taking an additional semester to ensure that the selected course of study is that which best supports successful completion of law school and preparation for the profession’s entrance exam. Students considering an additional semester should speak with their advisors and are required to have the permission of the Academic Dean. Additional semesters have financial aid implications, and students considering an additional semester should speak with the Financial Aid Office as soon as they begin to consider an additional semester.

1.16 TRANSFER OF CREDIT FROM OTHER LAW SCHOOLS

Transfer credit for classes taken at other law schools will be given only under the circumstances described in this section. A student must obtain at least a “C+” or better in each course for the credit to count towards the CUNY School of Law degree. CUNY Law does not accept transfer credit for courses taken pass/fail. (If a student earns a grade of C or lower or has taken a course on a pass/fail basis, the student will not receive transfer credit for the class.) A student who takes a course which has been approved by the Associate Dean for Academic Affairs and who receives a grade of “C+” or better will not receive transfer credit until the Office of Registration and Student Records Management receives an official transcript for that student from the other law school. All grades of “C+” or better in transfer credit courses will be entered as “Credit” on the student’s CUNY School of Law transcript and will not be calculated into a student’s GPA.

a. Transfer Students
To receive transfer credit for courses that were successfully completed at another law school prior to admission to CUNY School of Law, a student must request consideration for credit in his or her application for admission to the Law School. If a student requests such consideration, the Associate Dean for Academic Affairs will determine whether, or how many, credits will be granted. In compliance with Law School policy, no more than 30 credit hours may be transferred from other law schools consistent with ABA Standards.
b. Currently Enrolled Students
Requests for transfer of credit should be directed to the Associate Dean for Academic Affairs, who must approve both the course and the request to transfer credits prior to the student taking the course. The Law School may accept credits from other law schools that are earned during the period of matriculation toward the CUNY Law School degree in three circumstances:

1. With the advance permission of the Associate Dean for Academic Affairs, which may be granted only to accommodate exceptional circumstances, a student may earn up to 30 hours of credit towards the CUNY School of Law degree as a visiting student at another ABA-approved law school.

2. With the advance permission of the Associate Dean for Academic Affairs, which may be granted to permit a student to take a course not offered at the Law School at all or, with respect to failed, required courses, not offered at the Law School in the student’s final semester or in other exceptional circumstances is approved by the Academic Dean.

3. With the advance permission of the Office of Academic Affairs, which may be granted only if the courses are not offered at the Law School and are important to the student’s career goals, or if there are significant extenuating circumstances, a student may earn up to 7 hours of credit in a summer session and up to 14 hours of credit in two summer sessions at another ABA-accredited law school.

Procedures for Approval and Transfer of Course Credit from Other Law Schools

To receive credit for approved courses obtained as a visiting student at another ABA-approved law school, the student must complete a “Non-CUNY Permit” form and a “Request to Attend Classes at Other Law Schools” form. (These forms are available in the Academic Affairs and Registrar’s offices). Visiting credits will be transferred only for courses that were previously approved by the Associate Dean and in which a student receives a grade of “C+” or better. Courses that are graded Pass/Fail will not be accepted.

Procedures for Obtaining Permission and Transferring Credit from Summer Classes at Other Schools

1. A student must complete the summer school permission form and attach the non-CUNY permit form. (These forms are available in the Academic Affairs office.)
2. The student must attach a copy of the summer school brochure and must indicate the particular course(s) the student wants to take.
3. The summer school courses must be part of an ABA-approved summer program.
4. If the request is approved, the student will be contacted to pick up a letter of good standing to send with the application to the other school.
5. When the student enrolls in the summer school course, the student should obtain and complete the summer school’s form, which will authorize the summer school to transmit the student’s grade(s) to the Office of Registration and Student Records Management at the Law School.
6. When the official transcript from the other school arrives in the Office of Registration and Student Records Management, CUNY School of Law will then compare the course taken to the one originally approved. Transfer credits will be accepted only for those courses which were approved by the Associate Dean and in which the student has received a “C+” or better. (Note: No transfer credit will be given for a grade of “C” or lower.)
7. Pass/Fail from summer school courses at other schools will not result in the transfer of credit, unless special permission is obtained from the Academic Dean in advance of enrollment.

1.17 TRANSFER OF CREDIT FROM NON-LAW SCHOOL COURSES

CUNY School of Law School will accept up to 12 credits of non-law school graduate level credits from an accredited University or College. Students must be in good standing and must receive advance permission from the Academic Dean.

No non-law school credits may be taken pass/fail and students must receive a “B” or above to receive law school credit. The grade will appear on your CUNY Law transcript as a Credit and will not be calculated into your GPA. The credits will not count toward any law school required course or count toward the 64 classroom hours required by the Court of Appeals.
1.18 INTERNATIONAL STUDENT SERVICES

International student registration services are housed in the Registration Office. For information contact them at iss@law.cuny.edu. Students can also obtain information about International Student and Scholar Services from the City University of New York’s central office at http://www2.cuny.edu/academics/international-education/isss/.

1.19 WITHDRAWALS

The official course withdrawal period begins after the end of the program adjustment period. The last day to officially withdraw from the semester is noted on the academic calendar.

During the fall and spring semesters, a student may officially withdraw from course(s) after the third week of the semester and on or before the published withdrawal deadline. During the summer session, the withdrawal period begins at the end of the second week of the session.

A grade of “W” (Withdrawal) appears on the transcript for courses withdrawn from. When a student drops a course(s) prior to or during the first three weeks of the semester, the student is considered not to have been enrolled in the course. Thus, no entry of the course will be made on the student’s transcript for that course.

Withdrawal Procedure

An official withdrawal is accomplished by submitting a Withdrawal Form to the Office of Academic Affairs, after the third week of classes, and on or before the withdrawal deadline. Withdrawals must be approved by the Associate Dean for Academic Affairs. No student will be granted a withdrawal after the withdrawal deadline, unless special permission is granted by the Academic Standing Committee, based on a student appeal.

All summer school deadlines are proportionate to the regular semester calendar.

1.20 MEDICAL WITHDRAWAL POLICY     Effective Spring 2019

At CUNY, there are two types of medical withdrawal cases. They include both (i) student-initiated requests for a medical withdrawal and (ii) school-initiated voluntary or involuntary medical withdrawals in cases of threatening or disruptive student behavior connected to a mental health or other medical issue.

In the case of a student-initiated medical withdrawal request, a student’s request may be submitted any time during a term, including the final exam period. In such cases the school’s review process will determine the tuition refund, if any. For a student-initiated medical request to be effectuated, the student must submit a withdrawal request form to the Office of Registration (Room 4/109) indicating that the withdrawal is a medical one. In addition, the student must provide medical documentation to the Office of Student Affairs (Room 5/117) which is the office responsible for determining whether a student is eligible for a medical withdrawal. If a student is unable to submit the request for medical withdrawal in person, the form(s) and medical documentation may be submitted by another party with written authorization by the student.

If a student is planning to return to school, a leave of absence form must also be submitted.

A school-initiated medical withdrawal, is processed through the office of the school’s Chief Student Affairs Officer, who is responsible for informing the Registration Office of the withdrawal. In most cases, a withdrawal grade will appear on a student’s transcript, but in limited situations as defined in the Medical Withdrawal Policy and in the discretion of the Chief Student Affairs Officer, notations of incomplete for classes taken during the semester in which the withdrawal occurs may appear on a student’s transcript.

In the case of a student-initiated request for medical withdrawal, the withdrawal date in the student system ordinarily is the date on which the student notifies the school of the student’s intent to withdraw. In the case of a school-initiated medical withdrawal, the withdrawal date in the system is either the date that the student signs a voluntary withdrawal agreement or the date that a Health Review Panel orders involuntary medical withdrawal, whichever is applicable. For both types of medical withdrawals, appropriate
school officials may consider if any refund of tuition is warranted and if a retroactive date for withdrawal is appropriate; these requests will not be granted routinely and are subject to further review.

**Tuition Refunds for Approved Medical Withdrawals**

**During the Program Adjustment Period of the Semester**

If a medical withdrawal is approved during the program adjustment period (first three weeks) of the fall or spring semester, the tuition liability and refund policy follows the schedule established by the University that is stated below. **Student fees are not refundable:**

<table>
<thead>
<tr>
<th>Fall 2020 Program Adjustment Period</th>
<th>Amount of Tuition Refund</th>
<th>Amount of Tuition Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal by last business day before the first day of classes</td>
<td>100%</td>
<td>NONE</td>
</tr>
<tr>
<td>Withdrawal within one week after the commencement of classes</td>
<td>75%</td>
<td>25% + fees</td>
</tr>
<tr>
<td>Withdrawal during the second week of classes</td>
<td>50%</td>
<td>50% + fees</td>
</tr>
<tr>
<td>Withdrawal during the third week of classes</td>
<td>25%</td>
<td>75% + fees</td>
</tr>
</tbody>
</table>

**After the Program Adjustment Period Has Ended Throughout the Last Day of Finals***

<table>
<thead>
<tr>
<th></th>
<th>Amount of Tuition Refund</th>
<th>Amount of Tuition Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 16, 2020 – November 4, 2020</td>
<td>50%</td>
<td>50% + fees</td>
</tr>
<tr>
<td>November 5, 2020 – December 18, 2020</td>
<td>25%</td>
<td>75% + fees</td>
</tr>
</tbody>
</table>

*the refund schedule will be made available specific to each fall or spring term.

**During the Summer Session**

The summer session is condensed; thus, the program adjustment period and the tuition refund period is condensed. A tuition schedule will be available specific to each summer session.

**Unofficial Withdrawal**

Lack of course attendance or notification to the professor does not constitute an official withdrawal. Failure to comply with the official withdrawal policy will result in a grade of “WN” or a grade of “WU” in each course for which a student did not officially withdraw.

A grade of “WN” (Withdrawn, Never Attended) is assigned to a student who never attended a course and did not officially withdraw.

A grade of “WU” (Unofficial Withdrawal) is assigned to a student who attended a minimum of one class, stopped attending, but did not officially withdraw. A grade of “WU” is equivalent to an “F” grade.
THE CITY UNIVERSITY OF NEW YORK MEDICAL WITHDRAWAL AND RE-ENTRY POLICY AND PROCEDURES GOVERNING STUDENT BEHAVIOR THAT PRESENTS A DIRECT THREAT OF HARM TO SELF OR OTHERS OR SUBSTANTIALLY DISRUPTS THE LEARNING OR WORKING ENVIRONMENT OF OTHERS

Section II  Academic Support

2.1 ACADEMIC ADVISING

Individual academic advising at CUNY School of Law is done by our faculty members. Both day and evening students will begin the process of selecting an academic advisor during their second semester. Academic advisors are available to speak to students about course selection, the registration process, career goals, and anything else that is on your mind regarding your legal education. Students are also welcome to speak to the Academic Dean or Assistant Academic Dean about course selection, scheduling, and other questions or concerns.

2.2 THE PROFESSIONAL SKILLS CENTER

The Professional Skills Center provides the academic support services at the Law School. Our goal is to ensure that each student has the opportunity to learn the doctrine (law) and skills necessary to become a lawyer in an environment that is appropriate to her/his learning style and needs. Teachers are available to work with students primarily in the first and second years.

Because students’ needs change as they progress through law school, the Skills Center’s services are allocated differently over the course of the academic program. There is a focus on the first three semesters for day students and the first four semesters for evening students, when it is critical that students hone fundamental analytical, writing, and academic and study skills. Students can come to the Skills Center to work on developing effective study skills and strategies, improving essay exam-writing, reviewing doctrinal material from classes and simulations, and re-drafting written work such as memos and writing samples. The following are some of the major support services available to students in the first and second years.

Summer Law Institute

Entering students are invited to apply to participate in the Summer Law Institute (SLI), an intensive, two-week introduction to the doctrine, skills, and methods of law school study. Using materials derived from their fall semester classes, students prepare for and attend class (taught by Law School faculty), take notes, outline doctrine, and take practice exams. Students receive extensive individual feedback on a variety of written and oral exercises. Day sections of SLI are generally limited to approximately 20 students each. The evening section of SLI is co-taught in a large group, with frequent small group work.

First-Year Orientation

The Orientation program is required for all incoming students. The academic component of the program focuses on an introduction to the legal system, case reading and briefing, and legal analysis, in order to give students grounding in the skills that they will need for success during the year. The Orientation program also uses material from upcoming fall semester classes.

First-Semester Services

The Skills Center provides extensive services to students in the first year in both the day and evening programs. During the first semester, there is a weekly “Skills Session” in each section (noted on the block schedule), focusing on both the skills and doctrine from Criminal Law, Constitutional Law (LEDP), and Contracts (LME) classes. Specific topics, such as class preparation (case reading and briefing), in-class note taking, outlining, and study strategies and exam preparation, are covered in the context of material drawn from the required classes. The Skills Sessions are entirely voluntary.

In addition, individual and small-group conferences are available, via an online sign-up sheet. Students are invited to bring any questions or concerns regarding law school, such as doctrine, writing, skills, organization, study strategies, etc. The Skills Center also conducts two additional series of workshops: one focusing specifically on practicing the art and science of writing essay exams; and the other on close-case reading. Information on both those series is distributed early in the first semester. Skills sessions and individual conferences are offered regularly on weekends for evening students.

In conjunction with the faculty, the Skills Center conducts review sessions for all midterm and final exams, and skills teachers are available to review exams with students for revision.
Second-Semester Services

In the spring semester, Skills Center services for full-time day students are more targeted. The optional weekly Skills Sessions and exam reviews continue, but there are no longer individual appointments available on a sign-up basis. Instead, the Skills Center offers Legal Methods, a focused, semester-long, three-hour-a-week, non-credit workshop. Participation in Legal Methods is either by referral or permission of the instructor and requires a commitment to attend throughout the semester. Again, the work of Legal Methods is drawn from the required classes, but it is more focused in terms of individual written feedback.

To correlate with the amount of doctrinal skills experience accumulated at this point in the program, evening students in their second semester continue to receive the same Skills Center services as they receive in the first semester, with sessions and individual/small group conferences available during the week and weekend.

Second-Year Services

In the fall semester of the full-time, second-year program, the Skills Center offers Individual Skills Development (a course similar to Legal Methods) to students referred, based on first-year GPA and student self-referrals. In addition, there will be exam reviews for selected required courses for the second-year class, as a whole. Skills Center staff will also offer office hours for individual or study group meetings.

By the second semester of the second year, most students are well acquainted with the rigors of the Law School curriculum, and are successful in meeting its challenges. Consequently, the need for support services is designed on an individual basis to assist those who are most in need.

Evening students in their second year receive predominantly the same services that they received in the first year of the program, again in direct correlation with amount of doctrinal skills experience gained thus far.
Section III Bar Admission Requirements and Procedures

3.1 OVERVIEW OF NY BAR ADMISSION REQUIREMENTS

Getting licensed to practice law is the goal for virtually every law graduate, but the process can seem daunting at first. There are three exams that one must pass to be admitted. They are:

- **Multistate Professional Responsibility Exam (MPRE)** – a two-hour multiple-choice exam usually offered three times a year; it can be taken any time after your first year of law school.

- **New York Law Exam (NYLE)** – a two-hour online multiple-choice exam usually given four times a year. It focuses on NY distinctions and NY Practice. You must complete a 17-hour online course, the NY Law Course (NYLC), a month before registering for the exam. It can be taken within one year of taking and passing the Uniform Bar Exam.

- **Uniform Bar Exam (UBE)** – this is known as THE bar exam. It is given the last Tuesday and Wednesday of February and July. It is a 2-day exam including essay questions, multistate performance questions, and multiple-choice questions. Applications to take the bar examination must be filed from November 1st to November 30th for the February examination and from April 1st to April 30th for the July examination.

In addition, there are three other requirements for bar admission in New York.

- **50 Hour Pro Bono Rule** – almost every CUNY Law graduate meets this requirement by meeting the clinic requirement. (If your clinical placement is with a for-profit firm, consult with Florence Kerner, Director of Bar Prep and Licensing, about how to meet this requirement.)

- **Skills Requirement** – every CUNY Law graduate automatically meets this requirement based on required course work. (If you are a transfer student, consult with the Academic Affairs Office.) The law school must certify that you possess the skills necessary for practice and competence in professional values.

- **Character and Fitness Application** – in New York, this is submitted after you pass the UBE, NYLE and MPRE and are applying for admission. You are reminded that, as noted in your application for admission to CUNY School of Law, you have an ongoing responsibility to notify the Law School of any and all subsequent changes in the information contained in the application and/or during the period of enrollment. This means that, if there are any facts or incidents requiring disclosure (such as traffic violations, arrests, changes in academic credentialing from institutions outside the law school, professional licensing events, etc.), you must notify the Law School to ensure compliance with the continuing disclosure requirement. You are also responsible for determining the possible impact of any such information on your character and fitness application.

  **The complete admissions application must be submitted within three years of passing the UBE.**

  For more information: [www.nybarexam.org](http://www.nybarexam.org)

3.2 APPLYING TO SIT FOR THE NEW YORK BAR EXAM (UBE)

- Applications to take the Uniform Bar Exam in New York State must be filed from November 1st to November 30th for the February examination and from April 1st to April 30th for the July examination.

- New York Bar Exam Certification: As part of your application to sit for the bar, the New York Board of Law Examiners requires that a Certificate of Attendance form be completed by the Law School. This form is completed by the Office of Registration and Student Records Management.

  The certification deadline is February 1st for the February exam and June 15th for the July exam.
Specimen of Applicant’s Handwriting: The New York Board of Law Examiners requires that applicants supply a handwriting specimen in order to sit for the bar exam. The “Specimen of Applicant’s Handwriting” form must be completed in the presence of a staff member of the Office of Registration and Student Records Management. The last day to submit the handwriting specimen is the last day of classes.

Completion of the handwriting specimen will be your authorization to the Law School to certify you for the bar exam. After you have been certified for graduation, your Certificate of Attendance form and your handwriting specimen will be forwarded to the New York State Board of Law Examiners.

3.3 BAR ADMISSION REQUIREMENTS FOR STATES OTHER THAN NEW YORK

It is the responsibility of the applicant to submit the necessary certification forms to the Office of Registration and Student Records Management. Students applying to take a bar examination in a jurisdiction other than New York can obtain information on the National Conference of Bar Examiners website:

- www.ncbex.org/bar-admissions/offices/

3.4 PREPARING FOR BAR ADMISSION – A TIMELINE

To demystify the bar admission process, here’s a checklist organized around a time line. Also be sure to review the bar support page on the CUNY School of law website featuring videos on a variety of topics, from picking a bar prep course to applying for admission to practice. https://www.law.cuny.edu/academics/bar-exam/ If you have questions, feel free to contact Florence Kerner, Executive Director of Bar Prep and Licensing. Florence.kerner@law.cuny.edu.

Your 1L-2L Years

- Make sure that you’ve disclosed to the Office of Academic Affairs any traffic violations and anything that could be construed as a record in the criminal justice system—including arrests, tickets or convictions, and disciplinary actions taken by educational institutions after the elementary school level. This is important because the question of whether you’ve made all disclosures comes up when you apply to get licensed (in New York, it’s called the “Character and Fitness” application).

- Take the Multistate Professional Responsibility Examination (MPRE) before you graduate. It is required for admission to the bars of all but four U.S. jurisdictions. It’s important to get this requirement out of the way because passing the MPRE is a prerequisite to applying to become admitted as an attorney. This exam can be taken any time after your first year of law school. The CUNY Law bar prep program advises that 1L-FT students take the MPRE during the summer following completion of their 1L year. Part-time students are advised to take the exam during the summer following their 2L year. Students are advised to take the MPRE early in their law school tenure to prevent delays to bar admission. New York graduates who pass the bar exam, but not the MPRE, are considered “uncertified” and therefore ineligible to apply for admission to practice.

- Make sure you get advice from the Office of Academic Affairs and your faculty advisor on what courses you need to take to prepare for the bar exam.

- Gather law-related employment affidavits from legal employers as you leave the employment. For purposes of NY admission, law-related employment is broadly defined as any employment in a law related workplace OR where the work itself involves the law, including work in an internship, law school clinic, work as a teaching or research assistant, or work in a law school department.

Your 2L-3L Years

- Make a list of the states where you plan to take the bar examination and practice law and review the dates for required submissions. Click to download the Comprehensive Guide to Bar Admission Requirements http://www.ncbex.org/publications/bar-admissions-guide/.

- Be particularly careful in reviewing requirements in states other than New York. For instance, NJ and CA have different filing dates. There are also states with very early filing dates: Illinois law students in their first year must file a student registration form by January 15 following the start of law studies. Georgia requires that applicants for the July bar exam file a fitness application be filed between December-March prior to the July bar.

- During your 3L/4L year, determine where you plan to practice so that you can be sure to meet deadlines and follow the appropriate application process to register for the bar exam in that jurisdiction. Be aware that most states require you file character and fitness papers at the same time as your application to take the exam. New York is an exception, requiring character and fitness after you’ve passed the exam.

- Continue to update the law school on any changes to information asked on your admissions application that may become relevant to the character and fitness portion of your bar application (e.g., traffic violations, arrests, etc.).

- Continue to gather law-related employment affidavits from legal employers, paid or unpaid, as you leave any employment.

- If you receive exam accommodations during law school and would like to apply for accommodations on the bar exam, speak to Pat Kennedy and/or a member of the bar support team early on. You should also review the test accommodations handbook from the NY Board of Law Examiners, or review the process in the jurisdiction in which you intend to apply. You will likely need to undergo renewed testing in order to receive accommodations. The bar examiners are very strict in terms of what they will accept, and who receives exam accommodations.

Your 3L Year/4L PT Year

- Visit the Office of Academic Affairs’ Bar Exam website, https://www.law.cuny.edu/academics/bar-exam/ where you will see their videos on bar prep and bar support, bar exam information, and bar admission information.

- Take the New York Law Exam (NYLE) (see 3.1 above) within one year of taking and passing the Uniform Bar Exam.

- Enroll in Mastery and Application of Core Doctrine/Applied Legal Analysis.

- Apply to sit for the bar exam (see sections 3.2 and 3.3 above)

- Join the Bar Mentor Program (watch your email for information)

- Continue to update the law school on any information that may become relevant to the character and fitness portion of your bar application.

- Continue to gather law-related employment affidavits from legal employers.

After You've Taken the Bar Exam

- In New York, prepare your application for admission to the bar, including the character and fitness portion of the application. https://www.nybarexam.org/Admission/AdmissionMultiDeptPacket.htm (Note: if you are applying for admission to the bar in another state, see that state’s requirements; in many states you will need to complete the character and fitness application when you apply to sit for the bar exam.)
The application papers may be filed only after you have received notification that you have passed the examination and have been certified to the applicable Department. The application and any further materials in connection therewith required by the Appellate Division and its Committees on Character and Fitness must be filed by you within three years from the date of the letter sent by the New York State Board of Law Examiners notifying you that you have passed the bar examination (see 22 NYCRR 520.12). IMPORTANT: A failure to timely file the application for admission may result in the applicant having to re-sit the bar examination.

After you’ve passed the bar exam, complete the portion of the admission application that needs to be completed by the applicant and submit to the Office of Registration and Student Records Management for completion by the law school. Check out that Office’s page to get to specific instructions on what you need to do.

Though you can’t file your application to be admitted until you’ve passed the bar exam, there are a few things you could do in the months preceding your filing:

- Go through the application questions to see whether there are any questions that may be problematic for your application. By doing that you can spot possible problems and get counseling to address the any problems.
- Gather the law related employment affidavits and good moral character affidavits. Employment includes paid as well as unpaid volunteer positions. One of the biggest bottlenecks in the admissions process is getting your employment affidavits. Law-related employment means any employment in a law related workplace OR where the work itself involves the law. The latter is self-evident but the former isn’t: here are a few examples of law-related employment:
  - Law school clinic or externship
  - A teaching or research assistant to a law professor
  - Working in an office of a law school department—e.g., a work study position at Career Planning at CUNY Law or your work as a receptionist at a law firm.

Note that the affidavits of a current law-related employer (current at the time of bar admission application) have a shelf life of 6 months from the time you file your application. However, staleness is not an issue for affidavits from law-related employers for whom you no longer work. The takeaway: you should start to gather employment affidavits from employers with whom you are no longer employed, right after you’ve taken the bar exam, (or earlier) but affidavits from a current legal employer should be obtained within 6 months or earlier from the time of filing.

To facilitate the process of getting the employment affidavits done, write a short note to the employer and include following information:

- Dates of your employment
- A summary description of the type of work you performed for the employer.
- Your estimate of the frequency of contact you had with the person signing the affidavit.
  It’s a good idea to give a self-addressed stamped envelope to the person doing the affidavit.
- Most employers routinely fill out the form and send it back to you, but in the rare instance where they don’t, you should reach out to Florence Kerner, Executive Director of Bar Prep and Licensing, or to the Career Planning Director, Sam Sue.
Section IV  Exams

4.1 EXAMINATION ABSENCES, CONFLICTS, AND ACCOMMODATIONS

It is the responsibility of each student to be present at the appointed time for classes and examinations and to meet deadlines for the submission of assignments. There may be times when, through no fault of their own, due to a personal crisis or conflict with a court or tribunal appearance for a clinic, some students will miss scheduled examinations or deadlines. The regulations and procedures for requesting make-up examinations or postponing examination deadlines are outlined below. Any student who, without permission and in the absence of an approved petition, fails to take a regularly scheduled course exam, is considered to have an unexcused examination absence and will receive a grade of “Fail” (F) for the examination.

Midterm and Final Exams

If you are ill or an emergency arises before your midterm or final exam (including take-home exams) or you have an exam conflict as defined below, you must contact the Office of Student Affairs immediately. Do not contact your professor. Doing so will breach anonymity, and the professors have no authority to defer or otherwise alter a scheduled midterm or final exam. Permission to re-schedule a midterm or final exam is in the sole discretion of the Office of Student Affairs. The Office of Student Affairs reserves the right to grant or deny a student’s petition to reschedule an exam. Student Affairs also reserves the right to set the date for make-up exams. All other quizzes and other assignments will be re-scheduled at the discretion of the instructor of the course.

Procedure

Students may request to re-schedule an exam by filing a Special Accommodations and Make-up Examination Petition. The petition forms are available in the Office of Student Affairs and online on the Student Affairs page of the CUNY Law website. Requests will not be entertained until all documentation is complete and submitted. Failure to respond to questions and requests for information from the Office of Student Affairs in a timely manner, as determined by the Office of Student Affairs, may result in a denial of the student’s request and/or a grade reduction on the exam.

Grounds

The decision to approve a petition is based on submission of documentation verifying extenuating circumstances that are (1) unforeseen, (2) unavoidable, (3) clearly beyond the student’s ability to control, and (4) of such severity to warrant special consideration or where there is a real or effective conflict between scheduled final exams.

The Dean of Students may schedule students to take a make-up final examination because of 1) direct conflict, 2) effective conflict, or 3) religious conflict. The conflict rule only applies to midterm exams where there is a direct conflict between 2 or more exams or where the conflict arises because of religious observance.

Examination conflicts are defined as: Direct Conflicts—Two final examinations scheduled at the same time. Effective Conflicts—Three final examinations scheduled within any 48-hour period, or two final examinations scheduled in consecutive periods (same day).

Petitions will also be approved based on documentation indicating that a student in a clinic has an appearance before a tribunal or in a clinic matter within 24 hours of the scheduled exam, which the student’s supervising attorney indicates is unforeseeable, substantial, non-negotiable, and cannot be rescheduled. Where the petition is based on a clinic matter, the student shall have the supervising attorney contact the Office of Student Affairs as soon as the scheduling conflict is identified to provide the information necessary to allow the Dean of Students to verify the need to reschedule the exam.

Requests for rescheduling of examination times due to conflicts must be made by filing a petition with the Dean of Students at least one week before the examination. Failure to give sufficient notice may result in a grade reduction or refusal of an accommodation.

Examples of grounds for re-scheduling an exam include, but are not limited to: serious illness, accidents, and family emergencies. Examples of insufficient grounds for re-scheduling an exam include, but are not limited to: stress, participation in a wedding, non-emergency travel, vacations, social activities, or employment.
Exams will be scheduled as soon as possible after the original exam date within the exam period. Exams will not be scheduled beyond one day after the end of exam period, except under extraordinary circumstances. Please refer to Incomplete Policy for further information.

**Make-up Exam Fee**

All make-up final examinations are subject to the CUNY examination fee. The fee for the first make-up examination is $25, with each additional make-up examination during that semester costing $5. Fees are payable by cash or money order (no personal checks) to the Business Office before the start of the exam. You must present your paid receipt to the Office of Student Affairs, in order to take the examination. This fee applies only to final examinations.

### 4.2 EXAM NUMBERS ON MIDTERM AND FINAL EXAMINATIONS

Through the use of student examination numbers, most midterm and final examinations are reviewed by faculty members without knowing whose examination is being reviewed. In certain cases, the nature of the class and the quantity and characteristics of the feedback process provide an educational justification sufficient to justify the use of another system for that class. Students will be notified by the teacher if exams will be identified by name rather than exam number in advance of the exam. Unless otherwise notified, however, students will use examination numbers for identification purposes on midterm and final examinations and may be asked to use examination numbers on other work products during the course of the semester. Students are assigned private exam numbers that they access through the CUNYfirst Student Self-Service Center. Each student will have an entirely new exam number each semester. If you need assistance, please contact the Office of Registration and Student Records Management.

### 4.3 EXAM PROCEDURES

For all closed-book exams, students will be allowed to have only the exam booklet and their writing instruments on the desk. No student cell phones are allowed in exam rooms, unless there are extraordinary circumstances, and the phone is left with the proctor. Students may not keep books, bags, briefcases, or other personal belongings at or near their desks, and it is expected that they will leave these items either at home or in their lockers. Handbags containing personal valuables may be under one’s seat. No one may leave the room with an exam or exam booklet. Students also will be advised to sit in every other seat during exams. Upon completion of an exam, each student is required to sign out before exiting the room.

At the conclusion of an exam, students must stop writing or typing promptly when told by the proctor that time is up. Failure to promptly stop and/or promptly submit completed exams, may result in penalties, including grade reductions or exam disqualification.

### 4.4 LAPTOP EXAMINATION POLICY

Note: This portion of the student handbook assumes we will be in the building for fall semester.

*If we are still doing distance learning, Examplify will most likely not be used.*

Every student who takes an exam on a laptop agrees to and is subject to this policy.

Students need to have the appropriate version of Examplify software installed.

If a student has any doubts about his/her laptop’s reliability, he/she should plan to write the exam. You must be aware that, any time you use a computer, you take some risk of a malfunction occurring that cannot be corrected, regardless of the best efforts made. If your laptop fails during the exam, you will have to finish the exam by writing it. No extra time will be allowed for attempting to resolve computer problems during the exam. CUNY School of Law will not provide any technical support for any computer problems encountered on the day of the exam. Students must understand that, should your laptop fail during the exam, you will immediately request a Bluebook/Scantron and complete the exam by writing in a Bluebook/Scantron. In that situation, an attempt may be made to retrieve any portion of the exam completed on your computer from the hard drive after the exam. If the portion of an exam completed on your computer cannot be retrieved within 24 hours, the Academic Dean, in consultation with the instructor, will determine remedial options, if any.

Students are allowed to use computers to take certain exams, subject to the rules and regulations set forth in the *Handbook*. Individual faculty members may add further restrictions on the use of computers for examinations, or may amend the restrictions listed here. In
that case, the faculty member will communicate his/her policy to the students and will provide specific, written exam instructions. Make sure you read and familiarize yourself with all the information set forth here and or applicable School rules.

I. Exam Software and Hardware

If you would like to take your final exams on a laptop, you MUST have the software (Examplify) installed on your computer. You will be notified via email of the date by which you must have the software installed. However, even if you have the software installed, you may elect to take your exam by Bluebook/Scantron.

In order to take a final exam on a laptop, the laptop where Examplify is to be installed MUST meet the following minimum requirements (Examplify software will not run properly on non-compliant computers):

PC:
1. Wireless access for downloading software and exam licenses, as well as uploading completed exam files.

MAC:
1. Wireless access for downloading software and exam licenses, as well as uploading completed exam files.
2. Mac OS X 10.13 to 10.15.

How Examplify Works

Examplify is a software program that enables students to take examinations in a secure environment using a simplified word processor for essay and multiple-choice responses. Examplify locks out access to all other files and programs on the laptop while it is running.

Any attempt to disable or tamper with Examplify security features will be considered a violation of the student honor code.

Features Available on Examplify
Basic editing functions are included, such as cut, copy, paste, and spell-check, as well as the ability to undo the user's last actions.

Importantly, there is an AutoSave feature that saves encrypted files every 60 seconds, so that answers typed into Examplify are unlikely to be lost in case of a computer error.

II. Prior to Exam Day

Ensure that your computer is in optimal condition:
1. There is plenty of free disk space: your hard drive should be less than 75% full.
2. Your laptop is virus-free: you should have the most recent virus definitions and run a scan very recently.

It is your responsibility to familiarize yourself with your equipment and the Examplify software and features prior to the start of your exam. Please allow yourself ample time to become familiar with your computer and the Examplify program and take a practice exam.

Students who do not take the time to become familiar with their computer or with word processing functions, should handwrite their exams. In no case will you receive any extra time or other consideration because of a computer problem or problem with Examplify.

Use Examplify to run a practice exam on your laptop before the day of exam(s). Run the exam for an extended period of time (30+ minutes) to ensure that there are no issues running the software on your laptop.

Make sure your laptop battery is fully charged and operational. You must use the outlet power during the exam. There is always the possibility of a power outage or other incident that could cause a power interruption. This is why you need to have a functional battery.
III. Start of the Exam

A. Students MUST report to the laptop exam room 20 minutes prior to the start of the exam to set up their laptop.

- Restart your laptop before you begin. Restart is not the same as logon, logoff, restoring from sleep, hibernate, etc.
- If possible, sit in every other seat, but not directly behind another student.
- Plug into a power outlet and verify it is working.
- Disable sleep, standby, or hibernate modes.
- Mute your speaker volume before the start of an exam.
- Disable anti-virus software.
- Close down ALL software applications, including Microsoft Word, leaving only your desktop. All applications will be closed when Examplify begins. You should launch Examplify and make sure your exam license is available. Notify an IT member in the room, if you are unable to download/find your exam license.

At least one IT personnel member and one proctor will be in the laptop exam room 15 minutes prior to the exam. If there are any IT-related problems during the exam, the proctor should call the help-desk line at (718) 340-4456 or x-84456 from internal phones.

B. Make sure that you bring to the Law School your computer and all necessary components, including a power cord and battery.

C. Bring a pen and pencil, just in case.

D. You will be given the exam password when the proctor tells you to start the exam. You will not be able to start the exam until you type in the exam password.

E. Remember that Examplify will prevent you from accessing ANY information that you have stored on your hard drive. If the exam is open book, you must bring hard copy print-outs of any permissible information. If you have any questions about permissible information, you must ask your professor, prior to exam day.

F. Exams will not be delayed or suspended due to computer problems, nor will you receive extra time to complete your exam. You will have to continue to write the exam in a Bluebook/Scantron. Bluebooks/Scantrons will be available in the exam room.

G. If you experience a computer problem, DO NOT attempt to resolve the problem, no matter how knowledgeable you are about computers. Immediately notify the exam room proctor and request a Bluebook/Scantron. The proctor will then give you materials to begin handwriting. Handwrite the rest of your exam, until you finish or until time is called. No extra time will be allowed for attempting to resolve computer problems. IT will not diagnose computer problems or provide any technical support for any computer problems encountered on the day of the exam. You will have to write the remainder of the exam in a Bluebook/Scantron.

After the exam is concluded, computer support staff will attempt to recover the Examplify portion of your exam. The safety features of Examplify will, in all likelihood, allow computer support staff to recover the contents of your exam, up to the last auto-save before the problem occurred.

NOTE: there is no guarantee that your exam answers will always be recoverable in every situation. This is true no matter what electronic exam software you use.

IV. Conclusion of the Exam

When the “STOP TYPING” command is given by the proctor, you must stop typing or writing immediately. Failure to stop upon the final command will result in charges of exam procedure violation.

When you are finished with the exam (either when time is called or beforehand), exit the exam by clicking on the exam controls on the upper right-hand corner and selecting “Submit Exam.” If you are positively sure you want to exit the exam, follow the prompts to save and exit the exam. Once you exit the exam, you will not be allowed to re-enter the completed exam.
If you have wireless capability, your exam will be uploaded to the ExamSoft server automatically. If you do not have wireless capability, your exam will be saved in an encrypted format on your laptop internally. You are responsible for uploading your exam via a networked computer as soon as possible to ensure timely grading by your instructor. Once you connect to a network, restart the Examplify software, and your exam will automatically be uploaded to the ExamSoft server.

You will receive an email confirmation from ExamSoft within a few hours of the exam upload. You can also check ExamSoft for verification that your exam uploaded successfully.

Sign out and return all exam materials.

Return to your seat, quietly collect your belongings, and leave the exam room. Please take care when unplugging your computer from the outlet or power strip.

V. After Exam Day

Exams will be provided to the faculty member by his/her assistant. Electronic files will be retained by the Law School. Do not uninstall Examplify or delete your exam(s) until you are absolutely sure that any Examplify back-ups will never be needed. Please leave Examplify installed on your computer along with your exam(s), until you have received all of your final grades for the entire academic year. However, you will not be able to view these files on your laptop, since the exam is saved in an encrypted format for security reasons.

If there is a problem printing your exam, the faculty support staff will notify you by email to bring in your laptop for exam recovery.

FAQ’s

1. What do I need to do to take an exam on a laptop?

If you would like to take your final exams on a laptop, you must have Examplify Software installed on your exam computer.

2. How does Examplify work?

Examplify enables you to take exams in a secure environment using a simplified word processor. Examplify locks out access to all other files and programs.

3. What features are available on Examplify?

Basic editing functions are included, such as cut, copy, paste, and spell-check, as well as the ability to undo the user’s last actions. There is also an AutoSave feature that saves encrypted files every 60 seconds, so that answers typed into Examplify are unlikely to be lost in case of a computer error.

4. What should I do before exam day?

Ensure that your computer is in optimal condition. If you have any doubts about your laptop’s reliability, please take your exam by Bluebook/Scantron. Familiarize yourself with the software and its features prior to the start of your exam. Run a practice exam before the day of exam(s) for an extended period of time (30+ minutes) to ensure that there are no issues concerning running the software on your laptop.

5. What time should I report to the laptop exam room?

You MUST report to the laptop exam room 20 MINUTES PRIOR to the start of the exam to set up your laptop.

6. What should I bring to the exam?

Make sure that you bring your computer and all necessary components, including a power cord, fully charged battery, and wireless card. Also, bring a pen and pencil.
7. When do I start the exam?

The proctor will tell you when to start the exam, and the exam password will be given out at this time.

8. What happens if I experience computer problems during the exam?

If you experience a computer problem, immediately notify the proctor in the exam room. He/she will notify IT of the issue. You should immediately continue writing your exam in a Bluebook/Scantron. If the problem cannot be resolved, you will have to finish the exam by Bluebook/Scantron.

9. How will exams be submitted at the end of the exam period?

You will submit your exam to the ExamSoft server which will start automatically after you exit your exam via the wireless network. If you do NOT have wireless capability, you are responsible for uploading your exam via a networked computer as soon as possible to ensure timely grading by your instructor. Once you connect to a network, restart the Examplify software, and your exam will automatically be uploaded to the ExamSoft server.

10. What do I do when I’m finished with the exam?

1st: Upload your exam to the ExamSoft server.
2nd: Turn in all your exam materials and sign out.
If you fail to sign out and return all materials, you will have no record of having taken the exam.

11. What should I do after the exam?

Do not uninstall Examplify or delete your exam files. Please monitor your email after the exam, in case there are problems with printing your exam.

4.5 RETAKES OF FINAL EXAMS

No retakes of final examinations are permitted. However, where a professor judges that the offering of a second and new final examination constitutes a valuable pedagogical tool in her/his class, such a second examination may be offered, provided that:

1. The availability of the subsequent, new examination and its conditions are announced in the course syllabus or course requirements distributed at the beginning of the semester;
2. The new examination is available only to students who, based on their score on the original final examination, will have failed the course and with the understanding that the highest course grade available to a person taking the new examination will be a “D” for the course; and
3. The date and conditions of the new examination are approved by the Academic Dean.

4.6 REVIEW OF GRADED EXAMS BY STUDENTS

Each student is encouraged and expected to review her/his graded exams. Faculty members are responsible for determining the procedure for viewing graded exams. Students should check with the faculty support person assigned to his/her faculty member regarding their faculty policies. All original exams must be returned immediately. Unreturned exams will hinder the student’s ability to appeal a grade or conduct any other transaction in the Office of Academic Affairs.
Section V  Grading and Evaluations

5.1 GRADING SYSTEM FOR ALL COURSES

Courses at CUNY School of Law (except Individual Skills Development, Moot Court, Academic Legal Writing, Law Review Editing, and other specifically designated courses) use the following grading scale: A, A-, B+, B, B-, C+, C, C-, D, and F. These grades will be used to determine a student’s academic status as set forth in the Academic Standing Policy below.

All courses (including Lawyering Seminars) are credit-bearing, and the grades for all courses will appear on the student’s official transcript, except: Individual Skills Development, Moot Court, Academic Legal Writing, and Law Review Editing, which are graded on a Credit/No Credit basis.

All first-year, first-semester grades are recorded on the transcript as “CR” (Credit) or “NC” (No Credit). Where a student has timely elected the Credit/No Credit option (described below) all letter grades of A through C+ will be recorded as “CR” (Credit), and grades of C or lower will be recorded as “NCL” (No Credit).

In addition to the grades of A, A-, B+, B, B-, C+, C, C-, D, and F, the faculty member may, in certain circumstances as described below, use the grade “INC” (Incomplete). Other official transcript grade notations include “W” (Withdrawal), “WN” (Withdrawal, never attended), “WU” (Unofficial Withdrawal), “FIN” (an Incomplete which has converted to a Fail by lapse of time), and “Z” (no grade submitted by the faculty member).

Academic standing and referrals to academic support will be based on the grades assigned using this grading system. The Office of Academic Affairs will do the calculations necessary for academic standing determinations, academic counseling, and program.

Teachers in all courses (whether a large or small number of students are enrolled in the course) should give as much feedback to students as possible, and should do so as promptly as possible, so that students understand the basis for their grades and what they can do to improve their performance.

Grades should be based on the student’s total course performance. This performance must be measured by at least two evaluative devices, which may include a midterm examination, a written final examination, a paper or other written or oral assignment, attendance, participation, a simulation component, or any combination of those or other performance measures.

Provision of syllabus, course-specific learning outcomes, and written explanation of how course grades will be determined.

Each faculty member will provide a written syllabus for each class taught at the Law School. The syllabus should include course-specific learning outcomes indicating what students should be able to do after successfully completing the course. These outcomes may include knowledge, analytic, and problem-solving based, as well as lawyering or experiential based learning outcomes. In addition, each faculty member must provide a written explanation of how course grades will be determined. Any change to this grading process must also be provided to students in the class in writing.

5.2 ACADEMIC STANDING POLICIES AND PROCEDURES

The following grades and scale (quality points) will be used to determine a student’s academic status:

$$
\begin{align*}
A &= 4.00 \\
A- &= 3.70 \\
B+ &= 3.30 \\
B &= 3.00 \\
B- &= 2.70 \\
C+ &= 2.30 \\
C &= 2.00 \\
C- &= 1.70 \\
D &= 1.00 \\
F &= 0
\end{align*}
$$
1) A student’s grade point average (“GPA”) will be determined by multiplying the number of points awarded for the letter grade assigned to each course by the number of credits designated for each course and then dividing by the total number of credits for all the courses in which a student was awarded a letter grade. Letter grades earned in all courses (including first-year, first-semester courses) will be included in the computation, unless the student has timely elected the Credit/No Credit option. For courses graded Credit/No Credit, neither the grade of “CR” nor the credit hours will be included in the calculation of the GPA. However, if the student receives a grade of “C” or lower in a course taken Credit/No Credit, the grade of “NCL” and the scale (quality points) of 1.00 will be included in the calculation of the student’s GPA.

For purposes of academic standing, a student’s semester average, not cumulative average, will be employed. All references in these rules to GPA refer to semester grade point average. (Thus, a 2.499 semester GPA places a student on probation, and a 2.299 first-semester GPA leads to a required restart.)

2) No cumulative GPA will appear on the transcript.

3) Transcript grades for the first semester will be entered as “CR” (Credit) for all courses in which a student earns a “D” or better and “NC” (No Credit) for courses which a student does not pass. Unless otherwise indicated in this policy, the calculation of GPAs for academic standing purposes will include first-semester grades.

4) Any student who fails to achieve a GPA of 2.3 at the end of the first semester and wishes to continue in the program will be required to restart the program. Any student whose first-semester average is between 2.3 and 2.5 will be on probation but may choose to take a leave of absence for the semester and restart the following fall. Any student who still has an outstanding incomplete on the first day of that student’s second semester will be deemed to have failed the course for purposes of calculation of the GPA. A restarting student returns on probation and is subject to conditions set by the Academic Standing Committee which will ordinarily include the requirement that the student re-take all courses (including those passed the first time). Any credits earned prior to the student’s restart will not be counted toward graduation and will not be used in calculations of the student’s future GPA. Transcript entry for all courses taken prior to the restart will show “NC” (No Credit). No student will be permitted to restart the program more than once. A student who is required to restart the program because he or she achieved a GPA of less than 2.3 in the first semester, and after restarting the program is later dismissed under the academic standing policies, will not be allowed to re-enter.

5) A student must achieve a 2.5 GPA in each semester to be in good standing. A student who has a GPA below 2.5 for any semester will be on probation for the following semester. Any student on probation must meet with the Academic Dean, who will determine the terms and conditions of probation, which may include registration in an academic support course, requirement of a specific academic program (including a reduced load), and recommended limits on work and extra-curricular activities. Academic support services will be available for all students on probation. A student with an outstanding incomplete on the first day of the semester following the semester in which the student was on probation will be deemed to have failed the course for purposes of calculation of the GPA (see Incomplete Grades on page 30).

6) Unless contradicted by specific terms and conditions of probation set by the Academic Standing Committee or the Academic Dean, a student on probation will be permitted to withdraw from courses taken during the semester on probation during the time permitted for such withdrawals under the regular academic policy in force during that semester. A student who has withdrawn from a course once ordinarily will not be permitted to withdraw from that course again. Permission for a second withdrawal may be granted by the Academic Dean only upon determination that there are exigent circumstances that did not exist at the time the student enrolled in the course. If a student withdraws from all courses during that semester, the student may be granted a leave of absence under such terms and conditions, as prescribed by either the Academic Standing Committee or the Academic Dean.

7) A student who has a GPA of 2.5 or above at the end of a semester on probation will be returned to good standing.

8) A student who has been on probation in any semester will be dismissed at the end of that semester if the student earns a semester GPA below 2.5 for that semester. The rules governing application for re-entry for a student dismissed, pursuant to the provisions of this paragraph, are set forth in paragraphs 13-16 below.

8a) A student who earns a GPA of less than 2.5 for any two non-consecutive semesters will be dismissed at the end of the second such semester, but that student may be granted immediate re-entry by the Academic Standing Committee upon proof of exceptional extenuating circumstances and a determination that the student is likely to successfully complete the program. In addition, the provisions
in paragraphs 13(a)-16 apply to immediate re-entry applications. Unless immediate re-entry is sought and granted, the rules governing application for re-entry for a student dismissed, pursuant to the provisions of this paragraph, are set forth in paragraphs 13-16 below.

9) A student who earns a GPA that would cause a third probation or who achieves a GPA of less than 2.5 for any three semesters will be automatically dismissed. The rules governing application for re-entry for a student dismissed, pursuant to the provisions of this paragraph, are set forth in paragraphs 13-16 below.

10) Any student who has not yet taken a Clinic but has reached the required number of credits to enroll in a Clinic will be considered to have completed the fourth semester. A student who has a GPA below 2.5 will not be permitted to enroll in a Clinic, unless and until that student is returned to good standing.

11) A student will not be permitted to graduate, unless the student is in good standing.

12) Any student who has attempted but not earned sufficient credits to graduate will be considered to have completed the sixth semester. If a full-time student has a GPA below 2.5 at the end of the sixth semester or any later semester and has not been on probation before, the student will be required to attend a seventh semester under a program determined by the Academic Dean. If a part-time student has a GPA below 2.5 at the end of the eighth semester or any later semester and has not been on probation before, the student will be required to attend a ninth semester under a program determined by the Academic Dean.

13) A dismissed student (except for a student dismissed after restarting pursuant to paragraph 4 above) may seek re-entry for a semester no sooner than two years following dismissal by filing a written petition for re-entry, pursuant to the requirements in paragraph 14. Although a student must file the petition for re-entry during the two-year period between dismissal and re-entry, even if the petition is granted, four semesters must elapse before the student can be re-enrolled. A dismissed student may seek, and the Academic Standing Committee may grant, re-entry one year following dismissal, upon a showing by the student that the dismissal was caused by exceptional, non-recurring, extenuating circumstances that no longer exist. If re-entry is granted, the Academic Standing Committee will fashion such terms and conditions as it deems appropriate.

13a) A re-entered student will be on probation and will be, at a minimum, required to attain a GPA of 2.5 or above to continue in the program. The terms and conditions of re-entry will be detailed in writing in a re-entry contract. No student will be re-entered until that student agrees in writing to the terms of the re-entry prescribed by the Academic Standing Committee. A student is permitted to re-enter only once.

14) Petitions for re-entry must be submitted in writing to the Academic Dean. A petition for re-entry for a fall semester must be filed no later than May 1st. A petition for re-entry for a spring semester must be filed no later than October 1st. The Academic Standing Committee ordinarily will act on the petition and notify the petitioner of its decision in sufficient time to permit the student to register in the appropriate semester, if the petition is granted. Except in extreme circumstances, re-entry during the summer session will not be permitted. The Academic Standing Committee will make determination for re-entry based on written petitions; a petitioning student will be notified if the Committee determines that a personal appearance by the student is necessary. The Committee’s decision on a petition for re-entry is final, unless, upon appeal to the Dean, it is determined that the Committee’s action was arbitrary and capricious or that the Committee exceeded its authority.

15) No student will be re-entered unless the student demonstrates to the satisfaction of the Academic Standing Committee that the student is likely to successfully complete the program and the requirements for graduation. To aid in the Committee’s determination, petitions should include an explanation of what led to the student’s prior difficulties and the changed circumstances that would now lead to successful completion of the program (including a description of what the student has done during the waiting period that will enable academic success). The petitioning student has the burden of providing a concrete proposal that will lead to academic success.

It is strongly recommended that the petition contain: (a) details concerning whether and how the student used the academic support resources available during the student’s prior enrollment, and (b) a detailed plan for continuation in the program, including courses to be taken and the identification of available resources to enable successful completion of those courses.

16) The Academic Standing Committee may, in the course of its consideration of a petition for re-entry, review any information available in records existing at the Law School, including the records existing in the Admissions Office, the Office of Registration and Student Records Management, the Dean of Students Office, and the Academic Affairs Office, as well as the student’s lawyering seminar work file and examination file. The Committee may also consult with faculty members familiar with the student’s academic performance.
17) The requirements for graduation are separate from the criteria for return to good academic standing. Students must also fulfill all graduation requirements before they may receive a diploma. Students who are placed on probation at the end of the sixth or eighth semester may not graduate until they have been returned to good academic standing.

**Example:** A full-time student successfully completes five semesters without being on probation. In her sixth semester, she earns a GPA below 2.5 and is on probation. The student cannot graduate; instead, she must attend a seventh semester under a program determined by the Academic Dean. Courses taken during a summer semester do not affect academic standing (see below).

**Example:** A full-time student is on probation during his first semester, but returns to good standing the following semester. He successfully completes the next three semesters without being on probation. In his sixth semester, he earns a GPA below 2.5. The student is dismissed and cannot graduate; instead, he must petition the Academic Standing Committee for immediate re-entry and permission to continue in the program. If his petition is granted, he must take at least one course to return to good standing. Courses taken during a summer semester do not affect academic standing (see below).

18) Effects of Probation

During the semester a student is on probation, in addition to the foregoing paragraphs, the following also applies:

1. the student must enroll in Legal Methods while on probation (full-time, first-year students only);
2. the student may not take courses under the Credit/No Credit Option;
3. the student may not serve as officer of a student group during the semester while on probation;
4. the student will be prohibited from applying for or serving in school-approved internships or placements, except under extraordinary circumstances;
5. the student will be prohibited from serving on the Academic Standing Committee; and
6. the student may not take more than 16 credits a semester or more than 6 credits in the summer session and may be required to take a reduced credit load.

19) Nothing in these rules waives or grants any rights, obligations, or requirements related to University regulations or fees, New York State Court of Appeals rules for certification to take the bar examination or for admission to the bar, financial aid qualifications or rules, or any other rule or obligation prescribed by an authority other than the CUNY School of Law to which the Law School or the student has obligations or responsibilities.

(Adopted by the CUNY School of Law Faculty on May 20, 1999; amended on January 29, 2003, effective for all students beginning in Fall 2003; amended on November 30, 2011, effective beginning in spring 2012.)

[Clarifications consistent with the policies adopted by the Faculty and the CUNY Board of Trustees have been added to this statement of the policy.]

5.3 SPECIAL ACADEMIC STANDING RULES FOR GRADES EARNED DURING THE CUNY SCHOOL OF LAW SUMMER SESSION

1) A student’s performance during summer session will not affect academic standing for purposes of probation and dismissal.

2) Notwithstanding the operation of the academic standing policy as applied to a student’s GPA at the end of a fall or spring semester, no student will be dismissed as a result of the computation of the GPA at the end of a summer session, nor shall the GPA achieved in a summer session affect academic standing for purposes of probation and dismissal.

3) Any student who enrolls in a summer session, while subject to a written agreement upon re-start or re-entry or to written terms and conditions of probation from either the Academic Dean or the Academic Standing Committee, shall be subject to those terms and conditions.

5.4 COURSE WITHDRAWALS

The official withdrawal period for the fall and spring semesters begins the day following the third week of the semester (the 22nd day). A student may withdraw from a class(es) on or before the published withdrawal deadline. The last day to officially withdraw from the semester is noted on the academic calendar. (The summer session withdrawal deadline is proportionate to the regular semester calendar. See the summer calendar for the deadline date.) When a student officially withdraws from a course, the course is reflected on the student’s transcript, and the student is eligible only for the grade of “W” (Withdrawal).
Withdrawals require the approval of the Associate Dean for Academic Affairs. Withdrawals ordinarily are not permitted during the first year of study.

If a student withdraws from a required course, that course must be repeated the next time it is offered. In many cases, because of schedule conflicts and the sequencing of courses, this will result in a delay in graduation.

5.5 THE CREDIT/NO CREDIT OPTION

After completing the first year, a student may elect to take up to four elective courses including ISD, Moot Court, Academic Legal Writing, and Law Review Editing for Credit/No Credit. Courses transferred from other law schools are not counted in the limit of four. To elect the Credit/No Credit option, the student must submit the form to the Office of Registration and Student Records Management no later than the date designated by the academic calendar for each semester. Students in their final semester are required to receive approval from the Associate or Assistant Academic Dean to take a course(s) on a Credit/No Credit basis.

Faculty will grade all students using the regular grading system. The Office of Registration and Student Records Management will enter the grade of “Credit” for all students who receive the grade of “C+” or better and the grade of “NCL” for students who receive the grade of “C” or lower.

Credits earned in a Credit/No Credit course count toward the 86 credits required for graduation. The Credit/NCL policy will require a “C+” to secure a Credit, and students will not be allowed to take courses Credit/NCL if they are on probation. A student taking a course for Credit/NCL who receives a “C+” and above will receive a Credit for the class, and no grade from that class will affect the student’s GPA. A student taking a course for Credit/NCL who receives a grade below “C+” will receive 1.00 point, which will be computed as a component of the student’s GPA and the student will not receive credit for that class. Once a student has elected the Credit/NCL option, that election cannot be undone for any purpose. After the deadline to elect Credit/NCL option has passed, the student is deemed to have elected to take the course for a letter grade.

Second, third, and fourth-year students will receive notification and explanation of this option in each semester, as well as a form to be used to exercise this option.

5.6 EVALUATION SYSTEM FOR PERFORMANCE IN LAWYERING SEMINARS AND CLINICS

Lawyering seminars teach practical lawyering skills using a variety of teaching mechanisms, such as simulations, individual and group work, and presentations. Teachers provide extensive feedback to enable students to determine their level of competency and learning needs in legal reasoning, legal writing, communication and counseling, professional responsibility, organization, and time management, as well as other lawyering skills.

Students in Clinics also receive written evaluations covering the six competency areas—Professional Responsibility, Clinical Judgment, Legal Reasoning, Theoretical Perspective, Communication, and Management of Effort. The evaluations are informal communications between teacher and student and do not appear on the official transcript. The evaluations enable the teacher to communicate to each student an assessment of that student’s demonstrated level of competence in the major components of a lawyer’s skills and tasks, as well as the student’s continuing learning needs in these skill areas.

Submission of Coursework

Students are required to submit coursework in a format that the professor can read without conversion. If you plan to submit your work in anything other than MS Office (v. 2002 or higher) or rich text format, please consult with your professor.

5.7 GRADE APPEALS AND GRADE CHANGES

a. Grounds for Grade Changes and Grade Appeals

Final grades may be changed in the following circumstances:

(i) by the Academic Dean, based on a finding of clerical error, including transposition of grades upon entry on the grade sheet, mathematical errors in the calculation of the grade, the exclusion of a portion of the exam in grading or other work that was timely submitted for the course; or

(ii) by the Academic Standing Committee, based on a finding that the grade resulted from factors extraneous to the grading basis announced by the faculty, including bias.
b. Procedures for Initiating a Request for a Grade Change or Grade Appeal

All grade appeals must be made in writing and filed with the Office of Academic Affairs within 30 business days of the start of the semester following the semester for which the grade was entered. For example, grade appeals for spring semester grades are due within 30 business days of the start of the following fall semester. **Grade appeals made directly to a faculty member at any stage of the appeals process will not be considered.** Grade appeals must be initiated in writing, using the student’s CUNYfirst ID number. The Academic Dean or the Committee will notify the student if the Committee finds it necessary for the student to appear before the Committee in connection with the grade appeal. Otherwise the Committee will base its decision on the written petition and any other facts before the Committee. The fact that an appeal is pending shall not stay any other determinations or actions by the Dean or Academic Standing Committee.

c. Process for the Determination of Grade Appeals

**Grade appeals made after the time period set forth above will not be considered.** Grade appeals should be addressed to the Academic Standing Committee and submitted to the Office of Academic Affairs. The Associate Dean for Academic Affairs will review all petitions to determine whether the Academic Standing Committee has jurisdiction to hear the petition. Students should use their CUNYfirst ID numbers for identification on their grade appeals. Ordinarily, the Academic Standing Committee will review an appeal, based on paragraph (b), above, at its next regularly scheduled meeting. The Committee may decide, based on the student’s appeal at that meeting or may seek additional information from the student or the faculty member. If the Committee seeks further information from a faculty member, the faculty member will be notified that the information should be provided within 30 business days. If the faculty member fails to respond within 30 business days, the Academic Standing Committee will consider the appeal at its next scheduled meeting and determine how to proceed. The student will ordinarily be notified in writing of the Committee’s determination either granting or denying the appeal or adjourning consideration pending further information within one week following the meeting at which the petition was considered.

5.8 GRADUATION REQUIREMENTS

To earn the Juris Doctor degree from the CUNY School of Law a student must pass all required courses, earn 86 credits, be in good academic standing, and comply with the attendance, residency, and other requirements described below.

Non-academic work and attendance

The Law School program requires students to devote substantially all of their time to their studies during the school year.

a. In compliance with ABA Standard 311(a), the Law School requires regular and punctual class attendance. Interpretation and implementation of this policy rests, in the first instance, with the faculty member teaching each course. Absences may lead to failure in a course even where a student has satisfactorily completed other requirements. Absences of more than two consecutive class days due to illness or other extraordinary circumstances should be reported by the faculty to the Office of Academic Affairs. Even excused absences may lead to failure or mandatory withdrawal from a course.

b. A student should not engage in employment for more than 20 hours per week.

CUNY School of Law’s curriculum is designed for full-time students to graduate in six semesters (excluding summer school), and for part-time students to graduate in eight semesters plus one mandatory summer session. Students may elect or, if on academic probation, may be required to stay for an additional semester. The Law School will work closely with students taking an additional semester to ensure that the selected course of study is that which best supports successful completion of law school and preparation for the profession’s entrance exam. Students considering an additional semester should speak with their advisors and are required to have the permission of the Academic Dean. Additional semesters have financial aid implications, and students should speak with the Financial Aid Office as soon as they begin to consider an additional semester.

No more than a combined total of 10.5 credits towards graduation may be earned in the following courses: Teaching Assistant, Independent Study, Law Review Editing, Moot Court, and Public Interest/Public Service (counted as 1.5 credits towards this limit).
INCOMPLETE GRADES

If a student does not finish a course or program, and if there is reasonable expectation that the student can successfully complete the requirements of the course during the subsequent semester, the student will be eligible for an Incomplete (“Inc.”) at the discretion of the faculty member of the course or program. If the student does not resolve the Incomplete grade by the last day of classes of the next academic semester, the Incomplete will be converted to a failing grade administratively. (The grade is recorded on the transcript as “FIN.”) A student on probation with an outstanding Incomplete on the first day of the semester following the semester in which the student was on probation will be deemed to have failed the course for purposes of calculation of the GPA. (See paragraph 4, p. 25.)

If a student has received an accommodation from Student Affairs based on extenuating circumstances or disability that extends the completion of the student’s course or program of study beyond the end of the semester, the following policy applies. The student will be given an Incomplete with the expectation that all course work will be completed prior to the end of the second week of classes of the following scheduled semester, including the summer semester, regardless of whether or not the student is enrolled in summer classes. Only in extraordinary circumstances and with documented need would any Incomplete extend past the second week of the following semester. If there arises a situation in which an Incomplete extends beyond this time, it must be completed by the end of the next semester following the semester in which the Incomplete was received (including the summer semester) or the student will not be allowed to register for any law school classes until the Incomplete is satisfied.

The Academic Standing Committee may, at its discretion, extend the period in which to resolve the Incomplete. Academic Standing Committee consideration of the extension of an Incomplete is initiated by a petition from the student seeking to extend the Incomplete grade. A student seeking an extension on this period must submit, prior to the conversion of the Incomplete to a FIN, a written petition to the Office of Academic Affairs for consideration by the Academic Standing Committee before the end of the semester following the entry of the Incomplete.

Individual faculty members may give a specific period that is less than a full semester in which the Incomplete work must be turned in. In many cases, this is desirable, so that students avoid the burden of trying to complete simultaneously assignments from two different semesters. There will, of course, be exceptions, but this is the preferred arrangement in most cases.

Generally, students who have an outstanding grade of “Incomplete” will not be allowed to register for clinic. Waivers will be granted on a case-by-case basis, by the Academic Dean’s office. Factors taken into consideration for the waiver include the type of class the Incomplete is in, the amount and type of work the student has left to complete, and the likelihood that finishing the Incomplete will negatively impact the clinic experience.

No student who has a grade of Incomplete (“Inc.”) will be allowed to graduate or be certified to take any bar examinations. Thus, students may not be given an (“Inc.”) during their final semester.

PARTICIPATION IN COMMENCEMENT CEREMONY

A student may participate as a graduating student at commencement only once. For most students, this will be with the class with which they entered. However, a student who will not graduate with his/her original class may, with the Academic Dean’s permission, participate as a graduating student at commencement if s/he is within 24 credits of graduation. Otherwise, s/he may not participate in a commencement until s/he has completed all the courses necessary for graduation.

RESIDENCY FOR GRADUATION AND BAR EXAM REQUIREMENTS

Students seeking to graduate a semester early (after five semesters for full-time students or seven semesters for part-time students) must notify the Office of Registration and Student Records Management prior to the start of the student’s proposed final semester and obtain the permission of the Academic Dean. Courses where credit hours are awarded for intensive, all-day programs and not spread across a summer session or a semester, do not count towards the residency requirement. Students seeking to graduate early must meet the requirements for opting out of the Core Doctrine course. Students seeking to graduate with schedules other than those described above or who seek to interrupt their matriculation with a leave of absence must obtain advance permission from the Associate Dean for Academic Affairs.
Students are responsible for fulfilling the requirements of each state in which they expect to take the bar examination, including New York. Students who plan to take other states’ bar examinations should check the residency requirements of those jurisdictions.

The New York Court of Appeals determines eligibility to sit for the New York State bar exam. Current requirements are that the program and course of study leading to a juris doctor be completed no earlier than 24 months and no later than 60 months after a student has commenced law study at the Law School or a law school from which the school has accepted transfer credit.

The New York Court of Appeals also requires that students who commenced their legal education after April 1, 2012 take a two-credit Professional Responsibility course prior to graduation in order to sit for the New York State bar examination.
Section VI  Public Safety/Security

The Law School’s Public Safety Department is comprised of sworn peace officers, campus security assistants and uniformed contract security officers. The Security Office is open and accessible every day of the year, 24 hours a day.

6.1 ANNUAL SECURITY REPORT-NOTICE OF AVAILABILITY

A copy of the CUNY School of Law’s Annual Security Report can be obtained at the Office of the Public Safety Director, room 1-102. The Report is also available on the web at https://www.law.cuny.edu/about/legal/security-report/. The Report includes statistics for the previous three years, concerning reported crimes that occurred on campus, in certain off-campus or property owned or controlled by the Law School, and on public property within, or immediately adjacent to, and accessible from the campus. It also includes policy statements involving the reporting of crimes and emergency procedures. Title IX compliance procedures and policies are included in this report as well.

6.2 CUNY ALERT SYSTEM

All students, as well as faculty and staff are pre-registered into the CUNY Alert system. The CUNY Alert system is designed to give you immediate and up-to-date information regarding weather, utility, and emergency situations that directly impact the campus community. The system can contact you and family or friends, as you designate, via text message, cell phone, landline, and email. The system can offer all methods of notice, a single method, or any combination thereof. It is user-friendly and can prove to be invaluable before, during, and after an emergency. You can make changes to your account preferences by logging onto your CUNYfirst account, then main Menu, then CUNYAlert preferences.

6.3 EMERGENCY INFORMATION

<table>
<thead>
<tr>
<th>Emergency Phone Numbers</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Police/Fire/EMS</td>
<td>911</td>
</tr>
<tr>
<td>Public Safety</td>
<td>(718) 340-4270</td>
</tr>
<tr>
<td>Health and Safety Officer</td>
<td>(718) 340-4270</td>
</tr>
<tr>
<td>Physical Plant/Engineer</td>
<td>(718) 340-4280</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>On-Campus Assistance Numbers</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Counseling Services</td>
<td>(718) 340-4216</td>
</tr>
<tr>
<td>Dean’s Office</td>
<td>(718) 340-4201</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>(718) 340-4207</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Off-Campus Assistance Numbers</th>
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</thead>
<tbody>
<tr>
<td>Local Police Precinct (108)</td>
<td>(718) 784-5411</td>
</tr>
<tr>
<td>Local Fire Station</td>
<td>(718) 999-2000</td>
</tr>
<tr>
<td>Poison Control</td>
<td>(212) 764-7667</td>
</tr>
</tbody>
</table>

When power to the building is down or the internal phone service is lost, the School has three POTS (Plain Old Telephone Service) lines connected directly to lines in the street.

Basic Emergency Procedures

The Public Safety Department needs you to serve as additional eyes and ears and be proactive regarding your own safety, as well as the safety of our community. Let us know of your concerns, inform us of problems and potential problems, heed the advice and directions outlined below, and let us know how we can improve our service to you. When fire alarm bells ring, unless otherwise instructed, respond as if a real emergency exists and await verbal instructions which will come through the fire command system and/or the building internal communication response system. If we do need to vacate the school, unless otherwise instructed, our assembly location is at the New York State Court House located 500 feet diagonally across from our building entrance. Wait there, until given the all clear to return by Public Safety or administrative staff or civil authorities.

The College Emergency Plan
The succession of events in an emergency is not predictable, and operational plans will serve only as guidelines and may require on-the-spot modification in order to meet the needs of the emergency. Stay calm, stay focused, follow formal instructions, and exercise common sense.

**Emergency Communication Response System**
The system will give oral instructions for you to follow and will be repeated several times. Floor Coordinators will assist, if time and situation permit, if we need to vacate the School. Please follow their instructions.

**Emergency Two-Way Call Stations**
These are located throughout the building. Activating the device by pressing the red button will put you in hands-free, direct communication with the main Public Safety Desk.

**Fire Emergency Plan**
Fire Wardens and Floor Searchers are designated to serve specific areas of the building. Their job is to facilitate evacuations of all kinds and to pass information to the Public Safety Office. Please heed their directions. However, there may exist circumstances when a rapid evacuation is necessary. In this case, Floor Searchers will evacuate with the rest of the staff and students. When fire alarms ring, proceed to the nearest exit and leave the building at once. If a false alarm has occurred, we will make an “all clear” announcement through our emergency communication response system. Treat all fire alarms as real, unless otherwise directed by the Fire Wardens, Floor Searchers, or members of the Public Safety staff. Drills should be treated as emergency incidents and require everyone’s quick and full cooperation.

In all cases of fire, please contact 911, or activate an emergency pull station, located on each floor, at each stairway. Contact the Department of Public Safety as soon as it is safe to do so. This can be done via phoning the department at 84440 or 84270 or using one of our two-way emergency call stations. Make note of the location of stairways, fire extinguishers, fire exits, and call stations. If a minor fire appears Fire alarms will cause corridor doors to swing shut to contain smoke and fire. Card access devices will power down to allow unfettered access. Do not attempt to pass through corridor doors that have shut. Go to the nearest stairway and exit the building. Most injuries and fatalities associated with fires are the result of smoke inhalation. Get out of the building quickly.

If time permits, close the door of the room where the fire exists. When the building evacuation alarm is sounded, always assume that an emergency exists. Touch closed doors; do not open them, if they are hot. If the door is cool, brace yourself behind the door and open it slowly. Bracing yourself behind the door prevents the door from being blown open due to the pressure created by the fire. Walk quickly to the nearest exit and alert others to do the same. DO NOT USE ELEVATORS DURING A FIRE EMERGENCY, UNLESS OTHERWISE DIRECTED BY EMERGENCY RESPONSE STAFF. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic. If you must pass through smoke, cover your mouth and nose with an article of clothing, preferably wet. STAY LOW. Smoke and heat tend to rise, as cooler air is denser. If you have any suspicion that the fire or smoke is related to a gas leak, DO NOT USE A CELL PHONE IN THE IMMEDIATE AREA. Electrical energy can ignite fumes.

Once outside, move to a clear area. Our usual assembly point is 500 feet diagonally across from the building at the New York State Court House. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. These essential personnel must be allowed to do their jobs. Do not return to an evacuated building, unless told to do so by a College official.

If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. Place a wet cloth at the base of doors to keep smoke from entering. Shout at regular intervals to alert emergency crews of your location. Dampen a cloth with water, place it over your nose, and breathe lightly through it. Should your clothing catch fire, stop, drop, and roll. Rolling on the ground will help smother the fire.

**Hostile Intruder**
Don’t panic. Keep breathing and keep focused. When an intruder in a campus building is actively causing deadly harm or the threat of imminent deadly harm, you must immediately seek cover and if possible, contact 911 then the Public Safety Department. If you are able to make a call, give as many details as possible relative to location, number of assailants, means of aggression, and other pertinent information. IF POSSIBLE, USE AN EMERGENCY CALL STATION DEVICE. It is always preferable to contact 911 before contacting Public Safety. Be aware of alternate exits, if it becomes necessary to flee. Persons should lock themselves in classrooms, dorm rooms, and offices as a means of protection. Persons should stay low, away from windows, barricade their door(s), if possible, and use furniture or desks as cover. If possible, cover any windows or openings that have a direct line of sight into the hallway. Students and staff should not attempt to leave the building, until told to do so by Public Safety or NYPD. The only exception to this is, if given the specific circumstances, a person is certain beyond any doubt that more danger exists by remaining in the building than in attempting
to escape. When a hostile intruder is actively causing deadly harm or the threat of imminent deadly harm to people on the campus grounds, we recommend the following course of action: Run away from the threat if you can, as fast as you can. Do not run in a straight line. Use buildings, trees, shrubs, and cars as cover. If inside, desks, chairs, or bookcases may help. If you can get away from the immediate area of danger, summon help and warn others. If you decide to hide, take into consideration the area in which you are hiding. Will I be found? Is this really a good spot to remain hidden? Do not give your position away or stand up, until Public Safety or civil authorities give an all-clear signal.

If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead, if other victims are around you. If there is no other alternative prepare yourself to fight. Common items such as chairs, laptops, books or any other object which can be thrown should be used against the attacker.

**Bomb Incident Plan**

While it is important to note that the overwhelming majority of bomb threats are unfounded, it is the policy of the Law School to treat them as potentially real. Each threat will be thoroughly investigated, until all avenues of investigation have been explored.

A suspicious looking box, package, object, or container in or near your work area may be a bomb or explosive material. Do not handle or touch the object. Move to a safe area (far from the object) and call the Department of Public Safety immediately at 84440 or 84270. Do not operate any electronic devices, radios, or light (power) switches.

If you receive a bomb threat, remain calm and try to obtain as much information as possible from the caller. Specifically try to ascertain the following:

- a) location of the device;
- b) time, if any, the device is scheduled to go off;
- c) appearance or type of container used for the device;
- d) reason for placing the device;
- e) size of the bomb;
- f) type of explosive used in the device;
- g) name of the caller or organization taking responsibility; and
- h) additional information that might be available.

The person receiving the call should note the following:

- a) whether it’s a male or female voice;
- b) time of call;
- c) mood of caller (excited, nervous, calm, despondent);
- d) background noises that may be present at the location of the caller;
- e) approximate age of the caller; and
- f) any other peculiarities that may be helpful in identifying the source of the call or its purpose.

The police will be called, if an evacuation is deemed necessary, an announcement will be made via the public address system. If an evacuation is necessary, only use stairs. Do not use elevators. Move well away from the building and follow the instructions of floor coordinators and emergency personnel at the scene. In lieu of an evacuation, a designated staging area will be used. Please follow the directions broadcast on the public address system.

If there is an explosion:

- a) immediately take cover under sturdy furniture;
- b) stay away from the windows;
- c) do not light matches;
- d) move away from the site of the explosion to a safe location; and
- e) use stairs only, do not use elevators.

**Medical Emergencies**

All medical emergencies should be reported immediately to Public Safety at 84440 or 84270. If the medical emergency is life threatening, call 911 before dialing Public Safety. When making the call, give your name, describe the nature and severity of the medical problem, and the location of the victim. Try to answer all of the questions the dispatcher asks you and let him/her hang up the phone first. Do not move the victim. If you are certified in CPR and first aid and able to help, try to assist the victim, until help arrives. Look
for emergency medical ID’s such as bracelets on injured persons, and try to keep the victim as comfortable as possible until emergency personnel arrive. If a medical problem is non-life threatening, call the Public Safety Office at 84440 or 84270. The School has seven Automatic Electronic Defibrillators. Each floor contains a device located just outside each passenger elevator vestibule. Note that there is an emergency call station near each device.

If the victim can be safely moved, then she/he will be escorted to the Public Safety Office, room 1-102. If campus police personnel believe that a victim should not be moved or that emergency medical care is required immediately, they will call 911. Please remember that the decision to call or not call 911 is not based on financial circumstances or insurance status. The focus is on assisting the ill or injured party.

**Medical Emergencies that are Emotional in Nature**
The Office of Students Affairs can be most helpful in assisting anyone who feels in need of counseling or mental health services. Linda Penkower, our Law School counselor, is available at 84216. Whenever an individual demonstrates or reports a risk for self-destructive or suicidal behavior, immediate assistance is needed. If the situation poses an imminent physical danger, call 84270 to reach the Public Safety Office. If imminent physical danger is not posed, then call the Office of Students Affairs at 84207 or Linda Penkower at 84216. If they are unavailable, contact Public Safety.

**Utility Failures**
Report any power failure immediately to Public Safety at 84440 or 84270. In the event of a building-wide power failure, building phones may not function. A large, diesel-powered emergency generator that can power lights and other emergency systems for up to several hours serves the building. Having a flashlight attached to a key chain, belt clip, or in a bag may be helpful even when not in the School. Never use candles. During daylight, add as much natural lighting as possible by raising blinds. Faculty with classes should remain where they are until notified otherwise. During a power failure or possible power failure, never use an elevator. Once power is restored, Public Safety will make an announcement using the School’s emergency communication response system.

**Plumbing Problem/Flooding**
Cease using all electrical equipment. Notify Public Safety immediately. If necessary, vacate the area and prevent anyone else from entering. If a toilet overflows, contact us.

**Gas Leaks**
Gas leaks are very rare but can be very serious. If you smell gas, contact PUBLIC SAFETY by coming down to the main security desk or utilize a phone away from the smell of gas. Do not use a mobile phone near a gas leak, whether here or at home. Gas vapors can be ignited by static electricity.

**Evacuation Procedure**
Although it is highly unlikely that there will ever be an emergency in the building that will require you to evacuate immediately, it is prudent to be prepared for such an occasion. The first rule of any emergency is to remain calm and have a plan. Once this is done, you will find that almost any situation has a safe solution. When in the School, familiarize yourself with the floor layout. Know where the emergency exits are. Know where the fire extinguishers are. Take time to learn where the stairways are and where they lead. Emergency exit doors in the building are never chain locked. You can exit the building from any stairway. WHEN USING A STAIRWAY FOR EMERGENCY EXIT, DO NOT REMAIN IN THE STAIRWAY. EXIT THE BUILDING AND MOVE AS QUICKLY AND SAFELY AS POSSIBLE TO OUR BUILDING ASSEMBLY POINT, 500 FEET DIAGONALLY ACROSS OUR MAIN ENTRANCE AT THE NEW YORK STATE COURT HOUSE. If possible, assist those who are moving slowly or are hindered by the stress of the situation.

It is our policy to have the schedules of those persons who are differently-abled on file, so that we may offer special assistance. Generally, persons unable to leave the building due to a physical condition are asked to assemble by the freight elevator vestibule located on each floor. A building management team member will use the freight elevator to stop at each floor to pick persons up and take them directly to the building loading dock. If there is a large fire or explosion, do not waste time gathering personal effects. Remember to never use the elevator when the building is being evacuated, unless specifically instructed by police, fire, or civil authorities. The key to safe building evacuation is to know your surroundings and move quickly.

6.4 **FACILITIES**

CUNY School of Law Building Use Policy—2 Court Square:

6.5 **FIREARMS POLICY**

All students, guests, and visitors are prohibited from having in their possession a rifle, shotgun, firearm, or any other dangerous instrument or material that can be used to inflict bodily harm on an individual or damage the building or the grounds of the Law School. There are no exceptions to this policy. Possession on Law School grounds may subject students to disciplinary action by the Law School. Active or retired law enforcement must speak with the Public Safety Chief prior entering the building while armed.

6.6 **FIRST AID**

The Public Safety Office is equipped to deal with certain minor medical emergencies. Staff are trained and certified in basic first aid, AED, and CPR. If you or a community member requires first aid, please go directly to Security (Room 1-102). If that is not possible, phone the CONSOLE ROOM 84440 or FRONT DESK 84270. Public Safety can be summoned by pressing the red button on any emergency call station. They are located throughout the building. **Please do not use a fire alarm pull station to summon help for any matter which is not fire related.** Please be advised that there are emergencies/medical conditions for which we are not equipped. In such cases, 911 emergency services will be summoned. If you have an existing medical condition that you think the School should know about, please inform either Public Safety or the Office of Student Affairs. This information will be held in confidence to the best of our ability. We are not permitted to dispense any oral over-the-counter medications. It is advised that you store analgesics, antacids, or antihistamines in your locker for personal use. The School employs a part-time nurse practitioner. The location is room 3-104.

6.7 **GUESTS**

All visitors to the School are expected to comport themselves in a manner consistent with an academic environment. Guests must sign in at the front Public Safety Desk and show identification to the officer on duty. Upon exiting the School, guests must sign out. Guests must generally be in the same area as the host student and may not use School facilities such as copy machines or computers in furtherance of their own work without express permission of the Office of Student Affairs. Guests are subject to the lawful instructions of all members of Public Safety, as well as the Administrative staff. Guests may not remain in the building after 10:00PM on weekdays, or all day on weekends and holidays. If someone is waiting for you after this time to facilitate transportation or other issues of importance, they must remain on the first floor by the front Public Safety Desk. If a guest seems to be intoxicated, refuses to follow procedures of identification or sign in and sign out procedures, entry to the building will be denied.

6.8 **LAW SCHOOL BUILDING-LATE NIGHT POLICY**

The Law School building is available to current Law School students, faculty, and staff for school-related purposes after regular hours during the hours of 12 midnight to 7 am. Those wishing to remain in the building must sign in at the Public Safety Desk at midnight. Anyone entering or leaving the building during this time period must sign in or out at the Public Safety Desk. Late-night usage of the building is limited to current Law School students, faculty, and staff personally. No guests are permitted during these hours or all-day weekends and holidays. Late-night usage of the building is expressly limited to school-related purposes. Such permitted usage does not include sleeping, socializing, or other recreational activities, except as tangential to study or research. Violators of this usage limitation will be asked to leave the building, and repeat violators may have their late-night privileges suspended or revoked.

6.9 **LOCKERS**

The School provides lockers (located throughout the building) with built-in combination or pad locks. If your lock or locker is in need of repair, please contact the Public Safety office. The following protocol pertains to the use of the lockers:

1. Lockers are the property of the CUNY School of Law. In an emergency or exigent circumstance, Public Safety reserves the right to enter any locker.
2. Lockers are secured with built-in combination locks. These locks are the only locks permitted to be used on the lockers. Lockers with pad locks are the only locking devices allowed.
3. Use of lockers is voluntary and at your own risk.
4. A small block of lockers reserved for Student Government is for the exclusive use of student government organizations.
5. Perishable items are not to be stored in lockers.
6. Defacing lockers, including markings and stickers inside or outside of lockers of any kind, is prohibited. Any markings, stickers, or taped messages will be removed and thrown out.
7. No locker may be used, unless it is first registered with and approved by the Security Office.
8. As a general rule, lockers must be emptied of all contents on the Friday of the week after the summer bar exam. After this time, lockers will be opened and contents removed as refuse.
9. The School reserves the right to amend these rules as needed.

6.10 LOST AND FOUND

The Lost and Found is located in the Public Safety Office, room 1-102. If something of substantial value is returned to Public Safety, it is locked in a file cabinet, not accessible to the officers. The Director or designee will release such valuables to the owner upon presentation of identification and a satisfactory description of the lost item. Keep valuables on your person or utilize the School’s lockers for safekeeping. Do not leave laptops, cell phones, wallets, or other items of personal import unattended for extended periods of time.

6.11 PARKING POLICY

There are no parking facilities owned or controlled by the CUNY School of Law.

6.12 SNOW EMERGENCY PLAN

The purpose of the plan is to inform the Law School community about the status of operations during or following a snowstorm. The plan consists of two parts. The first and primary part of the plan uses the Law School telephone message system. The second part of the plan consists of giving a local radio station the School’s closing information for broadcast. Each part of the plan is outlined below.

(1) Telephone Call-In: In the event of a serious snowstorm, the Law School may be closed. An example of a serious snowstorm is one that has caused the closing of New York City Public Schools. In the event of a serious snowstorm, an alert message will be placed on the automatic answering system that can be accessed by dialing 718-340-4399. If there is no message on the telephone system, assume the School is open.

(2) Radio Announcement: The Law School will announce its closing on radio station WCBS (880 AM, 101.1 FM). The City University Central Administration will have snow-closing information regarding all of the CUNY colleges, including the Law School, on:

- WADO 1280 AM
- WBL 107.5 FM
- WFAS 1230 AM 104 FM
- WINS 1010 AM
- WLIB 1190 AM

6.13 THE CITY UNIVERSITY OF NEW YORK POLICY ON ADMISSION OF SEX OFFENDERS

The Law School reserves the right to deny admission to any student, if, in its judgment, the presence of that student on campus poses an undue risk to the safety or security of the Law School or the Law School community. That judgment will be based on an individualized determination, taking into account any information the Law School has about a student’s criminal record and the particular circumstances of the Law School, including the presence of a childcare center, a public school, or public school students on the campus.

6.14 THE CITY UNIVERSITY OF NEW YORK CAMPUS AND WORKPLACE VIOLENCE PREVENTION POLICY

6.15 DOMESTIC VIOLENCE AND THE WORKPLACE

6.16 THE CITY UNIVERSITY OF NEW YORK POLICY ON EQUAL OPPORTUNITY AND NON-DISCRIMINATION
6.17 COMPLAINT PROCEDURES UNDER THE CITY UNIVERSITY OF NEW YORK’S POLICY ON EQUAL OPPORTUNITY AND NON-DISCRIMINATION

6.18 THE CITY UNIVERSITY OF NEW YORK POLICY ON SEXUAL MISCONDUCT

6.19 STUDENT SEXUAL MISCONDUCT COMPLAINANTS’ BILL OF RIGHTS

6.20 THE CITY UNIVERSITY OF NEW YORK POLICY AND PROHIBITION OF SMOKING

Smoking is prohibited inside all facilities owned, leased, or operated by the City University of New York.

6.21 NOTICE OF ACCESS TO CAMPUS CRIME STATISTICS, THE CAMPUS SECURITY REPORT, AND INFORMATION ON REGISTERED SEX OFFENDERS

The College Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the U.S. Department of Education, as well as the annual campus security report. The campus security report includes: (1) the campus crime statistics for the most recent calendar year and the two preceding calendar years; (2) campus policies regarding procedures and facilities to report criminal actions or other emergencies on campus; (3) policies concerning the security of and access to campus facilities; (4) policies on campus law enforcement; (5) a description of campus programs to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others; (6) campus crime prevention programs; (7) policy concerning the monitoring through the police of criminal activity at off-campus locations of student organizations officially recognized by the college; (8) policies on illegal drugs, alcohol, and underage drinking; (9) where information provided by the State on registered sex offenders may be obtained (also see below); and (10) policies on campus sexual assault programs aimed at the prevention of sex offenses and procedures to be followed when a sex offense occurs. This information is maintained pursuant to the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

The campus crime statistics and the annual campus security report are available at the reference desk of the library and the law school website at: https://www.law.cuny.edu/wp-content/uploads/page-assets/about/legal/security-report/ANNUAL_SECURITY-REPORT_10-2019.pdf. If you wish to be mailed copies of the campus crime statistics and the annual campus security report, you should contact Steve Katz, Director of Security at (718) 340-4271, and copies will be mailed to you within 10 days. The U.S. Department of Education’s website address for campus crime statistics is www.ed.gov.

In accordance with the federal Campus Sex Crimes Prevention Act, registered sex offenders now are required to register the name and address of any college at which he or she is a student or employee. The New York State Division of Criminal Justice maintains a registry of convicted sex offenders and informs the college’s chief security (public safety) officer of the presence on campus of a registered sex offender as a student or employee. You may contact the Law School’s chief security officer, Steve Katz, Room 4-304, phone (718) 340-4271, to obtain information about Level 2 or Level 3 registered sex offenders on campus. To obtain information about Level 3 offenders, you may contact the Division’s registry website at: http://www.criminaljustice.ny.gov/SomsSUBDirectory/search_index.jsp, and then click on “Search for Level 3 Sex Offenders” or access the directory at the college’s public safety department or police precinct. To obtain information about Level 2 offenders, you need to contact the public safety department, local police precinct in which the offender resides or attends college, or the Division’s sex offender registry at 800-262-3257.

These Procedures govern any complaint of discrimination and/or retaliation, except complaints of sexual harassment and sexual violence, which are covered by CUNY’s Sexual Misconduct Policy. These procedures are applicable to all of the units and colleges of the University. The Hunter College Campus Schools may make modifications to these procedures, subject to approval by the University, as appropriate, to address the special needs of their elementary and high school students.

These Procedures are intended to provide guidance for implementing the University Policy on Equal Opportunity and Non-Discrimination. These Procedures do not create any rights or privileges on the part of any others.

The University reserves the right to alter, change, add to, or delete any of these procedures at any time without notice.
6.22 BOARD OF TRUSTEES RESOLUTION IMPLEMENTING UNIVERSITY POLICY TO COMBAT BIGOTRY AND PROMOTE PLURALISM AND DIVERSITY

The procedures in effect at the College for dealing with bias related crime:

Students who have been a victim of a bias-related crime should immediately report the incident to the following offices:

1. Student Affairs
   Chief Student Affairs Officer: Yvette Wilson-Barnes
   Room 5-117, (718) 340-4635

2. Public Safety/Security
   Chief Public Safety Officer: Steve Katz
   Room 4-304, (718) 340-4271

The availability of counseling and other support services for the victims of a bias-related crime:

Anyone who is a victim of a bias-related crime is encouraged to seek counseling from a trained mental health professional. Experienced counselors, trained to assist with the consequences of bias-related crime trauma, are on hand at the Law School to provide crisis intervention, in-office counseling, and referral to other support services and self-help groups. The counselor can also refer victims to community-based support groups and professional organizations. The Law School will assist any student wishing to contact outside agencies, including local police, regarding charges and complaints of a bias-related crime. The Law School can also assist in changing academic schedules after an alleged incident.

On-campus resources:

1. Campus Security: Room 1-102, (718) 340-4271
2. Counselor: Room 5-111, (718) 340-4216
3. Student Affairs: Room 5-117, (718) 340-4207

Off-campus resources:

1. New York City Police Department Detective Bureau; Hate Crimes Task Force; 1 Police Plaza (646) 610-5267
2. Manhattan District Attorney, Community Affairs Unit (212) 335-9082
3. Queens District Attorney, Antibus Unit (718) 286-7041
4. Bronx District Attorney, (718) 590-2427 or (718) 590-2715
5. Brooklyn District Attorney, Community Affairs Unit (718) 250-2241
6. Staten Island District Attorney, Special Investigations/Bias Unit (718) 876-6300 or (718) 556-7167
7. NYC Victims Services Agency (212) 577-7777. This service is open 24 hours, seven days a week and provides crises intervention for crime victims.
8. The Gay and Lesbian Anti-Violence Project (212) 807-0197 (24-hour hotline). This service is open 10:00 a.m. through 8:00 p.m. Monday through Thursday and 10:00 a.m. through 6:00 p.m. on Friday. It provides short-term crisis counseling, advocacy services, and referrals for long-term counseling.
9. National Hate Crimes Hotline (208) 246-2292.

You have the option of completing and submitting a hate crime incident report on this website.

The nature of and common circumstances relating to bias-related crimes on college campuses:

Hate crime laws are designed to send the message that hate and bias-motivated crimes will not be tolerated, because they are often attempts to silence and instill fear into entire groups. Reporting hate-related incidents helps survivors take advantage of recovery services and enables our community to build up statistics and patterns of crime, providing an opportunity of catching offenders or preventing the violence altogether.
The key criterion in determining whether or not any crime or incident fits into the definition of a hate- or bias-related crime is the motivation behind the incident. A hate- or bias-related crime is one that is motivated, at least in part, because of someone’s bias or hatred of a person’s or group’s perceived race, religion, ethnicity, sexual orientation, or other characteristic. Victims of hate- and bias-related crimes often have intense feelings of vulnerability, anger, depression, physical ailments, learning problems, and difficult interpersonal relations. Hate crimes also have a psychological and emotional impact that extends far beyond the victim. Attacks motivated on the basis of bias against a person’s beliefs, values, or identity undermine freedom of expression, association, and assembly and tear at the pluralistic fabric of our society.

Using slurs and epithets is a way of showing someone that you believe he or she is less than human and undeserving of respect. Hate crimes are a way to send a message to members of certain groups or individuals that they are unwelcome in a particular neighborhood, community, school, or workplace. Calling someone a name, refusing to rent an apartment, verbal threats, vandalism, abusive phone calls, and Internet hate mail are all examples of hate crimes. The most common form of bias-motivated incidents on college campuses are demeaning or harassing or threatening phone calls or emails. However, bias-related physical attacks and vandalism do also occur. You can make a difference by speaking out when jokes or comments are made that are hateful or demeaning and by asking yourself if you use derogatory, degrading, or offensive terms in describing others.

Observing general safety tips may help you to avoid becoming the victim of a hate- or bias-related crime. Be alert to your surroundings, both inside and outside. Listen to and act upon your feelings and instincts. Notice people, the lighting, and access to phones and exits. Use elevators, stairs, and restrooms in well-trafficked areas. Don’t study alone in an empty classroom. Avoid deserted parking lots, empty laundry rooms, and other poorly lit or poorly populated locations. When possible, walk with a friend instead of walking alone in secluded areas or at night. When riding the subways during less traveled times of day, ride in the middle car with the conductor or the first car with the engineer.

Always keep your apartment and car doors locked. If you live in an apartment with a fire escape outside a back window, you should secure it with a fire department-approved gate, an alarm, or some barrier system. A window lock is not enough. Always close your blinds/shades/curtains at night. If you decide to bring someone home, introduce him or her to a friend, acquaintance, or bartender, so that someone knows who you left with. When driving a friend home, establish a signal that the friend is in the home and safe before you drive away. If a stranger is at your door, do not give the impression that you are home alone. Shout over your shoulder or indicate in some way that there is another person present. Never open the door to strangers without verifying their identity by asking for an identification tag. Do not give out personal information over the phone or Internet.

Finally, report all incidents of violence or harassment. Contact campus security or call 911, as soon after the incident as possible. If you saw the perpetrator, try to remember gender, age, height, race, weight, build, clothes, and other distinguishing characteristics. If anything was said, such as anti-gay epithets or threats, make a mental note about them, and write them down as soon as possible. If you want the crime to be reported as a hate- or bias-related crime, tell the officer to note that on the report. If the police do not assist you properly, file a complaint and contact the Office of Student Affairs or the City information number, 311.

**The methods the college employs to advise and to update students about security procedures.**

In addition to the Student Handbook, crime prevention pamphlets that include various safety tips and encourage the reporting of crime on campus are prepared and distributed periodically to students. Speakers, including law enforcement officials, are invited by the administration and student groups to inform students about prevention of crime and personal safety. Campus Security also makes a presentation about prevention of crime and personal safety to incoming students at orientation. Additionally, Campus Security meets with the College’s Advisory Committee on Campus Security on a regular basis to exchange information on recent events and security concerns on campus. The Security Advisory Committee is made up of equal numbers of faculty, administrators, and student officers. This committee reviews current campus security policies and practices and makes recommendations for their improvement.

**6.23 POLICY ON REPORTING OF ALLEGED MISCONDUCT**
Section VII  Student Conduct

The City University of New York (CUNY) continually designs and executes numerous policies and procedures to inform and support the members of the CUNY community, students, families, and faculty. The link below connects to key policy documents and information that assists with conducting the daily affairs of the University including academic and student affairs.

https://www.cuny.edu/about/administration/offices/ovsa/policies/

7.1 CUNY POLICY ON ACADEMIC INTEGRITY

CUNY School of Law Note: Character and Fitness Committees and various state laws may nonetheless mandate that the Law School disclose certain occurrences.

7.2 ALCOHOL POLICY AT CUNY SCHOOL OF LAW

The Law School permits the consumption of alcohol under the following rules and in accordance with New York State and City laws and regulations and University policies. This policy pertains to faculty, staff, and students. The term “Law School,” when used to identify a location, includes the Law School building and the surrounding grounds.

a. The Law School requires that a New York State Liquor Authority Temporary Beer and Wine Permit (TBWP) be obtained when alcohol is served at any event. Please note: New York State Liquor Authority requires 21 business days’ notification for application processing. (More information is available at www.abc.state.ny.us.)

b. When alcohol is served, other food and non-alcoholic beverages, such as water, juice, or soft drinks, must be served in equal or greater proportions. Highly caffeinated energy drinks are not a suitable alternative and will not count towards the proportion of non-alcoholic beverages that must be served. Under Section 64-a of the Alcoholic Beverage Control law, pretzels, potato chips, and similar snack products do not meet the minimum requirement for food. Acceptable foods include “salads, soups, sandwiches, and finger foods.”

c. Alcohol may only be served or consumed during events that are sponsored by a faculty/administrator/staff member or by a registered student organization. Only one student-organized event serving alcohol may be held at the Law School on the same day.

d. All student events or gatherings where alcoholic beverages will be consumed must be registered at the Office of Student Affairs. The registration and/or reservation of facilities must be made at least twenty-one (21) business days prior to the event.

e. Alcohol may only be served or consumed on weekdays from 5 p.m. to 10 p.m.

f. Alcohol may only be served or consumed in the following designated areas of the Law School: faculty lounge, staff lounge, and rooms approved, in advance, by the Dean of Students.

g. Only beer and wine may be served at the Law School. Mixed drinks are not permitted.

h. Beer and wine must always be dispensed from original retail or wholesale containers.

i. Only funds collected by or allocated to a registered student organization can be used to purchase alcohol for student events. The informal collection of money for alcoholic beverages that will be consumed in the Law School is prohibited.

j. Advertisement for events may not promote the abuse of alcohol.
k. Drinking contests or games are prohibited at the Law School.

l. Alcohol may be stored at the Law School only with the written permission of the Office of Student Affairs. If the permission is granted, the location will be determined by the Office of Student Affairs.

m. The Law School reserves the right, at any time, to limit the amount of alcohol purchased and/or served at any event.

n. The Law School reserves the right to prevent individuals who appear intoxicated from entering or leaving the Law School, including exiting from the building to a parking lot or garage.

o. Violation of any portion of the alcohol policy may lead to the suspension of privileges to use Law School facilities for the sponsoring student organization(s) and/or the individual student organizers of the event in question. Violators are also subject to disciplinary action by appropriate Law School and/or University officials and may also be referred to civil authorities. (According to Section 130 of the Alcohol Beverage Control Law, violations of NYS Alcohol Beverage Control Laws are unclassified misdemeanors and subject to criminal proceedings.)

p. Exceptions to this policy may only be made by the Dean or her/his designee.

7.3 **DRUGS, ALCOHOL, AND TOBACCO USE**

The legislature of the State of New York and federal statutes have made the possession, sale, or purchase of certain drugs, without authorization, a crime. New York law prohibits selling or giving alcohol to any “visibly intoxicated person.” The possession and consumption of alcohol is illegal under state law for those under 21 years of age. All members of the Law School community are expected to abide by the laws of the city, state, and federal government (Board of Trustees Bylaws, Article XV, Section 15.1). The Law School will not serve as a sanctuary and cannot insulate its members from the consequences of illegal acts. The Law School will not protect its students, faculty, or staff from prosecution under the law. All members of the community are expected to abide by city, state, and federal statutes that have made the possession, sale, or purchase of illegal drugs a crime. Smoking is prohibited in the Law School, and it is illegal to sell tobacco to persons under the age of 18 in New York State.

7.4 **THE CITY UNIVERSITY OF NEW YORK POLICY ON DRUGS AND ALCOHOL**

7.5 **THE CITY UNIVERSITY OF NEW YORK DRUG/ALCOHOL USE AMNESTY POLICY**

7.6 **COUNSELING SERVICES AVAILABLE AT CUNY SCHOOL OF LAW**

If you are experiencing difficulty with alcohol or chemical dependency, CUNY School of Law can help you find counseling services or rehabilitation programs that will help you with your problem.

Students may be referred to the Dean of Students by members of the instructional staff or may seek assistance directly.

The Law School has a counselor on staff who can direct students or staff to appropriate services for alcohol and chemical dependency: Linda Penkower, Room 5-111, phone (718) 340-4216. More information is available on our website at: http://www.law.cuny.edu/student/StudentServices/counseling.html.

Community-based Services:

**Alcoholics Anonymous**
718-520-5021

**Al-Anon**
212-254-7230
212-260-0407

**Focus on Recovery**
800-234-1253

**NYS Drug Information Hotline**
800-522-5353
New York City Bar Lawyer Assistance Program (NYC LAP)
NYC LAP is a FREE, CONFIDENTIAL service, available to attorneys, judges, law students, and their family members, in New York City, who are struggling with alcohol or drug abuse, depression, anxiety, stress, as well as other addictions and mental health issues. NYC LAP’S confidential hotline is available 24 hours a day, seven days a week: 212-301-5787. For more information, go to: https://www.nycbar.org/serving-the-community/lawyer-assistance-program.

New York State Governor’s Office Opiate/Heroin Initiative
CUNY has joined the New York State Governor’s Office in an important initiative to address a recent increase in heroin overdoses. Heroin is an opiate, a class of drugs that is derived from the poppy plant. All opiate abuse, including many prescription painkillers, can lead to addiction, overdose, and even death. If you or someone you know is abusing heroin or prescription painkillers, CUNY’s Mental Health and Wellness Offices can provide educational resources and referrals to organizations that can help. In addition, selected CUNY health and public safety staff are being trained to administer Naloxone, a drug used to counter the effects of opioid overdose and prevent death. For immediate help, visit your local emergency room, or call the OASAS HOPEline at 1-877-846-7369 24 hours a day, seven days a week, to speak with a trained medical professional. HOPEline staff can answer your questions and help you find treatment. All calls are free and confidential.

7.7 CUNY RULES OF CONDUCT

The Law School protects the right of students to pursue their legal education in an atmosphere that is free from interference and is an institution that promotes academic freedom. If a student wishes to report a significant problem that directly implicates the School's program of legal education, they may do so using the complaint form provided at the School’s Office of Student Affairs. Persons who violate the sanctuary of the Law School, in violation of Article 129A of the Education Law or other policies of the Law School or City University, may be brought before the Faculty-Student Disciplinary Committee, pursuant to the Student Disciplinary Policy and Procedures.

http://www.cuny.edu/about/administration/offices/ovsa/policies/rules-for-maintenance-of-public-order/

7.8 STUDENT DISCIPLINARY POLICY AND PROCEDURES BOT BYLAWS-ARTICLE XV STUDENTS

7.9 PROCEDURES FOR HANDLING STUDENT COMPLAINTS ABOUT FACULTY CONDUCT IN ACADEMIC SETTINGS

7.10 CITY UNIVERSITY OF NEW YORK SCHOOL OF LAW STUDENT COMPLAINTS REGARDING ABA COMPLIANCE – STANDARD 510

7.11 GIFTS TO FACULTY AND STAFF

University policy prohibits students from giving gifts of any value to CUNY staff or faculty. The University also prohibits its employees from accepting gifts of any value, either directly or indirectly, from any student, regardless of
whether the gift was intended to influence or reward the employee. (CUNY has adopted a “zero tolerance” policy regarding gifts of any value to CUNY staff.) To protect staff and faculty at the Law School from being exposed to the risk of penalty, students may not use their own money or student organization money to purchase for staff or faculty, meals, tokens of appreciation, or anything of monetary value, no matter how heartfelt. Friendliness and good wishes, however, are always welcome.

7.12 RECORDING DEVICE POLICY

**Student Recording**
The recording of all or parts of classes may only be made with the permission of the instructor. There are no exceptions to this policy. Undisclosed or surreptitious recordings of any kind, including photos, audio, and video recordings by students without permission are not permitted on the Law School premises, or where any party is on a Law School telephone or other Law School communications device. Such conduct may be subject to disciplinary action by the Law School.

**Authorized Recording**
The Office of Student Affairs may request a class to be recorded by the Audio-Visual Department on behalf of a student in the following situations:

- Disability accommodation – In order to ensure compliance with applicable laws, such as the Americans with Disabilities Act, except those that have been designated classes in which confidential information is likely to be discussed;
- Religious Accommodation – where a class is scheduled on a day of observance; and
- Extended absence due to serious medical emergency or other exigent circumstance.

**Limited Student Use**
Students are not authorized to copy, download, or disseminate authorized recordings to others. The making or dissemination of such recordings can violate federal, state, or other laws that restrict the involuntary recording of conversations.

**Faculty Requests**
Professors who do not make classroom recordings generally available may wish to make such recordings available for bad weather, religious holidays, scheduling a make-up class for a time at which a number of students have previous commitments, or other reasons. The Audio-Visual Department will tape classes at the request of faculty members.

Reasonable advance notice (at least 48 hours) is required in all situations.

**Absences**
The absence of individual students due to illness, appointments, social events, job-related situations, etc., typically does not serve as a cause for taping.
Section VIII  Student Organizations

The Student Activities Manager advises the Law School’s registered student organizations with regard to event planning and student activities. Student elections for Student Government and Law School Committees are also coordinated by the Assistant Director of Student Activities and held in the Student Affairs Office in the fall and spring semesters of every academic year.

The Law School has various student organizations that span an array of interests and fields. If a specific interest or mission is not reflected in any of the currently registered student organizations, students are encouraged to form organizations to support their particular interests. Organizations are required to register with the CUNY School of Law Office of Student Affairs to be recognized by the Law School. Student organizations are subject to the provisions in the CUNY School of Law Student Handbook, the Student Activities Handbook, and the Bylaws of the City University of New York Board of Trustees.

8.1 CUNY SCHOOL OF LAW STUDENT GOVERNMENT CONSTITUTION

PREAMBLE

We, the students of the CUNY School of Law, affirm that we have power to effect change within our community. Our history of struggle reveals that individual, group, and class concerns impact us all and thus ought to be the concern of all; therefore, we shall create an environment that supports, respects, and thrives on the differences among us. We also affirm that the protection of our rights and freedoms as students requires an organized, active, and unified Student Government; therefore, we charge our Government with the duty to provide an inclusive forum to actively address students’ needs and concerns and with the duty to maintain an engaged, informed, and supportive law student community, which will, by its example, reverberate throughout the larger legal community.

ARTICLE I | NAME

The name of this organization shall be the Student Government of the CUNY School of Law, hereinafter referred to as the SG.

ARTICLE II | PURPOSE

The purposes of the SG shall be:

(1) To provide a forum for discussion of matters affecting the student body as a whole;
(2) To be an independent mechanism for unified student action and unified student voice in areas of academics, government, and political and social concerns; and
(3) To coordinate and facilitate the process for selection of student representatives in the CUNY School of Law’s governance system.

ARTICLE III | PARLIAMENTARY AUTHORITY

A. Enforcement and Legislation

The SG shall have the power to enforce, by appropriate legislation, including SG Bylaws, Rules, and Resolutions, the provisions of this Constitution.

B. Creation of Committees, Offices, and Other Entities

The SG may create Standing Committees, Ad Hoc Committees, Offices, or other subordinate entities, in order to facilitate the commencement and/or continuation of activities which are in accordance with the purposes of the SG, including activities of investigation and activities intended to further policies adopted by the SG.
C. Appearance Requests

The SG may hold hearings and issue requests for individuals to appear at any of its sessions or hearings for the purpose of obtaining information or performing oversight functions relevant to its purposes.

ARTICLE IV | MEMBERSHIP

A. Standing for Membership

Any matriculated student, registered at the CUNY School of Law, is eligible to run for a seat on the SG as a Member of the SG.

B. Number of Members

Eight members from each full-time class and two members from each part-time class shall be elected from the student body at large during the annual General Election.

C. Voting Power of Members

1. Each member shall have the power to cast one vote for each vote called during any and all sessions at which they are present, unless that member is either chairing the session or is the subject of a current impeachment proceeding.

2. The presiding officer of any session shall refrain from voting, except in the event of a tie among the other members present at that session.

D. Responsibilities of Members

Each member shall attend all General Sessions and Special Sessions and shall make good faith efforts to attend any Emergency Sessions.

Each member shall serve either as an officer, a member of one of the internal standing committees, or as a student representative on one of the external standing committees.

To the extent necessary to enable the officers to perform their required functions adequately, each member shall make himself or herself available to the officers by providing both a phone number and an email address by which the officers may reliably contact that member. The phone number and preferred email address shall be accessible only to the SG officers and shall be shared with others, only upon the express consent of the member in question.

In the event that a member reasonably anticipates not attending any General or Special Session, that member shall notify the Whip as soon as possible of his or her anticipated absence, providing an explanation for the anticipated absence that is sufficiently detailed such that the Whip will be able to determine whether the absence should be deemed excused or unexcused.

In the event that a member fails to attend any General or Special Session, that member shall, on his or her own initiative, contact the Whip within one (1) day following the absence. If he or she has not already done so, the member shall provide the Whip with an explanation for the absence that is sufficiently detailed, such that the Whip will be able to determine whether the absence should be deemed excused or unexcused.

E. Filling Member Vacancies

1. If at any time a member resigns or is removed, that member’s seat shall be declared vacant and shall be offered to the candidate who in the most recent SG General Election, received the most votes from among the remaining candidates of that member’s class. If such candidate declines to fill the vacant seat, the seat
shall then be offered to the candidate with the second most votes from among the remaining candidates of that class, and so on in descending order, until either the vacant position has been filled by an acceptance or the list of the remaining candidates has been exhausted.

2. In the event that the list of the remaining candidates has been exhausted, the SG shall hold a Special Election in order to fill the vacant seat. The Special Election shall be put to the student body at large and governed by the same rules as the General Election held by the Office of Student Affairs. Any student from the class of the member whose seat has been vacated may run for the vacated seat. The winner of the Special Election shall be entitled to hold the vacant position for the rest of the academic year.

ARTICLE V | OFFICERS

A. Types

There shall be four Officers who altogether shall comprise the Executive Membership of the SG:

(1) the President;
(2) the Vice President;
(3) the Secretary; and
(4) the Whip.

B. Qualifications

(1) All Officers shall be duly elected Members of the SG.
(2) All Student Government officers and representatives shall carry out their duties in accordance with FERPA and section 478 of the New York Judiciary Law.

C. Vacancies

In the event of an Officer’s resignation or removal, the remaining Officers of SG shall call a Special Election within two weeks of the representative’s resignation or removal by impeachment. The Special Election shall then be held during the Session immediately following the call for a Special Election.

D. Responsibilities

1. The President
   a. Within two weeks after his or her election, the President shall propose and, upon majority approval by the other members of the Steering Committee, schedule at least six (6) General Sessions for each semester of the academic year.
   b. Agenda. The President, in consultation with the members of the Steering Committee, shall set the Agenda for every session.
   c. Sessions. The President shall preside at all sessions, unless either absent, subject to a current impeachment proceeding, or otherwise disabled from presiding. In presiding over the sessions, the President shall strive to ensure constructive deliberation, the efficient use of time, and effective decision-making among the members.
   d. Oversight of all SG functions. The President shall be the individual primarily responsible for the oversight and coordination of all of the standing activities of the SG.
   e. Student Liaison to Administration and other entities. The President shall be responsible for acting as the chief liaison of the student body to the administration, faculty, staff, and relevant individuals and organizations outside the Law School community, and to that end shall be responsible at all times for making good faith efforts to be both informed about and representative of students’ interests, positions, and concerns.
   f. Deans’ Forums. The President shall preside at and set the agenda for all Deans’ Forums.
   g. To the extent necessary to discharge all of his or her responsibilities, the President may delegate a lesser portion of the responsibilities of the Office of the President to the Vice President, provided,
however, that such delegation does not impede the Vice President from discharging the responsibilities of the Office of the Vice President.

h. Advice. If requested by the incoming President, the outgoing President shall provide instruction and other advice to the incoming President on the responsibilities of the Office for a reasonable period of time.

2. The Vice President

a. The Vice President shall attend and stand ready to preside at all properly convened meetings, including, but not limited to, General Sessions, Special Sessions, Emergency Sessions, and Deans’ Forums.

b. The Vice President shall assume the responsibilities of the President should that office become vacant or in the President’s absence.

c. Committee point person. The Vice President shall be responsible for informing the SG General Body of the activities of both the internal committees and the external committees.

d. In the event that the Secretary is not present at a properly convened meeting, the Vice President shall prepare minutes for that meeting, provided, however, that if the Vice President is presiding at the meeting in question, then the Whip shall be held responsible for preparing the minutes.

e. Appointment of replacement Chairs. In the event that a Chair fails to submit two reports to the Whip in accordance with the requirements of Article III, the Vice President shall appoint another member of that Committee to be Chair.

f. If requested by the incoming Vice President, the outgoing Vice President shall provide instruction and other advice to the incoming Vice President on the responsibilities of the Office for a reasonable period of time.

3. The Secretary

a. Agenda. The Secretary shall distribute the Agenda for each Session to all Members by email no later than twenty-four (24) hours prior to that Session.

b. Minutes. The Secretary shall attend and prepare minutes for all properly convened meetings, including, but not limited to, General Sessions, Special Sessions, Emergency Sessions, and Deans’ Forums.

c. Compilation of records. The Secretary shall be responsible for compiling in orderly fashion all minutes, agendas, legislative documents, official SG communications, and other similar documents, which were either created or modified during the Secretary’s term. All documents shall be promptly archived and released as required by the Office and Records Management Committee and by the Communications Committee, respectively.

d. If requested by the incoming Secretary, the outgoing Secretary shall provide instruction and other advice to the incoming Secretary on the responsibilities of the Office for a reasonable period of time.

4. The Whip

a. Attendance. The Whip shall be responsible for taking attendance at each Session.

b. Session reminders. The Whip shall email to all Members of the SG reminders of each upcoming General or Special Session two (2) days before that Session is to take place.

c. Follow-up on absences. The Whip shall contact, by phone and/or email, any and all members who were absent at the most recent session within two (2) days of the absence. The Whip shall ask any and all such members to give a reason for his or her absence for the purpose of determining whether the absence was excused or unexcused. The Whip shall record the reason(s) given by such member(s) and submit such records to the Secretary.

d. Excused and unexcused absences. The Whip shall be authorized to determine whether the absence of any member at any and all General and Special Sessions is an excused absence or an unexcused absence. The Whip shall be the sole member authorized to determine whether a given absence falls within one of the following categories of excused absences:
(1) Emergency illness;
(2) Conflict due to work or class;
(3) Conflict due to attendance at an external Committee meeting; or
(4) Religious holiday or personal emergency.

e. Compiling reports of Chairs. The Whip shall compile the status reports from the Chairs of all SG Standing Committees and present them to the President and Vice President within one (1) day following the receipt of the reports from the Chairs. In the event that a Chair fails to provide a report to the Whip in accordance with the requirements of Article III, the Whip shall contact the Chair and remind that Chair to submit a report immediately.

5. The Student Director of Disability Issues

(a) The Student Director of Disability Issues shall attend and prepare an update on disability issues at the Law School for all convened meetings, including but not limited to General Sessions, Special Sessions, Emergency Sessions, Deans’ Forums, Student Forums, and Student Union Meetings.

(b) Availability as Liaison. The Student Director of Disability Issues shall be accessible to students for the purpose of improving life for students with disabilities. The Student Director of Disability Issues shall attend all meetings, and be available in person and by email.

(c) Privacy of Students. The Student Director of Disability Issues shall protect the privacy of all students with disabilities and may not disclose information about any student without that student’s consent.

(d) Consent of Students. The Student Director of Disability Issues shall work with any student with a disability but only with that student’s continuing consent. The Student Director of Disability Issues may not act contrary to the will of those students that the Student Director of Disability Issues may otherwise represent.

(e) Representation. The Student Director of Disability Issues shall represent, assist, and/or accompany any student with a disability in meetings with Law School administrators, staff, faculty, students, and/or others about disability issues. This provision and the following subsections are subject to the requirements of provisions (c) and (d).

(i) The Student Director of Disability Issues shall attend meetings regarding disability issues between the student with a disability and administrators, staff, faculty, students, and/or others.

(ii) Should a student with a disability want student representation, assistance, or accompaniment in meetings with administrators or others about disability issues, but does not want the Student Director of Disability Issues to represent, assist, or accompany the student, the Student Director of Disability Issues shall arrange for another student to represent, assist, or accompany the student with a disability provided this substitute representative meets the qualifications and requirements of provisions (c) and (d).

(iii) Should a student with a disability want the Student Director of Disability Issues to assist or accompany a student with a disability in a meeting with administrators or others about disability issues, but the Student Director of Disability Issues cannot attend, the Student Director of Disability Issues shall arrange for another student to assist or accompany the student with a disability, provided that this substitute representative meets the qualifications and requirements of provisions (c) and (d).

(iv) Nothing in this provision shall limit the right of a student with a disability to find individual representation without the involvement of the Student Director of Disability Issues.

(f) Knowledge. The Student Director of Disability Issues shall know CUNY Law’s procedures relating to disability issues and shall have an elementary understanding of federal, state, and local laws relating to
disability issues. The Student Director of Disability Issues shall also be capable of organizing students around disability issues.

(g) Advice. The outgoing Student Director of Disability Issues shall provide instruction and other advice to the incoming Student Director of Disability Issues on the responsibilities of the office for a reasonable period of time. This shall include, but is not limited to, writing a brief memorandum to the incoming Student Director of Disability Issues and the incoming President regarding the disability-related issues addressed during the outgoing Student Director of Disability Issues’ term and any outstanding issues. This provision is subject to the requirements of provisions (c) and (d).

ARTICLE VI | COMMITTEES

A. Categories

1. Internal Committees. For the purposes of this Constitution, “internal” committees means:

   (a) all of the SG Standing Committees;
   (b) the SG Steering Committee; and
   (c) any Ad Hoc Committees created by the SG.

2. External Committees. For the purposes of this Constitution, an “external” committee means any committee in the Law School’s governance system which was not created by the SG and on which committee at least one seat is reserved for a student representative.

B. SG Standing Committees

1. Types

   There shall be six SG Standing Committees:

   (a) The Budget and Finance Committee;
   (b) The Office and Records Management Committee;
   (c) The Communications Committee;
   (d) The Polling Committee;
   (e) The Academic Affairs Committee; and
   (f) The CUNITY Committee.

2. Jurisdiction and Enumerated Responsibilities

   a. The Budget and Finance Committee

      i. Jurisdiction

         The Budget and Finance Committee shall have jurisdiction over the design and implementation of such rules and other protocols on the SG’s budget and finances, as are necessary to ensure both the adequate funding of the SG and the prudent use of SG funds.

      ii. Enumerated Responsibilities

         The Budget and Finance Committee shall:

         A. Propose an SG budget within two (2) weeks after notification of the Law School Association’s tentative budget allocations and submit the proposed budget to the SG General Body for approval by majority vote;
         B. Promulgate rules governing the use of SG funds;
         C. Maintain accurate and orderly records of all expenditures and receipts by the SG;
         D. Be responsible for overseeing any SG fundraising initiatives; and
E. Draft the SG’s budget proposal to the LSA for the upcoming academic year.

b. The Office and Records Management Committee

i. Jurisdiction

The Office and Records Management Committee shall have jurisdiction over the design and implementation of such rules and other protocols governing the use of the SG office space, the SG bulletin boards, and the SG records, as are necessary to ensure the maintenance of an office which promotes the transparency, accessibility, efficiency, and overall effectiveness of SG.

ii. Enumerated Responsibilities

The Office and Records Management Committee shall:

A. Promulgate rules governing the use and maintenance of the SG office space, the SG bulletin boards, and SG records;

B. Ensure the physical maintenance of an orderly SG office, and, to that end, also remind students and student organizations to remove items stored in the SG office after a period of time, in accordance with the rules, which have been promulgated by this Committee; and

C. Archive all SG documents in a prompt, orderly, and accurate fashion.

c. The Communications Committee

i. Jurisdiction

The Communications Committee shall have jurisdiction over the design and implementation of such rules and other protocols governing SG communications, as are necessary to ensure that the student body is adequately informed of the SG’s activities and goals.

ii. Enumerated Responsibilities

The Communications Committee shall:

A. Ensure timely maintenance of the website;

B. Ensure the prompt and accurate release of SG public documents to the student body at large and/or the Law School community as a whole; and

C. Lead initiatives to utilize the unique resources of the SG website and any other web-based communications.

d. The Polling Committee

i. Jurisdiction

The Polling Committee shall have jurisdiction over the design and implementation of such Rules and other protocols governing all polls conducted by the SG, as are necessary to ensure that the SG is adequately informed of the needs and interests of the student body.

ii. Enumerated responsibilities

The Polling Committee shall:

A. Design, in consultation with the officers and chairs of the Standing Committees, polls which are pertinent and relevant to the student body, and which have the intent or effect of keeping the student body informed
about current events and promoting collective student action on issues or events with significant impact on the community;

B. Conduct these polls in an efficient, accountable, and reliable manner; and
C. Work together with the Officers to develop protocols for releasing the results of these polls.

e. The Academic Affairs Committee

i. Jurisdiction

The Academic Affairs Committee shall have jurisdiction over the design and implementation of such Rules and other protocols governing the measures taken by the SG to address issues pertaining to the academic life of students at the Law School.

ii. Enumerated Responsibilities

The Academic Affairs Committee shall:

A. Be responsible for soliciting and recording concerns, problems, and other comments from the student body on matters of academic policy, teaching quality, curriculum, and other matters pertaining to academic life at the Law School; and
B. Recommend any measures that it believes the SG should take on particular matters within its jurisdiction.

f. The CUNITY Committee

i. Jurisdiction

The CUNITY Committee shall have jurisdiction over the design and implementation of such rules and other protocols, as are necessary to ensure the protection and promotion of the sense of community at the Law School, which sense is both unique among schools and essential to the fulfillment of the dual mission of the school.

ii. Enumerated responsibilities

The CUNITY Committee shall:

A. Organize student forums on issues and problems significantly affecting the student body;
B. Plan and execute the end of the year party; and
C. Work with different members of the Law School community, including leaders of student organizations, faculty members, and administrators, on the resolution of conflicts within the community and organize events or actions designed to help resolve such conflicts.

3. Chairs

a. Qualifications

i. Each Standing Committee shall be chaired by a member of the SG.
ii. The Budget and Finance Committee shall be chaired by the President.
iii. The Communications Committee shall be chaired by the Vice President.
iv. The Office and Records Management Committee shall be chaired by the Secretary.

b. Appointments

The President shall nominate, and the SG General Body shall approve by simple majority at a session, the Chairs of the Polling, Academic Affairs, and CUNITY Committees.

c. Responsibilities
i. Selection of other Committee Members. Each Chair shall be responsible for recruiting and selecting other students to serve on the Standing Committee of which he or she is Chair. The total number of members of any given Standing Committee shall be proposed by the Chair of that Committee and shall take effect unless overruled by a majority of SG members at a session. In all cases, however, the total number of members of any Standing Committee shall be large enough to ensure the fulfillment of the enumerated responsibilities of that Committee. The non-Chair members of the SG Standing Committee need not be members of the SG; however, in the event that both members of the SG and students who are not SG members are willing to serve on the Committee and the Chair must choose some individuals over others, the Chair shall give preference to members of the SG over non-SG members.

ii. Status Reports. Each Chair shall prepare concise written reports on the current status of his or her Committee’s tasks, deliberations, and actions. A report shall be due to the Whip at the beginning of each week for which classes are in session, provided, however, that if there is no status change, then the Chair may simply send the Whip a brief written message indicating the lack of change in status. The Chair’s status report should not be longer than three paragraphs and shall consist of the following:

A. a list of the specific tasks that the Committee has been charged with performing;
B. any progress made by the Committee on these tasks during the past week; and
C. what measures the Committee needs and plans to take next.

d. Dereliction of Duty

If a Chair fails to send two or more updates to the Whip as specified in Art. VI(B)(3)(b)(1), then the Chair shall lose his or her seat as Chair, and the Vice President shall appoint another member of that Committee to be Chair.

C. SG Steering Committee

Composition. The Steering Committee shall be composed of the Officers of the SG and the Chairs of the SG Standing Committees.

Time-sensitive decisions. The SG General Body may, by appropriate legislation, authorize the members of the Steering Committee to make decisions on behalf of the General Body on matters which are time-sensitive, but which also counsel deliberation among a body not solely comprised of the Executive Members.

D. External Committees

Qualifications

Any Member of the SG may serve on an External Committee.

Appointments

Who may Nominate. Any member of the Steering Committee may nominate a member of SG, including himself or herself, to serve as a student representative on any external Committee containing a student representative seat which is filled neither by means of election by the student body at large nor by administrative appointment.

Nomination and Approval. A valid appointment shall consist of a nomination by a member of the Steering Committee followed by simple majority approval of that nomination by the SG General Body. All such appointments shall take place by the end of the second General Session of each academic year and after the election of the Officers.

Vacancies. In the event that any student seat for any of the aforementioned external committees remains vacant by the end of the second General Session, the Officers shall be authorized to appoint students to such vacant seat(s). These appointments shall be presented to the SG General Body during the next Session, at which time the appointments may be overruled by a simple majority vote of the SG General Body at any Session, including the Session at which such appointments were presented by the Officers.

ARTICLE VII | MEETINGS
A. Definitions

1. There shall be two general categories of meetings:
   (a) Sessions; and
   (b) meetings other than Sessions which have been convened by the SG.

2. Sessions
   a. Types. There shall be three types of Sessions:
      (i) General;
      (ii) Special; and
      (iii) Emergency.

   b. General Sessions

   A “General” Session is any of the twelve (12) sessions scheduled by the President as required by Art. V(D)(1)(a).

   c. Special Sessions

   A “Special” Session is a Session other than a General Session which has been proposed by a consensus of all of the officers and which has been scheduled and announced to the SG General Body at least one week in advance of the proposed date and time.

   d. Emergency Sessions

   An “Emergency” Session is a Session other than a General or Special Session which has been proposed by a consensus of all of the officers and which has been scheduled and announced to the SG General Body less than one week in advance of the proposed date and time. Any member who is unable, despite having made good faith efforts, to attend an Emergency Session shall not be deemed in violation of Art. IV(D)(1).

3. SG Meetings Other than Sessions

   Meetings other than sessions which have been convened by the SG shall include but are not limited to:

   (a) Deans’ Forums; and
   (b) Student Forums.

B. Attendance at Meetings

1. Attendance at Sessions

   a. Member Attendance Requirements.

   Each member shall attend all General Sessions and Special Sessions, and each Member shall make good faith efforts to attend any Emergency Sessions.

   b. Absences

      i. A member who has accumulated three or more unexcused absences shall be deemed to have vacated his or her seat.

      ii. The following excuses shall qualify as excused absences:

         (A) Illness;
         (B) Conflict due to work or class schedule;
         (C) Conflict due to attendance at an external Committee meeting; and
         (D) Religious holiday or personal emergency.

      iii. The Whip shall determine whether a given absence qualifies as excused or unexcused.
iv. The Whip shall provide written notification of all excused and unexcused absences to the Secretary, who shall then archive such records. The Whip shall compile and submit to the Secretary for archive all statements that were submitted to the Whip from members explaining an anticipated and/or actual absence.

2. Attendance at Non-Session SG Meetings
   a. All officers shall attend all Deans’ Forums and Student Forums.
   b. Any member other than an officer shall not be deemed in violation of Art. IV(D)(1) for failure to attend SG meetings other than sessions.

C. Minimum Number of General Sessions per Month
   
   There shall be at least two General Sessions per month while fall and spring classes are in session.

D. Quorum for Sessions
   
   A quorum shall consist of one-third of the current membership plus one and is necessary to conduct official business at any Session.

E. Additional Rules for Sessions
   1. The presiding officer shall temporarily step down when voicing preferences regarding matters under deliberation.
   2. All sessions shall be open to all members of the CUNY community.
   3. All sessions may be conducted using any procedures that facilitate open debate and consensus-building for the purpose of moving business forward.

ARTICLE VIII | ELECTIONS

A. Accordance with CUNY Bylaws
   1. SG elections shall be held in accordance with CUNY Bylaws, and pursuant to the procedures and guidelines set forth in this Article.

B. General Election
   1. 2L and 3L Members. Second- and third-year members shall be students elected at-large by their respective classes no earlier than April 20 for a one-year term of office that begins July 1.
   2. 1L Members. First-year members shall be students elected at-large by the first-year class no later than September 15 for a one-year term of office that begins October 1 and ends June 30.
   3. Only duly enrolled students at the CUNY School of Law may vote, and each such student is entitled to cast one ballot. Each student may vote for up to eight (8) representatives from his or her graduating class.

C. Election of Officers
   1. All Officers and Chairs shall be elected by a majority of the students at-large no earlier than April 20 for a one-year term of office that begins July 1. All second and third year elected representatives are qualified to run for officer positions.
   2. The officer positions are as follows:
      (1) President;
      (2) Vice President;
      (3) Secretary;
      (4) Whip.
ARTICLE IX | IMPEACHMENT

A. Who May Bring an Impeachment Charge

Any member other than the President may bring impeachment charges against any other member, including the President. An impeachment charge must be presented at a session in order to take effect.

B. Number of Votes Required for Removal

Impeachment and subsequent removal from office requires a two-thirds vote of the members present at a session.

C. Procedure for Impeachment Proceeding

1. Hearing

Both the accusing member and the accused member shall be called upon to present their respective cases in session. The accused member shall be excluded from subsequent deliberation and voting during the remainder of the impeachment proceeding.

2. Deliberations and Voting

a. Recorded Vote

The presiding officer shall under all circumstances call for a recorded vote on any motion to remove by impeachment.

b. Where the Accused is an Officer

If the accused member is also an Officer, then the presiding Officer shall call a vote on whether to remove the accused member solely from his or her current office or whether to remove the accused from his or her seat entirely.

D. Standard for Removal by Impeachment

When voting on whether to remove the accused member by impeachment, each member shall vote to remove the accused member, only if that member has engaged in conduct that is in substantial violation of the provisions of the SG Constitution.

E. Closed Session

All impeachment proceedings shall take place in closed sessions of the SG, wherein only members and any testifying witnesses may be present during these proceedings.

ARTICLE X | AMENDMENTS

A. Who May Request an Amendment

Written requests to amend this document may be made by any matriculated student, regardless of whether he or she is a Member of the SG.

B. Procedure for Ratification of Amendments

The procedure by which a proposed Amendment to the SG Constitution shall be ratified is as follows:

1. The proposed Amendment shall be sponsored by at least one member and co-sponsored by at least two (2) other members.
2. The proposed Amendment shall be presented to the whole student body, by both paper and electronic means, a minimum of one (1) week prior to the date on which the vote on the proposed Amendment is scheduled.

3. The proposed Amendment shall be deemed ratified by either one of two methods:
   
a. Ratification by Membership

   A proposed Amendment may be ratified by the SG membership, if carried by a two-thirds majority of the membership present at the session for which the vote is scheduled.

   b. Ratification by Referendum

   A proposed Amendment may be ratified by the student body at large, if both of the following conditions have been met:

   (i) More than half the currently matriculated student body at large votes in the referendum; and
   (ii) At least two-thirds of the students who voted in the referendum have voted in favor of the proposed Amendment.


8.2 CUNY SCHOOL OF LAW FOUNDATION

For student organizations wishing to fundraise, please note that donations made directly to student organizations are not tax-deductible to donors. However, the City University of New York School of Law Foundation, Inc., an independent, tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code, is available to administer donations which are tax-deductible to donors for qualifying activities and programs, such as fellowship fundraising, educational programming, and related activities. The Foundation does not charge recognized student organizations for this service, and all monies donated through the Foundation accrue to the student organizations. For additional information on how the CUNY School of Law Foundation can support student organization fundraising, please contact the Office of Student Affairs.

Additional information about registering student organizations and planning Law School activities can be found in the Student Activities Handbook.

8.3 TRAVEL BY STUDENTS AS PART OF COURSEWORK, AS PART OF AN AUTHORIZED STUDENT ORGANIZATION ACTIVITY, AND INDEPENDENT ACADEMIC TRAVEL

https://www.cuny.edu/about/administration/offices/ehsrn/heathandsafety/travel/
Section IX  Student Records

9.1 ACCESS TO STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) and regulations pursuant thereto grant the following rights to students and former students:

1) To be advised of the types of student records and the information contained therein, which are maintained by the Law School;
2) To be advised of the name and position of the official responsible for the maintenance of each type of record, the persons who have access to those records, and the purposes for which they have access;
3) To be advised of the policies of the Law School for reviewing and expunging those records;
4) To be advised of the procedures for granting access rights to student records;
5) To be advised of the procedures for challenging the contents of student records;
6) To be advised of the cost, if any, which will be charged for reproducing copies of student records; and
7) To be advised of all other rights and requirements of the FERPA and the regulations promulgated thereunder.

A student who wishes to inspect and review his/her education records may make the request to the Office of Registration and Student Records Management in room 4-109.

The following categories of information may be made available to individuals with a legitimate interest in such information: student’s name, attendance dates, telephone listing, home address, present address, major and minor fields of study, and degrees and awards received. This shall not be construed to mean that such information is required to be released. Information is released in accordance with the relevant Federal and State laws and the City University of New York guidelines.

By sending written notice to the Office of Registration and Student Records Management, any presently enrolled or former student may request that any or all of the information stated above not be released without her/his prior written consent.

9.2 THE CITY UNIVERSITY OF NEW YORK – POLICY ON THE SUBMISSION OF FRAUDULENT DOCUMENTS AND ON THE OMISSION OF INFORMATION IN SUPPORT OF AN APPLICATION FOR ADMISSION

9.3 CUNY PROCEDURES FOR PUBLIC ACCESS TO RECORDS OF THE CITY UNIVERSITY OF NEW YORK UNDER THE FREEDOM OF INFORMATION LAW

CUNY School of Law’s Records Access Officer is Legal Affairs Designee, Lori Fox. FOIL requests may be made to:

   Lori Fox  
   Legal Affairs Designee  
   CUNY School of Law  
   2 Court Square,  
   Long Island City, NY 11101-4356

9.4 FREEDOM OF INFORMATION LAW (FOIL) NOTICE

Requests to inspect public records at the law school should be made to the Records Access Officer, Lori Fox, Legal Affairs Designee, (718) 340-4263. Public records are available for inspection and copying by appointment only at a location to be designated. You have a right to appeal a denial of a request for access to records to the CUNY General Counsel and Vice Chancellor for Legal Affairs. Copies of the CUNY Procedures for Public Access to Public Records Pursuant to Article 6 of the Public Officers Law and the appeal form are available at the reference desk of the library and the college website.
9.5 MAINTENANCE OF RECORDS

Student records are maintained in the Law School’s Office of Registration and Student Records Management.

The Law School respects the privacy of all students. Access by students to their files is granted upon written notice to the Office of Registration and Student Records Management, and all information in the file, except any documents to which the student waived access, is freely available for inspection by each student upon written request and during business hours. A record of such requests is maintained by the Office of Registration and Student Records Management.

9.6 NOTIFICATION UNDER FERPA OF STUDENT RIGHTS CONCERNING EDUCATION RECORDS AND DIRECTORY INFORMATION

9.7 NOTIFICATION OF STUDENT IMMUNIZATION REQUIREMENTS

Students who do not submit proof of measles, mumps, and rubella (MMR) immunization or who fail to return the meningococcal meningitis response form within a statutory grace period shall be prohibited from attending the institution. For additional information, you should contact the Admissions Office, (718) 340-4210, located in room 4-105.

https://www.cuny.edu/current-students/student-affairs/student-services/health-services/immunization-info/

9.8 TRANSCRIPTS

No information about the progress or standing of a student will be sent to any employer or other person or organization in the absence of written authorization by the student directing the Law School to transmit such information.

Official Transcript

The Law School maintains an official transcript. This record includes a list of all courses in which a student registered, the number of credits for each course, and the appropriate grade entry:

For all students enrolled in the Law School as of the fall of 1999, the grades of A, A-, B+, B, B-, C+, C, C-, D, or F will appear on the transcript, except:

1) Academic Legal Writing, ISD, Law Review Editing, and Moot Court will be graded CR/F;
2) The grades of CR and No CR will appear on the transcript for first-year, first-semester courses; and
3) The grades of CR or NCL (No Credit Law) will appear on the transcript for any course for which a student has timely elected the CR/No Credit option for courses to which it applies.

Other transcript notations include FIN (Incomplete converted to a Fail), INC (Incomplete), PEN (Grade Pending), W (Withdrawal), WN (Withdrew, never attended), and WU (Unofficial Withdrawal).

The Office of Registration and Student Records Management will mail a copy of a student’s official transcript to any employer or other person or organization upon written request from the student. To receive a copy of an official transcript, a student must make a request in writing to the Office of Registration and Student Records Management. Four (4) vouchers for four (4) free transcripts are issued to each student at the beginning of each semester and are valid until the first day of the following semester. The fee for a transcript is $7.00 per transcript. Transcript requests are generally processed within two (2) to three (3) business days after receipt. Transcripts cannot be released if a student’s record is on hold due to unfulfilled financial obligations.
**Section X  Student Services**

10.1 **BOOK DISTRIBUTION**

Students are responsible for acquiring their own course materials prior to the start of the semester.

10.2 **CAREER PLANNING**

The Office of Career Planning offers a range of services and resources to help you identify goals and search for employment, internships, and funding for summer, school year, or post-graduation positions. Please note that in accordance with the guidelines set forth by the National Association for Law Placement, Career Planning will begin meeting with students in individual consultations in late October to give students time to get used to the study of law without the distraction of looking for an internship. Employers must also refrain from taking applications until December as well so first year students are not disadvantaged.

Our resources include employment and internship listings, employer directories, a library of career materials, and hundreds of employer resumes and recruiting materials. This includes the following:

- **CUNY Law Symplicity** - which provides secure access to listings of jobs, internships, and employers, as well as networking contacts in various fields of law;

- **Weekly job “blasts”** - summaries of available internship and funding opportunities;

- **PSJD** - a comprehensive listing of public sector and public interest employers and career opportunities throughout the country;

- **Law Job Web/Law Match** - particularly good listings for private law firm positions;

- **Intercollegiate Job Bank** - a pool of internships and job listings from more than 300 law schools;

- **Government Honors database** - includes summer and post-graduate positions;

- **Vermont State Clerkship Guide** - a guide to state clerkship hiring guidelines and timelines in all 50 states.

The University of Arizona Honors Program and Public Policy Guide: students are able to access this subscription-based newsletter that lists legal and law-related opportunities in public policy and Capitol Hill-related internships, jobs, and fellowships as well as on federal and state government honors programs.

Equal Justice Works resources - CUNY Law is a member, and this entitles students to free access to webinars on managing law school debt, post-graduate, public interest fellowships, summer corps fellowships, etc.;

Peggy Browning Fund - CUNY Law School is a participant in this labor/employment law side-foundation, which provides funded internships with employee-side labor/employment law firms, organizations, and unions. CUNY students may also participate in the annual Peggy Browning Fund conference that is held annually in the Washington, D.C. area in October; and access to career-related events, such as:

- CUNY Law Court Orientation
- CUNY Law Career Exploration Fair
- CUNY Law Speed Mock Interview Program
- The Equal Justice Works Career Fair in Washington, D.C.
- Public Interest Legal Career Fair at New York University
- Lavender Law Job Fair
- Northeast Black Law Students Association Job Fair

The Office also coordinates and presents workshops and panels and provides information on fellowships and judicial clerkships.
The Office offers a range of services that effectively help you identify your goals and then search for employment, internships, and funding for summer, school year, or post-graduation work to fit your experiences and preferences.

Special note for the 2020-21: Note that because of the Covid-19 epidemic, we anticipate that most if not all of our events and individual consultations will take place on the phone or on the internet. We anticipate many of the external Job Fairs such as the Public Interest Legal Career Fair at NYU and Equal Justice Works Career Fair will be held virtually. We are equipped to conduct our programming such as the Career Exploration Fair, Speed Mock Interviewing, Ace the Interview, etc. Of course, we will start to move to in-person events and consultations as soon as public health officials allow for them.

Here’s a summary of Career Planning’s Services:

**Individual Career Counseling** - Career Planning provides confidential, one-on-one counseling sessions to students and alumni of the Law School, and counselors are available throughout the year. In compliance with National Association for Law Placement guidelines, counseling for first-year students begins at the end of October. The purpose of the rule is to give first-year students an opportunity to focus on the study of the law in the first two (2) months of law school and not look for employment.

**Resume and Cover Letter Review** - Counselors will review your draft cover letters and resumes and provide you with feedback on how to improve them.

**Mock Interviews with Career Counselors** can be arranged on an as-needed basis. It’s best to schedule three (3) days or more in advance of the interview, if possible.

**Alumni Network Referrals** - From time to time, you may find a need to speak to a CUNY Law graduate. Maybe you need to speak to someone about a particular law office or you may like to know more about a particular practice of law that you are exploring. By request, we can refer you to a graduate. We encourage you to participate in networking events, as well as join CUNY Law LinkedIn, where you can meet many alumni on your own.

**Reciprocity Requests** - If you are looking for a career opportunity outside the New York City metropolitan area, you may desire to use the resources of another law school’s career center. The Career Planning Office will make these “reciprocity requests” to another law school.

**Business Cards** - Personal business cards can be useful at networking events. You may order cards in the Reprographics office, room 1-105. You will be charged for the cost.

**Fax and Scanning** - We provide these services to facilitate your search or application for a job opportunity. Please email us at careerplanningoffice@law.cuny.edu or call us at (718) 340-4230 about accessing these services.

**On-Campus Recruitment** - The Office also maintains an on-campus employment recruitment program in which employers collect resumes from interested students and/or interview applicants at the Law School. These are typically available to second- and third-year students. These opportunities are listed in CUNY Law Symplicity.

**Facebook and Twitter** - You can stay in touch with career updates by becoming a fan of the CUNY Law Career Planning Office’s Facebook page and by following us (CUNYLawCareers) on Twitter. We urge you to do this, in order that you not miss out on events or opportunities of interest to you.

To assist with preparation of career plans, first-year students receive a copy of *CUNY Law’s Career Planning Guide*, as well as access to the CUNY Law Symplicity, which is the career management, web-based system used by the country’s leading law schools.

CUNY School of Law and the Career Planning Office are committed to a policy that opposes discrimination in employment, based on age, sex, sexual orientation, religion, race, color, national or ethnic origin, disability, or veteran or marital status, and only those employers who agree to follow this policy against non-discrimination are permitted to participate in our recruitment programs.
Career Planning does not and will not screen or rank applicants for jobs; screening and selection are entirely the employer’s responsibility. When an employer asks the Office to collect and forward resumes, the Office distributes the employer’s information and criteria and forwards all resumes received in the Office by the employer’s deadline on an equal basis.

CUNY School of Law abides by the National Association for Law Placement (NALP). First-year students should be aware of the NALP rule that dictates that “law school should not begin offering one-to-one career counseling or application document reviews to first-year students before October 15... and employers and first-year law students should not contact one another, and employers should not interview or make offers to first-year students before December 1.” Students should be aware of the NALP rules regarding the acceptances of offers of employment and other rules of conduct found at https://www.nalp.org/principles.

Finally, the Law School community should be aware of the following principle: “Students’ freedom of choice should be protected from undue influences. In counseling students, career services officers and others within the Law School community should avoid interposing either their own values or institutional interests.”

We look forward to working with you throughout your legal career and invite you to visit Career Planning on a regular basis.

10.3 COUNSELING

Student discussions with the Law School counselor and any information contained therein are entirely confidential and are not shared with any member of the Law School community or with those outside the Law School community, unless the student is perceived to be a threat to himself, herself, or others. Information may be shared on a need-to-know basis. The Law School counselor is available to counsel students on a wide range of personal, emotional, and psychological issues. The counselor also conducts workshops and facilitates support groups on a number of topics, including test anxiety and stress management.

10.4 DISABILITY SERVICES FOR STUDENTS

Minimum Student Capacities

CUNY School of Law pioneered the model of integrating a lawyering curriculum with traditional doctrinal studies. The Minimum Student Capacities listed below are the minimum standards for successful participation in our educational program. CUNY School of Law is committed to providing reasonable accommodation to all qualified students to meet these goals.

1 Engage in an appropriate and professional process to complete assignments.
2 Demonstrate appropriate development of professional judgment, including accurate and timely completion of class responsibilities.
3 Learn by engaging in self-criticism and constructively incorporating criticism from faculty, colleagues, supervisors, clients, staff and other professionals.
4 Demonstrate the ability to integrate knowledge to establish appropriate critical judgment when acting in the role of lawyer.
5 Demonstrate the ability to consider diverse opinions and work effectively and productively in groups.
6 Effectively communicate with and maintain effective, professional relationships with faculty, colleagues, supervisors, clients, staff and other professionals.
7 Possess the emotional and physical stability to function effectively under stress and adapt to changing environments inherent in classroom and practice setting.

To qualify as a student at CUNY School of Law, individuals must meet both our academic standards and our Minimum Student Capacities, with or without reasonable accommodations. For further information regarding services and resources for students with disabilities, please contact the Office of Student Affairs at 718-340-4207.

Accommodations
It is the policy of the Law School to provide reasonable accommodations for disabled students, including learning-disabled students and those with health impairments, as well as those with other disabilities. Students whose disabilities may require some type of accommodation, including exam accommodations, are encouraged to meet with the Disabilities Coordinator as early as possible. It is the student’s responsibility to initiate a request for accommodation, even if the student has previously identified herself/himself as a person with a disability. Appropriate accommodations will be worked out on a case-by-case basis.

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

The Law School complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, which protect persons from discrimination on the basis of physical or mental impairments.

Documentation Guidelines

Students diagnosed with a disability who request services or accommodations are required to provide appropriate and current documentation. In the case of multiple disabilities, students must provide documentation for each disability for which accommodations are requested. Prior documentation such as an Individualized Education Program (IEP) or a history of receiving accommodations from a former school does not necessarily validate the need for services or continuation of accommodations at the university level. This history can, however, be attached to the current documentation as part of a comprehensive assessment battery. Documentation of impairment alone may not be sufficient to require that the student be provided a reasonable accommodation. It must be demonstrated that the impairment rises to the level of a disability, according to the Americans with Disabilities Act. For example, the impairment must substantially limit or restrict a major life activity (e.g., learning, reading, concentrating, thinking). The documentation must provide information to support the need for all accommodations requested. The determination of reasonable accommodations on campus is based on satisfying the documentation guidelines outlined below and a clear demonstration of the functional limitations on the student’s performance in an academic setting. These guidelines apply for all disability types recognized by the ADA.

A qualified professional should conduct the evaluation and provide name, title, and professional credentials, including information about state licensure or certification number. The evaluation should include the diagnosis (ICD-10 or DSM-IV) and be dated. The document will include the original signature of the professional responsible for the assessment of functioning. The evaluator must include, in the test report, evidence that instruments selected are reliable and valid for use with an adolescent or adult.

The evaluation must be current. Disabilities may change in severity over time, and documentation should support current accommodation needs. Recommendations and rationale for accommodations and/or assistive technology must be based on the analysis of the functional impact of the diagnosis. Services, accommodations, and/or assistive technology will be determined, on an individual basis, upon documentation review and consultation with the disability service professional at each campus. Insufficient documentation may result in the delay of services and accommodations.

Key Points: Qualified evaluator; current evaluation; evaluation signed and dated by evaluator; recommendations for accommodations. (Note: the terms evaluation and documentation are used according to which is more appropriate for disability type. Both constitute acceptable reports or material for supporting services and accommodations.)

Learning Disability Documentation Guidelines

The evaluation should:

- be conducted by an evaluator with comprehensive training with adolescents and adults with learning disabilities;
- be within the last three (3) years;
- include a description of functional impact of diagnosis and include specifics of how the learning process may be affected by the diagnosis; and should include recommendations and rationale for accommodations and/or assistive technology; and
- include test scores to document the nature and severity of the disability.
Adult students, not previously diagnosed, must provide appropriate documentation, as per guidelines for students not previously diagnosed.

ADD/ADHD Documentation Guidelines

The evaluation should:

- be conducted by a qualified professional whose background includes training and relevant experience in the full range of psychiatric disorders;
- be within the past three (3) years and be updated as required;
- include a summary of relevant historical information, including initial onset, diagnosis, medication, and indication of ADD/ADHD throughout adolescence or adulthood;
- identify functional limitations in the educational setting; and
- include rationale for specific recommendations or accommodations.

Psychological and Psychiatric Guidelines

The evaluation should:

- be made by a professional who is qualified with appropriate training in diagnosing psychological and/or psychiatric disorders;
- be within the past three (3) years and be updated as required;
- include a summary of relevant historical information, including initial onset, diagnosis, medication, and indication of psychological/psychiatric disorders throughout adolescence or adulthood; and
- include rationale for specific recommendations or accommodations.

Visual Impairment or Blindness

The evaluation should:

- include an ophthalmologic evaluation made by a qualified professional or granted by a recognized resource, such as the NY State Commission for the Blind (include CBVH Registry Number);
- be current and reflect present condition. In the case of visual acuity changes, new documentation should be submitted; and
- identify functional limitations and provide recommendations for academic accommodations/assistive technology.

Deaf/Hard of Hearing Guidelines

The documentation should:

- include a diagnosis based on an audiological evaluation conducted by a qualified professional; and
- provide a description of functional limitations and recommendations for academic accommodations, interpreter services, and other services, including assistive technology.

Mobility/Orthopedic Disabilities

The evaluation should:

- be made by a qualified professional with the appropriate training in diagnosing physical disabilities;
- be current and relevant and, if conditions change, an updated report will be required; and
- include a diagnosis, a description of any functional limitations, and recommendations for accommodations and/or assistive technology.

Chronic Medical Condition
The evaluation should:

- be submitted on letterhead (or a standardized medical documentation form provided by the college) by a qualified health professional;
- be within the past six (6) months and, in case of changes, new documentation needs to be submitted;
- identify medication, if any, and include information describing the possible impact of the medication upon academic performance; and
- identify functional limitations in the academic environment and recommendations for accommodations and/or assistive technology.

Substance Abuse /Chemical Dependency

The evaluation should:

- be submitted from a qualified professional with experience in the field of Chemical Dependency;
- be current (within one (1) year of submission);
- identify academic functional limitations and recommendations for accommodations; and
- include treatment program and medication information in the report.

Other

Consult with the Director of Disability Services on campus.

Prepared by the CUNY Committee on Student Disability Issues – Documentation Guidelines Subcommittee.

10.5 CUNY PROCEDURES FOR IMPLEMENTING REASONABLE ACCOMMODATIONS AND ACADEMIC ADJUSTMENTS

10.6 FINANCIAL AID

This section provides all students with a brief source of the common financial aid policies. If you have any questions after reading all documentation, correspondence, and information regarding the financial aid process, contact the Office of Financial Aid at 718-340-4284 or joseph@law.cuny.edu.

The Office of Financial Aid, in addition to administering various federal and state financial aid programs, offers an extensive network of services to assist students in meeting the costs related to their education. Individual financial counseling, assistance with the completion of the financial aid application, debt management counseling, scholarship posting, and information about on-campus and off-campus job opportunities are offered to students, as part of a comprehensive approach to assisting students in financing their law school education.

Although the basic responsibilities for financing law school rest with you and your family, the Office of Financial Aid utilizes the maximum available federal and state aid resources to assemble a financial aid package, consisting of grants, loans, scholarships, and student employment opportunities for eligible students, so that the burden on the students and their families will be minimized.

All financial aid at the CUNY School of Law is administered without discrimination as to age, sex, race, creed, national origin, physical or mental disability, sexual orientation, marital status, or veteran’s status. An applicant may be excluded from all programs, if in default in the repayment of a previous student loan. Federal and state laws, regulations, guidelines, and policies governing the administration of these programs are strictly followed.

Information in this Handbook, although currently accurate, is subject to change, as revisions in federal and state regulations occur, and new legislation is passed. Students are strongly encouraged to use this information, in conjunction with individual communication with the Office of Financial Aid, to be assured of all program requirements and updates.
Your Rights
As a financial aid applicant, you have a RIGHT to…

- Know what financial aid assistance is available at CUNY School of Law, including information on all federal, state, and institutional aid programs.
- Know the application submission deadlines.
- Know the cost of attending CUNY School of Law for determination of financial aid eligibility.
- Know how CUNY School of Law calculates your financial need.
- Know what resources are considered in your need calculation.
- Know how much of your financial need, as determined by CUNY School of Law, has been met.
- Request an explanation from the Office of Financial Aid of various types of aid in your award package. If dissatisfied with your award, you may request a review by contacting the Office of Financial Aid.
- Know what portion of your financial aid must be repaid and what portion is grant aid. If the aid is a loan, you have the right to know what the interest rate is, the total amount that must be repaid, the repayment procedures, the length of time allotted to repay the loan, and when repayment is to begin.
- Accept all, some, or none of the loan funds offered.
- Receive a copy of your promissory note, which outlines the terms and conditions of your loan. You will receive it before or after the loan is certified.
- Before you begin to repay your loan, your lender is required to give you a repayment schedule and detailed information with respect to the interest rate, fees, the balance you owe, and your repayment options.
- To defer payments for certain defined periods or to request forbearance, if qualified.
- To repay under a graduated or income-based repayment plan, if you are eligible.
- Prepay your loan, in whole or in part, at any time without penalty.

As a student, you have the responsibility to…

- Review and consider all information about CUNY School of Law before you enroll.
- Complete all financial aid application forms accurately and submit them on time. Errors can result in long delays in the receipt of financial aid. Intentional reporting of incorrect information on any financial aid application forms is a violation of law and considered a criminal offense, subject to penalties under the U.S. Criminal Code.
- Provide all requested documentation and verification items. You may prepay your loan, in whole or in part, at any time without penalty.
- Report any additional resources (e.g., external scholarships, assistance from Vocational Rehabilitation, Veterans Affairs, etc.) received during the award year.
- Read, understand, and accept responsibility for all forms and agreements requiring your signature and keep copies of them.
- If a first-time borrower, complete entrance counseling before funds can be disbursed.
- To report changes of your name, address, and changes in dependency status.
- The Law School reserves the right to make adjustments in financial aid packages, due to any changes in enrollment, residency, income discrepancy or financial circumstances.
- If you do not meet the requirements for financial aid that has been awarded, you will be required to repay financial aid funds that you have received.
- If you withdraw from the Law School before the end of an academic term, you may be required to return a portion of your financial aid.
- Renewal of your financial aid package also depends on your making satisfactory academic progress toward your degree, such as earning a minimum number of credits each semester and achieving a minimum GPA of 2.5.
- Notify the Law School if you want to borrow less than the amount that has been awarded.
- Repay your loans on time and in full, even if you do not finish your education, get a job, or feel satisfied with the education you received.
- Notify your loan holder or servicer immediately of any change to your name, address, telephone number, or social security number.
- Make scheduled monthly payments, even if you do not receive a bill or coupon booklet.
- Students who cease enrollment before graduation must notify the Office of Financial Aid and make arrangements to complete the exit interview session.
Open and/or read all mail sent by the Office of Financial Aid to your home, student mailbox, and/or electronic mail.
Open, read, and understand all correspondence sent to you by the lender, servicer, guarantor, or any agency that is a partner of the financial aid process.

10.7 HEALTH INSURANCE
In collaboration with the Human Resources Administration’s Office of Citywide Health Insurance Access (OCHIA), facilitated enrolers are made available on campus several times a year offering New York State’s Family Health Plus and Child Health Plus health insurance programs to eligible students. For more information on enrolling in a health insurance plan, please go to the following link: http://www.cuny.edu/current-students/student-affairs/student-services/health-services/insurance/

10.8 HEALTH SERVICES
Adult Nurse Practitioner’s (ANP) services are available at the Law School during posted hours when classes are held in the building. The ANP is licensed and will deliver a full range of healthcare services, including: diagnosis and treatment of acute healthcare problems; health promotion and disease prevention care for women and men; diagnose and manage minor trauma, including splinting; perform physical examinations; interpret laboratory tests for screening; prescribe certain medications, when necessary; and make referrals. All student health records, as well as consultations between students and nurses, are strictly confidential.

10.9 HOUSING
The Office of Student Affairs at the Law School serves as a clearinghouse for students looking for apartments. Area residents and landlords often list their apartments with the Office of Student Affairs. The Office also compiles a roommate list and distributes New York City bus and subway maps. For more information, contact the Office of Student Affairs by email at studentaffairsoffice@mail.law.cuny.edu or call (718) 340-4207.

Students receiving financial aid assistance should remember that part of the cost of attendance includes housing costs. For further information regarding the cost of attendance, please contact the Financial Aid Office at (718) 340-4284.

10.10 INFORMATION TECHNOLOGY
The Information Technology Department is responsible for managing all aspects of computing, telecommunications, and audio/visual services at CUNY School of Law. The Department maintains, upgrades, and repairs hardware as well as software for over 300 networked computers in the Law School. The Help Desk – which is the contact point for Technical Support (Tech-Support@law.cuny.edu) and Audio-Visual (AV@law.cuny.edu) services is open Monday through Thursday 8:45 am to 9:30 pm and Friday 8:45 am to 5:30 pm. IT Help Desk is located in Room 3-205 and they can also be reached via phone at (718)340-4456.

Computers
There are eight computers available for student use in room 3-207 and two in cubicles 4-215 A/B. There are also two computers on the first floor behind 1-102 – these computers are purpose for quick print jobs rather than use for extensive periods of time. Printing is also available in room 3-207 as well as through all PaperCut printers in the building. MS Office, email and the Internet are accessible through these computers. Email accounts will be emailed to the student’s personal account prior to Pre-law week. During Pre-law Orientation for incoming first-year students, visit the Help Desk with your laptop to get your laptop on our wireless network and for having PaperCut installed. IT will also make available information regarding the CUNY Portal and student labs and printers via web pages on the CUNY School of Law website. Installation of and training for laptop exam software will be scheduled before midterms begin.

Printing
The School of Law uses PaperCut software. PaperCut encourages the responsible use of paper and printers, which helps maintain an environmentally sustainable school and is in keeping with the spirit of the School’s LEED Gold certification. Furthermore, PaperCut enhances confidentiality by optionally printing documents only after a user’s ID card is swiped at a printer. PaperCut works with both Mac OS X and Windows, and is available on the School’s
student-use computers, as well as for installation on student-owned laptops. Rates for printing and copying are posted near student-accessible printers.

Note: ChromeBooks and Tablets are not supported for exam-taking and printing.

Audio/Visual Services
The Information Technology Department maintains the building’s sound system, as well as the SMART Board Technologies throughout the building. The Department also distributes audio/visual equipment for institutional use inside the building. Camera operators are not provided. To report problems, call the audio/visual phone number at extension 84456 (from outside the building call (718) 340-4456). The Information Technology Department is responsible for delivering and retrieving all audio-visual equipment at the Law School. This includes television monitors, video cameras, portable projectors, laptops, and PA systems.

Student Organization Requests
All student organization requests for equipment must be made through the Office of Student Affairs. If approved, that office will forward the request to Technical Support. The delivery and retrieval of equipment must take place during normal business hours. Events scheduled outside of normal business hours must be made with at least two weeks notice. Students may not complete equipment loan agreements. When using Law School equipment, students may not charge admission or otherwise violate applicable copyright laws. Any changes to equipment needs must be emailed directly to av@law.cuny.edu. Any changes to rooms, times, or dates, must be sent to both the Office of Student Affairs and av@law.cuny.edu.

Telecommunications
Internal-use telephones are located throughout the building. If there is a problem with an internal-use telephone, please report it to technical support by calling extension 84456, or via email at tech-support@law.cuny.edu.

The City University of New York Policy on Acceptable Use of Computer Resources

CUNY File Sharing and Copyright Infringement Policy

10.11 LACTATION ROOM

The lactation room, located in room 2-101, is available to students, staff, or faculty who wish to use the room. Please direct inquiries to the Office of Student Affairs, room 5-110, (718) 340-4207 or email studentaffairsoffice@mail.law.cuny.edu.

10.12 LIBRARY

The CUNY School of Law Library policies may be found via contact information at the following link: https://www.law.cuny.edu/library/services/

10.13 MAIL DELIVERY

Student and student organization mailboxes are located on the 3rd floor in room 3-207. Mailboxes are assigned by class and in alphabetical order. All students must empty their mailboxes at the end of each semester. Student and student organization mailboxes are not for storing books or any other items. Mailboxes should be used only for students to receive important mail, including, on occasion, the class assignments and correspondence from the Law School’s administration. Mail is distributed every business day between 11:00 am and 1:00 pm. Faculty and staff mailboxes are located on the 1st floor in room 1-105.

The Law School has a mail depository adjacent to the Reprographics Office (room 1-105). It may be used for your outgoing mail. Mail in the depositories is picked up by the Law School mailroom staff every day at 3:00 pm. Students may also purchase stamps from the Reprographics Office. Students and all members of the Law School community are advised to use their residential addresses for all private mail and packages.

1
0.14 MATERIALS MANAGEMENT

The Materials Management Department is responsible for the following areas: Reprographics unit, mail delivery, book distribution, fax equipment, photocopying equipment, transportation/messenger service, supplies, and shipping and receiving. Students should feel free to stop by the Reprographics Office, if you have any questions or need assistance regarding any of the services listed above. Alternatively, students may call the Reprographics Office at extension 84298.

10.15 RELIGIOUS ACCOMMODATIONS

Religious Observance
New York State Education Law, Article 5 S224-a.
Students unable, because of religious beliefs, to register or attend classes on certain days.

https://www.nysenate.gov/legislation/laws/EDN/224-A

http://www.cuny.edu/about/administration/offices/legal-affairs/policies-procedures/reasonable-accommodations-and-academic-adjustments/vi-religious-accommodations/

10.16 VOTER REGISTRATION ASSISTANCE

Students requesting accommodation services for disabilities will be offered the opportunity to register to vote and get assistance in filling out forms, if requested. There is no obligation to register, and the student’s decision will have no effect on services provided by the Office of Student Affairs/Disability Coordinator. For more information, visit the website of the NYC Board of Elections about registering to vote in New York City. Forms are available in room 5-115 of the Law School, or you may download a voter registration form from the NYC Board of Elections website: http://www.vote.nyc.ny.us/html/voters/voters.shtml.
Section XI  Tuition

Tuition and fees for the 2020-2021 school year on a semester basis are:

**Full-Time (Day) JD Program*: (fall or spring term)**

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>NYS Resident Tuition</td>
<td>$7,725.00</td>
</tr>
<tr>
<td>Materials Fee</td>
<td>$100.00</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>$41.45</td>
</tr>
<tr>
<td>Consolidated Service Fee</td>
<td>$15.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$125.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$8,006.45</strong></td>
</tr>
</tbody>
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<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Residents Tuition</td>
<td>$12,820.00</td>
</tr>
<tr>
<td>Materials Fee</td>
<td>$100.00</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>$41.45</td>
</tr>
<tr>
<td>Consolidated Service Fee</td>
<td>$15.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$125.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$13,101.45</strong></td>
</tr>
</tbody>
</table>

**Part-Time (Evening) JD Program*: (fall or spring term)**

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<th></th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>NYS Resident Tuition</td>
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<tr>
<td>Materials Fee</td>
<td>$75.00</td>
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<tr>
<td>Student Activity Fee</td>
<td>$21.45</td>
</tr>
<tr>
<td>Consolidated Service Fee</td>
<td>$15.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$62.50</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$5,478.95</strong></td>
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<tr>
<th></th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Non-Residents Tuition</td>
<td>$8,815.00</td>
</tr>
<tr>
<td>Materials Fee</td>
<td>$75.00</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>$21.45</td>
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<tr>
<td>Consolidated Service Fee</td>
<td>$15.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$62.50</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$8,988.95</strong></td>
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</table>

**Part-time program has a mandatory first summer session:**

- Resident/In-State tuition/fees: $4,057.50
- Nonresident/Out-of-state/International tuition/fees: $6,517.50

*All tuition and fee schedules are subject to change without notice at any time upon action by the Board of Trustees of the City University of New York.

A Change of Program Adjustment Fee of $18.00 is due for adding or swapping any courses or class sections on or after the first day of classes.

We urge any course changes to be made prior to the first day of classes, when possible. Changes to your registration on or after the first day of classes may result in a tuition liability charge at a pro-rated amount, and/or can affect loan award disbursements resulting from the change in registration.

In addition to tuition, all students must pay a materials fee. This fee covers the costs of one-time expenses (e.g., printing diplomas) and recurring expenses (e.g., student copy card allocation each semester).

The student activity fee is allocated by the Law School Association to support Law School clubs and organizations.

The consolidated service fee is charged by the University to cover part of the cost of the administration of the University’s financial aid operation.

The technology fee is charged by the University to fund computer systems, services, and maintenance.

Please Note: We only accept cash or money orders for transcripts ($7).
11.1 **DELIQUENT ACCOUNTS**

If you do not make full payment on your tuition and fees and other college bills, and your account is sent to a collection agency, you will be responsible for all collection costs, including agency fees, attorney fees, and court costs, in addition to whatever amounts you owe the college. In addition, non-payment or a default judgment against your account may be reported to a credit bureau and reflected in your credit report.

11.2 **NON-PAYMENT OF TUITION AND CUNY POLICY ON WITHHOLDING STUDENT RECORDS**

Students who are delinquent and/or in default in any of their financial accounts with the college, the University, or an appropriate state or federal agency for which the University acts, as either a distributing or certifying agent, and students who have not completed exit interviews, as required by the federal Perkins Loan Program, the federal Family Education Loan Programs, the William D. Ford Federal Direct Loan Program, and the Nursing Student Loan Program, are not to be permitted to complete registration or issued a copy of their grades, a transcript of academic record, certificate, or degree, nor are they to receive funds under the federal campus-based student assistance programs or the federal Pell Grant Program, unless the designated officer, in exceptional hardship cases and consistent with federal and state regulations, waives in writing the application of this regulation.

11.3 **PAYMENTS**

Tuition and fees must be paid in full upon registration or by the established due date.

**By Mail:** Check or money order must be received by the established due date.
Payable to: CUNY School of Law
2 Court Square
Long Island City, NY 11101
Attn: Bursar 4-109N

**Credit/Debit Card:** Credit cards may be used to make payments online on CUNYfirst. A service fee of 2.65% is assessed for all card payments online. Card payments are **not** accepted at the Bursar’s Office window.

**E-check:** There is no fee to use this service. You may use your checking or savings account. Electronic payments are **ONLY** accepted through your CUNYfirst student account: [https://home.CUNYfirst.cuny.edu](https://home.CUNYfirst.cuny.edu)

We ask that you submit your financial aid paperwork or pay the balance of your tuition in a timely manner, as not doing so will delay your ability to commence your semester.

*Payments made after the established due date will incur a $15 late payment fee.

**Please Note:** Any checks returned unpaid by the student’s financial institution for any reason will incur a $20 returned check fee.

11.4 **TUITION PAYMENT PLAN**

The Nelnet Tuition Payment Plan provides you and your family the option of paying tuition and fee charges over a period of up to six months. This flexibility enables you to reduce the burden of paying all tuition and fees prior to the start of the academic term. The payment plan is an interest-free benefit to you and your family. The enrollment fee for the payment plan is $25 per semester/session. To enroll, log-in to CUNYfirst Self-Service and go to the Student Center section. Go to Finances and select Enroll/Manage Payment Plan.

11.5 **RESIDENT AND NON-RESIDENT TUITION DETERMINATIONS**

To qualify as a resident for tuition purposes under CUNY Guidelines, a student must have continuously resided in New York State for a qualifying period of 12 months prior to the first day of classes for the semester in which resident tuition is sought, and must show that he or she has established New York as his/her domicile, which means that the student has a bona fide intention of living in New York permanently.
CUNY Guidelines provide that students under 24 years of age are considered dependents, and the student’s residency is considered the same as that of his/her custodial parent(s). A student claiming independence from his/her parent(s) or legal guardian(s) residing out-of-state must present evidence of both financial independence and a legal residence in New York State, in order to be designated a New York State resident for tuition purposes. Under a policy effective beginning in the spring 2014 semester, a student under the age of 24 whose parent(s) or legal guardian(s) reside out of state, who otherwise meets CUNY’s residency requirements and is not financially dependent from his/her parents, is eligible for the resident tuition rate if the student can show that he/she has changed his/her domicile, i.e., the place that he/she has a bona fide intention of living permanently in New York. Such a showing must be made by clear and convincing evidence.

A student, including undocumented and out-of-status students, may also qualify for the resident rate of tuition, pursuant to New York State Education Law Section 6206(7)(a).

CUNY’s Resident Tuition rules are in the City University of New York Tuition and Fee Manual (Section IV, Parts I and II, pages 16-35). There is also an informational memo on the Law School website titled “New York State Residence Requirements and In-State Tuition under NYS Education Law.” A link to the University Tuition and Fee Manual “Residency” section is in the body of the informational memo.

**11.6 TUITION REFUND**

Tuition refund is only available to students who withdraw from the Law School according to the schedules below:

**Fall and Spring terms**
- Withdrawal by the last business day before the first day of classes: 100%
- Withdrawal within one week after the commencement of classes: 75%
- Withdrawal during the second week of classes: 50%
- Withdrawal during the third week of classes: 25%
- Withdrawal after completion of the third week of classes: None

**Summer term**
- Withdrawal by the last business day before the first day of classes: 100%
- Withdrawal within one week after the commencement of classes: 50%
- Withdrawal during the second week of classes: 25%
- Withdrawal after completion of the second week of classes: None

We urge any course changes to be made prior to the first official day of classes. Changes to your registration on or after the first day of classes may result in a tuition liability charge at a pro-rated amount, and/or can affect loan award disbursements resulting from the change in registration.

**ALL STUDENT FEES ARE NON-REFUNDABLE.**
11.7 RETURN OF UNEARNED MILITARY TUITION ASSISTANCE FUNDS POLICIES AND PROCEDURES

Policy Statement: Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded. To comply with the Department of Defense (DOD) policy, CUNY School of Law will return any unearned TA funds on a prorated basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending.

Before dropping or withdrawing from a course, please contact Ms. Jenny Amperiadis at 718-340-4284 and Ms. Irna Chabla, Bursar at 718-340-4364 or visit room 4/109 to determine how it could impact your Military Tuition Assistance and potential repayment obligations.

In instances when a Service member stops attending due to a military service obligation, CUNY School of Law will work with the affected service member to identify solutions that will not result in a student debt for the returned portion in compliance with the DOD policy.

Rational or Purpose: This policy serves to fully inform students receiving military tuition assistance (TA) of the required actions the law school must take to comply with the DOD Memorandum of Understanding Return Policy for Military Tuition Assistance (TA) funds rules and align with the return of unearned student aid rules applicable to the Federal Student Aid as required under section 484B of the Department of Education Title IV of the Higher Education Act of 1965.

Scope: This policy applies to all students receiving Military Tuition Assistance (TA) for the Army, Navy, Air Force and Marines

Definitions: Military Tuition Assistance (TA) is a benefit paid to eligible members of the Army, Navy, Marines, Air Force and Coast Guard. Congress has given each service the ability to pay up to 100% for the tuition expenses of its member. Each service has its criteria for eligibility, obligated service, application processes, and restrictions. This money is usually paid directly to the institution by the individual services. This policy only applies to this type of educational benefit. The TA program is a benefit that is available only while the student is in the service. This policy does not apply to Veterans or Veterans benefits.

When might I owe the military?

The military requires a grade "B" or better for graduate courses. The military will recoup the cost of the tuition assistance if the grade is below the minimum. The military has exception policies for these circumstances.

Number of Days Completed (term)/Total Days of the Term= Percent of TA earned

The amount of TA earned is determined on a prorated basis. For example, if a student completed 20% of the course, they earned 20% of the TA funds awarded. The remainder of the unearned funds (80%) would be returned to the TA program. Calculated unearned TA funds will be returned by the law school to the Military Service and not to the Service Member. The calculation of the return of funds may result in the Service member owing a balance to the law school. This return of funds calculation aligns with the return of unearned student financial aid rules applicable to Federal Student Aid rules as required under HEA, Section 484B and 34CFR 668.22.
Service members who withdraw after the 60% point in the semester will have earned all Military TA funds.

### Fall/Spring Course

<table>
<thead>
<tr>
<th>Action Description</th>
<th>Percentage of Unearned TA Returned to Military</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop initiated through calendar day 9</td>
<td>100%</td>
</tr>
<tr>
<td>Withdrawal initiated on calendar day 10 to 18</td>
<td>75%</td>
</tr>
<tr>
<td>Withdrawal initiated on calendar day 19 to 34</td>
<td>50%</td>
</tr>
<tr>
<td>Withdrawal initiated on calendar day 35 to 72</td>
<td>5%</td>
</tr>
<tr>
<td>(60% completion)</td>
<td></td>
</tr>
<tr>
<td>Withdrawal on calendar day 73 or later</td>
<td>0%</td>
</tr>
</tbody>
</table>

### Summer Course

<table>
<thead>
<tr>
<th>Action Description</th>
<th>Percentage of Unearned TA Returned to Military</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop initiated through calendar day 9</td>
<td>100%</td>
</tr>
<tr>
<td>Withdrawal initiated on calendar day 10 to 13</td>
<td>75%</td>
</tr>
<tr>
<td>Withdrawal initiated on calendar day 14 to 23</td>
<td>50%</td>
</tr>
<tr>
<td>Withdrawal initiated on calendar day 24 to 42</td>
<td>5%</td>
</tr>
<tr>
<td>(60% completion)</td>
<td></td>
</tr>
<tr>
<td>Withdrawal on calendar day 43 or later</td>
<td>0%</td>
</tr>
</tbody>
</table>

For courses that have durations differing from those listed above: Unearned TA funds will be returned on a prorated basis, depending on the length of the course. To determine the amount of TA that needs to be returned, the institution will determine the date the withdrawal was submitted, and then divide that by the number of days in the term to determine the percentage of TA that was earned by the student.

### 11.8 TUITION REFUNDS FOR STUDENTS WHO HAVE BEEN DISMISSED

Students who are dismissed pursuant to the Academic Standing Policy and who have already registered for the next semester are eligible for a tuition refund for classes in the following semester (including the summer semester) for which they are registered.

### 11.9 WORK BEYOND SIX SEMESTERS

The Academic Standing Committee may require, as a condition of good standing (as a condition of graduation), that a student complete more than six (6) semesters of law school.

If the additional work after the sixth semester consists of incompletes from the prior semester, then students are not required to pay tuition, but must complete the work by the end of the seventh semester.

If students are required to take a particular course(s) after the sixth semester, students must pay tuition according to a formula of dollars per credit-hour:
$655.00 per credit-hour (in-state)
$1,065.00 per credit-hour (out-of-state)
$50.00 part-time materials fee
$41.45 student activities fee
$21.45 part-time activities fee
$62.50 part-time technology fee
$15.00 consolidated service fee

Thus, students who repeat a previously failed course after the sixth semester must register for the course and pay tuition according to a formula of dollars per credit-hour. If a student registers for 12 credits or more, the standard fee schedule for full-time students will apply. All tuition and fee amounts are subject to change.
Section XII  Governing Bodies and Bylaws

12.1 GOVERNANCE PLAN THE CITY UNIVERSITY OF NEW YORK SCHOOL OF LAW

12.2 CUNY LAW SCHOOL ASSOCIATION BYLAWS

ARTICLE I. NAME AND PURPOSES

Section 1. Name
The organization’s official name shall be the City University of New York School of Law Association; its short name shall be the CUNY School of Law Association, and, hereinafter in these Bylaws, it shall be called the “Association.”

Section 2. Purposes
The Association shall have responsibility for the supervision and review over Law School student activity fee-supported budgets and for the oversight, supervision, and review over Law School College Association service. The Association shall operate in the manner prescribed by the Board of Trustees of the City University as stated in the Board of Trustees Bylaws, resolutions, and the City University Fiscal Handbook for the Control and Accountability of Student Activity Fees, and policies, regulations, and orders of the College.

The purposes of this Association are educational within the meaning of Section 501(c)(3) of the Internal Revenue Code and its regulations and within this meaning it is the purpose of the Association to carry out the activities listed below, in order to promote and cultivate student activities and the quality of education for the students at the City University of New York School of Law:

a. To fund programs of the student body at the Law School which are of an educational, recreational, social, or cultural nature and for expenses incidental to the administration of these programs.

b. To operate and/or fund the cafeteria, and other college association services, which serve the needs of the students and/or other members of the Law School community.

c. To hold and administer real and personal property, in connection with carrying out its purposes.

d. In aid of the foregoing purposes, the Association shall have the power to do everything and anything reasonably necessary, proper, suitable, or convenient for the achievement of the purposes above stated, or for any of them, or for the furtherance of the said purposes.

ARTICLE II. OFFICES

Section 1. Principal Office
The principal office and central depository of the Association shall be the Business Office of the Law School located at 2 Court Square, Long Island City, New York 11101.

Section 2. Additional Offices
The Association may also have offices and places of business at such other places, within or without the State of New York, as the members may from time to time determine.

ARTICLE III. MEMBERSHIP

Section 1. Law School Association
The Association shall consist of thirteen (13) members as follows:

a. The Dean as chair or her/his designee.

b. The Associate Dean of Academic Affairs.

c. The Associate Dean of Administration.

d. The Assistant Dean of Students.

e. Three faculty members appointed by the Dean from a panel of six (6) faculty members elected by the Law School Faculty. The Dean shall fill any vacancies that may occur during the year from the remaining members of the panel.
f. Two second-year students elected at-large by the student body before the end of the spring semester for a one-year term of office that begins on July 1.
g. Two third-year students elected at-large by the student body before the end of the spring semester for a one-year term of office that begins on July 1.
h. Two first-year students elected at-large by the student body before the end of September for a one-year term of office that begins on October 1.
i. The Association shall fill, for their unexpired term, from the appropriate class, any vacant student seat(s) that may occur during the year.

Section 2. The Association Budget Committee
The Budget Committee members shall be Association members. It shall elect its own Chair and be composed of:
a. The Assistant Dean of Students.
b. Two second-year students elected at-large by the student body before the end of the spring semester for a one-year term of office that begins on July 1.
c. Two third-year students elected at-large by the student body before the end of the spring semester for a one-year term of office that begins on July 1.
d. Two first-year students elected at-large by the student body before the end of September for a one-year term of office that begins on October 1.

ARTICLE IV. POWERS AND EXPENDITURE CATEGORIES

Section 1. Powers
a. The Association shall review student activity fee allocations and expenditures recommended by the Budget Committee to ensure conformance with the expenditure categories listed in Section 2 of this Article. The Association shall disapprove any allocation or expenditure it finds does not so conform, or is inappropriate, improper, or inequitable. Where the Association disapproves any budget or portions of a budget, the entire budget shall be returned to the Budget Committee with the specific concerns of the Association noted for further deliberation by the Budget Committee and subsequent re-submission to the Association. If the budget is not approved within 30 days, those portions of the budget voted upon and approved by the Association will be allocated. The remainder shall be held until the Association and the Budget Committee agree.
b. The Association shall review, amend, or approve all budgets of College Association services funds and all contracts for college association services prior to expenditure or execution.
c. The Budget Committee shall be empowered to receive and review student activity fee budget requests and to develop and allocate a budget subject to the review of the Association.

Section 2. Expenditure Categories
Student activity fee funds shall be allocated and expended only for the following purposes:
a. Extracurricular educational programs;
b. Cultural and social activities;
c. Recreational and athletic programs;
d. Student government;
e. Publications and other media;
f. Assistance to registered student organizations;
g. Community service programs;
h. Enhancement of the Law School and University environment;
i. Transportation, administration, and insurance related to the implementation of these activities;
j. Student services to supplement or add to those provided by the University; and
k. Stipends to student leaders.

Section 3. Parliamentary Authority
The Association and its Budget Committee shall use Robert’s Rules of Order, latest edition, as their parliamentary authority.

ARTICLE V. BUDGET PROCEDURE

Section 1. Public Notice
At least two weeks before budget requests are due, the Budget Committee shall distribute public notice to each organization and all students regarding the timetable and procedure to be followed to request funds. The notice shall contain:

a. The budget period;
b. Date by which budget requests must be submitted;
c. The place to submit budget requests;
d. Dates of public hearings to be held; and

e. A budget request form listing the names of budget line items which those requesting funds must use.

Section 2. Proposed Budgets
Each organization or individual seeking funds must submit a written budget proposal to the Budget Committee, within the time prescribed, that contains the following information:

a. Name of organization or individual requesting funds;
b. Name(s) of officer(s) authorized to sign for expenditures;
c. Size of membership;
d. Purposes of the organization and program(s) for which funds are requested;

e. Other anticipated funding sources; and

f. Requested budget allocations by line item in the form required by the Budget Committee.

Section 3. Budget Hearings
The Budget Committee shall hold public hearings to review all budget requests at the time, place, and date announced under Section 1 (d) of this Article.

Section 4. Tentative Allocations
After the budget hearings have been held, the Budget Committee shall decide tentative allocations for each request and shall notify each organization or individual of its tentative decision. Each organization or individual shall be required to submit a revised budget on a line-by-line basis, totaling no more than the tentative allocation, for final review by the Budget Committee.

Section 5. Final Budget
The Budget Committee shall review the line-by-line revised budget and either amend or approve it. It shall recommend its final budget to the Association for review as specified under Section 1 of Article IV.

Section 6. Modification of Final Budget
During the period for which the budget is approved, should it be necessary to modify the final approved budget, adjustments may only be recommended by the Budget Committee for approval by the Association before any changes are authorized; except that the Association shall permit administrative authorization of discretionary transfers between budget lines within the total budget of up to fifteen (15) percent of the total budget, upon the approval of any of the ex-officio members of the Association.

ARTICLE VI. APPROVAL AND AMENDMENT

Section 1. Approval
These Bylaws shall be considered approved upon review of the Board’s General Counsel and upon adoption by the Board of Trustees of the City University of New York.

Section 2. Amendment
a. The membership of the Association shall have the right to recommend to the Dean amendments to these Bylaws.
b. The Dean shall have the right to recommend to the Board of Trustees amendments to these Bylaws.
c. Bylaw amendments shall be considered approved upon review by the Board, General Counsel, and upon adoption by the Board of Trustees of the City University of New York.
Section XIII_ FORMS

13.1 Faculty Report Form

It is necessary to complete this form to report an incident of suspected and/or resolved academic dishonesty. Make a copy for your records and forward the original, along with copies of all available supporting documentation, to the:

Office of the Academic Integrity Officer
CUNY School of Law
Room 4-106D, Telephone: (718) 340-4370

Instructor Name: ________________________________________________________________

Dept.: ___________________ Tel. No: ______________ email: __________________________

Course: ___________________ Section: ______________ Semester: _____________________

Student Name: _________________________________ Student ID#: ____________________

Date of Incident: _______________________________________________________________

Type of Incident: ___________ Cheating ___________ Plagiarism ___________ Other

Description of incident:
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Did the student admit to the charge of cheating, plagiarism, or other act of academic dishonesty?
Yes_____ No_____ Student could not be contacted _____

Explanation:__________________________________________________________
_____________________________________________________________________________

Explanation of recommended sanction:
_____________________________________________________________________________

Signature of Faculty Member: ____________________________ Date: _________________

Resolution of the Case after Adjudication

Academic sanction: _________________________________________________________________________

Disciplinary sanction: _____________________________________________________________________

Signature of Academic Integrity Officer ___________ Date: ___________
13.3 NEW YORK FREEDOM OF INFORMATION LAW APPEAL FORM WHERE A COLLEGE HAS DENIED A REQUEST FOR ACCESS TO ITS PUBLIC RECORDS

You have a right to appeal to the General Counsel and Vice Chancellor for Legal Affairs, if the college has not granted your request for access to its public records. To exercise this right you must (I) complete this form and (II) mail this form within thirty (30) days after (A) you receive the denial of your request for access or (B) eight (8) working days have passed since your request for access was received by the college, and you have not received either a response to your request or a letter indicating the date by which the college will respond to your request or (C) the date by which the college has advised you it would comply with your request has passed, and your request has not been complied with. The form must be mailed to:

General Counsel and Vice Chancellor
for Legal Affairs
The City University of New York
205 East 42nd Street, 11th Floor
New York, NY 10017

1. Name: _________________________________________________

2. Address: _______________________________________________

3. Specify the records which you requested and were denied access:
   _________________________________________________________
   _________________________________________________________
   _________________________________________________________

4. Specify the date you requested access to these records: _________________

5. Specify the date or the circumstances under which your request for access was denied:
   _________________________________________________________

6. Specify the name of the person who denied your request for access:
   _________________________________________________________

7. State all the reasons why you believe your request for access should be granted:
   _________________________________________________________
   _________________________________________________________
   _________________________________________________________

8. Attach copies of your request and the denial. Additional supporting documents may also be attached.
   6/24/04
13.4  THE CITY UNIVERSITY OF NEW YORK CHARGE OF DISCRIMINATION FORM

13.5  CUNY RESIDENCY FORM

13.6  THE CITY UNIVERSITY OF NEW YORK MISCONDUCT COMPLAINT FORM
Produced and printed in-house by unionized staff who are members of PSC-CUNY (NYSUT) and District Council 37 (AFSCME)