

HOFSTRA LAW SCHOOL STUDENT HANDBOOK 2009-2010

Founded in 1970, Hofstra Law School is located on the southern part of Hofstra University's campus. Kushner and Koppelman Halls comprise the main facility, which includes the Deane Law Library and the Siben & Siben Moot Court Room. Joan Axinn Hall, located just west of the Law School on California Avenue, houses the Enrollment Management Office and the Law School's clinical programs. The lower level of Roosevelt Hall services the Law School's four journals and provides additional classrooms. The Law School Web site is located at: http://law.hofstra.edu/.

TABLE OF CONTENTS	1
INTRODUCTION	3
CHAPTER 1: LAW SCHOOL AND UNIVERSITY GENERAL INFORMATION	4
CHAPTER 2: ACADEMIC DEGREES AND GRADUATION REQUIREMENTS	8
Juris Doctor Degree Requirements	8
Transferring Between Divisions	13
Accelerated Graduation	14
LL.M. Degree Requirements	15
Joint JD/MBA Degree	15
Joint JD/MA Degree	18
CHAPTER 3: SUMMER SCHOOL/WINTER PROGRAMS	20
Summer Sessions	20
Study Abroad	20
Exchange Programs	21
Summer Skills Institute	21
CHAPTER 4: PROGRAMS BEYOND TRADITIONAL CLASSROOM COURSES	21
Clinical Education	21
Independent Study	21
Externship Program	22
Pro Bono Opportunities	22
Moot Court and Trial Competitions	23
Rules for Election of Non-Classroom Courses	23
CHAPTER 5: ACADEMIC HONORS, AWARDS AND PRIZES	24
Dean's Scholar Program	24
Dean's List	25
First Year Awards	25
Graduation Honors	25
CHAPTER 6: LAW SCHOOL REGULATIONS	2
Academic Regulations	28
Exam Regulations	34
Code of Academic Conduct	3

CHAPTER 7: LAW SCHOOL POLICIES AND I	PROCEDURES 43
Academic Leave	43
Accommodations	44
Attendance	45
Concentrations	45
Grade Changes	46
Grade Appeals	46
Outside Employment	46
Transfer Credits & Visiting Other L	aw School 47
Videotaping	47
Withdrawal	47
CHAPTER 8: UNIVERSITY POLICIES AND PI	ROCEDURES 48
Equal Opportunity	48
Family Educational Rights and Priva	acy Act (FERPA) 48
University Disciplinary Proceedings	
CHAPTER 9: JOURNALS AND STUDENT GRO	OUPS 49
CHAPTER 10: LAW SCHOOL OFFICES	53
Academic Records	53
Academic Support Programs	54
Career Services	54
Financial Aid	58
Information Systems	68
International Programs	69
Law Library	70
Student Affairs	71
APPENDICES	
A. Quick Guide	73

please see

http://www.hofstra.edu/StudentAffairs/StudentServices/AcademicRecords/acdrec_ferpa.html. For the purposes of FERPA, the University and Law School function as one entity and can share information, when appropriate.

III. University Disciplinary Proceedings

In addition to the Law School's regulations, law students are also subject to the University's Code of Community Standards (http://www.hofstra.edu/pdf/dos_gtp_commstandards.pdf). The University has its own disciplinary process as well, and students who violate the Code of Community Standards will be subject to disciplinary action under the Student Conduct Code and/or the Pride Principles. Information on disciplinary matters will be shared freely between the University and Law School, especially matter

CHAPTER 9: JOURNALS AND STUDENT ORGANIZATIONS

We encourage students to participate in the many clubs, organizations and campus events that Hofstra has to offer. Each semester, there are numerous events organized by Student Organizations and Journals, including workshops, lectures, seminars, social events and much more. We hope that you will take advantage of the many opportunities that Hofstra provides and make the most of your law school experience.

There are many student publications and organizations at the Law School. The organizations are open to all students. Membership in publications is achieved either by outstanding academic performance, writing competition, or submission of an article deemed publishable by the board of editors. For further information regarding the publications and organizations listed below, students should contact them directly at the phone numbers and e-mail addresses provided, or by leaving a message in the organization's mailbox located outside the Copy Center. A companion guide, *Student Organization Handbook*, is also published by the Office of Student Affairs and describes more specifics about student organization and publication procedures and policies.

A. Student Publications

Family Court Review
Telephone: (516) 463-5926
E-mail: lawfcr@hofstra.edu

http://law.hofstra.edu/Academics/Journals/FCR/index.html

Family Court Review (FCR) is a peer-reviewed, quarterly journal published under the auspices of the Association of Family and Conciliation Courts (AFCC). Family Court Review is an international, interdisciplinary family law journal, and a forum for the exchange of ideas, programs, research, legislation, case law and reforms. The journal's editorial staff, under the direction of Faculty Editor-in-Chief Andrew Schepard, is based at the Law School. Its fundamental premise is that productive discussion of family law is facilitated by a dialogue between the judiciary, lawyers, mediators, mental health and social services communities. AFCC is an interdisciplinary, international association of judges, counselors, evaluators, mediators, attorneys and others concerned with the constructive resolution of family conflict.

Students are selected as members of the editorial staff of FCR through an application process that encompasses grades, resume and a brief that is submitted to Hofstra Law Review's annual journal

writing competition. Special consideration is given to students who are seriously interested in family law and family dispute resolution.

Journal of International Business and Law

E-mail: jibl@hofstra.edu

http://law.hofstra.edu/Academics/Journals/JIBL/index.html

The Journal of International Business and Law (JIBL) is a joint scholarly publication of the Hofstra University Frank G. Zarb School of Business and Hofstra Law School. The journal explores the interaction of business and law in the global marketplace from both legal and business perspectives.

As globalization continues and the legal and business worlds collide, the need for wide-ranging scholarly debate and critical thinking on a broad range of topics will be great. *JIBL* aims to bridge the gap between law and business in international entrepreneurial matters.

Hofstra Labor and Employment Law Journal

Telephone: (516) 463-6317 E-mail: laborlaw@hofstra.edu

http://law.hofstra.edu/Academics/Journals/LaborAndEmploymentLawJournal/index.html

The Hofstra Labor and Employment Law Journal is a scholarly publication devoted entirely to the discussion of current issues in labor and employment law. Established in 1982, the journal is widely regarded as one of the premier authorities in this field. Published semiannually, the journal has played an important role in helping build the prestige of the Law School.

Hofstra Law School is one of only three law schools that publish a labor and employment law review. The journal serves the legal community by stimulating thoughtful discussion and debate about important labor and employment law topics that are constantly developing and evolving.

The editorial board selects staff members on the basis of grades and a writing competition conducted at the end of each academic year in cooperation with the *Hofstra Law Review*. New staff members are required to take either Employment Law or Labor Law during the first semester that they become staff members.

Hofstra Law Review

Telephone: (516) 463-5910 E-mail: lawrev@hofstra.edu

http://hofstra.edu/Academics/Journals/LawReview/index.html

The *Hofstra Law Review* is a legal journal of general scope, published quarterly by the Hofstra Law Review Association. It is recognized as a leading journal in the legal community, cited by numerous other journals and in legal opinions across the country.

The Hofstra Law Review is student-run, though faculty members serve as advisors, as they do for all journals. Each spring, members of the first- and second-year classes of the full-time program and the second- and third-year classes of the part-time program take part in a writing competition for membership on the Hofstra Law Review. The membership is responsible for soliciting articles from legal scholars, considering unsolicited manuscripts for publication, editing published works and maintaining the Hofstra Law Review's reputation for timely publication of articles that expand the frontiers of legal scholarship.

There are several ways to qualify for membership:

The top 5 percent of each division, part-time and full-time, based on their cumulative grade point average of first-year courses (as defined as the courses listed in the first-year in the full-time

program), receive an invitation to join.

First-year students in the full-time program and second-year students in the part-time program may take part in an annual writing competition in which they are asked to write a memorandum of law analyzing a particular legal problem. Students may be selected on their writing competition scores alone or on a combination of writing score and cumulative grade point average. Second-year students in the full-time program or third-year students in the part-time program may also participate in the writing competition, but may not become Review members unless they plan to complete both the fall and spring semesters of their third year in the full-time program or both the fall and spring semesters of their fourth year in the part-time program at Hofstra.

- A student may be invited to join on the basis of submission of a completed note deemed to be of publishable quality by the Board of Editors. Notes from third-year students in the full-time program or fourth-year students in the part-time program must be submitted by the end of the second week of classes in the fall semester.
- Transfer students—both those transferring to Hofstra from another institution and those transferring from a part-time Hofstra division to the full-time division—may compete in the Hofstra Law Review Transfer Writing Competition, held at the beginning of the fall semester.

Please be advised that the selection process for the Review is ultimately governed by the Hofstra Law Review Association Amended and Restated Bylaws, which can be obtained at the Review's Managing Office.

Each March, a 15-member Board of Editors is selected, headed by the Editor-in-Chief. The Board is responsible for carrying out Review policy and managing the publication.

Review membership presupposes a student's commitment to legal research and writing and a willingness to work long hours. In addition to the Review's publication work, each student member is required to write an analytical note or case comment for publication in the Review. Members may elect to take Law Review for three credits during their second year of law school. During the spring semester of their third year of law school, members of the Board of Editors may elect two credits, and associate editors may elect one credit. During the spring semester of their second year of law school, upon the recommendation of a faculty advisor and the Board of Advisors, members are awarded two credits for the completion of a note of publishable quality and one credit for completion of staff responsibilities. During the spring semester of their third year of law school, upon recommendation of the Board of Advisors, members of the Board of Editors are awarded two credits for satisfactory service, and associate editors are awarded one credit for satisfactory service.

The Board invites new students to visit its office and learn more about the organization. (See the Rules for Election of Non-Classroom Courses)

B. Student Organizations

Student Bar Association (SBA) E-mail: lawsba@hofstra.edu

The Hofstra Student Bar Association is the Law School's student government. The SBA is composed of approximately 20 people: officers, senators, Bar Association representatives, and a Law School representative to the University Senate. The first-year class elects its senators, and the SBA appoints its representatives in September. All other positions are filled in April. The SBA allocates the student activity fee to different clubs, coordinates club activities, acts as liaison between students and faculty, and provides funding for some social functions.

Other Organizations

Following is a list of current student organizations at Hofstra Law School. For more information, including descriptions prepared by each organization, please visit http://law.hofstra.edu/StudentLife/StudentOrganizations/index.html. Students who are interested in forming a new organization, or in general information and guidance about the various extra- and co-curricular activities offered at the Law School, should visit the Office of Student Affairs in Suite 203.

American Constitution Society (ACS)

Amnesty International

Asian-Pacific American Law Students

Association (APALSA)

Association of Trial Lawyers of America

Black Law Students Association (BLSA)

Christian Law Society

Conscience

Criminal Law Society

Democratic Law Society

Domestic Violence Courtroom Advocates

Project (DVCAP)

Environmental Law Society

Federalist Society

Health Law Society

Hellenic Law Society

Hofstra Law Gentlemen

Hofstra Law Women(HLW)

International Law Society

International Moot Arbitration Team

Irish Law Society

Italian Law Students Association (ILSA)

Jewish Law Students Association (JLSA)

Latino/a Law Student Association (LaLSA) Law Students Disaster Recovery Network

Law Students Disaster Recovery Network
Law Students for Choice (LSfC)

Moot Court Association

Muslim Law Students Association (MLSA)

National Security and Law Society

Older and Wiser Law Students (O.W.L.S.)

OutLaw

Part-Time Students Organization

Phi Alpha Delta (PAD)

Public Justice Foundation (PJF)

Real Estate Association

Softball Committee

South Asian Law Students Association

(SALSA)

Sports and Entertainment Law Society

Street Law

Student Bar Association (SBA)

Tax Law Society

Unemployment Action Center (UAC)

Procedures and Policies

The Office of Student Affairs publishes a *Student Organization Handbook*, designed to assist student club members with the various University and Law School procedures and policies. Copies of the *Student Organization Handbook* are available from the Office of Student Affairs, Suite 203.