

LLM  
Student  
Handbook  
2020-21



# NYU School of Law GRADUATE DIVISION



# → Contents

<b>WELCOME</b>	<b>3</b>
<b>CONNECT AND COMMUNICATE</b>	<b>5</b>
<b>GRADUATE LAWYERING PROGRAM</b>	<b>6</b>
<b>ENGLISH LANGUAGE RESOURCES</b>	<b>10</b>
<b>TYPES OF CLASSES</b>	<b>11</b>
<b>PROGRAM REQUIREMENTS</b>	<b>12</b>
<b>ACADEMIC SUPPORT</b>	<b>28</b>
<b>NEW YORK BAR EXAM ELIGIBILITY</b>	<b>29</b>
<b>STUDENT GROUPS AND LAW JOURNALS</b>	<b>34</b>
<b>ACADEMIC OPPORTUNITIES</b>	<b>40</b>



# → Contents

<b>ACADEMIC POLICIES</b>	<b>46</b>
<b>GRADING POLICY</b>	<b>54</b>
<b>LAW SCHOOL EXAMS</b>	<b>59</b>
<b>COVID-19 CAMPUS CODE OF CONDUCT</b>	<b>65</b>
<b>DISCIPLINARY PROCEDURE</b>	<b>66</b>
<b>KEY LAW SCHOOL AND UNIVERSITY OFFICES</b>	<b>82</b>

# → The Office of Graduate Affairs

**NYU School of Law**  
**245 Sullivan Street**  
**Furman Hall, Suite 340**  
**New York, NY 10012**  
**Telephone: (212) 998-6015**  
[law.graduateaffairs@nyu.edu](mailto:law.graduateaffairs@nyu.edu)

Welcome to NYU School of Law! The Office of Graduate Affairs (OGA) is the front door to the Law School for LLM and Exchange students. Our mission is to enrich the experience of our students while at NYU Law through advising, community-building, and stimulating programming. Barbara A. Landress is the Director of the Office of Graduate Affairs, Ivanna Bilych is the Associate Director, and Calvin Tsang is the Administrative Aide.

At OGA, we provide advice on registration procedures, course selection, academic policies, extracurricular opportunities, acclimating to the Law School, and even on adjusting to life in New York City. We also serve as a resource for referrals to other members of the Law School and University communities who can help meet your needs.

Programmatically, we focus on three areas: academic success, community building, and professional development. Early in the academic year, we offer workshops on study skills such as outlining and time management. Beyond academics, we believe that one of the most valuable benefits of the LLM program is the friendships you will develop with classmates, and other members of the Law School community. We provide opportunities for you to interact with each other, faculty members and NYU administrators.

## The Office of Graduate Affairs

We strive to help students create a meaningful and unforgettable experience while at NYU School of Law. We have an open door policy, and are available to answer your questions Monday through Friday, 9:00 a.m.-5:00 p.m.

Once again, welcome to NYU School of Law and to New York City!

Tax and International Tax students who seek advice should consult the Graduate Tax Office in Furman Hall, 245 Sullivan Street, 4th Floor. The Director of Tax Programs is John Stephens. You may contact the Tax Office by e-mail at [law.taxprograms@nyu.edu](mailto:law.taxprograms@nyu.edu) and by phone at (212) 998-6150. Information specific to the tax program is not included in this Handbook.

This handbook is a compilation of information helpful to LLM and Exchange students. The [Academic Policies Guide](#) online more comprehensively describes the procedures and rules that will ordinarily govern academic and student life at NYU Law.

All information stated herein and all policies and procedures outlined in this document are subject to change without notice. Information pertaining to program requirements and academic policies is located online at [www.law.nyu.edu](http://www.law.nyu.edu).

## Connect and Communicate

We hope that you will take advantage of the many opportunities outside of the classroom to engage with the Law School and University community. Below is a list of outlets used to announce important events and opportunities:

### **The Docket**

The Docket publishes announcements and other items of general interest to the NYU School of Law community. The Docket is a continuous publishing system; headlines from the prior week's posts are sent out to the Law School community on Mondays. You will also receive a weekly email called "Events This Week" which lists upcoming Law School events. Please look for the Docket and the "Events This Week" message in your inbox on Monday mornings. It is extremely important that you diligently read these for information on upcoming events throughout the Law School as well as important deadlines. You may view and submit posts to the Docket online by visiting the [Docket website](#).

### **The NYU Law Events Calendar**

The [Law School Calendar](#) is an online schedule of events and activities taking place at the Law School. You may view events by date or by category (i.e., academic calendar, housing, students, global, etc). You may also submit events to the calendar. The Monday email entitled "Events this Week" is drawn from this Calendar.

### **Student Group Listservs**

Student groups generally communicate with their members through listservs. To join listservs of interest to you, log into NYU Home. Under the "Lists" section on the right hand side, click on the hyperlink that says "Browse and Subscribe to an NYU List." You will then be able to view and join student group and other NYU mailing lists. You can also join student listservs by contacting student group leaders directly. For list of our current student groups, please refer to the Student Groups and Law Journals section of this handbook.

### **Coase's List**

Coase's List is used by law students to exchange various types of information (e.g. goods, services, announcements, activities... a good place to find bargains!). To subscribe to Coase's List, log into NYU Home. Search for the "Lists" tab and click on the hyperlink that says "Browse and Subscribe to an NYU List." At the top of the page, click on "Topic Lists" and scroll down to reach "coases-list." Subscribe using your nyu.edu e-mail address, as non-NYU addresses will be unsubscribed by the moderator.

### **OGS Newsletter**

The [OGS Newsletter](#) is an electronic newsletter sent to international students on a biweekly basis. The newsletter provides immigration updates and information on upcoming OGS programs. New international students are automatically subscribed.

### **Graduate Student Life**

Graduate Student Life provides opportunities for graduate students across the University to engage with the NYU community. Graduate Student Life organizes several events and outings during the school year and helps graduate students access information and services. If you do not receive their newsletter, please email [src.grads@nyu.edu](mailto:src.grads@nyu.edu) to ask to be added. More information can be found online about [Graduate Life at NYU](#).



**Graduate Lawyering  
Program**

<b>INTRODUCTORY SUMMER CLASSES</b>	<b>7</b>
<b>GRADUATE LAWYERING</b>	<b>9</b>
<b>ENGLISH LANGUAGE RESOURCES</b>	<b>10</b>
<b>TYPES OF CLASSES</b>	<b>11</b>

## Introductory Summer Classes

All LLM students who received their first degree in law outside the United States must take the summer classes *Introduction to US Law* and *Introduction to US Legal Practice*, unless a waiver is granted. Please note that credits earned for these summer classes do not count toward the 24 credits needed in fall and spring to earn the LLM degree. Both classes will be held from Monday, August 10, 2020 through Friday, August 21, 2020. For students starting the program in spring 2021, the Introductory classes will be held Monday, January 4, 2021 through Friday, January 15, 2021.

*Introduction to US Law* is an intensive course that reviews the fundamentals of the US legal system, including an overview of the US Constitution, federalism, the structure and function of courts, sources of legal authority and common-law methodology. *Introduction to US Legal Practice* teaches practical skills needed in a US legal environment including locating cases, statutes and other legal source materials, citing legal authority correctly and checking the validity of case citations. In addition, these introductory classes help prepare students for study at a US law school by developing their skills in briefing cases, course outlining and taking law school examinations. During the second week of *Introduction to US Law*, several days are devoted to exploring an evolving line of cases.

On the final Friday of the class there will be an exam primarily on the line of cases covered during the second week of *Introduction to US Law*. Students have found studying for and writing this exam to be important preparation for the fall semester.



## Introductory Summer Classes

### **How to Waive the Requirement**

Students with native English language and undergraduate law degrees from common law jurisdictions may wish to consider a waiver. While the course is designed to be useful to all foreign graduate students, many of the course's concepts will be familiar to students trained in common law jurisdictions.

Students who wish to seek a waiver must complete and submit a [Request to Waive Introduction to US Law and Introduction to US Legal Practice form](#), which can be found online. Students who have a JD degree from a US law school will be automatically waived out of this course. Waiver forms can be submitted via email to [law.graduateaffairs@nyu.edu](mailto:law.graduateaffairs@nyu.edu). You may not request to waive only one of the two classes. All waiver requests must be submitted by July 6, 2020. Requests received after this date will not be considered.

## Graduate Lawyering I & II

*Graduate Lawyering I* is a practice-based course for international LLM students focused on legal research, writing, and analysis. The class focuses on skill development and aims to prepare each LLM student to understand and be able to meet the expectations of the US legal environment. The curriculum is composed of several research and writing exercises. Sections are limited to approximately fifteen students and teaching assistants are available to provide additional hands-on advice on topics such as research techniques. We recommend that students take *Graduate Lawyering I* during their first semester of study at the Law School.

Our LLM students come from a wide variety of backgrounds; offering multiple sections of *Graduate Lawyering I* allows our faculty to take into account differences in students' language and practice experience. The intensive section of the class is designed for students who particularly want to focus on improving their English language skills. *Graduate Lawyering II*, in the spring, offers the opportunity for students to continue to develop their US research and writing skills in a seminar environment.

## English Language Resources

### **Legal English**

These non-credit language-based classes take place in the first month of the semester to provide students whose first language is not English with a forum for the study of legal English. There are four two-hour classes in total. Attending all classes is strongly recommended but is not required; students may go to a single or multiple classes. You will receive an email shortly before classes begin detailing the meeting days and times that will be offered and providing sign-up instructions.

The classes cover English terminology related to statutes and case briefing categories. Students will closely examine the sources of legal authority including statutes and case law, and learn about the components of a case--citations, parties, causes of action, facts, procedural history, rules, holdings, dicta, dispositions--and related key vocabulary. A main focus of the sessions is to improve each student's legal English vocabulary.

### **Prior to the LLM**

Students interested in improving their English language skills prior to the LLM program, may be interested in [NYU's American Language Institute](#). The Institute is one of the many schools and programs in New York and throughout the US that offer English language instruction during the summer months and throughout the academic year.

### **Writing Center**

At the [Writing Center](#), any NYU student can get help with his or her writing. The Writing Center is a part of NYU's Expository Writing Program in the College of Arts and Science. It is a place where one-on-one teaching and learning occur, as students work closely with professional consultants at every stage of the writing process and on any piece of writing.

### **International Student Center**

The [International Student Center](#) is a University-wide center that hosts events for international students including a weekly English Conversation Hour to develop confidence in informal conversational English.

### **English in Action**

[English in Action](#) is a non-profit educational organization that helps English language learners by pairing them with tutors for weekly one-to-one conversation sessions.

## Types of Classes

Law School classes vary widely in their subject matter and in the skills they teach. Although the class schedule is arranged according to subject matter, you should understand the other ways in which classes may differ from one another. NYU Law's classes generally fall into the following categories:

- **Courses** are lecture-style classes. Some are quite broad, but many are focused on subfields or particular methodologies. The choices are quite varied in this respect. Some lecture courses have prerequisites (for example, Income Taxation is a prerequisite for Corporate Taxation), but most do not. Lecture courses usually require a final examination, although some professors may offer the option of or require a paper. In courses where a final examination is given, the examination format may be either in-class or take-home. Professors have different rules about the types of materials to which students may refer during examinations. Please consult the exam schedule and the course descriptions.
- A **seminar** or **colloquium** is a small class; some seminars may have as few as five or six students, while others may be as large as 27 students. Seminars and colloquia provide a more detailed examination of a subject than is possible in a lecture course, and class presentation entails significantly more discussion and student participation. Seminars and colloquia normally require students to write one or more papers. A colloquium differs from a seminar in that several professors (and occasionally outside guests) participate in the colloquium, preparing papers and articles to which the students in the class respond through discussion and written assignments. Sometimes a seminar is offered in conjunction with the colloquium and students may be required to enroll in both.
- A **simulation** course is defined as a mock or model class in which students receive tangible experience in tasks and processes related to a particular area of law. They are often classes in which students draft briefs and /or memos, conduct mock arguments, mock trials, or mock negotiations. Simulation classes are subject to the same size cap (27) as seminars.
- **Clinics** involve representation of actual clients or communities under the intensive supervision of a faculty member. Clinics have a required seminar component as well. In order to serve clients and communities as effective practitioners, each clinic requires students to master particular bodies of law (e.g., family, civil rights, or death penalty law), and to learn specific skills suited to different practice arenas (e.g., litigation, policy analysis, and/or outreach skills).
- **Directed Research** is research and writing undertaken independent of a class and under the supervision of a faculty member. A **Writing Credit** is additional credit for writing offered in conjunction with certain classes.



**Program  
Requirements**

**MASTER OF LAWS 13**

**COMPETITION, INNOVATION AND  
INFORMATION LAW 14**

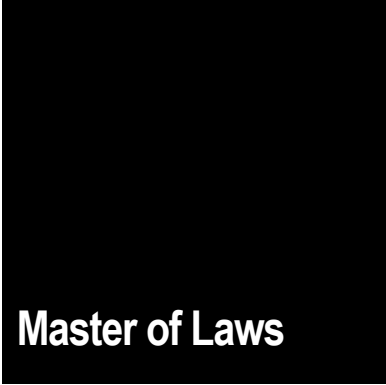
**CORPORATION LAW 16**

**ENVIRONMENTAL LAW 19**

**INTERNATIONAL BUSINESS  
REGULATION, LITIGATION  
AND ARBITRATION 21**

**INTERNATIONAL LEGAL STUDIES 23**

**LEGAL THEORY 26**



## Master of Laws

### **FACULTY DIRECTOR**

Kevin E. Davis  
*Beller Family Professor of  
Business Law*

### **ADMINISTRATIVE ASSISTANT**

Ian Brydon  
[ian.brydon@nyu.edu](mailto:ian.brydon@nyu.edu)  
(212) 998-6715

### **PROGRAM WEBSITE**

[www.law.nyu.edu/llmjsd/master-of-laws](http://www.law.nyu.edu/llmjsd/master-of-laws)

## **COURSE REQUIREMENTS**

No specific courses are required for students enrolled in the Master of Laws LLM program. However, at least 8 credits of the required 24 credits in fall and spring must be taken in courses that are graded on the basis of examinations. Please note that students in this program may not register for more than 8 credits in Taxation courses without approval from both the Master of Laws LLM and Tax Directors.

There is no formal writing requirement for this program, but students are strongly encouraged to take at least one seminar that allows them to write a substantial research paper. Furthermore, like students in other programs, students in this program have the opportunity to expand the typical research assignment into a thesis under the supervision of a faculty member.

## Competition, Innovation and Information Law

### **FACULTY DIRECTOR - Antitrust and Competition Policy**

Harry First

*Charles L. Denison Professor  
of Law*

### **ADMINISTRATIVE ASSISTANT**

Nicole Arzt

[nicole.arzt@nyu.edu](mailto:nicole.arzt@nyu.edu)

(212) 998-6013

### **FACULTY DIRECTOR - Intellectual Property and Information Law**

Barton Beebe

*John M. Desmarais Professor of  
Intellectual Property Law*

### **ADMINISTRATIVE ASSISTANT**

Henriette Dekker

[henriette.dekker@nyu.edu](mailto:henriette.dekker@nyu.edu)

(212) 998-6617

### **PROGRAM WEBSITE**

[www.law.nyu.edu/llmjsd/ciil](http://www.law.nyu.edu/llmjsd/ciil)

## **DEGREE REQUIREMENTS**

The Competition, Innovation and Information Law Program (“CIILP”) has two areas of focus: Antitrust and Competition Policy, and Intellectual Property and Information Law. Students in CIILP must take at least 16 of the required 24 credits in the area of focus that they select, including the required basic courses, unless they have already taken the required basic courses in a JD program.

### **Writing Requirement**

All students are required to fulfill the Writing Requirement. This requirement is generally fulfilled by writing a paper in a seminar in the selected area of focus. It can also be fulfilled by a 2-credit Directed Research project supervised by a faculty member. If the Directed Research supervisor is a member of the adjunct faculty, the project must be approved by one of the Program’s Co-Directors. The Law School’s “Substantial Writing Credit” requirement does not apply to the Program.

## **COURSE REQUIREMENTS**

### **A. Antitrust and Competition Policy Focus**

#### **Required Course**

- Antitrust Law (LW.11164)  
OR
- Antitrust and Regulatory Alternatives I (LW.11348)

#### **Elective Courses**

- A basic course in intellectual property (only one of the below three IP courses will count towards the antitrust focus):
  - » Copyright Law (LW.11552), OR
  - » Patent Law (LW.11678), OR
  - » Trademark and False Advertising Law (LW.11923)
- Antitrust and Regulatory Alternatives II (LW.11367)
- Antitrust: International and Comparative Seminar (LW.11676)
- Antitrust Counseling in the Distribution of Goods and Services (LW.11546)
- Antitrust Law: Merger Enforcement & Litigation (LW.12723)
- Antitrust Law and Economics Seminar (LW.11178)
- Graduate Lawyering I (LW.12373 or LW.12375)
- Hauser Global Law Faculty courses (with permission of the CIILP Co-Director)
- Information Privacy Law (LW.11019)
- Innovation Policy Colloquium (LW.10930)
- Intellectual Property Crimes Seminar (LW.12451)
- Mergers and Acquisitions (LW.10327)
- Quantitative Methods Seminar (LW.10794)
- Sports Law (LW.10585)

## **B. Intellectual Property and Information Law Focus**

### **Required Course**

- Two of the following three basic courses:
  - » Copyright Law (LW.11552)
  - » Patent Law (LW.11678)
  - » Trademark and False Advertising Law (LW.11923)

### **Elective Courses**

- Third basic intellectual property course
  - » Copyright Law (LW.11552), OR
  - » Patent Law (LW.11678), OR
  - » Trademark and False Advertising Law (LW.11923)
- Advanced Copyright (LW.11617)
- Advanced Topics in Art Law Seminar (LW.12058)
- Advanced Topics in Privacy Law Seminar (LW.12366)
- Advanced Trademark and Advertising Law (LW.11692)
- Antitrust Law (LW.11164) or Antitrust and Regulatory Alternatives I (LW.11348)
- Art Law (LW.10122)
- Contracts (for LLM students) (LW.11171)
- Cybersecurity Law and Technology Seminar (LW.12535)
- Entertainment Law Seminar (LW.11456)
- Fashion Law and Business (LW.12131)
- Free Speech (LW.10668)
- Global Data Law (LW.12755)
- Graduate Lawyering I (LW.12373 or LW.12375)
- Guarini Colloquium: Regulating Global Digital Corporations (LW.12657)
- Guarini Externship and Externship Seminar: Global Legal Practice in Digital Society (LW.12682; LW.12683)
- Hauser Global Law Faculty courses (with permission of the CIILP Co-Director)
- Human Rights, Civil Society, and the Internet in China Seminar (LW.12493)
- Information Privacy Law (LW.11019)
- Innovation Policy Colloquium (LW.10930)
- Intellectual Property Crimes Seminar (LW.12451)
- International Intellectual Property (LW.11056)
- Labor and Employment in the Entertainment Industry Seminar (LW.11605)
- Law and Policy of Big Data, AI and Machine Learning (LW.12662)
- Mass Media Law (LW.12156)
- Patent Law and the Life Sciences (LW.11626)
- Patent and IP Licensing Seminar (LW.12260)
- Patent Litigation Simulation (LW.10185)
- Sports Law (LW.10585)
- Survey of Intellectual Property (LW.10977)
- The Law of the Startup Seminar (LW.12266)
- Trade Secret Law (LW.12360)



# Corporation Law

## FACULTY DIRECTOR

Marcel Kahan  
*George T. Lowy Professor Law*

## ADMINISTRATIVE ASSISTANT

Maire Kimble  
[maire.kimble@nyu.edu](mailto:maire.kimble@nyu.edu)  
(212) 998-6179

## PROGRAM WEBSITE

[www.law.nyu.edu/llmjsd/corporationlaw/](http://www.law.nyu.edu/llmjsd/corporationlaw/)

## COURSE REQUIREMENTS

### Credit Requirement

At least 21 of the required 24 credits must be taken in courses and seminars from the following groups:

- Corporate and Securities Law (except first-year Contracts - LW.11672)  
[Fall 2020](#) | [Spring 2021](#) | [Summer 2021](#)
- Contracts and Commercial Law  
[Fall 2020](#) | [Spring 2021](#) | [Summer 2021](#)
- Corporate Compliance and Enforcement  
[Fall 2020](#) | [Spring 2021](#) | [Summer 2021](#)
- Antitrust and Competition Law  
[Fall 2020](#) | [Spring 2021](#) | [Summer 2021](#)
- Intellectual Property and Information Law  
[Fall 2020](#) | [Spring 2021](#) | [Summer 2021](#)
- Taxation  
[Fall 2020](#) | [Spring 2021](#) | Summer 2021 (TBA)
- Torts and Insurance  
[Fall 2020](#) | [Spring 2021](#)
- Transactional and Law and Business  
[Fall 2020](#) | [Spring 2021](#) | [Summer 2021](#)
- Other Related Classes (see below)

There is no writing requirement for this program, but it is recommended that you take at least one seminar that offers a writing opportunity.

### Corporations

All students in the Corporation Law program who have not taken a course in US corporation law must register for Corporations (LW.10644) for four or five credits in the first semester of their studies.

### Core Business Courses

At least 2 classes carrying a total of at least 4 credits from the following list:

- Accounting for Lawyers (LW.10007)
- A Study of 'Mega' Bankruptcy Cases (LW.12185)
- Bankruptcy or Basic Bankruptcy (LW.11460)
- Basic Bankruptcy with a Concentration in Chapter 11 Restructuring (LW.12710)
- Business Crime (LW.11144)
- Commercial Law (LW.10965)
- Commercial Sales Law: Domestic and International (LW.11972)
- Corporate Bonds and Credit Agreements Simulation (LW.11216)
- Corporate Finance (LW.11461)
- Corporate Finance and Investment Banking (TBD)
- Cross-Border Insolvency and Related Issues (LW.12076)
- Deals: The Economic Structure of Business Transactions (LW.12310)
- Digital Currency, Blockchains and the Future of Financial Services (LW.12371)
- Ethical and Legal Challenges in the Modern Corporation (LW.10387)
- International Business Transactions (LW.12350)
- Introduction to Accounting and Finance (LW.12337)
- Investment Banking (LW.12716)
- Law and Business of Bankruptcy and Reorganization (LW.11003)
- Law and Business of Corporate Transactions (LW.10503)
- Law and Business of Corporate Turnarounds and Leadership (LW.12254)
- Mergers and Acquisitions (LW.10327)
- Regulation of Banks and Financial Institutions (LW.11550)
- Survey of Securities Regulation (LW.10322)
- Secured Transactions (LW.10118)

\*Not all of the core classes are offered each year – to see what is offered in 2020-21 check the [online class schedule](#)

### Other Related Classes

All Law School courses related to legal regulation of business activity, which include:

Fall 2020:

- Graduate Lawyering I (LW.12373 or LW.12375)
- Investment Treaty Arbitration (LW.12344)
- Labor and Employment in the Entertainment Industry Seminar (LW.11605)
- Land Use, Housing and Community Development in New York City (LW.10651)
- Professional Responsibility and the Regulation of Lawyers (LW.11479)
- Professional Responsibility in the Corporate Context (LW.12346)
- Quantitative Methods Seminar (LW.10794)

Spring 2021:

- Colloquium on Law Economics and Politics (LW.10582)
- Complex Litigation (LW.10058)
- Employment Law (LW.10259)
- Global Data Law (LW.12775)
- Graduate Lawyering I (LW.12373) (taught during the winter break)
- Graduate Lawyering II: Drafting (LW.12376)
- International Transactions Clinic & International Transactions Clinic Seminar (LW.12458 & LW.12459)
- Investment Arbitration Law, Practice and Written Advocacy Simulation (LW.12672)
- Professional Responsibility and the Regulation of Lawyers (LW.11479)
- Professional Responsibility in the Corporate Context (LW.12346)

### Stern Business School Courses

Students are permitted to take up to six credits at Stern that may be counted toward the credits needed to earn the LLM degree. Note that classes cross-listed with Stern (designated by a “Z” in the Course Management System) are treated the same as any other Law School class so that they are not subject to this limit and (A), (B) and (C) below do not apply.

Stern classes designated “Preferential” may be taken for credit toward the LLM degree and count toward the 21 required credits in corporations and related classes. To receive degree credit for a Stern class that is not Preferential you must petition and be granted approval by the Vice Dean. In order to do so, you would need to complete a [Request to Register for Stern Non-Preferential Course form](#), which can be found online.

[Fall 2020 Preferential Courses](#) will be listed online (the list of spring courses is available in late fall) and are designated by the code “Prf” in the Law School’s Course Management System. Please review the information on the Records and Registration website regarding cross-registration and take note of the following important items:

- (A) The credit value assigned to Stern courses by the Law School is lower than that assigned by Stern because of the number of meeting hours. For example, a course assigned 3.0 credits by Stern may be assigned 2.75 by the Law School. You may take no more than 6 credits (calculated at the Stern rate) in a given semester.
- (B) No more than 6 credits in courses taught at Stern or other divisions of NYU (outside the Law School) may be counted toward the 24 credits you may need to qualify to sit for the New York Bar.
- (C) Grades earned in Stern courses appear on the Law School transcript but are not calculated in the law school GPA.

### **Prerequisites for Stern Courses**

Many Stern classes have pre or co-requisites. For example, for certain Stern upper-level finance courses there is a prerequisite of the Stern class Foundations of Finance (COR1-GB.2311) and a co-requisite of the Stern class Corporate Finance (FINC-GB.2302). A law student who has completed Corporate Finance at the Law School (LAW-11461) will have satisfied this requirement. [Note: The Law School's Corporate Finance course (LAW-11461) is mutually exclusive with both Corporate Finance at Stern (FINC-GB.2302) and Foundations of Finance (COR1-GB.2311).] You may obtain a waiver of a finance prerequisite if you meet one of the following conditions:

- You have an MBA degree and have taken finance courses as part of that degree.
- You are in the LLM ACLB program and took the Stern summer course on finance topics that is part of this program.
- You were a Finance undergraduate major, or you can provide a minimum of five courses, from an accredited institution, which directly correspond to the subject matter.

If you do not meet the requirements above to waive the required pre and/or co-requisite for a Stern course, you will need to take a proficiency exam in the topic(s) required.

Please contact the [Office of Graduate Affairs](#) for assistance with questions about prerequisites or other aspects of registering for a Stern course.

# Environmental and Energy Law

## **FACULTY DIRECTOR**

Katrina Wyman  
Professor of Law  
[katrina.wyman@nyu.edu](mailto:katrina.wyman@nyu.edu)

## **ADMINISTRATIVE ASSISTANT**

David Peer  
[david.peer@nyu.edu](mailto:david.peer@nyu.edu)

## **PROGRAM WEBSITE**

[www.law.nyu.edu/llmjsd/environmental/](http://www.law.nyu.edu/llmjsd/environmental/)

## **COURSE REQUIREMENTS**

The program will require students to take Environmental Law (four credits), and either International Environmental Law Seminar (two credits) or Energy Law Regulation and Policy (two credits). Students will write a thesis in conjunction with a required environmental law seminar. The required coursework and thesis will enable students to synthesize their studies and benefit from close interaction with faculty and other students concentrating in the field.

Students will also be required to choose an additional seven credit hours from courses listed below under the heading Subject Area Core courses. Additional electives (eight credits) make this a 24-credit program.

### **Required Courses (9 credits)**

- Environmental Law (LW.11149 - 4 credits; fall)
- Environmental Law Seminar and Writing Project (3 credits)
- International Environmental Law Seminar (LW.10065 - 2 credits; fall)  
OR Energy Law Regulation and Policy (LW.12239 - 2 credits; fall)

### **Subject Area Core Courses**

Students must choose an additional 7 credits of classes included in the list below:

Fall 2020:

- Cities Seminar (LW.12771- 2 credits)
- Energy Law Regulation and Policy (LW.12239 - 2 credits)
- Environmental Law Clinic (LW.11120 - 3 credits) (application required)
- Environmental Law Clinic Seminar (LW.10633 - 2 credits)
- Financing Development Seminar (LW.11806 - 2 credits)
- International Environmental Law Seminar (LW.10065 -2 credits)
- International Law (LW.11218 - 3 credits)
- Legislation and the Regulatory State for Transfer Students and LLM's (LW.11633 - 4 credits)
- Oil and Gas: Public and Private Governance Seminar (LW.12457 - 2 credits)
- United Nations Diplomacy Clinic (LW.10289 - 3 credits) (application required)
- United Nations Diplomacy Clinic Seminar (LW.12641 - 3 credits)

## Environmental and Energy Law

### Spring 2021:

- Animal Law Seminar (LW.11551 - 2 credits)
- Environmental Law Clinic (LW.11120 - 3 credits) (application required)
- Environmental Law Clinic Seminar (LW.10633 - 2 credits)
- Global Environmental, Law, Science, and Governance Seminar (LW.11614 - 3 credits)
- International Trade and Investment Law and Policy Seminar: The Challenge of Changing Energy Markets (LW.12528 - 2 credits)
- Modern Crosscurrents in Energy and Environmental Law Seminar (LW.12639 - 2 credits)
- Natural Resources Law and Policy (LW.10028 - 2 credits)
- Project Finance Seminar (LW.12062 - 2 credits)
- Science and the Courts (LW.12668 - 2 credits)
- Urban Environmental Law and Policy Seminar (LW.12603 - 2 credits)

### **Suggested Courses**

Additional courses related to environmental law that you may want to consider include:

#### Fall 2020

- Administrative Process Seminar (LW.10470 - 2 credits)
- Class Actions Seminar (LW.12721- 2 credits)
- Community Development Law Seminar (LW.10732 - 2 credits)
- Corporate Finance (LW.11461 - 3 credits)
- Global and Comparative Public Law Colloquium (LW.12039-2 credits)
- Graduate Lawyering I (LW.12373 or LW.12375) (1 or 2 credits)
- International Commercial Arbitration (LW.11915 – 3 credits)
- Land Use, Housing and Community Development in New York City (LW.10651 - 3 credits)
- Law of Nonprofit Organizations (LW.11276 - 3 credits)
- Property (LW.11783 - 4 credits)
- Real Estate Transactions (LW.11279 - 3 credits)

#### Spring 2021

- Administrative Law vs. Tort: The Challenges of Modern Regulation Seminar (LW.11027 - 2 credits)
- Corporate Finance (LW.11461 - 3 credits)
- Graduate Lawyering I (LW.12373 - 1 credit; winter break)
- Innovation Policy Colloquium (LW.10930 - 3 credits)
- International Business Transactions (LW.12350 - 2 credits)
- International Investment Law and Arbitration (LW.12182 - 4 credits)
- Law and Business of Social Enterprise (LW.12418 - 2 credits)
- Property (LW.11783 - 4 credits)
- Advanced Real Estate Transactions (LW.10868 - 2 credits)
- Economic and Social Rights (LW.10014 - 4 credits)
- Legal Practice in Highly Political Environments Seminar (LW.11450 -2 credits)

### **Wagner Courses**

With permission from the program director and Vice Dean, master's students may take up to 6 credits of courses directly related to the study of law at one of NYU's other schools in completion of LLM requirements. Courses offered by Wagner related to environmental law may be of particular interest to students in this program. You may review course offerings at Wagner on the [NYU Wagner website](#).

# International Business Regulation, Litigation, and Arbitration

## **FACULTY DIRECTOR**

Franco Ferrari  
*Professor of Law*  
*Director, Center for*  
*Transnational Litigation,*  
*Arbitration and Commercial Law*

## **ADMINISTRATIVE ASSISTANT**

Kellene O'Hara  
[kellene.ohara@nyu.edu](mailto:kellene.ohara@nyu.edu)

## **PROGRAM WEBSITE**

[www.law.nyu.edu/llmjsd/ibrla](http://www.law.nyu.edu/llmjsd/ibrla)

## **COURSE REQUIREMENTS**

Students in the International Business Regulation, Litigation and Arbitration program are required to take International Business Transactions for IBRLA LLM students (3 credits), in which they will write a thesis. The class and written work requirement will enable students to synthesize their studies and benefit from close interaction with faculty and other students concentrating in the field.

IBRLA LLM students are also required to choose a minimum of 10 credits from the Core Curriculum consisting of Core International Litigation and Arbitration Courses and Core Regulatory and Business Courses (including at least one course from subset A. and one course from subset B.). Students will also be required to choose an additional 7 credit hours from the Core Curriculum (subsets A. and B.) or Related Electives listed below (subset C.). Additional free electives (4 credits) will make this a 24 credit program.

Please note that the list of classes offered changes each year; also, there may be some changes to the lists below as the schedule is being finalized.

### **Required Class**

- International Business Transactions (for IBRLA LLMs)(LW.10296 - 3 credits)

### **Core Curriculum (10 credits from subsections A. and B.)**

#### **A. International Litigation and Arbitration Courses**

- Commercial Sales Law: Domestic and International (LW.11972 - 3 credits)
- Complex Litigation (LW.10058 - 4 credits) (Introduction to US Civil Procedure is recommended but not required)
- Conflict of Laws (LW.10701 - 4 credits)
- International Arbitration and the CISG (LW.12593 - 2 credits)
- International Commercial Arbitration (LW.11915 - 3 credits)
- International Investment Law & Arbitration (LW.12182 - 4 credits)
- Investment Arbitration Law, Practice and Written Advocacy Simulation (LW.12672 - 2 credits)
- Investment Treaty Arbitration (LW.12344 - 2 credits)
- Oral Advocacy in International Investment and Commercial Arbitration (LW.12264 - 2 credits)

#### **B. Core Regulatory and Business Courses**

- Cross Border Insolvency and Related Issues (LW.12076 - 2 credits)
- Commercial Law (LW.10965 - 4 credits)
- Financing Development Seminar (LW.11806 - 2 credits)
- International Trade and Investment Law and Policy Seminar: the Challenge of Changing Energy Markets (LW.12528 - 2 credits)
- International Trade Law (LW.11426 - 3 credits)
- Introduction to US Civil Procedure (for LLM Students)(LW.10514 - 2 credits)
- Law and Policy of Foreign Investment Seminar (LW.10709 - 2 credits)
- Negotiation (LW.11642 - 3 credits)
- Project Finance Seminar (LW.12062 - 2 credits)
- Regulation of Foreign Corrupt Practices (LW.12081 - 2 credits)
- Sovereign Finance, Capital Markets and Global Regulatory Challenges Seminar (LW.12643 - 2 credits)

# International Business Regulation, Litigation, and Arbitration

## C. Related Electives

- A Study of “Mega” Bankruptcy Cases: Impact on the Economy and Related Industries Seminar (LW.12185 - 2 credits)
- Antitrust and Regulatory Alternatives I (LW. 11348 - 3 credits)
- Antitrust Law (LW.11164 - 4 credits)
- Antitrust Law and Economics Seminar (LW.11178 - 2 credits)
- Antitrust: International and Comparative Seminar (LW.11676 - 2 credits)
- Contracts (for LLM students)(LW.11171 - 4 credits)
- Corporations (LW.10644 - 4 or 5 credits)
- Ethical and Legal Challenges in the Modern Corporation: Law and Business (LW.10387 - 3 credits)
- Ethics in Government: Investigation and Enforcement (LW.12211 - 2 credits)
- Graduate Lawyering I (LW.12373 or LW.12375)(1 or 2 credits)
- International Law (LW.11218 - 3 credits)
- Law and Business of Corporate Governance (LW.10042 - 3 credits)
- Law and Business of Corporate Transactions (LW.10503 - 3 credits)
- Professional Responsibility and the Regulation of Lawyers (LW.11479 - 2 credits or 3 credits)
- Professional Responsibility in the Corporate Context (LW.12346 - 2 credits)
- Survey of Securities Regulation (LW.10322 - 4 credits)

# International Legal Studies

## FACULTY DIRECTOR

José Enrique Alvarez  
*Herbert and Rose Rubin*  
Professor of International Law

## ADMINISTRATIVE ASSISTANT

Stephany Ramos  
[stephany.ramos@nyu.edu](mailto:stephany.ramos@nyu.edu)  
(212) 998-6259

## PROGRAM WEBSITE

[www.law.nyu.edu/llmjsd/ils](http://www.law.nyu.edu/llmjsd/ils)

## COURSE REQUIREMENTS

All law school classes are associated with one or more “course topics.” International Legal Studies LLM students must complete at least 14 credits in classes designated by the “course topics” of International Law, Comparative and Foreign Law, and/or International Litigation and Arbitration, or on the list of Related Courses below. Click on these links to see the classes listed under each course topic related to the International Legal Studies LLM degree:

- International Law: [Fall 2020](#) | [Spring 2021](#) | [Summer 2021](#)
- Comparative and Foreign Law: [Fall 2020](#) | [Spring 2021](#) | [Summer 2021](#)
- International Litigation and Arbitration: [Fall 2020](#) | [Spring 2021](#) | [Summer 2021](#)

While reviewing the comprehensive [Fall 2020 Class Schedule](#), [Spring 2021 Class Schedule](#), and [Summer 2021 Class Schedule](#) you may encounter a class that relates to one of the course topics listed above but lacks the designation; in that instance, please write to the Office of Graduate Affairs ([law.graduateaffairs@nyu.edu](mailto:law.graduateaffairs@nyu.edu)) to inquire whether it can count toward the 14-credit requirement.

## Related Courses

The following are related courses for the International Legal Studies degree (this preliminary list is subject to revision if course offerings change):

- A Study of Cross-Border Insolvency Cases and Relevant Law (LW.12076)
- Admiralty (LW.10946)
- Asian American Jurisprudence Seminar (LW.10603)
- Graduate Lawyering I (LW.12373 or LW.12375)
- Human Rights, Civil Society, and the Internet in China Seminar (LW.12493)
- Refugee and Asylum Law Seminar (LW.12265)

*Please note that non-tax students may not register for more than eight credits in Taxation courses.*

## Clinics

There are a limited number of spots in clinics. Students may not be registered in a clinic without first applying for and being accepted into it by the instructor. The application process for LLM students opens in July 2020 with the [deadline for submission of applications](#) later that same month. You will find further [information about clinics](#) online

The following clinics may interest students in the ILS program:

- [Global Justice Clinic - for LLMs](#) (Fall 2020/Spring 2021)
- [Guarini Externship – Global Legal Practice in Digital Society](#) (Spring 2021)
- [International Organizations Clinic](#) (Fall 2020/Summer 2021)
- [International Transactions Clinic for LLMs](#) (Spring 2021)
- [Reproductive Justice](#) (Fall 2020) and [Advanced Reproductive Justice](#) (Spring 2021)
- [United Nations Diplomacy Clinic](#) (Fall 2020/Summer 2021)



**IMPORTANT:** To maximize flexibility, several policies that have in the past been requirements are now framed as strong recommendations. All students in the International Legal Studies specialization are required to meet NYU Law School's overarching LLM requirements as well as the specific requirement to complete 14 credits in the field (see below). The recommendations below are guidelines to consider in shaping a comprehensive course of study.

### **Basic Courses and Distribution Recommendation**

Students are strongly advised to build expertise in several different areas of international, comparative, and global law. This will help equip students with the legal awareness and flexibility of thought to deal with cross-cutting issues that call for innovative approaches and pose some of the most exciting challenges in many careers. Unless students have considerable academic background in the particular area, they are advised to take at least one basic course in Public International Law, one in International Economic Law, and one in Comparative or Global Law. Students who have taken basic courses such as International Law as part of their first law degree sometimes choose not to take them in the LLM. However, the intellectual approach and material covered are likely to be different from similarly titled courses in other countries so many students find it valuable to take these courses at NYU.

### **Exam Courses Recommendation**

Students are advised to complete at least eight credits of the LLM degree in courses that are graded on the basis of examinations. Many prospective employers take a particular interest in proven examination ability.

### **Writing Recommendation**

Students are strongly advised to take at least two credits in a seminar, course, or Directed Research, which would require a paper of substantial length. A single seminar paper (at least 20 pages) should be a minimum objective. This provides valuable experience in research and in developing one's own argument, as well as in building expertise. This objective cannot adequately be met by writing a series of shorter papers. Please note that some seminars offer the opportunity to register for an additional credit; if students choose to do so, they will be required to write a longer paper (35-40 pages) to earn that additional credit. If possible, students are urged to develop their paper for eventual publication.

### **Four Credit Thesis Option**

This option offers students enrolled in the full-time LLM in International Legal Studies who are seriously interested in academic careers in international law an opportunity to write a substantial high-quality thesis (24,000-32,000 words) on an international law topic. The number of students who will be permitted to undertake the thesis option is strictly limited. Students will be selected by a committee after filing an application during the fall term consisting of an outline of the proposed thesis, along with a bibliography. (The deadline for this application will be announced at the beginning of the fall term.) Students who are selected will be

matched with an appropriate faculty supervisor or supervisors with whom they will be expected to meet periodically to present drafts of their work. This option does not count toward the limit on the number of credits that students may otherwise take as Directed Research. (Additional note: LLM candidates have a number of other options for writing research papers intended for publication, including writing produced in the course of seminars and as an additional credit option in some classes (with the permission of the instructor). The thesis option is best suited to those candidates who have, prior to their arrival at NYU, undertaken considerable work on a project whose completion could usefully draw on the expertise of an NYU faculty member.)

### **Special Requirements for the JD-LLM Program**

NYU Law School's Institute for International Law and Justice (IILJ) runs a unique four-year JD-LLM program in international law. Students specially admitted to this program who have completed the NYU JD have special requirements for the LLM in International Legal Studies, which will be communicated to them separately. For detailed information, please visit the [IILJ website](#).

# Legal Theory

## **FACULTY DIRECTOR**

Lewis A. Kornhauser  
*Frank Henry Sommer Professor  
of Law*

## **ADMINISTRATIVE ASSISTANT**

Monica Millay  
[monica.millay@nyu.edu](mailto:monica.millay@nyu.edu)  
(212) 992-8811

## **PROGRAM WEBSITE**

[www.law.nyu.edu/lmjsd/  
legaltheory](http://www.law.nyu.edu/lmjsd/legaltheory)

## **COURSE REQUIREMENTS**

Students must successfully complete 24 credits in fall and spring to earn the LLM degree. Students will participate in the compulsory Legal Theory Thesis seminar. They will also choose, in their first semester in the program a seminar that offers an additional writing credit in which to write and submit a substantial paper. Students will enroll in the one-credit Legal Theory Thesis Workshop in which students will further develop and workshop their paper.

Students must also register for at least one colloquium during the academic year, and choose (subject to the approval of the faculty director) 4-6 additional credits from the list of Legal Theory classes below. All students will design their course of study in close consultation with the faculty director. This is intended to ensure that students craft a program of study that is both relevant and valuable to the student's background, interests, and professional goals.

### **Substantial Paper**

In conjunction with a seminar (with a writing credit) in their first semester in the program, and under the supervision of the faculty teaching the seminar, students will write an original scholarly work on a particular topic in legal theory of at least 40 pages in length exclusive of footnotes. The paper should demonstrate mastery of a particular area of legal theory by mounting an original argument.

### **Legal Theory Classes**

- Animal Law Seminar (LW.11551)
- Anthropology of Law (LW.11228)
- Asian American Jurisprudence Seminar (LW.10603)
- Beyond Behavioral Economics (LW.12717)
- Cities Seminar (LW.12771)
- Class Actions Seminar (LW.12721)
- Classical Liberalism: History, Theory and Contemporary Jurisprudence Seminar (LW.11195)
- Comparative Constitutional Law Seminar (LW.11751)
- Constitutional Adjudication and Democracy Seminar (LW.10518)
- Constitutional Interpretation Seminar (LW.12253)
- Contractualism in Moral and Political Philosophy Seminar (LW.11585)
- Critical Narratives of Civil Rights (LW.12188)
- Critical Race Theory Seminar (LW.11047)
- Decisionmaking in the Federal Courts (LW.11836)
- Economic Analysis of Law (LW.10853)
- Economic Analysis of Public Law (LW.12695)
- Ethical and Legal Challenges in the Modern Corporation (LW.10387)
- Federalist Papers Seminar (LW.11957)
- History and Theory of Secured Transactions Workshop (LW.12656)
- History of International Legal Thought: A Critical View (LW.11952)
- Human Dignity Seminar (LW.11797)
- Individualization Under Law Seminar (LW.12712)
- International Environmental Law Seminar (LW.10065)
- Introduction to Political Philosophy Seminar (LW.11381)
- Islamic Jurisprudence (LW.11359)
- Judicial Decisionmaking (LW.12250)
- Law, Economics and Journalism Seminar (LW.11989)
- Law and Policy of Big Data, AI and Machine Learning (LW.12662)
- Law and Politics in the Thought of Carl Schmidt and Hanna Arendt Seminar (LW.10069)

## Legal Theory

- Legal and Constitutional History Workshop (LW.12050)
- Legal Practice in Highly Political Environments Seminar (LW.11450)
- Legislation and Political Theory (LW.11688)
- Life of Honor Seminar (LW.12372)
- Lincoln, The Civil War and the Constitution: Foundations of the National Security Powers of the President and Congress Seminar (LW. 12347)
- Quantitative Methods Seminar (LW.10794)
- Reconsidering the Trial of Jesus: A Reading for Our Times (LW.11839)
- Research Seminar for Future Academics (LW.10216)
- Resisting Injustice Seminar (LW.10310)
- Rule of Law (LW.10342)
- Science and the Courts Seminar (LW.12668)
- Sex Discrimination Law (LW.12271)
- Sexuality, Gender and the Law Seminar (LW.10529)
- Sovereign Finance, Capital Markets and Global Regulatory Challenges Seminar (LW.12643)
- The American Penal State Seminar (LW.12251)
- The Law of Democracy (LW.10170)
- The People's Welfare Seminar (LW.12689)
- Theories of Intellectual Property Law Seminar (LW.12522)
- Trump and the Law: A Study in Legal Policy Change Seminar (LW.12762)
- What We Owe to Others: The Ethics Obligation in Jewish Law (LW.11119)
- Any of the Law School Colloquia in addition to the one required for the Legal Theory program

### **Colloquia**

The following is a listing of colloquia offered by the Law School:

- Colloquium on Constitutional Theory (LW.10031)
- Colloquium in Legal, Political and Social Philosophy and Seminar (LW.10596)
- Colloquium on Law and Security (LW.11698)
- Colloquium on Law, Economics and Politics (LW.10582)
- Contract Theory and Law Colloquium (LW.12659)
- Global and Comparative Public Law Colloquium (LW.12039)
- Guarini Colloquium: Regulating Global Digital Corporations (LW.12657)
- Hauser Colloquium (LW.10127)
- Innovation Policy Colloquium (LW.10930)
- Tax Policy and Public Finance Colloquium (LW.10787)
- US Asia Law Institute Colloquium: Globalization, International Law and East Asia Law (LW.12761)

### **Additional Courses**

Through consultation with the program Director, students will be guided toward a course structure emphasizing theoretical understanding. The consultation will also ensure that the course of study is appropriately specialized or broad, depending on the student's background and interests. Students will be able to choose courses both from NYU's regular faculty and from Global Visiting Professors of Law who may be in residence.

### **Courses Outside the Law School**

Students are permitted to take up to six credits in law-related classes that count toward the LLM degree of courses in other graduate divisions of the University. Such courses require the approval of the program director and the Vice Dean.

## Academic Support

### **Tutoring Services**

The Office of Student Affairs offers a free, confidential [tutoring program](#) for students who are struggling academically. These sessions are particularly designed to assist students who are experiencing specific difficulties in a particular subject, but they can sometimes assist with general skills such as exam-taking or outlining.

- Tutors are fellow students who have demonstrated academic excellence in the area(s) they tutor, and whenever possible, students are assigned to tutors who had the same professor for the course being tutored.
- Tutoring takes place at mutually convenient times, usually 2-3 hours per week.
- Due to the limited number of available tutors, students may request tutoring for a maximum of two courses.

Please note: because we rely on student volunteers to act as tutors, it may not be possible to assign a tutor in every case. Requests for tutors in more advanced classes can be particularly difficult to fulfill. If a tutor is not available, we encourage you to speak with your professor and her or his teaching assistant about your specific difficulties.

If you have questions regarding tutoring or academic support, please contact the Office of Student Affairs at [law.studentaffairs@nyu.edu](mailto:law.studentaffairs@nyu.edu) or call (212) 998-6658.

### **Workshops**

In the fall, the Office of Graduate Affairs and the Graduate Lawyering Program co-sponsor workshops to support LLM academic success. Past workshops have included “Outlining and Time Management” and “Exam-Taking Strategies.” If there is topic you would like addressed, we invite you to make suggestions to the Office of Graduate Affairs.

### **NYU Writing Center**

The [NYU Writing Center](#) is a University resource where NYU students can get help with their writing. It is part of NYU’s Expository Writing Program in the College of Arts and Science. Students work closely with professional consultants at every stage of the writing process and on any piece of writing except for exams.

### **Helpful Resources for Academic Legal Writing**

- [Legal Reasoning, Research, and Writing for International Graduate Students](#) by Nadia Nedzel
- [Academic Legal Writing](#) by Eugene Volokh

## New York Bar Exam Eligibility

### New York Bar Exam Eligibility

While no one at NYU School of Law can speak on behalf of the NY Court of Appeals, we try to guide students through the process of determining NY bar eligibility. Students should consult the NY Board of Law Examiners' website as the Board is the authority in this matter.

For information on the NY bar exam visit the New York State Board of Law Examiners website. §520.6 of the Rules of the Court of Appeals for the Admission of Attorneys and Counselors at Law (22 NYCRR) governs the eligibility of foreign trained lawyers for the NY bar. You will find the full text of §520.6 here.

#### Evaluation of Foreign Law Credentials

The New York Board of Law Examiners (NY Board) requires all those with a foreign legal education (from common law and civil law jurisdictions) who wish to sit for the NY bar exam to complete an Online Foreign Evaluation Form and to send supporting documentation. Students should complete the Online Foreign Evaluation Form and submit supporting documentation as soon as possible. The deadline to complete the process of submitting materials to the NY Board for the July bar exam is October 1 (the October prior to the July bar exam).

As part of the NY Board's credential review, you will need to ask the law schools you have attended to send official transcripts to the Board and to supply other documents as well. It may be easier for you to make requests for documents and to access necessary records while you are in your home country. We urge you to complete the process as early as possible so that if the Board finds a deficiency in your documentation, you will have the opportunity to supply additional information before the Oct. 1st deadline.

Please be aware that earning a US LLM does not guarantee eligibility to sit for the New York bar exam. The New York Board of Law Examiners and not NYU Law School determines eligibility to sit for the exam. Students should consult the Board of Law Examiners' website and follow carefully the instructions posted there, as the Board is the authority in this matter.

#### Requirements during the LLM

While some students from common law countries will be found eligible to sit for the NY bar on the basis of their first law degree, many will need both to complete the LLM degree and take particular classes as part of the degree in order to be eligible. These eligibility requirements are independent of any requirements that must be satisfied in order to earn the LLM degree or to qualify for a particular LLM specialization. A list of classes at NYU Law School that count toward meeting New York's bar eligibility requirements for foreign-trained attorneys, is included in the following pages.

## New York Bar Exam Eligibility

### **Skills Competency**

After passing all of the elements of the New York Bar Exam, candidates need to demonstrate that they meet the requirements for NY bar admission. We recommend that you pay close attention to the skills competency provision requiring law practice or apprenticeship in a law office in the US or another country prior to admission to the NY bar.

As of August 2018, candidates for admission to the New York bar must show competency to provide legal services in New York State (§520.18 of the Rules of the New York State Court of Appeals for the Admission of Attorneys and Counselors at Law). At this time, to establish competency NYU Law LLM students must use the pathways described in subsections (a)(4) and (a)(5) of the Rule; these pathways allow candidates to establish competence before or after the LLM through legal apprenticeship or legal practice in the US or another jurisdiction.

### **Character and Fitness and Pro Bono Requirements**

Additionally, candidates for New York bar admission must also successfully meet character and fitness requirements and fulfill New York State's pro bono requirement §520.16 requiring 50 hours of pro bono service.

### **NYU Law Classes that Meet 520.6 Requirements**

The requirements can be broken down into two sets:

**I. Students must take a minimum of 24 credits in “classroom courses at the law school in substantive and procedural law and professional skills.” These 24 credits may include clinical courses and up to 6 credits in certain other courses related to legal training taught at the Stern school or other parts of NYU (§520.6(b)(3)(vii)(b)).**

Many LLM students will take more than 24 credits worth of courses that count toward this requirement. To earn the NYU LLM degree, you must carry a load of 24 credits during the fall and spring semesters. In addition, most foreign-trained LLMS are required to take Introduction to US Law (2 credits) and Introduction to US Legal Practice\* (1 credit) during the summer (in August). These 3 credits will count toward the 24 credits required by the NY Board of Law Examiners but not towards NYU's 24 credit requirement. It is, however, important to be aware that certain credits that count towards NYU's 24 credits worth of fall and spring courses will not count for purposes of bar eligibility. For instance, credits earned for Directed Research or courses in other parts of NYU in excess of the maximums set out above will not count for the purposes of bar eligibility.

*\*Formerly entitled Legal Research, Writing and Analysis I*

## New York Bar Exam Eligibility

II. The program of study must include a specified minimum numbers of credits for classes in the following areas. For a detailed description of the requirement, refer to (§520.6(b)(3)(d)).

**A: history, goals, instruction, value, rules and responsibilities of US legal profession (2 credits)**

**B: legal research, writing and analysis (2 credits)**

**C: American legal studies (2 credits)**

**D: subjects tested on the New York State bar examination (6 Credits)**

*Note that you cannot use the same credits to satisfy the requirements of more than one area (A, B, C and D).*

To guide you in developing a program of study for the LLM year that satisfies these eligibility requirements, below is a chart that shows which Law School classes have been approved by the New York Court of Appeals to meet the requirements in each area. Many, but not all, of these classes will be offered in a particular academic year. If you take Introduction to US Law (2 credits) and Introduction to US Legal Practice (1 credit) in the summer you will complete the Group C requirement and one credit of the Group B requirement prior to the start of the fall term.

**Group A: history, goals, instruction, value, rules and responsibilities of US legal profession (2 credits)**

- LW.12211 Ethics in Government: Investigation and Enforcement
- LW.11479 Lawyers and Leaders: Professional Responsibility in Government
- LW.11479 Professional Responsibility and the Regulation of Lawyers (multiple sections of the class offered)
- LW.11479 Professional Responsibility and the Law Governing Lawyers
- LW.12268 Professional Responsibility for Government Lawyers
- LW.10309 Professional Responsibility in Civil Litigation
- LW. 12346 Professional Responsibility in the Corporate Context
- LW.10200 Professional Responsibility in Criminal Practice Seminar
- LW.10200 Professional Responsibility in the Criminal Context Seminar
- LW.11479 Professional Responsibility: The Real World of Ethical Corporate Lawyering
- LW.12397 Role of the Lawyer in Public Life
- LW.12078 The Good Lawyer: Philosophical Legal Ethics and Professional Responsibility

**Group B: legal research, writing and analysis (2 credits)**

- LW.12129 Introduction to US Legal Practice (summer) (1 credit)
- LW.12373 Graduate Lawyering I (1 credit)
- LW.12375 Graduate Lawyering I: Intensive (2 credits)
- LW.12376 Graduate Lawyering II: Drafting (1 credit)  
*(only for students who have already taken Graduate Lawyering I)*



## New York Bar Exam Eligibility

### **Group C: American Legal Studies (2 credits)**

- LW.11449 Introduction to US Law (summer)
- LW.10925 Administrative and Regulatory State
- LW.11633 Legislation and the Regulatory State
- LW.10514 Introduction to US Civil Procedure (for LLM students)
- LW.11702 Constitutional Law
- LW.11722 Federal Courts and the Federal System
- LW.11869 State Courts and Appellate Advocacy Seminar

*\*Credits earned in these classes in excess of the two needed to satisfy the C requirement, may be applied to the D requirement if the class is also listed under Group D.*

### **Group D: subjects tested on the New York State bar examination (6 Credits)**

**(Check online course schedule to determine which classes are currently offered)**

- LW.11323 Child, Parent & State
- LW.11136 Civil Litigation
- LW.10965 Commercial Law
- LW.11972 Commercial Sales Law: Domestic and International
- LW.10058 Complex Litigation
- LW.10701 Conflict of Laws
- LW.11702 Constitutional Law
- LW.10345 Contract Theory Seminar
- LW.11171 Contracts (For LLM students)
- LW.10344 Corporations
- LW.10644 Corporations
- LW.10436 Criminal Procedure Survey
- LW.10104 Criminal Procedure: Bail to Jail
- LW.10395 Criminal Procedure: Fourth and Fifth Amendments
- LW.10104 Criminal Procedure: The Adjudicatory Part - From First Appearance to Post Conviction
- LW.12134 Equal Protection and Substantive Due Process
- LW.11607 Evidence
- LW.11563 Evidence and Professional Responsibility
- LW.10729 Family Law
- LW.10917 Federal Courts and the Appellate Process
- LW.11722 Federal Courts and the Federal System
- LW.12416 First Amendment Law
- LW.10755 First Amendment Rights of Expression and Association
- LW.11824 First Amendment Seminar
- LW.10668 Free Speech
- LW.11019 Information Privacy Law
- LW.10514 Introduction to US Civil Procedure (for LLM Students)
- LW.11449 Introduction to US Law
- LW.11633 Legislation and the Regulatory State
- LW.12072 Mass Communications and Free Speech Seminar
- LW.11783 Property (for 2Ls)\*

## New York Bar Exam Eligibility

- LW.11279 Real Estate Transactions
- LW.11941 Religion and the Constitution
- LW.12135 Religion and the First Amendment
- LW.10113 Remedies
- LW.10118 Secured Transactions
- LW.11269 Separation of Powers
- LW.11869 State Courts and Appellate Advocacy Seminar
- LW.11349 Tort Theory Seminar
- LW.11918 Torts II: Defamation, Privacy and Business Torts
- LW.11918 Defamation, Privacy and Business Torts
- LW.10474 Trusts & Estates

*\*Please note: Property (for 2Ls): LW.11783 qualifies under 520.6(b)(3)(vi)(d) only when the description for the class posted on the Law School web site reads as follows: A study of the institution of property: property interests in land and in wealth other than land; formation of interests in land; the estate concept; possessory and non-possessory interests; concurrent interests; the landlord-tenant relation; the allocation and development of land resources by private arrangement and through community planning devices such as zoning and eminent domain.*

Foreign-trained lawyers who intend to pursue the LLM in Taxation or the LLM in International Taxation should contact John Stephens at [john.stephens@nyu.edu](mailto:john.stephens@nyu.edu) with any questions about qualifying to sit for the NY Bar exam.

Students in all other master's programs should contact [law.graduateaffairs@nyu.edu](mailto:law.graduateaffairs@nyu.edu) with any questions.

**Student Groups and  
Law Journals**

**STUDENT BAR ASSOCIATION/  
STUDENT GROUPS**

**35**

**LAW JOURNALS**

**38**

## Student Bar Association

The Student Bar Association (SBA) is the student government of the JD and graduate programs at NYU School of Law. Its governing body is the Board of Governors, which consists of six executive officers (president, vice president, treasurer, secretary, student senator, and social chair), four representatives from each of the first, second, and third-year classes, a 2L transfer representative, and three LLM representatives. The executive officers and the student senator are elected by all full-time students, while the class representatives are chosen by their respective classes.

The three LLM SBA representatives are selected in the fall. The LLM SBA representatives attend SBA meetings and serve as a voice for their LLM class. They also work closely with the Office of Graduate Affairs on LLM students' concerns, ideas, and, often, on an end-of-year gathering in April.

Every full-time student is automatically a member of SBA and is eligible to serve as an at-large member on its Standing Committees: Finance, Social, Student Groups, and Rules. These committees, which are either provided for in the SBA Constitution or established by the president, deal with numerous aspects of student affairs. The committees and the Board of Governors bear responsibility for the general operation of student affairs. The Board's activities include:

- Representing student concerns to the faculty and the administration
- Sponsoring a variety of educational, social, and cultural events
- Serving as the central administration for the funded student organizations
- Appointing and coordinating student membership on Student-Faculty committees
- Co-sponsoring events with the student organizations

All non-publishing student organizations are chartered with and receive their financial assistance from the Student Bar Association. Student groups are a vital part of the NYU Law community and organize a large number of events and activities throughout the academic year. We encourage you to reach out to student organizations that appeal to you and become involved – a great way to meet JD students as well as your LLM colleagues to pursue common interests outside of the classroom.

If you have an idea for an event you would like to organize, become involved in and suggest the event to the relevant student group(s); working with a student group is the most effective way to get an idea for an event off the ground. Many organizations will plan a schedule of events prior to the fall semester; however, there is often some flexibility to add to or modify the plan, particularly if you approach and become involved in a group early on. Following you will find a list of SBA Student Organizations at NYU School of Law.



## Student Bar Association

African Law Association  
AGL-NYU Mentoring Program  
Alternative Breaks  
American Constitution Society  
Anti-Trafficking Advocacy Coalition (ATAC)  
Art Law Society  
Asia Law Society  
Asian-Pacific American Law Students Association (APALSA)  
Black Allied Law Students Association (BALSA)  
Brady Campaign to Prevent Gun Violence  
Brazilian Legal Society  
Canadian Law Organization  
Christian Legal Fellowship  
Class Gift Campaign  
Coalition on Law & Representation (CoLR)  
Commentator (Student Newspaper)  
Deans' Cup  
Defender Collective  
Domestic Violence Advocacy Project (DVAP)  
Education Law and Policy Society  
Environmental Law Society (ELS)  
Fair Defense Project  
Federalist Society  
Food Law  
Health Law and Policy Society (HLPS)  
High School Law Institute (HSLI)  
HIV Law Society  
Immigrant Rights Project  
Intellectual Property & Entertainment Law Society (IPELS)  
International Arbitration Association (IAA)  
International Law Society (ILS)  
I-PREP  
International Refugee Assistance Project (IRAP)  
J. Reuben Clark Law Society  
JD/MBA Association  
Japanese Law Society  
Jewish Law Students Association  
Jurisprudence and Philosophy Group (JPG)  
Latino Law Students Association (LaLSA)  
Law & Business Association  
Law and Government Society  
Law and Religion Society  
Law Revue  
Law Students for Economic Justice (LawSEJ)  
Law Students for Human Rights (LSHR)  
Law Students for Israel  
Law Students for Justice in Palestine  
Law Students for Reproductive Justice  
Law Students of Catan  
Law Women  
Learned Foot  
Legal Outreach  
Media Law Collaborative  
Men of Diversity, Excellence, and Leadership (MoDEL)  
Mental Health Law and Justice Association  
Middle Eastern Law Students Association (MELSA)  
Muslim Law Students Association

The logo for the Student Bar Association is a black square with the text "Student Bar Association" in white, bold, sans-serif font.

## Student Bar Association

National Lawyers Guild (NLG)  
NYU Law Democrats  
NYU Legal Aid Chapter  
NYU Mediation Organization (NMO)  
Older Wiser Law Students (OWLS)  
Open Meditation and Yoga Association (OM)  
OUTLaw  
Prisoners' Rights & Education Project (PREP)  
Public Interest Law Foundation (PILF)  
Public Interest Law Student Association (PILSA)  
Real Estate & Urban Policy Forum  
Recent College Graduate Mentors  
Research, Education & Advocacy to Combat Homelessness (REACH)  
Social Enterprise & Startup Law Group (SE-SL)  
South Asian Law Students Association (SALSA)  
Sports Law Association  
Student Animal Legal Defense Fund (SALDF)  
Student Bar Association (SBA)  
Student Lawyer Athletic Program (SLAP)  
Students for the Education and Representation of Veterans (SERV)  
Substantial Performance  
Supreme Court Reading Group (SCRG)  
Suspension Representation Project (SRP)  
Than the Sword  
Transfer Student Committee  
Trial Advocacy Society  
Unemployment Action Center (UAC)  
West Coast Connection (WCC)  
Women of Color Collective (WoCC)

Student organizations may be added during the school year. For information about these organizations, or on how to start an organization, e-mail the SBA President, at [law.sba@nyu.edu](mailto:law.sba@nyu.edu).

Any group of students wishing to obtain approval and funding for a new organization may request funding from the SBA Board of Governors. All NYU School of Law organizations must abide by the University's Policy Statement on Discrimination.

### **Funding for Individual Student Activities**

Ordinarily, funding for student groups is done through the SBA. However, there is a limited amount of funding through the Prominence Fund available for individuals and student groups who present at conferences or represent NYU School of Law in legal competitions. For more information on the Prominence Fund, contact the Office of Student Affairs, Furman Hall room 474, (212) 998-6658, or check the [Prominence Fund website](#).

## Law Journals

NYU Law students are active in publishing legal scholarship in student-run law journals. The journals typically include lengthy articles contributed by law professors or practitioners, as well as shorter “notes” and “comments” written by the law student editors of the journal. LLM students participate on journals as Graduate Editors. LLM students do not receive academic credit for journal work, but can have membership on a journal noted on their NYU Law transcripts. Further, it may be possible to receive academic credit for writing a journal note by registering for and complying with the requirements of a Directed Research project.

Information on how to apply for membership on a journal and the deadline for applications will be available in summer.

Below is a description of journals in which LLM students have recently participated. Visit the section on [Journals and Publications](#) on the NYU Law website for detailed information about student journals and other Law School publications.

### ***Environmental Law Journal***

Founded in 1992, the New York University Environmental Law Journal provides a forum for all aspects of environmental and land use law. The Journal also serves as a training ground for law students interested in becoming more adept with environmental research and issues. The Environmental Law Journal features articles, book reviews, comments and essays from environmental law scholars and practitioners, as well as from student members of the Journal. The Environmental Law Journal hosts an annual colloquium on an emerging topic of interest in environmental law. Articles and essays from colloquium participants are published in a dedicated issue following the colloquium.

### ***Journal of Intellectual Property and Entertainment Law***

JIPEL is NYU Law’s first online-only, student-edited journal for scholarly editorials and forum for dialogue among legal practitioners, agents, and students, dedicated to analyzing issues in the fields of art, entertainment, intellectual property, internet, sports, and technology law. In addition to contributions from the academic community, JIPEL publishes editorials and contributions from entertainment/IP lawyers, managers, agents, studio executives and other industry professionals. Editors perform outreach to industry professionals, evaluate the content of incoming submissions, and update the publication on legal developments in the entertainment, technology, art and media industries, which provides a unique opportunity for interaction with industry professionals and academics.

### ***Journal of International Law and Politics***

JILP was founded in 1968 and features articles on international legal topics by leading scholars, jurists, and practitioners as well as Notes and book annotations by Journal members. Journal members are selected through the spring writing competition, the transfer student writing competition, and the LL.M. selection process. Over the years, JILP has published articles by such international public figures as Kofi Annan, Boutros Boutros-Ghali, Sandra Day O’Connor, Shimon Peres, Mohammed ElBaradei, and Louise Arbour. Recent issues have included articles on oil development in Amazonia, accomplice liability under the Alien Tort Claims Act, Internet regulation in China, prosecutorial discretion in the International Criminal Court, and the role of international customary law in the constitutions of new democracies.

### ***Journal of Law & Business***

The Journal of Law and Business focuses on recent developments in the law and business communities and the interrelationship between the two professions. The Journal explores a number of general areas, including, but not limited to: international law and business; law and finance; government regulation and business; and the effect of law and business on public interest organizations. The Journal actively seeks contributions from established practitioners on contemporary business topics, in addition to scholarly academic articles, including: corporate governance; mergers and acquisitions; venture capital and private equity; bankruptcy and restructuring; capital markets; white collar crime; government investigations of corporate misconduct; and securities litigation. The Journal interacts frequently with the Pollack Center for Law & Business and the Law & Business Association and sponsors an annual symposium on a seminal topic.

### ***Journal of Law & Liberty***

The Journal of Law & Liberty, founded in 2003, is dedicated to classical liberal legal scholarship and publishes articles on the nature of rules and order, legal philosophy, theories of rights and liberty, constitutional law, jurisprudence, legal history, and historical and contemporary legislation. The journal strives to create an engrossing academic environment for its student editors, exposing them to a diverse set of ideas and helping them develop their own research and writing skills. Student editors must make a two-year commitment, and will have the chance to complete a publishable student note and to contribute to the journal's management and mission beyond normal citation and substance checks. Since the journal aims to be readable, it deprecates turgidity and excessive footnoting and adds to the standard journal fare other readings of interest, such as historical documents and decisions, popular essays, and diversions.

### ***Review of Law and Social Change***

Founded in 1969, the Review of Law & Social Change is committed to innovative solutions to social, economic, and political injustice, and publishes articles by academics, practitioners, and students. Recent articles have explored reproductive justice, freedom of speech, restorative justice, and the next era of civil rights protection. Social Change does not distinguish between student and professional articles in the publication—all pieces are given full article status, rather than student pieces being called notes—and Staff Editors are encouraged to publish in the journal. Social Change also sponsors symposia devoted to the insightful discussion of controversial legal issues. In past years, we have addressed issues such as internet child pornography, the rights of people with disabilities, challenges to the death penalty, and the civil rights of the lesbian, gay, bisexual, and transgender community.





**Academic  
Opportunities**

**CROSS-REGISTRATION 41**

**RESEARCH AND WRITING OPTION  
(FOR CREDIT) 42**

**ADVANCED CERTIFICATE  
IN LAW AND BUSINESS 43**

**POST-LLM DEGREE STUDY 44**

**HAUSER GLOBAL LAW SCHOOL  
OFFERINGS 45**

**CLINICS AND EXTERNSHIPS 45**

## CROSS-REGISTRATION

### Cross-Registration in Other Schools at the University

LLM students may take up to 6 credits of courses offered in other graduate schools and in exceptional cases undergraduate divisions of the University by submitting a petition to the Office of Graduate Affairs. The petition must be approved by the Faculty Director of the student's LLM specialization and by the Vice Dean. The petition must include:

- a. An explanation of the student's reasons for seeking to receive Law School credit for the course. If the student is able to show that the course is directly related to the study of law, the Law School administration will usually grant the request to allow Law School credit as long as the course is appropriately rigorous. If the course is not directly related to the study of the law, the Law School generally will not allow Law School credit unless the student is able to make a detailed, persuasive showing that taking the course will further the career that the student intends to pursue and/or enhance the value of Law School courses that the student plans to take. Basic courses in foreign languages will not qualify but a course conducted in a foreign language that is directly related to the study of law may be permitted upon petition of a student, and a student can petition to take one course conducted in a foreign language that is not directly related to the study of the law by showing that the course will further the career that the student intends to pursue or enhance the value of law school courses that the student plans to take.
- b. The syllabus for the course that the student is seeking to take at the other division of the University for Law School credit.
- c. Information about the teacher of the course that the student is seeking to take at the other division of the University for Law School credit.

Students may register for up to six credits of non-Law School courses that may be counted toward the LLM degree; this maximum of six credit hours may be restricted further but not expanded by the Faculty Director. Students may enroll in no more than 6 credits of non-Law School courses in any one semester. In some cases, the permission of the professor from the other school is also required. The [Request to Register for Non-Law School](#)

[Graduate Course form](#) is available online.

#### *Grades*

Grades for courses taken outside NYU School of Law are not calculated in the grade point average.

#### *Allocation of Credits*

According to ABA Rules, a "credit hour" is an amount of work that reasonably approximates: (1) not less than one hour of classroom or direct faculty instruction and two hours of out-of-class student work per week for fifteen weeks, or the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work as required in subparagraph (1) of this definition for other academic activities as established by the institution, including simulation, field placement, clinical, co-curricular, and other academic work leading to the award of credit hours. For purposes of this Standard, fifty minutes suffices for one hour of classroom or direct faculty instruction. An "hour" for out-of-class student work is sixty minutes. The fifteen-week period may include one week for a final examination.

Therefore, the number of credits received may differ despite the actual credits assigned by the graduate school. You are responsible for calculating the number of credits you will receive and include your calculations in the cross-registration request form as required. You can check with the Office of Graduate Affairs, once you have calculated the credits, if you have any questions about the number of credits to be awarded.

#### *Tuition*

Approved non-Law School classes are covered by the flat rate of tuition paid by full-time students. The flat rate of tuition covers 30 credits. The 3 credits earned from *Introduction to US Law* and *Introduction to US Legal Practice* do not count towards the 30 credit limit. To calculate how many credits you are taking for this purpose, full-time students use the number of credits attributed to a non-Law School class by the Law School. Part-time students pay the Law School's per credit tuition rate for classes at other divisions of the University. Please note that for part-time students, tuition is calculated based on the number of credits assigned to the class by the School offering it though tuition is charged for these credits at the Law School rate.

Students who wish to take courses that have not been approved by the Faculty Director and Vice Dean must pay tuition for those courses with the exception of language courses for which no additional tuition is charged. Those courses will not count towards their Law School degree.

For information on tuition rates, please contact the Office of Student Financial Services.

## **Language Courses in the College of Arts and Science**

Each semester, 50 full-time students will be able to register (the first 50 requests will be processed) for a foreign language course in the College of Arts and Science (CAS) using a request form. These language classes are limited to beginning, elementary, intermediate, and advanced classes in CAS. The program is not open to language and literature courses or other types of disciplines combined. For language course offerings and schedules, consult the [Directory of Classes](#). If a class is full, you will not be registered for it. No permission from a language professor, language department, or chairperson may override this. Visit the [Language Courses in the College of Arts and Science section](#) of the Records and Registration website for more information.

### **Columbia Law School/NYU School of Law Exchange**

Columbia Law and NYU School of Law allow a limited number of students to take courses at each other's schools. Students are permitted to take one course at the other school during their academic career.

Both Columbia Law and NYU School of Law students must use the online request form to apply. For further information and deadlines, please visit the [Columbia Law School/NYU School of Law Exchange section](#) of the Records and Registration website.

## **RESEARCH AND WRITING OPTIONS**

### **Directed Research**

To undertake Directed Research, students must contact individual instructors and agree on a research project. To register, a written proposal must be approved and signed by the instructor, and then submitted to the Office of Graduate Affairs. The written proposal should be at least 1000 words long and should describe the subject matter of the Directed Research and the issues the student intends to explore in the paper. While any full-time faculty member or visiting faculty member may supervise the research, Adjunct Professors may supervise only with the permission of the Vice Dean.

Normally, two credits are allocated for Directed Research. A two-credit Directed Research project

should conform to the same guidelines as the Substantial Writing/Option A requirement for JD Students. A one-credit Directed Research paper, Option B, should be at least 5,000 words (which corresponds to roughly 15 double-spaced pages in print), exclusive of footnotes. [Guidelines for Substantial Writing/Option A and Option B](#) can be found online. For non-tax students no more than four of a student's 24 credits may consist of directed research. Tax students may take a maximum of two credits of directed research.

Regardless of the type of project involved, students are, of course, expected to submit original, non-duplicative work. When in doubt about proper use of a citation or quotation, discuss the issue with the instructor. Plagiarism is a serious offense that may merit severe discipline. Failure to make academic progress on a Directed Research may result in a student's withdrawal with a grade of "WD." Please see the [Registration Calendar](#) for deadlines for adding Directed Research in the fall and spring.

Requests to add Directed Research after the deadline listed in the [Registration Calendar](#) require approval. Such requests should be initiated by contacting the Office of Graduate Affairs and will only be considered if your credit load (not including the Directed Research credits) does not drop below the minimum 12 credits at any point in the semester after the add/drop period. Students who are granted permission to late-add Directed Research will not be permitted to drop courses if the result is inconsistent with the above; please plan your schedule accordingly.

After March 15, the Vice Dean may allow a student to add Directed Research only in exceptional circumstances. No more than two credits can be earned in this manner. In considering the request, the Vice Dean will take into account the totality of the circumstances including: (a) the date of the request; (b) the nature of the proposal; and (c) whether the missing credits or the timing of the student's request are the result of circumstances that were within the student's ability to control. If the Vice Dean approves the student's application, it will be the student's responsibility to find a faculty member willing to supervise the proposed work and award credit in a timely manner.

### **Directed Research during the Summer semester**

Students may register for Directed Research during the summer semester. The summer registration deadline is July 1, unless there is approval by the Vice Dean to add at a later date. Please note that full-time students will be charged per credit for Directed Research during the summer. All work must be submitted by September 1 or by an earlier deadline established by the supervising faculty member.

### **LLM Thesis Option**

LLM students have the option to write a substantial research paper, in conjunction with a seminar or Directed Research that may be recorded as a “thesis” on their transcript. At the onset of the seminar or Directed Research, the student must obtain approval from the professor that the paper will be completed for a “thesis” designation.

It should be substantial in length (at least 10,000 words exclusive of footnotes) and, like the substantial writing requirement for JD students, must be analytical rather than descriptive in nature, showing original thought and analysis. Please note the thesis designation is for a single research paper agreed upon in advance.

The student is required to submit an outline and at least one FULL PRE-FINAL draft to the faculty member in order to receive the thesis notation. When submitting a final draft of the thesis to the faculty member, the student must give the faculty member an LLM Thesis Certification form. The faculty member is required to return the signed form to the Office of Graduate Affairs when submitting a grade for the course.

Please note that the student will not receive additional credit for writing the thesis, but will only receive credit for the seminar or directed research for which he or she is registered.

International Legal Studies students should review their program requirements for further information about writing an LLM thesis within their program.

### **Writing Credit**

In seminars, colloquia, and courses that offer the option to add an additional writing credit, students may earn one credit for writing a substantial paper (at least 10,000 words in length exclusive of footnotes). To earn the additional credit, students must register for the writing credit section of the course within the same semester the course is offered. Please see the [Registration Calendar](#) for fall and spring deadlines for adding a writing credit.

### **ADVANCED CERTIFICATE IN LAW AND BUSINESS (ACLB)**

In conjunction with an LLM program at NYU School of Law, students may complete the Advanced Certificate in Law and Business (ACLB).

The ACLB is a unique program of the NYU Pollack Center for Law and Business, a joint venture of NYU’s Leonard N. Stern School of Business and NYU School of Law designed specifically for law students interested in a career in corporate law. This program permits JD students who have completed their first year of legal education at NYU School of Law and all students admitted to the LLM program at the Law School to receive graduate business school training in conjunction with their legal education and to earn an Advanced Certificate in Law and Business from the Stern School.

The ACLB has been created specifically for business lawyers. It is designed to provide law students with the analytical tools necessary to understand the finance and economics that underlie the transactions and business structures that business lawyers design, negotiate, and implement. The ACLB supplies an accessible academic dimension to corporate law studies. The graduate business school curriculum covers basic techniques and practices of business without requiring students to dedicate the extended time necessary to earn an MBA degree. The Leonard N. Stern School of Business is a leading US graduate business school. Its Finance Department, which is especially involved in the ACLB program, is consistently recognized as one of the leading centers for teaching and research in finance, banking, investments, and related fields.

## **Academic Requirements**

The certificate program requires the successful completion of 15 credit hours of graduate business study, nine of which are taken in a Summer session in the Stern School during an eight-week period. The Summer term is dedicated to foundational courses that offer law students an advanced understanding of the business underpinnings of their legal work in areas such as corporations or securities regulation.

ACLB students pursuing an LLM will take six additional credit hours of courses in the Stern School Curriculum (such as Global Business Environment, Business Strategy, Corporate Strategy, Industrial Organization, Investment Banking, Mergers and Acquisitions, Entrepreneurial Finance, and Financial Accounting), cross-listed classes with the Stern School or, with permission, Law School courses that focus on business finance.

In addition, through a generous gift by Stern School of Business alumnus John Vogelstein to the NYU Pollack Center for Law and Business, you may be eligible to receive a partial grant for the ACLB. For more information about the program, visit the [AC in Law and Business website](#) or contact the program office by phone at (212) 998-0565.

## **POST-LLM DEGREE STUDY**

With respect to post-degree (LLM) study, students must choose one of the following options:

### **Additional Classes or Auditing Online Classes**

During any given academic year (which runs from Fall semester in one calendar year through the Summer session of the following calendar year), a student who has been awarded the LLM degree by New York University may take a maximum of three additional courses (which will appear on the transcript) without becoming a candidate for another degree. Such a student must submit a Post-LLM Degree Study Request form to the Office of Records and Registration for permission to register, and must make payment and fulfill all of the requirements for each course, including the taking of in-class examinations via Exam Soft, the submission of required papers, and THES for take-home exams. Failure to satisfy course requirements will result in the denial of subsequent registration.

Students will not be permitted to enroll in courses beyond the three-course limit under this option.

Students who wish to take a larger number of courses may pursue a second LLM degree. Students who have been awarded the LLM degree by New York University may, alternatively, register to audit an unlimited number of our online courses. Student auditors will be charged tuition per credit. Student auditors will be given access to the course web sites and can watch videos of the classes as they are posted to the site, but do not take the final exam. Students who wish to audit an online course should submit a Post-LLM Degree Study Request form to the Office of Records and Registration, indicating on the face of such form "ENROLL AS AUDITOR."

Students who are enrolled in post-degree study as well as auditors in online courses shall be treated as part-time graduate students for registration and tuition purposes, and if you are an international student in F-1 status, you must be in a valid immigration status to remain in the US for Post-LLM Degree Study. You can consult with the OGS before pursuing this option if there is any question about your legal status in the US beyond the LLM degree.

### **A Second LLM Degree**

Students who have obtained an LLM degree at NYU School of Law and who wish to matriculate for a second degree in an LLM program must apply and be admitted by the Committee on Graduate Admissions. Admitted students who already have an LLM from NYU School of Law can obtain a second LLM degree by successfully completing the in-field credits required in that specialty and a total of no fewer than 21 credits. For a second LLM degree, tuition will be charged at a flat rate. International students in F-1 status must be in a valid immigration status to remain in the US for Post-LLM Degree Study. Students may consult with the OGS before pursuing this option if there is any question about their legal status in the US beyond the LLM degree.

### **JSD**

The JSD Program at NYU aims to provide intense training in academic research in order to enable those intending to pursue a career in academia to produce first-class scholarship and secure teaching positions in the US and around the world. Only a small number

of applicants who demonstrate outstanding academic promise are admitted to the JSD Program. You can find more information on the [JSD Program website](#).

## **HAUSER GLOBAL LAW SCHOOL OFFERINGS**

The Hauser Global Law School Program administers the Global Law Faculty and their courses and the visits of Distinguished Global Fellows. Approximately 80 new courses have been taught by members of the Global Law Faculty, and approximately 50 courses have been co-taught with full-time NYU Law professors. These courses touch every part of the curriculum, including business law, criminal law, family law, international and comparative law, labor law, legal philosophy, property law, international taxation, and trade regulation. The global faculty teach these courses to all Law School students, not merely to those who anticipate careers as international lawyers.

### **SPRING 2021 GLOBAL COURSES**

Ruth Rubio-Marin

- [Gender in Comparative Constitutionalism](#)

Susan Emmenegger

- [International Financial Regulation](#)
- [Contract Law in the Global Economy w/ Kevin Davis](#)

Martti Koskenniemi

- [History of International Legal Thought: A Critical View](#)

Wojciech Sadurski

- [Comparative Constitutional Law](#)
- [Introduction to Political Philosophy](#)

## **CLINICS AND EXTERNSHIPS**

Clinics and externships combine work in the field with seminars and simulation exercises. The [clinics website](#) contains descriptions of clinics and externships offered in 2020-21 and instructions on how to apply. If you have questions about a particular clinic, please refer to the website for the contact for the clinic in which you are interested.

For a full list of 2020-21 clinics that reserve space for LLM Students or have spots available, please visit the [LLM Clinic Requirements at a Glance](#) page of the Law School website. For academic year 2020-21, the clinic and externship application period is July 24-30; the application period for summer clinics will be after that (TBA).

### **Student Contacts**

We recommend that students interested in a particular clinic speak to students enrolled in it from the previous academic year. If you would like to contact a student who participated in the Clinic, please write to the Office of Graduate Affairs at [law.graduateaffairs@nyu.edu](mailto:law.graduateaffairs@nyu.edu)



**Academic Policies**

<b>GENERAL REQUIREMENTS</b>	<b>48</b>
<b>CLASS ATTENDANCE AND RESIDENCE REQUIREMENTS</b>	<b>48</b>
<b>REQUIREMENT OF CONTINUOUS REGISTRATION / LEAVE OF ABSENCE</b>	<b>49</b>
<b>CHANGE OF STATUS</b>	<b>49</b>
<b>CHANGE OF PROGRAM</b>	<b>50</b>
<b>GRADING</b>	<b>50</b>
<b>ACADEMIC PROGRESS</b>	<b>51</b>
<b>REQUIRED GRADE POINT AVERAGE</b>	<b>51</b>
<b>RE-REGISTRATION AND SUBSTITUTION</b>	<b>51</b>
<b>LETTERS OF CONCERN AND WARNING</b>	<b>51</b>
<b>DISMISSAL FOR ACADEMIC REASONS</b>	<b>52</b>



**Academic Policies**

**AUDITING 52**

**TRANSFER CREDIT 52**

**TAX LAW COURSES (FOR STUDENTS  
IN OTHER SPECIALIZATIONS) 52**

**GRADUATION ELIGIBILITY 52**

**CERTIFICATION FOR  
BAR EXAMINATION 53**



## **GENERAL REQUIREMENTS**

LLM students must complete at least 24 credits during the Fall and Spring semesters, as well as meet their specific program requirements, to receive the LLM degree.

All students are required to attend classes regularly, satisfactorily complete all requirements for their courses, and take examinations at the scheduled times. Violation of these rules may result in a failing grade in the course in question.

Examinations are required in all courses, except in seminars or other courses where the preparation of a paper based on independent research may be counted for part or all of the requirements.

### **Full-Time**

The typical credit load for full-time LLM students is 12 credits per semester. It is highly advisable to take no more than 11-12 credits during the Fall semester, as you become acclimated to the Law School environment.

To register for fewer than 11 or more than 15 credits, students must obtain approval from the Office of Graduate Affairs via a Credit Load Permission form.

Please note that full-time LLM students who register for more than 30 credits in fall and spring will incur charges in addition to the flat rate charged each semester. Students taking 10 or more credits/semester are charged the flat rate of tuition.

It is especially important for international students to note that in accordance with the US Department of Homeland Security (DHS), all international students must be registered for 9 credits (the minimum credit load required by the University for full-time administrative enrollment status) meet this requirement within two weeks of the start of Introduction to US Law, or if they have waived out of Introduction to US Law, within two weeks of the first day of classes of the Fall semester. For the Spring semester, students must be registered full-time within two weeks of the start of classes.

### **Part-Time**

Part-time students may register for a maximum of six credits per semester. Students who are working full-time are strongly advised to limit their course load to

two to four credits per semester. Part-time students are required to take their examinations as scheduled. Rescheduling is permitted only in limited circumstances (see the Postponing Examinations portion regarding Examinations in the Law School Academic Policies for more information). Therefore, part-time students should clear their exam schedules with their employers before finalizing course schedules.

Please also review the Schedule of Classes carefully, as certain required courses for some programs are not offered in the evening.

## **CLASS ATTENDANCE AND RESIDENCE REQUIREMENTS**

Rules of the American Bar Association, the New York State Court of Appeals, other state high courts, and the Law School itself all require regular classroom attendance. Students are advised that excessive absenteeism can result without warning in: (1) grade lowering, (2) denial of permission to complete course work and/or sit for the exam, or (3) receipt of a grade of WD (withdrawn) or FAB (failed for absence). Missing more than one-fifth of classes is presumptively excessive. Any student who finds himself or herself at risk of missing more than one-fifth of classes for any course should immediately speak with the instructor and/or Dean for Students. Please note that these rules supercede the policy that a student may drop a course up until the last day of the class without receiving a WD on his or her transcript.

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

The student's obligation to be in regular attendance derives from both faculty rule and the rule of state bar examiners. As a prerequisite to a student's admission to the bar, the Dean must certify to state boards of law examiners that the student has been in regular attendance. The Law School must be the student's principal commitment during each semester. Extensive

employment is disfavored because of its tendency to interfere with the student's academic life at the Law School. In no event may a full-time student devote more than 20 hours in any week to such employment during the semester.

LLM students must complete their degree requirements within five years of initial registration at and through the Law School unless extended or modified by the Vice Dean or vote of the Executive Committee. This requirement is a prerequisite to receipt of the Master of Laws (LLM) degree. If the LLM is needed for bar eligibility, certification of attendance and graduation is a prerequisite for admission to the bar examination. Further, note that if the LLM is needed for New York bar eligibility, the rules of the New York Court of Appeals require the degree to be completed within two years.

International students should keep in mind their visa requirements when considering the time allowed for completing degree requirements. Please refer to the Office of Global Services (OGS) for more information.

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

### **Calendar**

NYU School of Law publishes an official calendar for each academic year. Individual faculty members may elect to reschedule classes where circumstances require, but general suspension of classes in the Law School is reserved for those holidays appearing on the official calendar.

### **Computation of Credit Hours**

According to ABA Rules, a "credit hour" is an amount of work that reasonably approximates: (1) not less than one hour of classroom or direct faculty instruction and two hours of out-of-class student work per week for fifteen weeks, or the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work as required in subparagraph (1) of this definition for other academic activities as established by the institution, including simulation, field placement, clinical, co-curricular, and other academic work leading to the award of credit hours. For purposes of this Standard, fifty minutes suffices for one hour of classroom or direct faculty instruction. An "hour" for out-

of-class student work is sixty minutes. The fifteen-week period may include one week for a final examination.

For courses taken elsewhere in the University toward a Law degree, Law students will earn credits calculated as above (rounded down to the nearest quarter credit).

### **Classes During Religious Holidays**

Students who have to miss a class because of a religious observance can arrange, with the permission of the instructor, to have the class recorded. Faculty can request a class be recorded via NYU Classes.

### **REQUIREMENT OF CONTINUOUS REGISTRATION / LEAVE OF ABSENCE**

Every candidate for the LLM degree must be in continuous attendance by successfully completing at least one course each semester (excluding the summer session), unless a leave of absence is granted before the start of the semester by the Assistant Dean for Student Affairs. Leaves of absence are granted only for adequate reason and only to students who are in good academic standing. Students who have not completed their first term at the School of Law are not eligible for a leave of absence. Such students may request withdrawal only, and will be required to reapply to the School of Law in the event they wish to return. A maintenance of matriculation and services fee is charged for each semester a student is on leave of absence.

A leave of absence does not extend the five-year period allotted for obtaining the LLM degree. Please contact the Office of Student Affairs for detailed information.

### **CHANGE OF STATUS**

In rare cases, LLM students may change their status from full-time to part-time or part-time to full-time. Newly accepted students must petition the Office of Graduate Admissions; continuing students must petition the Office of Graduate Affairs. For part-time students, tuition rates will be assessed on a per credit basis, and students should consult the Office of Financial Services for information on the financial implications of a change.

## **CHANGE OF PROGRAM**

If you wish to change your program, you must submit a petition via e-mail to the Office of Graduate Affairs to initiate this process. You may only transfer from the program to which you have been admitted into another program with the approval of the Director of the program into which you want to transfer. Following the end of the add/drop period for the Spring semester, requests for a change of program by full-time students will only be considered in exceptional circumstances and with the consent of the Faculty Director and the Vice Dean. Requests for change of program by part-time students who have already completed 12 credits will also only be considered in exceptional circumstances and with the consent of the program Director and Vice Dean.

## **GRADING**

To a great degree, a student's final grade in many of the courses offered at NYU School of Law is dependent upon the grade received on the final examination. As a result, adequate preparation for the examination cannot be recommended too highly. Please see the Grading Policy section on page 55 for the more detailed information. The following are several key points:

### **Grading System**

The grading system for LLM students effective Fall 2008 is A+, 4.333; A, 4.0; A-, 3.667; B+, 3.333; B, 3.0; B-, 2.667; C, 2.000; D, 1.000; F, 0.000

### **Changing Grades**

After a professor has submitted a grade to the Office of Records and Registration, the professor may not change the grade unless he or she certifies in writing that it was incorrect as a result of a mechanical computation or transcription error. If a grade is changed as a result of a mechanical computation or transcription error the professor must send a memo to the student explaining the reason for the grade change with a copy to the Office of Records and Registration. A grade may not be changed as a result of a reevaluation of a student's work. Under University rule grades may not be changed for any reason after the student has graduated.

### **Papers Handed in Late and IP (In Progress)**

In the following situations, students received an INC prior to Fall 2009; beginning Fall 2009 students receive

a grade of IP. This symbol is used in seminar courses, Directed Research, or similar study when the student has made prior arrangements with the instructor to submit work later than the end of the semester in which the course is given. Students who have grades of In Progress in courses from prior semesters must complete and submit all work required for the course no later than May 1 of their last semester or at such earlier date as the faculty member requires. The May 1 deadline is necessary to enable faculty sufficient time to evaluate the student's work and submit a grade and for the School to be able to certify the student for graduation and to sit for the July bar exam. It is the student's responsibility to arrange a submission schedule with the instructor. An extension may only be granted by the Vice Dean's office in consultation with the faculty member.

January graduates must submit all work required for the course by January 5, and September graduates by September 1. Part-time LLM students must adhere to the work submission deadline of the term in which they are graduating.

If the work remains incomplete at the end of this period, students will not be certified to graduate nor certified to sit for the bar UNLESS they have sufficient credits to graduate without the credit for the incomplete course. If the student has sufficient credits to graduate, the "IP" will be replaced by "WD." The course work cannot be completed after the student has been certified to graduate.

If the work remains incomplete at the end of this period, and the student does not have sufficient credits to graduate, the "IP" will remain on the transcript for two years at which time the "IP" will be replaced by "FAB."

Because the faculty member who will be grading the student's work may not be in residence at the School during the student's final semester, students are advised to ascertain the expected whereabouts of any faculty member for whom they have yet to complete work and make arrangements for timely submission of their work so that it can be graded in time for graduation and bar certification. This is the student's responsibility. Students are advised that faculty members may be absent from the school for many reasons. For example, the faculty member may be on sabbatical or leave; or

he or she may have been a visitor to the school or a Global Faculty Member who teaches intermittently and resides in a foreign country.

### **Credit/Fail**

LLM students are not permitted to elect to take classes on a credit/fail basis.

### **Non-Classroom Activities (Journals, Moot Courts, Teaching and Research Assistantships)**

Credits earned during the relatively short span of the LLM are to focus on classroom work. Graduate students are not eligible to receive academic credit for participation in Journals or moot courts. Students who participate in Journals will receive a notation on their transcripts.

Graduate students are not eligible for teaching assistantships. Faculty members may offer LLM students the opportunity to work as research assistants for monetary compensation or, if the professor deems it appropriate based on the nature of the work, for academic credit. For further details, review the [information on serving as a research assistant for faculty online](#).

### **ACADEMIC PROGRESS**

Students in the LLM program are expected to make satisfactory academic progress as determined by the faculty director of their program and the Vice Dean. If a student's grades in the first semester of the program (for full-time students) or the first year of the program (for part-time students) show a lack of such progress, the faculty director and Vice Dean may impose appropriate requirements, including limitation on the number of credits the student may take in any one semester, or a leave of absence. A student whose grade point average is less than 2.3 after the completion of the equivalent of one semester of work may register for additional courses only with the permission of the Vice Dean who may make a recommendation to the Executive Committee of withdrawal of the student from the school, depending on the student's record and the reasons for the student's failure to make satisfactory progress.

### **REQUIRED GRADE POINT AVERAGE**

Under present academic regulations the LLM degree is awarded only if a student has a grade point average of 2.667 or greater for (1) all 24 credit hours required for the degree, and (2) all credit hours in the candidate's program (if he or she is a candidate for a degree other than the Traditional LLM). All grades, with the exception of substituted courses, or courses taken at another institution or other divisions of NYU, are used in computing the average. The grade point average is computed as follows: A+, 4.333; A, 4.0; A-, 3.667; B+, 3.333; B, 3.0; B-, 2.667; C, 2.0; D, 1.0; F, 0. The GPA is figured by dividing the grade points earned by the number of credits attempted.

### **RE-REGISTRATION AND SUBSTITUTION**

A student who receives an F in a course earns no credit towards the LLM degree for that course. If the F is in a required course, the student must re-register for, and successfully complete, that course in the next semester the course is offered to qualify for the LLM degree. If the F is not in a required course, the student may re-register for that course or take another course to earn the required credits.

An LLM student who has a GPA below 2.667 after one year of study (or the equivalent in the case of part-time students) may take up to six additional credits (in any combination of courses but not exceeding six credits) in an effort to raise the student's GPA. Any additional credits may be taken in new courses, directed research, or in courses in which the student's grade was C or lower. The substituted-for grades will remain on the student's transcript but will not be counted in the student's GPA. Tuition will be charged for additional credits according to University and Law School rules.

Re-registrations and substitutions must be paid for on a per credit basis, unless these elections are made during a semester in which the student is registered as a full-time student, and does not exceed the cap on credits per semester.

### **LETTERS OF CONCERN AND WARNING**

Each semester, the Office of the Vice Dean reviews the records of students in academic difficulty. At the discretion of the Vice Dean, letters of concern may be sent to those students informing them that the Law School expects improvement in academic performance

in the future semesters. Letters of warning may be sent to students whom the Vice Dean deems to be in academic difficulty of a more serious nature indicating the necessity for immediate remedial action. Receipt of a letter of concern or warning does not constitute academic probation.

## **DISMISSAL FOR ACADEMIC REASONS**

A student may be dismissed for academic reasons only by the faculty members of the Executive Committee. The basic standard used by the Executive Committee in determining the question of academic dismissal is the likelihood of the student's failing to meet the graduation requirements within the limits set forth in the section above entitled "Re-registration and Substitution."

## **AUDITING**

With the permission of the instructor and subject to such conditions as the instructor may impose, a student may audit a course.

For any advanced Taxation course with an online component, such as "combined," "parallel," or "online-only" courses, students who wish to audit must officially register for the course on an audit basis. Please note: part-time, certificate and Executive LLM in Taxation students who register for any such course on an audit basis will be charged tuition and fees for each course.

Courses that are closed (filled) may not be audited. Auditing courses is considered "unofficial," and students: 1) do not enroll in those courses, 2) do not take examinations in those courses, and 3) do not write papers for those courses. Audited courses do not appear on the student's transcript. Please note that graduate students may not audit JD-only courses.

## **TRANSFER CREDIT**

At the discretion of the Vice Dean, a candidate for the LLM degree may be allowed to transfer credit for courses taken at another institution if: (1) the courses were taken as graduate courses at a law school accredited by the Section of Legal Education of the American Bar Association or an equivalent non-US school; (2) the courses were taken after the candidate received his or her first degree in law; (3) the courses were completed with a grade point average of 3.0 or better (on a 4.0 scale); and (4) the candidate received

no credit for these courses toward any other degree. Grades from courses taken at another institution or other divisions of NYU are not used in computing grade point averages.

University regulations require every candidate to complete 16 credit hours in residence at the NYU School of Law in order to qualify for the LLM degree. In addition, Law School regulations require a student to successfully complete the minimum number of in-field credits required for such student's degree program.

Subject to the foregoing limitations, transfer credit can be obtained for work done either before or after a student's initial matriculation at the Law School. If a presently enrolled student plans to take a course at another school for transfer credit, the course must be directly related to the study of law in order for credit to be applied towards the LLM degree. Few courses in other disciplines can meet this standard. The student should consult with the Office of Graduate Affairs about his or her plans before registering for the course.

## **TAX LAW COURSES (FOR STUDENTS IN OTHER SPECIALIZATIONS)**

An LLM student who is not enrolled in the Graduate Tax program may not register for more than a total of eight credits of courses in Taxation. Full-time LLM students may not register for online courses offered as part of the Law School's Executive LLM in Taxation Program except in exigent circumstances. Part-time students may register for a limited number of credits of online courses; foreign-educated students should be aware that online classes are not considered professional law courses for purposes of qualifying to sit for the New York Bar and that they may cause visa issues.

## **GRADUATION ELIGIBILITY**

Please note that you are responsible for applying for graduation and making sure that you fulfill all requirements prior to graduation.

Neither the Records Office nor the Office of Graduate Affairs is able to monitor the transcripts or curricular choices of every student. Prior to registration for your final term, it is your responsibility to review these requirements to ensure that you will have satisfied all of them. It is highly advisable to have the requirements

in mind as you make your course selections. If you have questions about requirements, please contact the Office of Graduate Affairs.

## **CERTIFICATION FOR BAR EXAMINATION**

It is the student's responsibility to complete all work and meet all graduation requirements. Unless an extension is granted by the Vice Dean's office in consultation with the faculty member, students must complete incomplete work from prior semesters no later than May 1 of their final semester. Students must complete all work from their final semester by the last day of the exam period. All grades must be entered by the University Registrar's Office before a student can be certified to take the bar examination.

It is the student's responsibility until the date of the bar examination to update all contact information on Albert (e.g., address, phone number, etc.). We must be able to contact you if questions arise.

A student who, at the time of graduation, is financially obligated to the University for tuition, housing (including summer housing after the final semester), library (fines of \$100.00 or more or lost books), or other services, or who is not in compliance with University Health Center immunization requirements, will have a "HOLD" placed on his or her account, will not be cleared for graduation, will not be certified for state bar examinations, will not have official transcripts issued, nor have a diploma issued until all arrears have been paid. It is the student's responsibility to make sure all accounts are cleared and all Stops/Holds are removed. For specific inquiries on the bar examination, review the information posted online in the [Bar Exams section of the Records and Registration website](#).

## Grading Policy

All grades, with the exception of substituted courses, or courses taken at another institution or other divisions of NYU, are used in computing the average. The grade point average is computed as follows: **A+**, 4.333; **A**, 4.0; **A-**, 3.667; **B+**, 3.333; **B**, 3.0; **B-**, 2.667; **C**, 2.0; **D**, 1.0; **F**, 0. The GPA is figured by dividing the grade points earned by the number of credits attempted.

Other symbols used on Law School transcripts are:

### **CR**

A grade of credit cannot be granted for required courses and/or Directed Research. A grade of credit is awarded for certain zero-credit LLM courses.

### **INC/IP** (Incomplete/In Progress)

In the following situations, students received an INC prior to Fall 2009; beginning Fall 2009 students receive a grade of IP. This symbol is used in seminar courses, Directed Research, or similar study when the student has made prior arrangements with the instructor to submit work later than the end of the semester in which the course is given. Students who have grades of In Progress in courses from prior semesters must complete and submit all work required for the course no later than May 1 of their last semester or at such earlier date as the faculty member requires. The May 1 deadline is necessary to enable faculty sufficient time to evaluate the student's work and submit a grade and for the School to be able to certify the student for graduation and to sit for the July bar exam. It is the student's responsibility to arrange a submission schedule with the instructor. An extension may only be granted by the Vice Dean's office in consultation with the faculty member.

January graduates must submit all work required for the course by January 5, and September graduates by September 1. Part-time LLM students must adhere to the work submission deadline of the term in which they are graduating.

If the work remains incomplete at the end of this period, students will not be certified to graduate nor certified to sit for the bar UNLESS they have sufficient credits to graduate without the credit for the incomplete course. If the student has sufficient credits to graduate, the "IP" will be replaced by "WD." The course work cannot be completed after the student has been certified to graduate.

If the work remains incomplete at the end of this period, and the student does not have sufficient credits to graduate, the "IP" will remain on the transcript for two years at which time the "IP" will be replaced by "FAB."

Because the faculty member who will be grading the student's work may not be in residence at the School during the student's final semester, students are advised to ascertain the expected whereabouts of any faculty member for whom they have yet to complete work and make arrangements for timely submission of their work so that it can be graded in time for graduation and bar certification. This is the student's responsibility. Students are advised that faculty members may be absent from the school for many reasons. For example, the faculty member may be on sabbatical or leave; or he or she may have been a visitor to the school or a Global Faculty Member who teaches intermittently and resides in a foreign country.

### **WD** (Withdrawn)

This symbol denotes a withdrawal in writing from a course. Students who withdraw from a course by the last day of classes in the semester will not have a WD noted on their transcript. Thereafter, the student must take an examination or produce a paper (where the course is graded on the basis of a paper, or the instructor agrees to allow a paper in lieu of an examination). Failure to take an examination or produce a paper will result in an FAB unless for good cause, on timely application, the Executive Committee is willing to change the grade to a WD. A faculty member

## Grading Policy

may require withdrawal with a grade of WD for poor attendance or for failure to make satisfactory progress.

### **EXC** (Excused)

This symbol reflects an absence from an examination that has been excused by the office of the Vice Dean for good cause. Where practical, the absence should be approved before the examination is scheduled to be given. If excused from the scheduled exam, the student may take the exam at the next time regularly scheduled during the student's tenure at the Law School. If the course is required, the student must take the exam.

### **FAB** (Fail/Absence)

This symbol denotes an unexcused absence from an examination or an unexcused failure to hand in a take-home examination or paper in the time allowed by the instructor. If an excuse for absence is accepted as satisfactory by the Office of the Vice Dean or by the Executive Committee, "FAB" will be replaced by "EXC." If this absence is not excused, the grade of FAB will become final.

### **FX**

This symbol denotes failure due to cheating or plagiarism or violation of other rules governing academic policy. See the discipline rules beginning on page 72.

## **Grading Guidelines**

New grading guidelines for JD and LLM students have been adopted by the faculty effective Fall 2008. These guidelines represent the faculty's collective judgment that ordinarily the distribution of grades in any course will be within the limits suggested.

The guidelines for first-year JD courses are mandatory and binding on faculty members. In addition, the guidelines with respect to the A+ grade are mandatory in all courses. In all other cases, the guidelines are only advisory.

With the exception of the A+ rules, the guidelines do not apply at all to seminar courses, defined for this purpose to mean any course in which there are fewer than 28 students.

In classes in which credit/fail grades are permitted, these percentages should be calculated only using students taking the course for a letter grade. If there are fewer than 28 students taking the course for a letter grade, the guidelines do not apply.

<b>First-year J.D. (Mandatory)</b>	<b>All other JD and LLM (Non-Mandatory)</b>
A+: 0-2% (target = 1%) (see note 1 below)	A+: 0-2% (target = 1%) (see note 1 below)
A: 7-13% (target = 10%)	A: 7-13% (target = 10%)
A-: 16-24% (target = 20%) Maximum for A tier = 31%	A-: 16-24% (target = 20%) Maximum for A tier = 31%
B+: 22-30% (target = 26%) Maximum grades above B = 57%	B+: 22-30% (target = 26%) Maximum grades above B = 57%
B: remainder	B: remainder
B-: 4-8% (target = 6%)	B-: 4-11% (target = 7-8%)
C/D/F: 0-5%	C/D/F: 0-5%



## IMPORTANT NOTES

[1] The cap on the A+ grade is mandatory for all courses. However, at least one A+ can be awarded in any course. These rules apply even in courses, such as seminars, where fewer than 28 students are enrolled.

[2] The percentages above are based on the number of individual grades given – not a raw percentage of the total number of students in the class.

[3] Normal statistical rounding rules apply for all purposes, so that percentages will be rounded up if they are above .5, and down if they are .5 or below. This means that, for example, in a typical first-year class of 89 students, 2 A+ grades could be awarded.

## SUBMISSION OF GRADES BY FACULTY

Except in unusual circumstances, and with the permission of the Vice Dean, grades must be submitted to the Office of Records and Registration (FH 400) in accordance with the following schedule. Grades are deemed submitted when the Office of Records and Registration receives the final grade roster in the form appropriate for submission to the University Registrar.

### A. For Fall Semester

- (1) for full-semester courses,
  - (a) for instructors with 100 examinations or fewer in one or more courses, grades will be due no later than January 16 (or if a weekend day or holiday then the first immediately preceding business day).
  - (b) for instructors with between 101 and 159 examinations, all grades are due no later than the Tuesday after Martin Luther King Jr. Day or three days before the International Students Interview Program (or if a weekend day or holiday then the first immediately preceding business day), whichever is later.
  - (c) for instructors with 160 or more examinations, grades in one of the classes are due as in paragraph (b) and in the other class ten calendar days thereafter (or if a weekend day, the first business day thereafter).
  - (d) provided however that all first-year grades are due as prescribed in paragraph 1 (a).
- (2) for courses that end four or more weeks before the last day of classes, no later than the last day of final examinations.

### B. For Spring Semester

- (1) for full semester courses, no later than May 31 (or if a weekend day or holiday then the first immediately preceding business day).
- (2) for courses that end four or more weeks before the last day of classes, no later than the last day of final examinations.

### **CHANGING GRADES**

After a professor has submitted a grade to the Office of Records and Registration, the professor may not change the grade unless he or she certifies in writing that it was incorrect as a result of a mechanical computation or transcription error. If a grade is changed as a result of a mechanical computation or transcription error, the professor must send a memo to the student explaining the reason for the grade change with a copy to the Office of Records and Registration. A grade may not be changed as a result of a reevaluation of a student's work. Under University rule grades may not be changed for any reason after the student has graduated.

### **REPORTING OF GRADES**

Grades may be obtained by logging onto Albert through NYUHome after the exam period is over, and once grades have been entered. Grade distribution information will be posted online on our website as soon as possible after it is received by the Records Office. Students who are in financial arrears will not be able to obtain official transcripts.

### **CLASSROOM PERFORMANCE**

For non-seminar courses (other than those with 28 or fewer students, including students taking the course on a credit/fail basis, and for which the instructor elects seminar treatment as described below), classroom performance may be a factor in determining the final grade of a student, at the discretion of the faculty member, provided that (a) oral or written notice is given to the class in the first week of class and (b) the student's grade shall not, on the basis of such performance, be raised or lowered more than one step (except that a grade may be raised from an F to a D), and in no event lowered to an "F."

Any faculty member wishing to exercise this discretion shall (after his/her final examination papers have been blind graded and tentative grades submitted) receive a list of identifying student information from the Records Office.

The faculty member shall then provide to the Records Office a list of such students whose grades may have been raised or lowered. It shall be the faculty member's responsibility to prepare and transmit to the Records Office a list of his/her final grades.

For seminar courses, classroom performance may be used as a basis for the final grade without limitation on the weight accorded to the participation and without notice to students.

For lecture courses of 28 or fewer students (counting those who take the course on a credit/fail basis), the instructor may elect to grade the class as if it were a seminar and thus may use classroom performance as a basis of the final grade without limitation on the weight accorded, provided that the instructor provides oral or written notice of this election during the first week of class.

In all cases, if an examination is given it must be administered and graded anonymously according to standard practice.

### **ACADEMIC STANDARDS**

Under present academic regulations the LLM degree is awarded only if a student has a grade point average of 2.667 or greater for (1) all 24 credit hours required for the degree, and (2) all credit hours in the candidate's program (if he or she is a candidate for a degree other than the Traditional LLM).

### **MULTIPLE SUBMISSIONS AND PLAGIARISM**

Regardless of the type of project involved, students are, of course, expected to submit original, non-duplicative work for each and every course. Moreover, plagiarism or reuse of the student's work done for another course or academic credit without permission are serious offenses that may merit severe discipline (See Procedures for Offenses Requiring Formal Discipline). When in doubt about multiple submissions or the proper use of a citation or quotation, discuss the issue with the instructor.

### **DISMISSAL AND SUSPENSION**

Students are expected to familiarize themselves with and to comply with the rules of conduct and academic regulations of the University and of the NYU School of Law. If, in conformance with these rules and regulations, the withdrawal of a student is required before the end of the term for which tuition has been paid, a refund will be made according to the standard schedule for refunds.

Dismissal from the School may be honorable, as in the case of a student dropped solely for poor scholarship, or dishonorable, as in the case of expulsion for violation of the examination rules or other serious breaches of discipline. Lesser infractions of the rules of the Law School will render the student liable to suspension from classes and cancellation of examinations, with consequent loss of credit or other sanction, including a record notation of FX.

Students in the Law School shall not, without the consent of the Dean of the Law School, either as individuals or as a group, use the name of New York University or the Law School in any kind of activity outside the regular work of the School. Violation of this rule is regarded as sufficient cause for dismissal.

### **OMBUDSPERSON**

The Vice Dean is the ombudsperson of the Law School and entertains queries and complaints dealing with University or Law School policy, classes, or personnel. The Vice Dean may enlist the assistance of another office of the Law School or University in addressing the particular inquiry.

When the Vice Dean is unable to address an issue, he or she may designate a faculty member. If the Vice Dean has a conflict, the Dean will designate a faculty member.

## EXAMINATION NUMBERS

Examinations at the NYU School of Law are taken on an anonymous basis; unless otherwise specifically authorized by the Executive Committee, students' examinations are identified by number only.

## GENERAL RULES: In-Class Examinations

(Supplemental rules for use of exam computer applications will be provided separately.)

- (1) Each student will be assigned an examination number for each semester. This number must be noted by the student on each examination.
- (2) Under no circumstances should a student include his/her name or student ID number on the examination or answer. An exam answer will be rejected if it identifies a student other than by examination number.
- (3) An unexcused absence from an examination may result in a failing grade. Inquiries concerning an excused absence should be directed to the Office of Academic Services, FH 400.
- (4) Final exams for classes ending four or more weeks before the last day of classes posted on the academic calendar will be scheduled within one week of the final meeting of the class.
- (5) Final exams for classes that end less than four weeks before the last day of classes posted on the academic calendar are scheduled according to regular exam period dates and rules.
- (6) In all in-class exams, students will receive a receipt form for use during the examination period from the proctor. The space provided for each subject is to be filled in by the student and presented to the proctor for signing after the exam has ended. Students are responsible for retaining all receipts until their grades are entered online.
- (7) A student who arrives up to 15 minutes late for an exam that is less than three hours or up to 30 minutes late for an exam that is three hours or more, may take the examination as scheduled but will not receive any additional time to complete the exam. A student who arrives at an in-class examination later than the times identified above, or who fails to appear for it may be permitted to take the examination at the discretion of the Vice Dean or his or her designee at such time and under such conditions or penalties as the school administration determines.
- (8) A student who is ill and feels that he or she will not be able to complete the examination **should not begin the examination** and should immediately report such illness to the proctor, who will in turn send the student to the Office of Records and Registration (FH 400), or the Office of Academic Services (FH400), or the Office of Student Affairs (FH 474) for further instructions.
- (9) A student who becomes ill during the examination should immediately report such illness to the proctor, who will in turn send the student to the Records Office (FH 400), or the Office of Academic Services (FH 400), or the Office of Student Affairs (FH 474) for further instructions. (The student may have to wait until the next time the examination for that course is offered to take the examination.)
- (10) Students are permitted to have in their possession in the examination room only materials authorized by the instructor in written exam instructions. Possession of any other materials relating to the course is not permitted. The mere possession of impermissible materials in the exam room may result in a failing grade for cheating and additional sanctions regardless of whether a student has referred to the materials during the exam. Materials may not be shared during the examination.

(11) Unless faculty has affirmatively indicated otherwise, students are permitted to bring foreign-language dictionaries and calculators into in-class examinations.

(12) No alcoholic beverages (opened or unopened) are allowed in the examination room.

(13) No recording devices are allowed in the examination room.

(14) Improper conduct in connection with an examination may result in a failing grade for cheating and other sanctions. Communicating with another student during an exam may result in a failing grade for cheating and other sanctions regardless of whether the communication is about the exam. Proctors will at a minimum warn those suspected of improper conduct, but sanctions may apply at the first instance of improper conduct regardless of whether there has been any warning. All students must stop typing when instructed to stop by a proctor. Misconduct will be reported to the faculty member involved, to the Vice Dean, or both.

(15) Absent special permission by the Executive Committee, which is seldom granted and only for extraordinary and unexpected circumstances, alterations in the examination schedule for individual students may be made only in accordance with the published guidelines, provided below, and only by the Office of Academic Services, FH 400; an individual faculty member does not have the authority to reschedule an exam.

### **GENERAL RULES: Take-Home Examinations**

(1) All take-home exams will be administered through THES (Take Home Exam System).

(2) Students **MUST** complete a take-home exam within the number of hours designated for that exam. For example, on a fixed-schedule take-home exam a student might have a five (5) hour window in which to complete a four (4) hour exam. In all cases, whether the exam is fixed- or flexible-scheduled, once a student downloads the exam from THES, the clock starts ticking and the student must use consecutive hours to complete the exam. Regardless of when a student starts the exam: (1) he or she may not exceed the number of hours designated by the faculty member for the exam and (2) may not continue the exam beyond the specified THES window.

- **Full-period take-home examinations:**

Will be available to students on THES no later than the first day of the examination period, in which case the latest date and time for submitting answers to the examination will be 11:59 p.m. on the last day of the examination period.

- **Fixed-schedule take-home examinations:**

Some take-home exams will be on a fixed schedule and must be taken on the day scheduled by the Office of Academic Services (see exam schedules). A fixed schedule upper-class exam will not last longer than 8 hours, though the window for completion may be longer, while a first-year exam may last up to 8 hours within an 11 hour window.

(3) In the case of classes scheduled to end four or more weeks before the last day of classes posted on the academic calendar the exam must be available on THES on the day of the last meeting of that class. Students will have six business days (including the last day of class) in which to submit their answers. Answers may be submitted no later than 9:00 am on this sixth business day. Final exams for classes that end less than four weeks before the last day of classes posted on the academic calendar are scheduled according to regular exam period dates and rules.

## Law School Exams

(4) Improper conduct in connection with an examination may result in a failing grade for cheating and other sanctions. Students must work independently on examinations, and any answers to an examination submitted by a student must be that student's own work, unless the instructor expressly authorizes a cooperative effort. A violation of this rule will be deemed "improper conduct" and may be grounds for disciplinary action.

(5) In the event of a server problem, the time allotted for completion of the exam will run from the time at which the exam is successfully downloaded or ten minutes after ITS confirms that the problem is resolved, whichever is earlier. Students who experience technical problems and are unable to download their exam questions should send an e-mail to [exams@exchange.law.nyu.edu](mailto:exams@exchange.law.nyu.edu) detailing the time and specifics of the problem. Students should not distribute copies of the exam questions to classmates, even in the event of a server problem.

(6) Students who are not comfortable reading exams on their computer screens for both fixed-scheduled and full-period take home exams should be prepared to print out the exam questions for themselves. No hard copies of exams will be made available.

(7) THES exam answers will be identified only by exam number, and not by name, student identification number, or any other identifier.

(8) When a student is ill and feels he or she will not be able to complete the exam within the designated exam period, the student should not download the exam from THES. The student should contact the Office of Records and Registration (FH 400,) or the Office of Academic Services (FH 474,) or the Student Affairs Office (FH 474) for further instructions. (The student may have to wait until the next time the examination for the course is offered to take the examination.)

(9) Absent special permission by the Executive Committee, which is seldom granted, and only for extraordinary and unexpected circumstances, alterations to the exam schedule for fixed-scheduled exams and the THES window for flexible-scheduled exams for individual students may be made only in accordance with the published guidelines, provided below, and only by the Office of Academic Services, FH 400. Individual faculty members do not have the authority to modify the published THES schedule for individual students.

(10) Individual faculty members will keep THES exam answers on file for 12 months. The extent, if any, to which an individual faculty member will permit review of these materials or discuss an examination with a student lies within the reasonable discretion of the faculty member and is subject to review by the Vice Dean.

### **EXAMINATIONS IN ABSENTIA**

By special permission of the Vice Dean, a student may take an examination at an ABA-approved law school other than New York University School of Law or at a foreign law school. The student is required to obtain a letter from an official of the law school in which the official indicates willingness to administer and proctor the examination. The examination will be sent directly to the official. The rules governing examinations apply equally to examinations taken in absentia. A fee is charged for each examination taken in absentia.

### **POSTPONING EXAMINATIONS**

Students who wish to be excused from one or more scheduled examinations, including fixed-scheduled or full-period THES exams, because of illness, Sabbath observance, or other circumstances of unusual personal hardship should make an appropriate request before the administration of the exam. An unexcused failure to take an examination will result in an automatic "FAB" grade for the course. When a satisfactory explanation for absence has been submitted to the Vice Dean, an

## Law School Exams

“EXC” may be temporarily recorded and will be replaced by the regular course grade earned in the make-up examination. In seminars, a grade is submitted for each student at the conclusion of the semester. A grade of “IP” may be recorded for students who have made prior arrangements with the instructor to complete the assigned work at a later date. Such a grade must be removed before the student’s graduation.

1. The policy of NYU School of Law is that all students must take examinations at the scheduled time unless there exist compelling circumstances, as defined below:

- A student who is scheduled for two exams on the same day: the exam given at the later time will be postponed to the morning of the first day on which the student does not have a scheduled examination and that does not create a need for further postponement.
- A student who has an evening exam (starting at 6:00 pm) followed by a morning exam: the morning exam will be postponed to the afternoon that does not create a need to further postponement.
- A student with an 8-hour fixed take-home exam who has an in-class or take-home examination scheduled for the following day may postpone the second exam to the morning of the first day that does not create a need for further postponement.
- A student with a fixed take-home exam that is 6 hours to less than 8 hours who has an examination scheduled for the following morning may postpone the morning exam to the afternoon of that day that does not create a need for further postponement.
- A student who has three exams on consecutive days with course credits totaling 11 credits or greater may postpone one exam of their choice to the fourth day. A student who has four exams on consecutive days within one calendar week may postpone one exam on their choice to the next available day in the following week (Monday through Friday).

2. An examination will be rescheduled, subject to approval of the Vice Dean, in the following circumstances:

- A) Where illness or pregnancy of the student actually prevents a student from taking an exam, upon a physician’s written certification to the Vice Dean’s office. Once an exam is completed and handed in, a grade for that exam must be tabulated. A student who becomes ill during an examination and is unable to complete it must take a new examination. The student must indicate to the proctor that s/he is handing in an incomplete exam due to illness and will be referred to the appropriate administrative office. The student may have to wait until the next time an examination for that course is offered to take the examination.
- B) Where a member of a student’s family or his or her “significant other” has died, and the student is attending the funeral or grieving.
- C) Where a Sabbath or other religious observance precludes a student from taking an examination.
- D) Where a student is attending the birth of his/her child.

3. An examination will be rescheduled, with the prior approval of the Executive Committee, in the following circumstances:

- A) Where a student is attending the wedding or graduation ceremony of a member of a student’s immediate family.
- B) In exceptional circumstances where equity demands that rescheduling occurs in the view of the Executive Committee.

## Law School Exams

4. The following are examples of circumstances where examinations will not be rescheduled:

- A) Where a student is taking a bar review course.
- B) Where a student has a professional opportunity that conflicts with a scheduled examination.
- C) Where a student is late, oversleeps, is caught in traffic, etc. and arrives at the examination more than one half hour after the exam has begun.
- D) Where a student wishes to leave early for the winter or summer break.

5. If a student is excused from taking an examination at the scheduled time, every effort will be made to administer the examination at a time that overlaps the time of the scheduled examination, whether or not the examination is conducted at the Law School. If same-day scheduling is not practical, or if a student's non-academic circumstances (e.g., grieving) make such scheduling severely prejudicial to the student's exam preparation, the examination will be administered at the earliest possible time after the scheduled examination (usually early on the next day).

- A) Except in extraordinary circumstances, an examination will not be scheduled later than the end of the examination period in which the examination is scheduled.
- B) Except in extraordinary circumstances, an examination will not be offered prior to the scheduled time of an examination unless the new examination time substantially overlaps with the scheduled examination.
- C) If an examination cannot be rescheduled within the period for examinations in the semester in which a course is offered, including any extension granted pursuant to Sections 3 and 4, the student should petition the Executive Committee for a resolution. Absent a compelling excuse, failure to take an examination in the semester the course is given will result in a grade of "FAB."

6. Requests for postponements should be made to the Office of Academic Services in accordance with these rules not later than four weeks before examinations begin. Students should not request special arrangements for examinations from the instructor in a course.

Questions about the meaning or application of these rules should be addressed to the Vice Dean or the Law School's Executive Committee. To submit a request to postpone an exam, you must do so by using the online system: [Exam Reporter](https://examreporter.law.nyu.edu) (<https://examreporter.law.nyu.edu>) by stated deadlines.

7. Where an examination is properly postponed pursuant to paragraphs 3 and 4 for a student who is required to be away from the New York area during the time of a scheduled examination, the Law School may arrange for the examination to be taken at a venue convenient to the student, if proctoring and other arrangements can be made.

### **REVIEWING EXAMINATIONS**

All exams are kept on file for one year after they are taken. Students wishing to review their exams must make an appointment through the secretary of the faculty member. Individual faculty members will keep examination answers on file for 12 months. The extent, if any, to which an individual faculty member will permit review of these materials or discuss an examination with a student lies within the reasonable discretion of the faculty member and is subject to review by the Vice Dean.



### **PAPERS AND TAKE-HOME EXAMINATIONS HANDED IN LATE**

A faculty member is not required to accept a late paper or take-home examination, in which case the student will receive a grade of FAB. A faculty member who chooses to accept a paper or take-home examination that is handed in late may, absent an excuse acceptable to the faculty member, reduce the student's grade for the paper or take-home examination by any amount he or she deems appropriate. If the student elected to take the class credit/fail, the faculty member may choose to disregard that election and grade the student with a letter grade after reducing the grade for the paper or examination. Students should note that receiving a grade of FAB may preclude a timely graduation.

### **ACCOMODATION FOR STUDENT ACCESSIBILITY**

The Law School provides an array of services for students with disabilities through the Moses Center, 240 Greene Street, Fourth Floor. General services provided include testing accommodations, adaptive computer equipment, sign language interpreters, and readers. Any student who needs accommodation must submit documentation to the Moses Center. The Moses Center evaluates the documentation, determines what reasonable accommodation is necessary, and reports this finding to the Law School.

In order to preserve anonymity in grading, students should not discuss accommodations with the instructor in a course. Students may contact the Moses Center directly at (212) 998-4980 or call the Office of Academic Services at (212) 998-6020 for more information and a referral.

### **INTERNATIONAL STUDENTS AND TIME ON EXAMINATIONS**

No additional time is given to international students taking examinations.

## COVID-19 Campus Code of Conduct

All members of the NYU Law community have a responsibility to protect and promote campus health and safety by complying with the most current federal, state, and local regulations as well as University and Law School policies related to the ongoing COVID-19 crisis. All community members returning to campus are required to conform at all times with these [regulations and policies](#), including but not limited to guidelines on social distancing, face coverings, health status monitoring and reporting, testing and contact tracing, self-isolation and quarantining, and visitors. As the COVID-19 crisis evolves, so too will the associated health and safety guidelines. Therefore, all members of the NYU Law community are expected to familiarize themselves with the current regulations and policies, especially when planning to come to campus.

Students should be aware that failure to adhere to the above-referenced health and safety regulations and policies shall be considered a violation of the Law School's Policies and Procedures and as such may be grounds for disciplinary review and action.

## NEW YORK UNIVERSITY SCHOOL OF LAW POLICIES FOR FORMAL STUDENT DISCIPLINE AND INFORMAL RESOLUTION OF CONCERNS OR COMPLAINTS

Pursuant to applicable New York University by-laws and disciplinary procedures, the faculty of the New York University School of Law voted on May 8, 2019, to amend the section addressing informal resolution of issues raised by or against students. These amendments do not alter the procedures for formal student discipline described in Part V and approved by vote of the Law School Faculty on October 27, 1989 and in subsequent amendments. The procedures described below are not exclusive, and are not intended to prevent the Dean from acting independently in cases involving emergencies, severe violation of university policy, or imminent danger to community safety.

### Introduction

In a large, diverse, and vibrant community such as NYU Law, students may encounter issues that require assistance to resolve. Some such issues may involve serious misconduct, while others relate to ministerial matters. Examples of the range of complaints, concerns, or questions that might arise include:

- A faculty member or student alleges that another student plagiarized a paper
- A group of students seek a curricular change
- A student alleges that a faculty member repeated an exam given in a prior year
- A student alleges that a recruiter made a racially charged remark
- A bar owner alleges that a student at an NYU law-sponsored event defaced property at the bar
- A student group seeks a change in Law School policy
- A student alleges that a faculty member uses terminology the student deems offensive
- A student alleges that another student threatened and assaulted them

This policy provides guidance about NYU Law's community standards of conduct (Part I), the resources available when students have concerns or complaints (Part II), the option to pursue formal or informal measures to address such issues (Part III) and the informal measures (Part IV) or formal process (Part V) that may apply.

## I. COMMUNITY STANDARDS

### A. General code of conduct

As reflected in the [University Student Conduct Policy](#), New York University School of Law is an academic institution committed to the principles of "free inquiry, free expression, and free association." The Law School is part of "a community where the means of seeking to establish truth are open discussion and free discourse" and one that "thrives on debate and dissent."

As an educational institution, NYU Law is further committed to establishing a learning environment in which every member has the opportunity to flourish. The Law School endeavors to foster an equitable and inclusive educational environment, even as community members engage in spirited dialogue around difficult, contested, and deeply felt views. As stated in the university policy on [Academic Integrity for Students at NYU](#):

[A] commitment to excellence, fairness, honesty, and respect within and outside the classroom is essential to maintaining the integrity of our community. By accepting membership in this community, students take responsibility for demonstrating these values in their own conduct and for recognizing and supporting these values in others. In turn, these values

## Disciplinary Procedure

will create a campus climate that encourages the free exchange of ideas, promotes scholarly excellence through active and creative thought, and allows community members to achieve and be recognized for achieving their highest potential.

All members of the NYU Law School community are expected to follow state and federal laws; to adhere to the standards of behavior set out in university and Law School policies; and to hold themselves to the highest standards of honesty and civility.

### **B. Specific disciplinary standards**

The university sets out [numerous policies](#) outlining the general rules of conduct that apply to all students in the university community, including a [University Student Conduct Policy](#), the [Non-Discrimination and Anti-Harassment Policy and Procedures for Students](#), the [Rules for the Maintenance of Public Order](#) and an [Academic Integrity](#) policy. The university also prescribes rules regarding specific areas, such as described in the [Sexual Misconduct, Relationship Violence, and Stalking Policy](#), which applies to all members of the university community. NYU maintains a comprehensive, [searchable database](#) of university policies.

[Specific policies](#) expressly govern the conduct of faculty, staff, and administrators, including the [Non-Discrimination and Anti-Harassment Policy and Complaint Procedures for Employees](#), the [Code of Ethical Conduct](#), and the promise of [Academic Freedom](#).

These university policies cover a wide range of conduct. As regards students, they generally govern four areas of concern, which in some cases may be overlapping:

- **academic integrity** (such as plagiarism, cheating, or altering a transcript)
- **general student behavior** (such as abuse of alcohol, misuse of technology, or destruction of property)
- **bias and harassment** (such as adverse treatment on the basis of a protected status or display or electronic transmission of hostile or degrading images)
- **sexual misconduct and harassment** (such as sex- or gender-based discrimination, sexual assault and sexual harassment)

Certain of these policies merit special emphasis. Because these policies undergo periodic revision, students are advised to consult the most current version of these policies, as found on the university's and Law School's web pages, to verify the precise governing language.

#### **1. Academic integrity**

The [Academic Integrity](#) policy expressly defines and prohibits plagiarism, or "presenting others' work without adequate acknowledgement of its source, as though it were one's own." It also lists examples of cheating that include:

- bringing or accessing unauthorized materials during an examination
- submitting the same or substantially similar work in multiple courses
- providing assistance to acts of academic misconduct/dishonesty
- altering or forging academic documents

The Law School expressly prohibits cheating, plagiarism, forgery of academic documents, or submission of substantially the same work for duplicate credits, with intent to defraud. Each of these constitutes an academic crime and a serious breach of Law School rules. Faculty and students are obligated to report cases of plagiarism to the Vice Dean for Curriculum for appropriate action. Among the possible sanctions for plagiarism are expulsion, suspension, grade reduction (including a grade of "FX" indicating a failure for plagiarism), and a statement of censure placed in the student's file. All disciplinary code violations will be made available to bar admission committees and others on

## Disciplinary Procedure

proper waiver of confidentiality.

A student's submission of work (including journal submissions) under the student's name constitutes a representation that the research, analysis, and articulation of the work is exclusively that of the student, except as expressly attributed to another in the work, and that it has been prepared exclusively for the particular course, seminar, or use entitling the student to credit.

Plagiarism occurs when one, either intentionally or through gross negligence, passes off someone else's words as one's own, or presents an idea or product copied or paraphrased from an existing source without giving credit to that source.

Although not within the definition of plagiarism it is also forbidden, without permission of the instructor, to submit the same work or a portion of the same work for academic credit in more than one setting, whether the work was previously submitted at this school or elsewhere. Submission of paper or written work, or portion thereof, for credit, of work that has been previously submitted in identical or similar form in another course, or any other forum, either within the Law School, or any other setting, is forbidden without permission of the instructor.

What follows are some examples -- by no means exhaustive -- of common situations in which plagiarism (or other conduct prohibited by this policy) has occurred. These are meant to be purely illustrative and in no sense establish floors or minimal requirements.

- Example 1: A student submits work in which portions are copied verbatim from another text without quotation marks and a citation.
- Example 2: A student rearranges or paraphrases portions of the copied material, but still fails to put verbatim language in quotations or to cite the source for material that has been paraphrased.
- Example 3: A student uses part of a paper previously submitted in another course, without the permission of the instructor to whom the student is submitting the paper.
- Example 4: A student relies on the discussion of Source A that is contained in Source B but fails to cite Source B.
- Example 5: A student takes notes from various sources onto note cards or a computer; the notes include both verbatim quotes and the student's own thoughts. The student transfers information from the note cards or computer without preserving quotation marks. Even if the student was pressed for time, or wrote the paper hurriedly, plagiarism has occurred.
- Example 6: A student downloads work from the Internet and modifies it in important respects to conform to a specific topic without acknowledging the original source.

Students are advised to steer clear of the border line. It is never a problem to recognize that ideas and arguments were derived from another source or to use quotation marks for words or phrases borrowed from someone else's work. Where doubts exist, students should seek advice from their instructor.

### **2. General student behavior**

The University Student Conduct Policy states that students should refrain from: behaviors that, by virtue of their intensity and/or repetitiveness, compromise the health, safety or well-being of an individual student or the general University community, or that disrupt the effective continuation of the academic/educational process for individual students or for the general University community. Such behaviors include, but are not limited to, threatening, tormenting, mocking, intimidating, and exploiting known psychological or physical vulnerabilities or impairment.

The Law School specifically forbids:

## Disciplinary Procedure

- Physical assault, intentional acts of physical violence, malicious injury to the property of others, conduct which intentionally or recklessly imperils the safety of any person or of Law School premises, or threats to commit any of the above
- Intentional disruption of a lecture hall, classroom, or any other premises used for academic purposes
- Theft of library materials, or destruction of all or part of a library book or archival document
- Intentional interference with access to lecture halls, classrooms, or academic offices
- Intentional physical detention or restraint of a student, instructor, staff member or administrator while that person is attempting to exercise Law School duties
- Engaging in any violation of law, or school rule, or other conduct that adversely reflects on fitness as a law student or fitness to practice law

### 3. Bias and harassment

The [Non-Discrimination and Anti-Harassment](#) policy states that “[p]rohibited discrimination and prohibited harassment undermine the character and purpose of NYU and may violate the law.” That policy describes prohibited discrimination and harassment as:

**Prohibited discrimination** is adverse treatment of any student based on race, gender and/or gender identity or expression, color, religion, age, national origin, ethnicity, disability, veteran or military status, sexual orientation, marital status, or citizenship status, rather than on the basis of his/her individual merit. Prohibited discrimination also includes any conduct that constitutes illegal discrimination under the law of the jurisdiction in which the conduct occurs.

**Prohibited harassment** is unwelcome verbal or physical conduct based on race, gender and/or gender identity or expression, color, religion, age, national origin, ethnicity, disability, veteran or military status, sexual orientation, marital status, or citizenship status. Prohibited harassment includes conduct that creates an intimidating, hostile, or offensive academic or residential environment or otherwise adversely affects academic opportunities or participation in an NYU activity or benefit. Prohibited harassment also includes any conduct that constitutes illegal discrimination under the law of the jurisdiction in which the conduct occurs.

Examples of actions that constitute prohibited harassment may include, but are not limited to:

- Verbal abuse or hostile behavior, which could include insulting, teasing, mocking, degrading, or ridiculing another person or group
- Inappropriate physical contact, comments, questions, advances, jokes, epithets, or demands
- Physical assault or stalking
- Displays or electronic transmission of derogatory, demeaning, or hostile materials
- Physically threatening or intimidating, or otherwise harassing, behavior which is overtly and intentionally directed towards a person or group of persons on grounds of ethnicity, gender, national origin, race, religion or sexual orientation.

### 4. Sexual misconduct and harassment

The [Policy on Consensual Intimate Relationships](#) proscribes certain sexual relationships based on the status of the individuals involved. It specifically prohibits intimate relationships between a “faculty member and a graduate

## Disciplinary Procedure

student in the same discipline or academic program,” as well as between a “teaching assistant and a student in the teaching assistant’s class.”

The [Sexual Misconduct, Relationship Violence, and Stalking Policy](#) defines and proscribes sexual misconduct, and prohibits retaliation against those who file complaints. There are also detailed procedures for filing and adjudicating a complaint [against employees](#) or [students](#). The policy sets out a lengthy definition of prohibited conduct, a portion of which is excerpted below:

- **Sexual or Gender-Based Harassment:** Sexual Harassment is any unwelcome sexual advance, request for sexual favors, or other unwanted conduct of a sexual nature, whether verbal, non-verbal, graphic, physical, or otherwise, when one or more of the following conditions are present:
  - Submission to or rejection of such conduct is either an explicit or implicit term or condition of an individual’s employment or advancement in employment, evaluation of academic work or advancement in an academic program, or basis for participation in any aspect of a NYU program or activity (quid pro quo);
  - Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual (quid pro quo); or
  - Such conduct has the purpose or effect of unreasonably interfering with an individual’s learning, working, or living environment; in other words, it is sufficiently severe, pervasive, or persistent as to create an intimidating, hostile or offensive learning, working, or living environment under both an objective - a reasonable person’s view - and subjective - the Complainant’s view - standard (hostile environment).
- **Gender-Based Harassment** includes harassment based on gender, sexual orientation, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature.
- **Sexual Assault:** Sexual Assault means Non-Consensual Sexual Intercourse or Non-Consensual Sexual Contact as defined by the policy.
- **Sexual Exploitation:** Sexual Exploitation refers to specific forms of Sexual Misconduct that involve non-consensual use of another individual’s nudity or sexuality, excluding behavior that constitutes one of the other Sexual Misconduct offenses.
- **Relationship Violence:** Relationship Violence refers to any act of violence or threatened act of violence against a person who is, or has been involved in a sexual, dating, domestic, or other intimate relationship with that person, or who shares a child in common with that person.
- **Stalking:** Stalking occurs when a person engages in a course of conduct toward another person under circumstances that would cause a reasonable person to fear bodily injury or experience substantial emotional distress.

The Law School further defines prohibited sexual harassment as conduct, including sexual assault, that includes:

- an attempt, physically or verbally, through threats to coerce a person into a sexual relationship, or that subjects a person to sexual acts, reasonable fear of sexual acts, or sexually charged communications when the actor knows that the acts or communications are unwanted, or
- encouragement of a person to participate in a sexual relationship through the promise of rewards or threats of penalties which the actor is able to promise or threaten by virtue of an authority conferred by the Law School.

### C. Retaliation

Retaliation against a person who makes a good faith report of an alleged violation of this code of conduct is forbidden, and constitutes a separate violation of this policy. Retaliation may mean an adverse action taken against a student

because a student pursued an informal or formal complaint, or participated or assisted in the resolution of a complaint.

## II. Existing Resources

The Law School has a number of offices specifically designed to assist and advise students in numerous subject-specific capacities. Many of these offices have their own internal codes of conduct. Each is also available to resolve pertinent issues, even without invoking either formal process as defined in Part V or informal measures as defined in Part IV. The Law School website maintains a [leadership page](#) that provides information about who presently occupies leadership positions at the Law School and how to contact them. Below is a list of the most pertinent student-oriented offices and a description of their activities:

- **Office of Student Affairs**
  - *Purpose:* support and encourage student well-being and success; oversee student organizations, law journals, and academic support programs
  - *Types of issues:* issues related to student organizations or law journals, social events, academic support (including advisement, tutoring, leave of absence requests, etc.), and counseling and counseling referrals.
  - *Contact:* [Student Affairs](#); [law.studentaffairs@nyu.edu](mailto:law.studentaffairs@nyu.edu); Dean of Students, Lindsay Kendrick, [Lindsay.Kendrick@nyu.edu](mailto:Lindsay.Kendrick@nyu.edu)
- **Graduate Affairs Office**
  - *Purpose:* “front door” of the Law School for LLM and Exchange students. Academic Services: course registration, academic advising, and academic support. Student Affairs: community-building, professional development, and academically-oriented programming. Personal counseling and referral to resources at the Law School and University.
  - *Types of Issues:* adjustment to a US Law School and to NYC; course selection; academic policies and procedures; bar exam eligibility, personal and academic difficulty.
  - *Contact:* [Graduate Affairs](#); [law.graduateaffairs@nyu.edu](mailto:law.graduateaffairs@nyu.edu); Director of Graduate Affairs, Barbara A. Landress. [Barbara.Landress@nyu.edu](mailto:Barbara.Landress@nyu.edu)
- **Graduate Tax Program Office**
  - *Purpose:* provide advising and support to students enrolled in graduate level tax programs.
  - *Types of Issues:* academic, procedural, and career advising. Questions about online courses.
  - *Contact:* Liz Robison (procedural questions) [Elizabeth.Robison@nyu.edu](mailto:Elizabeth.Robison@nyu.edu) (212) 992-8965; or John Stephens (policy questions and substantive advising) [John.Stephens@nyu.edu](mailto:John.Stephens@nyu.edu) or (212) 998-6394.
- **Assistant Dean for Diversity and Inclusion**
  - *Purpose:* support and promote community diversity, inclusiveness and belonging values across a range of areas including student life
  - *Types of issues:* concerns related to diversity, belonging and inclusion
  - *Contact:* Assistant Dean, Lindsay Kendrick, [Lindsay.Kendrick@nyu.edu](mailto:Lindsay.Kendrick@nyu.edu)
- **Academic Services**
  - *Purpose:* oversee implementation of curriculum, including registration and course assignments; coordinate course evaluation process; bar exam services; transcripts and records maintenance
  - *Types of issues:* FERPA (educational records privacy); student records and amendments; academic advising; registration; class schedule; exams/ exam postponements/ exam accommodations; graduation; bar certification/ character and fitness
  - *Contact:* [Academic Services](#); [law.acadservices@nyu.edu](mailto:law.acadservices@nyu.edu); Assistant Dean for Academic Services and Registration, Michelle Kirkland, [Michelle.Kirkland@nyu.edu](mailto:Michelle.Kirkland@nyu.edu)
- **Moses Center for Student Accessibility**
  - *Purpose:* work with students to determine appropriate and reasonable accommodations that support equal access to education
  - *Types of issues:* classroom, housing, facilities, or other related support or accommodations
  - *Contact:* [Moses Center](#); [mosescsd@nyu.edu](mailto:mosescsd@nyu.edu), Director of the Moses Center for Students with Disabilities, Robyn Weiss, LMSW, [rew8@nyu.edu](mailto:rew8@nyu.edu)



## Disciplinary Procedure

- **Office of Residential Life**
  - *Purpose:* Oversee on-campus student housing.
  - *Types of issues:* housing-related issues such as concerns about roommates or neighbors, use of common areas, religious or other accommodations, etc.
  - *Contact:* [Residential Life](#); Director for Residence Services, Nancy Mah Chau, [nancymahchau@nyu.edu](mailto:nancymahchau@nyu.edu)
- **Career Services Office**
  - *Purpose:* assist students in obtaining private sector employment
  - *Types of issues:* issues that arise with employer interviews or summer positions, early-interview week concerns, etc.
  - *Contact:* [Career Services](#); [law.careers@nyu.edu](mailto:law.careers@nyu.edu); Associate Dean, Irene Dorzback, [Irene.dorzback@nyu.edu](mailto:Irene.dorzback@nyu.edu)
- **Public Interest Law Center**
  - *Purpose:* advise and provide resources for students and alumni interested in pursuing public interest opportunities
  - *Types of issues:* issues that arise in connection with public sector interviewing, employment, consideration of personal or financial implications, etc.
  - *Contact:* [Public Interest Law Center](#), Assistant Dean for Public Service, Lisa Hoyes, [lisa.hoyes@nyu.edu](mailto:lisa.hoyes@nyu.edu)
- **Vice Dean for Curriculum**
  - *Purpose:* oversee implementation of degree requirements and course scheduling
  - *Types of issues:* concerns related to academic integrity or curriculum
  - *Contact:* Vice Dean and Professor Randy Hertz, [randy.hertz@nyu.edu](mailto:randy.hertz@nyu.edu)
- **Director, Clinical & Advocacy Programs**
  - *Purpose:* oversee clinical and externship offerings
  - *Types of issues:* concerns related to clinical courses or externships
  - *Contact:* Vice Dean and Professor Randy Hertz, [randy.hertz@nyu.edu](mailto:randy.hertz@nyu.edu)
- **Director, Lawyering Program**
  - *Purpose:* oversee the lawyering curriculum in 1L year and the acting assistant professors teaching in that program
  - *Types of issues:* issues related to instruction or instructors in the lawyering program
  - *Contact:* [Lawyering Program](#), Director of Lawyering Program, Andy Williams, [andrew.williams@nyu.edu](mailto:andrew.williams@nyu.edu)
- **Clerkship Office**
  - *Purpose:* support students in learning about and obtaining clerkships; advising about interviews
  - *Types of issues:* issues related to clerkship applications, interviews or experiences
  - *Contact:* [Clerkship Office](#); Senior Director of Clerkship Office, Michelle Cherande, [Michelle.Cherande@nyu.edu](mailto:Michelle.Cherande@nyu.edu)

### III. AVAILABILITY OF INFORMAL MEASURES VERSUS FORMAL PROCESS

Some concerns or complaints may require more concentrated attention. In such cases, issues may be addressed through either formal process or informal measures.

**Informal measures** are available to resolve alleged violations of Law School or university policies, as well as to address a broader set of concerns. For instance, informal measures are available to address conduct that implicates community standards, but does not rise to a violation of policy. Informal measures are also an appropriate means by which a student might seek to initiate conversation about organizational policies or practices, community standards, or other areas of interest that do not entail assignation of blame or fact-finding, but rather contemplate collaborative dialogue, mutual agreement, and prospective change.

**Formal procedures** are available to resolve complaints that allege a violation of Law School or university policies. Formal procedures are required whenever the sanction or remedy will include formal discipline of any kind, such as expulsion, suspension, or notations on academic or other official records.

## **A. Applicability of informal measures and formal process as defined in Parts IV and V.**

### **1. Allegations of sexual misconduct, relationship violence, or stalking excluded**

The [NYU Policy on Sexual Misconduct, Relationship Violence, and Stalking](#) applies to all members of the NYU Law community, whether student or employee, and defines prohibited behaviors. In accordance with Title IX of the Educational Amendments of 1972, all complaints or concerns covered by that policy must be governed exclusively by that policy and its associated procedures (which are described in documents that address complaints [against employees](#) or [students](#)).

NYU imposes a mandatory reporting obligation, which generally requires that NYU employees report any known or suspected violations of the policy to the university Title IX Coordinator, even if such a report is against the wishes of the complainant. The policy also details privacy and confidentiality protections applicable to complainants and members of the community who receive notice of or witness a violation, and expressly forbids retaliation. The university maintains a [website](#) that describes these rules and procedures in greater detail, and also provides various guides, examples of available remedies and accommodations, and information about support and resources available through the Wellness Exchange.

### **2. Availability of formal process versus informal measures**

Apart from allegations of Sexual Misconduct, Relationship Violence, or Stalking that must be handled as described in III.A.1, student questions, complaints, or concerns typically fall into one of four categories:

- Complaints or concerns involving conduct or actions of **NYU Law students**
- Complaints or concerns involving conduct or actions of **NYU students not affiliated with the Law School**
- Complaints or concerns involving conduct or actions of **NYU employees, including faculty, staff, and administrators of NYU Law**
- Complaints or concerns involving conduct or actions of **members of the NYU community who are neither students nor employees**

This subsection explains the available approaches for each of these categories. Subsection B, which follows, explains the factors that might influence the decision to seek informal or formal resolution of an issue, when both options are available. This policy does not address complaints or concerns raised by employees of NYU Law against the university, which are typically handled through direct petition to the Dean of the Law School or relevant university officials, or through [policies](#) specifically applicable to NYU employees.

#### **a. Conduct or actions of NYU Law students\***

Complaints or concerns involving conduct or actions of an NYU Law student are typically resolved according to the informal measures outlined in Part IV, or the formal procedures outlined in Part V. Both approaches are available to resolve questions, complaints, or concerns about the conduct of an NYU Law student whether raised by:

- another NYU Law student
- a member of the Law School community, such as faculty, staff or administrators

---

\*As used herein, "student" includes students enrolled in any academic program of the Law School as well as a student organization belonging to or affiliated with the Law School. Some students may also be employed by the Law School, such as paid teaching or research assistants. Generally, the policies and processes that apply depend upon what role the individual was acting in – i.e., student or employee – at the time of any alleged misconduct; certain conduct may implicate both student and employee policies. NYU reserves its discretion to determine which policies apply.

## Disciplinary Procedure

- a non-member of the Law School community, such as a vendor, employer, or contractor; in these cases, however, the Dean of Students in consultation with the Dean of the Law School shall determine whether the matter is of concern to the Law School, and if so, initiate formal process or informal measures as appropriate

### **b. Conduct or actions of NYU students not affiliated with NYU Law**

Complaints against NYU students not affiliated with the Law School are generally resolved at the university level. [The Student Conduct Procedures](#) outline the manner in which alleged violations of the [University Student Conduct Policy](#) shall be addressed. The [Non-Discrimination and Anti-Harassment Policy for Students](#) outlines procedures applicable when the alleged violation involves discrimination or harassment. Additional procedures for specific situations, such as those applicable when a violation involves a NYU residential housing, may be found [online](#).

### **c. Conduct or actions of university employees, including NYU Law faculty, staff, and administrators**

Complaints or concerns against employees of NYU, including faculty, staff, and administrators of NYU Law, must be resolved consistent with applicable federal and state law, collective bargaining agreements, employment contracts, and university policy.

For many such complaints or concerns, the measures for informal resolution as outlined in Part IV are available. But in some cases, more formal procedures may be required, including any allegation for which formal sanction or discipline is sought.

When formal procedures are invoked or required, the precise nature of those processes are detailed in an array of [policies](#) tailored to the nature of the complaint (e.g., [bias and harassment](#), [research misconduct](#), [conflicts of interest](#), [revocation of tenure](#), etc.) and the university's legal obligations. A [Student Grievance Procedure](#) is also available for complaints that the student seeks to lodge at the university level, typically pertaining to general compliance with university practices or policies rather than a specific person's conduct or behavior. Finally, as described in III.A.1, any and all allegations of Sexual Misconduct, Relationship Violence, or Stalking must be handled according to the [NYU Policy on Sexual Misconduct, Relationship Violence, and Stalking](#).

### **d. Conduct or actions of members of the NYU Law community who are neither students nor employees**

Complaints or concerns against members of the NYU Law community (such as vendors or recruiters) who are not employees or students of NYU are governed by the informal measures detailed in Section IV.

## **B. Choosing between formal process and informal measures**

Generally speaking, the determination to proceed formally or informally rests primarily with the student who wishes to raise the issue, concern, or complaint. However, regardless of the identities of the parties, complaints or concerns that do not allege any rule or policy violation may be addressed only through informal measures.

In rare cases, an allegation may involve such a clear and severe violation of university or Law School policy that it requires resolution through formal procedures. In such instances, the decision to address the issue formally will be made with the cooperative consultation of the student alleging the violation, but the Dean retains the ultimate discretion to invoke the formal procedure process. Examples of situations that may result in removal to formal proceedings include: serious violations of academic integrity or threats or acts

## Disciplinary Procedure

that imminently endanger members of the community.

Typically, however, the initial determination to pursue informal resolution of an issue or complaint rests within the sole discretion of the student. Because informal measures are voluntary and cooperative in character, the respondent may refuse to participate in an informal process; either party may also opt out or terminate informal measures at any time. In either event, formal procedures may be invoked so long as the complaint involves an alleged violation of a campus rule or policy.

When either formal process or an informal measure is available, the considerations that might guide whether a student elects a particular approach include:

- **The nature of the complaint or concern.** Issues alleging serious, intentional, or pervasive violations of campus policies or codes of conduct, particularly those indicating that other students may be at risk, typically require formal procedures. In contrast, issues arising from unintentional or inadvertent acts, an isolated violation of policy that is amenable to voluntary correction, or institutional or structural concerns may be better suited to informal resolution.
- **Assignment of blame.** Informal measures are restorative and educational in tone and character. Although accusations of blameworthiness may occur, the informal process is not focused on establishing wrong-doing; rather, its primary object is to identify routes of reconciliation and mutual understanding or agreement.
- **The remedy sought.** Certain remedies are available only through formal procedures (such as another student's expulsion, suspension, or official transcript mark; an investigation or findings that clearly implicate character and fitness evaluations by the bar; or an employee's sanction or termination).
- **Privacy and confidentiality.** Formal procedures require a student to file a written complaint, and afford certain rights to the respondent (such as the right to be present during the taking of evidence); they also involve adjudication by a multi-member disciplinary committee composed of faculty and a student representative. Accordingly, although formal procedures are typically confidential (see Section V.B.5), the complaint is shared with others and formally recorded. Because informal measures do not include any formal factfinding, there is often greater flexibility to maintain the anonymity or privacy of the parties involved. The assumption is that informal measures will preserve confidentiality as appropriate under the circumstances. Aggregate information about concerns raised may be tracked by select administrators (e.g., the Dean, Dean of Students, and Assistant Dean for Diversity and Inclusion) as a means of assessing community climate, but, where appropriate, such information is stripped of identifying data.
- **Records.** Because the purpose of an informal approach is to resolve the issue without formal adjudicative procedures, informal measures do not include any formal or individualized factfinding or the deliberate creation of official Law School records. There is no policy to generate or maintain any kind of documentation regarding informal measures, although the administration also cannot guarantee that informal records (e.g., electronic communications, notes, etc.) will be routinely destroyed. Aggregate data about informal complaints may be noted or shared, but stripped of any identifying data where appropriate.

## IV. INFORMAL MEASURES

Informal measures are available to resolve a wide array of questions, complaints, or concerns raised by NYU Law students or against NYU Law students, with the exception of those pertaining to sexual misconduct which must be handled as detailed in Part III.A.1. This includes issues raised:

- by a student against any member of the Law School community, including other students, faculty, staff members, administrators, employees, as well as campus recruiters, alumni, contractors, or vendors
- against an NYU law student by any person, whether a member of the Law School community or not

The goal of an informal approach is to attempt to reach a resolution that is acceptable to all parties. It provides a means to address concerns without formal investigation, discipline, castigation, or even blame. Informal measures prioritize educational and conciliatory approaches over adversarial confrontation and contestation of facts. Informal measures also have greater flexibility to maintain the parties' anonymity or privacy, as described in Section III above. A participant in informal measures may terminate it at any time and, if the complaint involves an alleged rule violation, elect to proceed formally.

### A. Initiating informal measures

A student may initiate the informal process by email, phone call, or an in-person meeting as follows.

Any issue may be raised with Dean of Students or any member of the Office of Student Affairs or Office of Graduate Affairs. If a concern falls into one of following categories, a student might also elect to contact the office or representatives listed below:

1. *Bias, discrimination, inclusion and belonging*

(a) The Assistant Dean for Diversity and Inclusion.

(b) Any faculty, staff, or administrative member of the Inclusion and Diversity Committee directly, or by emailing [diversity@mercury.law.nyu.edu](mailto:diversity@mercury.law.nyu.edu). The IDC is composed of the Dean of Students, the Assistant Dean for Diversity and Inclusion, the Director of the Lawyering program, three clinical and podium faculty members that are appointed for annual terms, and three student representatives (who are appointed by the SBA). Specific members of the current committee can be identified by requesting the name and contact information of committee members from any member of the committee, or by emailing [diversity@mercury.law.nyu.edu](mailto:diversity@mercury.law.nyu.edu) or [DeansOffice@mercury.law.nyu.edu](mailto:DeansOffice@mercury.law.nyu.edu).

2. *Academic integrity*

(a) The Academic Services Office

(b) The Vice Dean of Curriculum

3. *General student conduct*

(a) The Office of Student Affairs or the Office of Graduate Affairs, as pertinent

4. *Institutional practices*

(a) Pertinent offices (see Section II)

### B. What happens next

Informal measures allow an institutional response tailored to the nature of the concern or complaint and the needs of the persons involved. They aim to provide a space to hear concerns and address them as collaboratively and beneficially, for all parties, as possible. Some issues or concerns may even be addressed without any investigation into the factual basis, such as when a student seeks a referral to supportive campus services or a well-advised change in a campus policy or practice.

# Disciplinary Procedure

The informal approach may thus include:

- dialogue with affected persons (either jointly or separately)
- referrals to campus services
- administrative accommodations (such as adjusting class schedules, changing sections, housing assignments, waiving a fee, etc.)
- voluntary mediation
- verbal cautions or warnings
- voluntary apology or acts of service
- collaborative agreement on behavioral or institutional changes
- voluntary educational, mentoring or coaching sessions
- added institutional programming or services
- other non-disciplinary interventions

## **C. Privacy**

In the course of using informal measures to address issues, concerns, or complaints, advice or input may be sought from relevant parties, including the: Law School Dean, Dean of Students, Assistant Dean for Diversity and Inclusion, Chair of the Inclusion and Diversity Committee, Vice Dean for Intellectual Life, Assistant Dean for Academic Services and Registration, and Vice Dean for Curriculum.

Informal measures will generally seek to respect and preserve the privacy and confidentiality of the parties involved, although disclosures may be made as appropriate under the circumstances.

## **V. FORMAL PROCEDURES**

### **A. Discipline Committee**

Each year the Dean shall designate five faculty members who shall constitute the Discipline Committee. The Dean shall designate one faculty member of the committee as the chair. The faculty members of the committee shall not be members of the Executive Committee. A hearing panel of the committee shall consist of two of the five faculty members and one student who is a member of the Executive Committee. The faculty members of a hearing panel shall be chosen by the chair and may include the chair. The student member shall be chosen by lot. If the chair of the discipline committee is on the panel, he or she shall chair the panel; otherwise, he or she shall designate a faculty member as chair. If the chair of the committee cannot serve because of a conflict, the senior full-time faculty member on the committee shall be acting chair. The Vice Dean shall give the members of the panel a copy of the charge and the answer.

### **B. Formal Procedures**

1. Any person (a "complainant") may inform the Vice Dean of an apparent violation of the rules contained in Part II (A) or the Rules of Conduct of the University (collectively "a Part A rule") by another person (a "respondent"). A complaint shall be filed in writing not later than 45 days after the complainant knows or reasonably should have known the facts giving rise to the subject of the complaint. In computing these periods, the days between the last day of class in each semester and the first day of class in the following semester shall not be counted. The Vice Dean shall conduct such investigation as is reasonably necessary to determine whether there is reason to believe that a Part A rule has been violated and that a formal or informal response is appropriate. If the Vice Dean determines that the allegations in the complaint warrant an investigation, he or she shall provide the respondent with a copy of the complaint. The investigation shall be completed within 20 days subject to the agreement of the respondent or a majority of faculty members of the Executive Committee to extend the period of the investigation. This investigation may include speaking with

## Disciplinary Procedure

the complainant, speaking with other witnesses if any, and speaking with the respondent. The respondent shall be informed that statements offered in this investigation can be used in the investigation and any disciplinary proceeding. After conducting this investigation, the Vice Dean shall proceed as described hereafter. In cases where the perpetrator is unidentified, the Vice Dean shall conduct such investigation as he or she deems appropriate for the purpose of identifying the perpetrator. This investigation shall be completed in 30 days. At the conclusion of such an investigation, the Vice Dean shall inform the complainant of the results of his/her investigation. A complaint may be filed by any person within 30 days of the conclusion of the investigation. The Vice Dean may designate another member of the tenured faculty to act in his or her stead with regard to the authority given to the Vice Dean in this Part C. If the Vice Dean is the complainant or otherwise has a conflict, the Dean shall designate another tenured member of the faculty to perform the duties assigned to the Vice Dean in this Part C.

2. If after an investigation the Vice Dean concludes that the circumstances do not warrant further action, he/she shall dismiss the complaint and inform the complainant and respondent forthwith. The Vice Dean may make this determination because the facts do not constitute a rules violation, because the allegations lack sufficient credibility, or because in the Vice Dean's discretion no further action is warranted. The Vice Dean may accompany any such decision with an oral or written caution to the respondent and an explanation of the requirements of the rule allegedly violated. Any such caution is not discipline and no record of it shall be kept in the respondent's file. If the Vice Dean decides that no further action is warranted, whether before or after an investigation, the complainant may appeal that decision to the dean within ten days of receiving notice of the Vice Dean's decision. The Dean, after reviewing the record and hearing the parties and any witnesses he/she may choose, may affirm the Vice Dean's decision or reverse it. If the Dean reverses the Vice Dean's decision, the Dean shall appoint a tenured member of the faculty to perform all of the tasks of the Vice Dean hereafter described. Except as provided in this paragraph, a decision of the Vice Dean that no further action is required is not subject to further review.
3. If after conducting the investigation identified in Paragraph C1 the Vice Dean determines that dismissal is not appropriate, he or she shall attempt to resolve the matter without formal hearing. The respondent may insist on a hearing before the discipline committee at any time after the Vice Dean determines that dismissal is not appropriate (or the Dean so decides on appeal of a decision of the Vice Dean to dismiss). Resolution without a hearing will usually entail an agreed statement of facts and a sanction. The Vice Dean shall keep the complainant informed of any progress toward a resolution and shall take the complainant's views into consideration, but the nature of any resolution shall be decided between the Vice Dean and the respondent. In evaluating whether a dismissal is appropriate, and, if not, whether to seek a resolution of the complaint without formal hearing and the nature of the resolution, the Vice Dean may consult with any member of the faculty or administration other than faculty members of the Discipline Committee. A resolution without formal hearing requires the agreement of a majority of the faculty members of the Executive Committee. The respondent may have the assistance of any adviser, whether from inside the Law School or not, in negotiation of a resolution or in the event of a formal hearing as hereafter described. If a resolution without a hearing is not possible, the Vice Dean shall proceed as described hereafter.
4. If the matter is not resolved without hearing as described above, the Vice Dean (or his or her designee) shall prosecute the alleged rules violation against the respondent. From this point in the proceeding, the "parties" are

## Disciplinary Procedure

the prosecutor and the respondent. If the Vice Dean is not the prosecutor, he or she shall provide the prosecutor with the file and consult as requested by the prosecutor. The complainant and respondent shall be informed of the identity of the prosecutor. The Vice Dean shall notify the chair of the Discipline Committee and he or she shall convene a hearing panel pursuant to paragraph B. The Vice Dean shall provide the hearing panel with a copy of his or her file in the matter, including the results of the investigation, but not the terms proposed for resolving the matter without a hearing. The prosecutor shall prepare a document ("the charge") describing the conduct that allegedly constitutes a rules violation and shall specify the rule violated. The charge shall be served on the respondent in person or by registered or certified mail or an express mail service at the respondent's local address on file with the law school and if school is not in session, at the respondent's permanent address on file with the law school. The charge shall be served within 20 days of the date that the respondent exercises the right to a formal hearing or the faculty members of the Executive Committee or the respondent inform the Vice Dean that a resolution without a formal hearing is not possible. The allegations and the charge shall be deemed denied by the respondent, but the respondent may serve an answer to the allegations in the charge within fourteen days after the charge is served. The answer shall be served on the prosecutor in person or by registered mail or an express mail service to his or her law school office. The answer may simply deny the accusations or specify the respondent's position. The hearing shall commence two weeks after the charge is served or a reasonable time thereafter unless (a) the respondent waives a hearing and the hearing panel concludes that no hearing is needed, or (b) a party shows the discipline committee good cause why the hearing should be postponed, or (c) both parties and the chair of the hearing panel agree to a postponement.

5. Unless otherwise stated in these rules or required by law, all proceedings described in this Part C shall be confidential except for participants to the proceedings and others whose assistance is reasonably necessary to effectuate the purpose of these rules. The respondent may elect in writing to the Vice Dean to waive confidentiality generally or for a particular person or entity. Confidentiality shall not extend to reports to the law school community to the extent described in paragraph 9.
6. The purpose of the hearing is to determine fairly and accurately the facts and the appropriate sanction, if any, in the event a violation of the rules is found. The rules governing the formal hearing shall be interpreted to advance these goals. The hearing shall be conducted according to the following procedures:
  - a. The respondent (and his or her adviser) and the prosecutor shall have the right to be present at the taking of all evidence, to make opening and closing statements, and to be present whenever the other is addressing a member of the discipline panel on the subject of the hearing.
  - b. The panel may pose written questions to the parties and witnesses at the hearing or thereafter, but it does not have the power to compel testimony or production of documents. The faculty strongly urges members of the law school community to cooperate with requests from the hearing panel or from a party, for testimony and production of documents. The panel may draw negative inferences from a party's failure to cooperate.
  - c. All three members of a panel shall be present at the hearing. All actions shall be by majority vote.
  - d. Any hearing panel member may excuse himself or herself sua sponte from hearing a particular charge. Any party may request that a hearing panel member disqualify himself or herself for cause from hearing a charge.



## Disciplinary Procedure

Such a request will be resolved by the hearing panel. Each party is also entitled to one peremptory challenge. If, as a result of the exercise of challenges and recusals, there are insufficient replacements to constitute the Discipline Committee, the Dean shall designate additional persons so that the hearing panel can be composed of two faculty members and one student.

- e. The rules of evidence may inform but are not binding on the hearing panel. The parties may present written and oral evidence but each party shall have the right to respond to written evidence submitted by the other. The chair of the hearing panel will determine the mode and order of the parties' presentations. The parties may examine and cross-examine each witness, either by putting questions directly to the witness or by asking questions through members of the hearing panel. The method of questioning is determined by the hearing panel and may be altered by the hearing panel at any time during the hearing. The prosecutor has the burden of production and the burden of persuasion. The standard of proof is clear and convincing evidence.
- f. The proceedings shall be recorded on audio tape or by such other method (including videotape or stenographic record) as the hearing panel may direct.
- g. The hearing panel shall make a written report which sets forth findings of fact, together with the hearing panel's conclusions and reasons, within fourteen days of the completion of the hearing. Copies of the report shall be served in person or by certified or registered or express mail on the prosecutor, the respondent (at the addresses in paragraph 4), the respondent's adviser if any, and the Vice Dean (if not the prosecutor).
- h. If the hearing panel dismisses the charge, the record shall be kept confidential except to the extent that disclosure may be required by law.
- i. If the charge is sustained in any respect, the hearing panel's report shall designate one or more of the following sanctions, as may be more fully described elsewhere in this handbook including in Section IIIA of the University Student Disciplinary Procedures:
  - (1) Warning
  - (2) Censure
  - (3) Denial of academic honors
  - (4) Disciplinary probation\*\*
  - (5) Restitution
  - (6) Monetary fine
  - (7) A grade of FX for the class
  - (8) Suspension for a specified period
  - (9) Dismissal
  - (10) Revocation of degree according to University Rules

The panel may also impose one of the listed sanctions but suspend it on condition that the student accepts another sanction not on the list but appropriate in the panel's opinion. If the disciplinary violation is in connection with a class and the panel's sanction does not provide for a grade of FX, the faculty member shall determine the grade for the class. The panel has no authority to impose a grade for the class other than a grade of "FX."

7. The investigation and determination described in this Part C shall be conducted with appropriate speed taking into consideration the nature of the charge, the availability of witnesses, and the time of the academic year in which the allegation is made, including whether class is in session and

---

\*\*Disciplinary probation is a decision that the underlying conduct will be revisited for a sanction (or a harsher sanction) if the student is found culpable of another infraction under these rules during the remainder of his or her time in school or if the student fails to abide by conditions the panel imposes as part of its sanction.

## Disciplinary Procedure

whether examinations are imminent or in progress. In the ordinary course, any hearing before a hearing panel should be held not later than the last day of classes in the semester in which the allegation is made, unless in the opinion of the hearing panel in consultation with the Vice Dean and the parties' further delay is warranted. Time limits contained in this Part C except those in paragraph 1 can be extended by the hearing panel chair for good cause.

8. The respondent may appeal to the Dean from any adverse determination of the hearing panel. Notice of appeal shall be filed with the panel chair, the Vice Dean, and the prosecutor within seven days of the action from which the appeal is taken by registered or certified mail or express mail or in person. Within seven days of receipt of the notice of appeal or such reasonably longer time if necessary to transcribe the record, the panel chair shall forward to the Dean the entire record of the proceedings on the charge. The respondent and the prosecutor may make written submissions to the Dean and reply to the submissions of the other, and may make oral arguments, according to a time schedule the Dean shall determine. Each party has the right to reply to the oral or written submissions of the other party. The Dean may affirm the hearing panel's action, reverse it, or reverse it and return the charge for further proceedings by the hearing panel. In a case where the Dean affirms a hearing panel action sustaining a charge, or where the appeal is limited to the recommended sanction, the Dean may reduce but may not increase the sanction recommended by the hearing panel. If a hearing panel finds against a respondent and its findings or sanction are not appealed as described in this paragraph, they shall be final.
9. The Vice Dean shall prepare an annual written report of any discipline imposed under these rules during the prior academic year and issue it to the faculty and student body at the beginning of each academic year. The report shall generally describe the nature of any violations and sanctions but shall not contain names of parties or witnesses or give details that will identify the parties or witnesses.



**Key Law School and  
University Offices**

**NYU LAW OFFICES 83**

<b>HAUSER GLOBAL LAW SCHOOL PROGRAM</b>	<b>83</b>
<b>GRADUATE TAX OFFICE</b>	<b>83</b>
<b>OFFICE OF STUDENT AFFAIRS</b>	<b>84</b>
<b>OFFICE OF ACADEMIC SERVICES</b>	<b>84</b>
<b>OFFICE OF RECORDS AND REGISTRATION</b>	<b>85</b>
<b>DEPARTMENT OF RESIDENCE SERVICES</b>	<b>85</b>
<b>OFFICE OF CAREER SERVICES</b>	<b>86</b>
<b>PUBLIC INTEREST LAW CENTER</b>	<b>87</b>
<b>OFFICE OF STUDENT FINANCIAL SERVICES</b>	<b>88</b>
<b>LAW LIBRARY</b>	<b>88</b>
<b>OFFICE OF INFORMATION AND TECHNOLOGY SERVICES</b>	<b>89</b>
<b>OFFICE OF THE DEAN</b>	<b>89</b>

**KEY UNIVERSITY OFFICES  
AND CENTERS 90**

<b>OFFICE OF GLOBAL SERVICES</b>	<b>90</b>
<b>STUDENT HEALTH CENTER</b>	<b>90</b>
<b>STUDENT HEALTH INSURANCE SERVICES</b>	<b>91</b>
<b>COUNSELING AND WELLNESS SERVICES</b>	<b>91</b>
<b>MOSES CENTER FOR STUDENT ACCESSIBILITY</b>	<b>92</b>
<b>INTERNATIONAL STUDENT CENTER</b>	<b>92</b>
<b>GRADUATE STUDENT LIFE</b>	<b>92</b>
<b>LGBTQ STUDENT CENTER</b>	<b>93</b>
<b>CENTER FOR MULTICULTURAL EDUCATION AND PROGRAMS</b>	<b>93</b>
<b>OFFICE OF EQUAL OPPORTUNITY</b>	<b>94</b>
<b>NYU WRITING CENTER</b>	<b>94</b>

# → NYU Law Offices

## HAUSER GLOBAL LAW SCHOOL PROGRAM

Gráinne de Búrca, Faculty Director and Florence Ellinwood Allen Professor of Law

Un Kyung Park, Director of Global Visitors Programs

Colleen Johnson, Associate Director of Hauser Global Law School Program

José Espinosa-Machado, Program Assistant

Furman Hall, Suite 340

[law.global@nyu.edu](mailto:law.global@nyu.edu)

[www.law.nyu.edu/global/abouthauser](http://www.law.nyu.edu/global/abouthauser)

NYU's unique Hauser Global Law School Program, established in 1995 with a generous gift from Rita and Gustave Hauser, incorporates non-U.S. and transnational legal perspectives throughout the Law School's curriculum, promotes scholarship on comparative and global law, and brings the world's leading faculty, postdoctoral scholars, and graduate law students to NYU to teach, conduct research and study side by side with their American counterparts. The Hauser Global Law School Program comprises four distinct and important groups:

- **Hauser Global Scholars** - graduate law students selected from around the world as future leaders across various fields and awarded the Hauser Global Scholarships.
- **Hauser Global Fellows** - academics, lawyers, government officers, and postdoctoral scholars from around the world who spend up to one year in residence at NYU Law working on personal research projects.
- **Hauser Global Faculty** - renowned international academics and practitioners who visit the Law School to teach courses in a wide range of fields.
- **Hauser Distinguished Global Fellows** - notable intellectual figures who visit the Law School for short periods to give lectures and contribute to other educational and scholarly events.

## GRADUATE TAX OFFICE

John Stephens, Director

Liz Robison, Administrative Assistant

Furman Hall, Suite 340

Telephone: (212) 998-6394

[law.taxprograms@nyu.edu](mailto:law.taxprograms@nyu.edu)

This office oversees the following degree and certificate programs: the LLM in Taxation (full-time and part-time), the JD/LLM in Taxation, the LLM in International Taxation, the Executive LLM in Taxation, the Advanced Professional Certificate Programs in Taxation, and the MSL in Taxation. The office provides counseling on academic concerns, including course selection, degree requirements, and school rules and regulations. Students in the JD or other graduate programs who have an interest in tax are welcome to stop by to find out more about tax-themed events and the vibrant tax community at NYU.

## **OFFICE OF STUDENT AFFAIRS**

Lindsay Kendrick, Dean of Students and Assistant Dean for Diversity and Inclusion

Israel Rodriguez, Director of the Office of Student Affairs

Anthony Tiberio, Assistant Director for Student Activities

Julienne DeWalt, Student Affairs Events Coordinator

Savannah Lynn, Assistant Director of Diversity and Inclusion/ AnBryce Coordinator

Gioia Kennedy, Administrative Assistant - Student Affairs

Larissa McDowell, Assistant to the Dean of Students

Tom Sarff, Administrative Assistant - Law Journals

Furman Hall, Suite 474

Telephone: (212) 998-6658

[law.studentaffairs@nyu.edu](mailto:law.studentaffairs@nyu.edu)

[www.law.nyu.edu/studentaffairs](http://www.law.nyu.edu/studentaffairs)

The Office of Student Affairs is committed to promoting the quality of life in our community.

- We offer the following services: counseling (academic and non-academic), tutoring, evaluating matriculation requests (leaves of absence, withdrawals, and visiting status), and arranging for special accommodations. If we are not able to meet your needs, we will tap into the network of resources throughout the University to assist students.
- We facilitate opportunities to interact with the Dean and faculty. Throughout the year, we will organize various events to allow you to interact with the faculty and administration in social settings.
- We also oversee student journals, coordinate school-wide and intra-group activities, match students to student organizations in a mentoring program, and organize workshops.

Together with the SBA, student groups, and other administrators, we organize programs that keep the NYU Law community vibrant, intellectually engaging, and socially dynamic.

## **OFFICE OF ACADEMIC SERVICES**

Michelle L. Kirkland, Assistant Dean for Academic Services and Records and Registration

Amy Chu, Senior Director

Paula Bailey, Associate Director

Amanda Beck, Assistant Director

Furman Hall, Suite 400

Telephone: (212) 998-6020

[law.acadservices@nyu.edu](mailto:law.acadservices@nyu.edu)

[www.law.nyu.edu/academicservices](http://www.law.nyu.edu/academicservices)

The Office of Academic Services offers academic advising to JD students. Academic Services publishes the curriculum and provides all students (JD, LLM, JSD, and Exchange) with the Year-Long Registration Guide, Registration Calendar, and Course Updates. These materials contain academic regulations, an overview of and instructions for registration, course options and information on examination numbers, preparation for graduation, financial compliance, withdrawal and tuition refund schedule. The Office also oversees and coordinates requests for postponement of examinations and accommodations for student accessibility.

## **OFFICE OF RECORDS AND REGISTRATION**

Michelle L. Kirkland, Assistant Dean for Academic Services and Records and Registration

Amy Chu, Senior Director

Paula Bailey, Associate Director

Amanda Beck, Assistant Director

Ann-Margaret Joseph, Supervisor, Registration & Recording

Furman Hall, Suite 400

Telephone: (212) 998-6040

[law.registration@nyu.edu](mailto:law.registration@nyu.edu)

[www.law.nyu.edu/recordsandregistration](http://www.law.nyu.edu/recordsandregistration)

The Office of Records and Registration handles a variety of student issues ranging from registration to graduation. The office handles the following areas of concern for law students:

- Registration
- Retention of records and grading
- Student requests for official transcripts
- Administration of examinations/Student exam survival guide
- Enrollment and various types of certification, including loan deferments
- Certification for State Bar Examinations and supervision of handwriting samples
- Continuing Legal Education Credit (CLE)

The office maintains an open door policy and is available to students for advice in the above areas between the hours of 9:00 a.m. and 5:00 p.m.

## **DEPARTMENT OF RESIDENTIAL SERVICES**

Nancy Mah Chau, Director for Residence Services

Vanessa Laureano, Coordinator

Office of Residential Life

240 Mercer Street

New York, NY 10012

Telephone: (212) 998-6510

[law.reslife@nyu.edu](mailto:law.reslife@nyu.edu)

[www.law.nyu.edu/housing](http://www.law.nyu.edu/housing)

D'Agostinio Hall Front Desk: (212) 998-6502

Hayden Hall Front Desk: (212) 998-6513

The Department of Residential Services strives to provide an environment that supports your studies at the New York University School of Law through well-maintained facilities and community-enhancing activities. The Department of Residence Services maintains two offices to meet the needs of the NYU School of Law community. The main office, the Office of Residential Life, is located on the first floor at 240 Mercer Street. This office should be contacted for most housing-related issues. Housing facility and maintenance issues should be directed to the Office of Facilities Services, located on the mezzanine level of D'Agostino Hall or by phone at (212) 998-6508.

## OFFICE OF CAREER SERVICES

Clara Solomon, Director of Counseling and Career Development

Efua Feldman, Career Counselor

Elena Lee, Senior Placement Assistant

Furman Hall, Room 430

Telephone: (212) 998-6090

[law.ocs.llm@nyu.edu](mailto:law.ocs.llm@nyu.edu)

[www.law.nyu.edu/careerservices](http://www.law.nyu.edu/careerservices)

The Office of Career Services (OCS) helps LLM students and alumni find private-sector positions (e.g. law firms and corporations). If you plan to seek post-graduate employment in the private sector (or, for Tax LLM students, at the Tax Court or IRS), you will be using the OCS. Students interested in the public sector should take advantage of the services offered by the Public Interest Law Center (PILC). Students are welcome to use both career offices, which are located on the fourth floor of Furman Hall.

### Registering with the Office of Career Services

There are a number of steps you must take before you will be able to make an appointment to meet with a counselor in the OCS:

- Complete your CSM Profile. You will receive a password for CSM Symplicity, a career services management platform, via email in either August or December, depending on your enrollment date. Please log in and complete your profile by early September or January. The OCS uses this website for all communication with students, and to provide you with important updates on upcoming programs and deadlines.
- Read and Agree to the Confidentiality Statement and Principles of Professional Conduct. These documents will be available on your CSM profile page, and you will be asked to review and agree to these policies when completing your profile.
- Attend a Job Search Workshop. You are required to virtually attend a job search workshop before you meet with an OCS counselor. This way, you will already have all of the basic job search tools, and counselors will provide targeted advice on your personal situation. If you are unable to attend a workshop, you can view a recording of the session through the CSM homepage.
- Revise your Resume. You will receive detailed instructions about submitting a resume for review over the summer. Please follow the instructions carefully as there are different deadlines depending on your enrollment date. You will receive comments on your resume by email once it has been reviewed by our office. Please be patient, as we have close to 300 resumes to review each year! Once you have received our comments, please revise your resume, and upload the updated version to CSM. You may also bring any resume questions to a counseling appointment.

Key Fall Semester Programs Include:

OCS hosts a range of career educational and job search-related programming throughout the year. Please check your email and [the Docket](#) for upcoming dates and deadlines.

Please be sure that you have completed your CSM profile so that you receive messages from the Office of Career Services, and please remember to check your email frequently for information on the many other exciting events and panels we have planned for the academic year.

## **PUBLIC INTEREST LAW CENTER (PILC)**

Lisa Hoyes, Assistant Dean, Public Service  
Miriam Eckenfels-Garcia, Associate Director  
Furman Hall, Room 430  
Telephone: (212) 998-6686  
[pilc.info@nyu.edu](mailto:pilc.info@nyu.edu)  
[www.law.nyu.edu/publicinterestlawcenter](http://www.law.nyu.edu/publicinterestlawcenter)

### **What is Public Interest Law?**

Public interest law is legal work that is pursued to advance notions of justice and fairness, rather than commercial gain. Our definition of public interest is deliberately broad and includes paid and pro bono work in government and inter-governmental organizations (IGOs), non-profits, and non-governmental organizations (NGOs).

PILC provides career development services to all students and alumni/ae interested in public interest work. PILC's staff provides advice on job, internship and fellowship opportunities, pro bono work, and courses, clinics, and extracurricular activities.

### **The LLM Public Interest Job Search**

The [PILC website](#) contains a wide variety of information about public service careers. There is a section in [PILC's website for LLM students](#), which contains links to relevant publications and post-graduate fellowship opportunities.

In addition, PILC publishes a job search handbook for LLM students. The handbook is distributed early in the fall semester and is available at the PILC office or on the [PILC website](#).

### **One-on-One Counseling**

One of the most valuable career development services that PILC offers students and alumni/ae is one-on-one counseling. Students and alumni/ae are welcome to make individual appointments to meet with PILC's counselors for advice on cover letters, resumes, internships, pro bono opportunities, post-graduate jobs and fellowships, interview preparation, and more. Individual counseling sessions are particularly useful as they are tailored to individuals' unique backgrounds and interests.

Associate Director Miriam Eckenfels-Garcia works closely with many LLM students, advising them on a broad range of domestic and international public interest careers and pro bono opportunities, as well as the 50-hour pro bono requirement of the New York State Bar.

### **Programs**

PILC sponsors a wide variety of educational and career development programs throughout the year. Programs that PILC has sponsored include:

- PILC Week - An introduction to Public Interest Lawyering: This event includes a series of alumni panels covering various subject areas, including international law, criminal and family defense, and law reform. To end PILC Week, PILC will host a welcome reception featuring an inspiring keynote speaker and the opportunity to talk in breakout groups with other LLMs and JDs pursuing careers in public service.
- LLM Public Interest Job Search Workshop and International Fellowships Information Sessions which orient LLM students to public interest opportunities at NYU and beyond.
- A series of brown bag lunches with alumni practitioners working in international public interest, which



offer opportunities to ask questions and discuss cutting edge issues.

- Speakers and panels on a range of substantive domestic and international public interest law topics, such as human rights, development, voting rights, policing, and alternatives to incarceration.
- LLM pro bono info sessions for students who intend to sit for the New York Bar exam and need to fulfill the 50-hour pro bono requirement during their time in New York.
- Pro bono research projects which offer opportunities for LLM students to work with domestic and international NGOs.

### **Getting Involved**

There are many student organizations relevant to students interested in public service. Participation in these groups offers opportunities for education, leadership and service. You can learn more about these organizations on the [Student Organizations portion of the NYU Law website](#).

## **OFFICE OF STUDENT FINANCIAL SERVICES**

Joel Schoenecker, Director

Furman Hall, Suite 474

Telephone: (212) 998-6050

Fax: (212) 995-4525

[law.finaid@nyu.edu](mailto:law.finaid@nyu.edu)

[www.law.nyu.edu/financialaid](http://www.law.nyu.edu/financialaid)

The Office of Student Financial Services is a versatile service center, administering scholarship, grant, and fellowship programs. The office also serves as students' principal source of information on federal and private loan programs, debt management strategies, credit counseling, loan repayment, and outside funding opportunities. Our staff is available to assist in resolving issues with lenders, guarantors, and federal or state agencies. As your liaison to the main University Bursar and Financial Offices, we encourage you to contact us first with concerns about your bill, payments, or financial aid.

## **LAW LIBRARY**

Radu D. Popa, Assistant Dean for Library Services & Director of the Law Library

Vanderbilt Hall, Room 102

Access Questions: (212) 998-6306

Circulation Desk: (212) 998-6312

[lawlibrary@nyu.edu](mailto:lawlibrary@nyu.edu)

[www.law.nyu.edu/library](http://www.law.nyu.edu/library)

The New York University Law Library provides extensive information resources and research services. NYU Law Library has highly trained librarians and staff always ready to provide high-caliber service. Our collections have historically been regarded as among the deepest research collections not only in the country but also in the world. We make every effort to continue in this tradition, keeping pace with the ever-changing nature of legal and interdisciplinary research. In order to maintain our position of predominance in the global legal academic field, we are committed to staying on the forefront of technological change, as the ways in which people conduct research evolve continuously.

## **OFFICE OF INFORMATION AND TECHNOLOGY SERVICES (ITS)**

Tolga Ergunay, Associate Dean for Innovation and Chief Information Officer

Vanderbilt Hall, Suite B7

Telephone: (212) 992-8810

[www.law.nyu.edu/technology](http://www.law.nyu.edu/technology)

ITS Helpdesk

Vanderbilt Hall, Room 211

Telephone: (212) 992-8183

[law.helpdesk@nyu.edu](mailto:law.helpdesk@nyu.edu)

Classroom activities can have multimedia components, making the most of the Smart Classroom technology. Class Web pages extend the learning beyond the classroom. A computer lab is located in the Law Library and e-mail workstations are available throughout the School of Law. There are also Web-based services available only to law students.

In addition, all exams (whether in-class or take-home) are taken on laptops. In-class exams can be uploaded to the server after completion of an exam. Take-home exams are uploaded to the server within a specific time frame. Every student is required to have a laptop with wireless access to the Internet for academic purposes. It is equally important for students to have some type of data storage device such as, external USB hard drive or key, writable CD/DVD), or access to a cloud based file storage service, such as Google Docs (available through your NYU account), Dropbox, or iCloud for backing up and archiving data.

ITS will assist in configuring students' laptops to connect to the Internet using a variety of options available at the School of Law. (Please note that the ITS department does not provide or arrange repair services for student-owned machines.) For specific information about the services provided, as well as helpful information on laptop use see the ITS Handbook available in the Information and Technology Services office or visit our website.

## **OFFICE OF THE DEAN**

Trevor Morrison, Dean

Megan McDermott, Chief of Staff

Vanderbilt Hall, Room 406

Telephone: (212) 998-6000

[trevor.morrison@nyu.edu](mailto:trevor.morrison@nyu.edu)

[megan.mcdermott@nyu.edu](mailto:megan.mcdermott@nyu.edu)

The Dean is responsible for the administration of the Law School, including the academic program, admissions, financial management, operations, communications, development and alumni relations, and the various centers and institutes. The Dean is also head of the faculty and an ex-officio member of the Law School Foundation Board of Trustees. He encourages students to e-mail him with any questions or concerns or to make an appointment to see him in his office by contacting his assistant, Ken Seagreaves, at [ken.seagreaves@nyu.edu](mailto:ken.seagreaves@nyu.edu).

Throughout the academic year, the Dean holds roundtable discussions with prominent guests who have used their law degrees in a variety of non-traditional ways. Notices for roundtables are sent by email, as well as posted in The Docket and on the NYU School of Law online calendar. The Dean's office will also direct you, depending on your need, to the appropriate administrative or program office. Please feel free to contact them via their general email: [deansoffice@mercury.law.nyu.edu](mailto:deansoffice@mercury.law.nyu.edu)

# ➔ Key University Offices

## **OFFICE OF GLOBAL SERVICES (OGS)**

383 Lafayette Street

Telephone: (212) 998-4720

Fax: (212) 995-4115

[ogs@nyu.edu](mailto:ogs@nyu.edu)

[OGS website](#)

The Office of Global Services (OGS) coordinates services for the University's international students, scholars, and faculty. It assists students from other countries with all matters of special concern to them and serves as a referral source to other University departments. The OGS maintains an extensive website with helpful information for students with F-1 and J-1 visas including information on taxes, employment, and programs of interest to international students.

The OGS is the University's liaison to the US Department of Homeland Security and the US Department of State and its staff provides documentation and advisory services to international students in matters concerning US immigration law and regulations. All international students are required by law to do the following:

- Complete immigration check-in with OGS upon arrival;
- Register on a full-time basis every semester. LLM students must register for the equivalent of at least 10 Law School credits each semester;
- Notify OGS of any change in their academic program, address, or enrollment status.

All questions regarding one's status as an international student or exchange visitor in the United States should be addressed to this office.

## **STUDENT HEALTH CENTER (SHC)**

726 Broadway

3rd and 4th Floors

New York, NY 10003

General Information: (212) 443-1000

[health.center@nyu.edu](mailto:health.center@nyu.edu)

[Student Health Center website](#)

All matriculated students may use the Student Health Center whether enrolled in an NYU-sponsored Student Health Insurance Plan or maintaining alternate health insurance coverage. No student will be denied services. The multidisciplinary staff of board-certified physicians and highly trained clinicians provide confidential, comprehensive health and wellness services for routine and acute medical care, counseling and wellness services, and health education. SHC offers routine and walk-in primary care and women's health services at either no cost or at very reduced cost.

There are fees for some procedures performed at the SHC. These fees will be billed to the student or his/her insurance company. Students may be billed for deductibles, co-insurance or fees not covered by insurance. A [Sample of Services Chart](#) with a list of free and billable services can be found online. Please visit the SHC website for hours of operation and additional information about each of our services.

## **STUDENT HEALTH INSURANCE SERVICES**

726 Broadway  
3rd Floor, Suite 346  
Telephone: (212) 443-1020  
[health.insurance@nyu.edu](mailto:health.insurance@nyu.edu)  
[www.nyu.edu/health/insurance](http://www.nyu.edu/health/insurance)

The high cost of healthcare in the United States presents a potentially serious financial risk to students. Therefore NYU requires that all students registered in degree-granting programs maintain health insurance. Most students are automatically enrolled in either the Basic Plan or the Comprehensive Plan as part of the course registration process, but have the option of upgrading or downgrading their coverage. Students who maintain alternate health insurance coverage that meets the University's waiver criteria may waive these plans entirely.

Students at the School of Law are enrolled in the Student Health Insurance Plans as follows:

- International students with F-1 or J-1 visa status (any number of credits, degree and non-degree) are enrolled automatically in the Comprehensive Plan, but may select the Basic Plan or Waiver Option.
- Students registered in a degree-granting program for six or more credits are enrolled automatically in the Basic Plan, but may select the Comprehensive Plan or Waiver Option.
- Students registered in a degree-granting program for less than six credits are not enrolled automatically, but may select to enroll in the Basic Plan or Comprehensive Plan.

All matriculated NYU students have access to care at the Student Health Center (SHC), 726 Broadway, New York, NY whether they are enrolled in an NYU Student Health Insurance Plan or maintaining alternate health insurance coverage.

## **COUNSELING AND WELLNESS SERVICES**

726 Broadway  
Phone: (212) 998-4780  
Wellness Exchange 24/7 Hotline: (212) 443-9999  
[wellness.exchange@nyu.edu](mailto:wellness.exchange@nyu.edu)  
[www.nyu.edu/shc/counseling](http://www.nyu.edu/shc/counseling)

CWS offers students short-term individual counseling, group counseling, toolkits, referrals, walk-in counseling and psychiatric medication management services. All services are provided at no out of pocket expense to students. CWS has providers who specialize in issues that are unique to Law School students.

CWS and the Wellness Exchange work to meet the needs of all students by creating individualized plans and connecting them with services in a timely fashion. Students can be connected to counseling in two ways: scheduling a brief phone appointment by calling the main office (212-998-4780), or a Wellness Exchange walk-in session at 726 Broadway, suite 402. They can also provide you with referrals in the NYC community for long-term counseling. The Wellness Exchange Hotline (212-443-9999) is available 24 hours a day, 7 days a week, with professional counselors offering support for a variety of concerns.

In cases of emergencies, a Crisis Response Counselor is available 24/7 by calling the Wellness Exchange Hotline or Public Safety (212-998-2222).

What kind of problem is appropriate to discuss with a CWS counselor? Anything that troubles you. Here is a partial list of common student concerns:

- homesickness
- stress
- anxiety
- alcohol or drugs
- eating concerns
- academic anxieties
- roommate and friendship problems
- family problems
- depression
- suicidal thoughts
- sexual concerns
- identity issues

## **MOSES CENTER FOR STUDENT ACCESSIBILITY**

726 Broadway, 3rd Floor  
Telephone and TTY: (212) 998-4980  
Fax: (212) 995-4114  
[www.nyu.edu/csd/](http://www.nyu.edu/csd/)

NYU is committed to providing equal educational opportunity and participation to students of all abilities. They work with NYU students to determine appropriate and reasonable accommodations that support equal access to a world-class education. General services provided include testing accommodations, adaptive computer equipment, sign language interpreters, and readers. To request accommodations, students must submit documentation to the Moses Center. The Moses Center evaluates the documentation, determines what reasonable accommodation is appropriate, and reports this finding to the Law School. In order to preserve anonymity in grading, students should not discuss accommodations with the instructor in a course. Students may contact the Moses Center directly or call the Office of Academic Services for more information and a referral.

## **INTERNATIONAL STUDENT CENTER**

Kimmel Center, suite 704  
60 Washington Square South  
Telephone: (212) 998-4411  
[internationalstudents@nyu.edu](mailto:internationalstudents@nyu.edu)

The [NYU International Student Center](#) is a hub for events and programs that foster meaningful connections among all global thinkers and help students from around the world make the most of their NYU experience. We highlight opportunities to engage with others on campus - from leadership roles to social programs - and are catalysts for the exchange of ideas and community building among students who identify as international and peers from the U.S.

For up-to-date information about our programs, sign up to receive their [weekly email newsletter](#)

Activities include:

- English conversation groups
- Cross-cultural dialogue
- Socials by global regions
- Explore NYC events

## **GRADUATE STUDENT LIFE**

Graduate Life  
Student Resource Center  
Kimmel Center, Suite 210  
60 Washington Square South  
New York, NY 10012  
Telephone: (212) 998-4411

The [Graduate Student Life](#) office at the Student Resource Center provides an opportunity for graduate students across schools to engage with the NYU community. The Student Resource Center offers resources for NYU's graduate student community, including information for commuter students and students with children.

Graduate Student Life distributes a biweekly newsletter for all graduate students to let students know what's happening around campus and around the city. If you are not already subscribed to receive the Grad Life newsletter, please email [src.grads@nyu.edu](mailto:src.grads@nyu.edu) with your full name and email address.

Graduate Student Life makes it their mission to help students access all the information and services that are available across NYU.

## **LGBTQ STUDENT CENTER**

NYU Lesbian, Gay, Bisexual, Transgender and Queer Student Center

Kimmel Center for University Life

60 Washington Square South, Suite 602

New York, NY 10012

Telephone: (212) 998-4424

[lgbtq.student.center@nyu.edu](mailto:lgbtq.student.center@nyu.edu)

[www.nyu.edu/lgbtq](http://www.nyu.edu/lgbtq)

The New York University Lesbian, Gay, Bisexual, Transgender and Queer Student Center creates a welcoming environment for all University students and faculty interested in developing their understanding of LGBTQ issues. Support services, resources, programs, advocacy, training, education and consultation are provided to members of the NYU community. With its services, programs and resources, the NYU LGBTQ Student Center exists to create campus environments that are inclusive and supportive of student diversity in the areas of sexual orientation and gender identity and expression.

The center offers a number of opportunities to help build personal communities and support by connecting students with other members of the NYU community as well as providing information on what New York City has to offer in terms of LGBTQ services. The NYU LGBTQ Student Center is a place where students can meet, discuss, learn and voice the LGBTQ issues they encounter on a daily basis. For faculty and staff, the center is a great resource for ensuring all University services and events are inclusive and supportive of the LGBTQ community. As an institution that fosters and encourages diversity, NYU is committed to supporting the LGBTQ community, and the center is the liaison dedicated to this endeavor and the voice of the NYU LGBTQ network.

## **CENTER FOR MULTICULTURAL EDUCATION AND PROGRAMS**

Kimmel Center, Suite 806

60 Washington Square South

New York, NY 10012

Telephone: (212) 998-4343

[www.nyu.edu/cmep](http://www.nyu.edu/cmep)

NYU CMEP enhances the NYU experience by fostering a more inclusive, aware and socially just community. CMEP accomplishes this by:

- Fostering dialogue that explores issues of identity, diversity and social justice.
- Supporting the diverse NYU community in their personal, professional and academic lives.
- Creating educational initiatives and campus-wide programming that engage the NYU community.
- Cultivating allies and advocates to create and promote positive change.

## **OFFICE OF EQUAL OPPORTUNITY**

726 Broadway  
New York, NY 10003  
Telephone: (212) 998-2370  
[equal.opportunity@nyu.edu](mailto:equal.opportunity@nyu.edu)

Mary Signor, Assistant Vice President, Office of Equal Opportunity, serves as New York University's Title IX Coordinator. Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination on the basis of sex in educational programs. It protects victims of sexual or gender-based bullying and harassment and survivors of gender-based violence. Protection from the discrimination on the basis of sex includes protection from being retaliated against for filing a complaint of discrimination or harassment.

The University's Title IX Coordinator is a resource for any questions or concerns about sex discrimination, sexual harassment, sexual violence, or sexual misconduct and is available to discuss your rights and judicial options. University policies define prohibited conduct, provide informal and formal procedures for filing a complaint and a prompt and equitable resolution of complaints.

Complainants in situations involving sexual misconduct are afforded certain rights as specified in the [Sexual Misconduct, Relationship Violence, and Stalking Policy \("the Policy"\)](#). Where immediate assistance is required, emergency help is available. In addition to using the complaint procedures under University policies, Complainants have the option to report the incident to the appropriate local authorities and the University will assist them in doing so.

### **Bias Response Hotline**

The Office of Equal Opportunity also operates a Bias Response Line to provide a mechanism through which members of our community can share or report experiences and concerns of bias, discrimination, or harassing behavior that may occur within our community. Experienced administrators in the Office of Equal Opportunity (OEO) receive and assess reports, and then help facilitate responses.

## **NYU WRITING CENTER**

411 Lafayette Street, 4th Floor  
Telephone: 212 998-8866  
[writingcenter@nyu.edu](mailto:writingcenter@nyu.edu)  
[cas.nyu.edu/ewp](http://cas.nyu.edu/ewp)

At the Writing Center, any NYU student can get help with his or her writing. The Writing Center is a part of NYU's Expository Writing Program in the College of Arts and Science. It is a place where one-on-one teaching and learning occur, as students work closely with professional consultants at every stage of the writing process and on any piece of writing.



**Office of Graduate Affairs**

New York University School of Law

245 Sullivan Street, Suite 340

New York, NY 10012

[law.graduateaffairs@nyu.edu](mailto:law.graduateaffairs@nyu.edu)

