

New York Law School

STUDENT HANDBOOK

2020 - 2021

Dear Students,

Welcome to New York Law School!

The Office of Student Life produces the NYLS Student Handbook with the assistance of relevant departments and committees. The Handbook is designed to be a guide to student life at NYLS. It provides important information on rules, regulations, and formal requirements of the law school, as well as information that will be helpful as you begin and progress through your legal education through graduation and admission to the bar.

There is a great deal of information here, and it may take you some time to read through it all. However, it is important that you are familiar with the school's rules and regulations. The Handbook is your official notification of those rules and regulations and you will be deemed to have read and be familiar with its contents. Ignorance of a rule or regulation is not an excuse for failure to observe it.

For up-to-date campus information on **Keeping Campus Safe and Healthy** during Covid-19, please visit <http://fall2020.nyls.edu>.

The NYLS Student Handbook includes two sections – Academic and Non-Academic.

This Student Handbook is intended primarily for informational and policy purposes and is not intended by New York Law School to create, and does not create, any enforceable rights against NYLS by anyone, including but not limited to current NYLS students, NYLS alumni or other former NYLS students, or applicants to NYLS. **From time to time, changes in regulations, faculty rules, or other circumstances may require changes in the policies and regulations and other materials in the Handbook. NYLS, therefore, reserves the right to modify the Handbook when necessary.** It is the responsibility of NYLS students to contact each department (i.e., Accounting, Financial Aid, Life Safety and Security, etc.) directly to ensure the information included in the Handbook is the most up-to-date version.

Please consult the Handbook often, you may find answers to your questions right here!

If you have questions regarding the information in the Handbook, please email or stop by the Office of Student Life.

Best,

Sally Harding
Dean of Student Life
New York Law School
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New York, NY 10013
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ACADEMIC SECTION

For up-to-date campus information on **Keeping Campus Safe and Healthy** during Covid-19, please visit <http://fall2020.nyls.edu>.

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INTRODUCTION TO ACADEMIC SECTION OF STUDENT HANDBOOK

The Academic section of the Student Handbook contains many rules and policies that come from the New York Law School Faculty Rules. Where a Section or Rule from the Faculty Rules is related, the cite to the Rule or Section of the Faculty Rules is included in parentheses next to the header for the sub-section in the Student Handbook.

Dean William LaPiana, Rita and Joseph Solomon Professor of Wills, Trusts, and Estates is the Associate Dean for Academic Affairs. His office is located on the 2nd floor of the E building.

For up-to-date campus information on **Keeping Campus Safe and Healthy** during Covid-19, please visit <http://fall2020.nyls.edu>.

ACADEMIC CALENDAR

Fall 2020

Monday, August 10–Thursday, August 20: 1L Orientation

Monday, August 24: First day of classes

Monday, August 31: Last day to add or drop classes online

Monday, September 7: No classes: Labor Day

Tuesday, September 8: Monday classes meet

Monday, September 14: Last day to withdraw from classes without “WD” grade on transcript

Monday, September 28: No classes: Yom Kippur

Wednesday, November 25–Friday, November 27: No classes: Thanksgiving Break

Friday, December 4: Last day of classes

Monday, December 7 and Tuesday, December 8: Snow/Makeup days

Wednesday, December 9: Reading day

Thursday, December 10–Tuesday, December 22: Exam period

Spring 2021

Monday, January 4–Friday, January 8: Inter-session

Monday, January 11: First day of classes

Monday, January 18: No classes: Martin Luther King Jr. Day

Tuesday, January 19: Last day to add or drop classes online

Monday, February 8: Last day to withdraw from class without “WD” grade on transcript

Monday, February 15: No classes: Presidents Day

Tuesday, February 16: Monday classes meet

Monday, March 15–Friday, March 19: No classes: Spring Break

Friday, April 2: No classes: Good Friday

Wednesday, April 28: Friday classes meet; Last day of classes

Tuesday, April 27 and Wednesday, April 28: Makeup days

Thursday, April 29 and Friday, April 30: Reading days

Monday, May 3–Friday, May 14: Exam period

Date to be Announced: Commencement

DEFINITIONS for Academic Information

(Note: these definitions are copied from the Definitions Section (0.00) at the front of the Faculty Rules)

The following terms, as used herein, have the following meanings.

- "Academic Responsibility and Student Code of Conduct" means the official standards of academic responsibility and integrity and principles of personal conduct that accord full respect for the rights of other members of the Law School community as well as the rules and procedures for enforcing the standards as adopted by the faculty.
- "Adjunct faculty members" means part-time faculty members teaching at the Law School on an adjunct basis and appointed in the manner specified in the Faculty Rules.
- "Associate Dean" means, unless specified otherwise, the Associate Dean for Academic Affairs and Student Engagement. References to the "Associate Dean" shall include persons working under the Associate Dean's supervision to whom the Associate Dean has appropriately delegated authority for carrying out ministerial tasks.
- "Clinical courses" means courses designated as such by the Curriculum Committee.
- "Day classes" means classes taught before 6:00 p.m.
- "Dean" means the Dean and President of the Law School.
- "Designated Writing Course" means a course designated by the Associate Dean under the Writing Requirement (See Faculty Rule 2.01.6.5).
- "Evening classes" means classes taught at or after 6:00 p.m.
- "Faculty Rules" means the New York Law School Faculty Handbook, as then amended.
- "Final Grade" means the final grade assigned to a student in a course after any adjustment pursuant to Faculty Rule Section 6.05.
- "Full-time day students" means students normally enrolled for credits in each semester sufficient to permit them to fulfill requirements for graduation in six semesters.
- "Good academic standing" has the meaning set forth in Faculty Rule 7.01.1.
- "Independent Research Paper" has the meaning set forth in the Writing Requirement Rule (See also Faculty Rules Section 2.08).
- "J.D." means a degree of Juris Doctor from New York Law School.

- "Joint degree program" means the program pursuant to which a student may earn a joint J.D./M.B.A. or J.D./M.P.A. or the J.D./M.A. where the J.D. is from New York Law School.
- "Law journal" means a law journal published by the New York Law School and approved by the faculty.
- "Law School" means New York Law School.
- "M.B.A." means a degree of Master of Business Administration from Baruch College of the City University of New York.
- "M.P.A." means a degree in Master of Public Administration from Baruch College of the City University of New York.
- "M.A." means a degree of Master of Arts in Forensic Psychology from the John Jay College of Criminal Justice.
- "Preliminary Written Grade" means the grade assigned to a student based on the student's written work for a course (see Faculty Rules Section 6.02 and 6.03), prior to any adjustment pursuant to Faculty Rules Section 6.05.
- "Registrar" means the Registrar of the Law School or, where the context permits, an appropriately delegated member of the Office of the Registrar.
- "Semester" means a fall or spring term.
- "Term," standing alone, means, except where the context requires otherwise, semester (whether fall or spring) or summer term.

EXPECTATIONS AND GUIDELINES

Law is a very demanding course of study. The curriculum at NYLS is designed to prepare students for a productive and rewarding professional life. Classroom learning is an essential part of that educational experience. Through classroom discussion, students have the opportunity to learn to think critically and to develop analytical and lawyering skills essential to the successful practice of law. Because classroom learning is so important, the faculty at NYLS has developed guidelines for course preparation and classroom conduct. These guidelines reflect minimum standards of conduct that you should adopt for yourself and expect from your peers. Every student is responsible for helping to maintain a classroom atmosphere in which all can benefit from the educational program at NYLS. Students also are expected to be familiar with the New York Law School *Student Code of Conduct and Academic Responsibility: Rules and Procedures* and to adhere to the Law School's standards. The *Code of Conduct* can be found in the Student Handbook starting on page 39, and is available on the Law School's portal (go.nyls.edu).

Preparation

You should be prepared for every class. On average, you should expect to prepare for three hours per week for every credit hour of class. In other words, for a four-credit class like civil procedure, you should expect to spend twelve hours a week reading assigned materials, briefing cases and preparing for analytic discussion in class.

Being prepared for class means not only completing the reading, but also actively thinking about the material. This means, for example, thinking about the questions and problems in the text, imagining the issues left unresolved by the courts and periodically reviewing material already covered in the semester. If you have no questions about the assigned material, you are probably unprepared.

Getting the Most out of Class

Freedom of Expression and Respect for Other Students' Views

The faculty is committed to fostering an atmosphere of tolerance in which all students feel free to express their points of view. We encourage you to express your opinions in a manner consistent with respect for the views of others. You are welcome to raise legal, policy, political, or ethical considerations when they are relevant to the class discussion, but not to engage in personal attacks or other uncivil comments or conduct.

Disruptive and Inappropriate Behavior

Avoid classroom behavior that interferes with the learning experience of other students. Repeated or egregious violations may lead to disciplinary action. Disruptive and inappropriate behavior includes:

- Leaving and reentering the classroom during the same class session;
- Leaving before class is over;
- Packing up before your professor indicates that class is over;
- Engaging in audible or visible private conversations;
- Reading newspapers or other materials that are not related to class;

- Eating disruptively in class;
- Surfing the internet or using your laptop or other device, including phones, for any activity that is not related to the class;

The faculty is committed to providing the highest possibility quality legal education that will give all NYLS students the tools needed to become successful members of the legal profession. Every member of the faculty maintains office hours, is available to meet by appointment, or can be reached by telephone or e-mail. We encourage you to contact your professors to discuss course work, your course of study, and your future career in the law.

Employment While in School

Full-time students are expected to devote most of their time to the study of the law. Full-time students should not work more than twenty 20 hours per week during the semester under any circumstances. This includes work as research assistants and through the work-study program, but not placements for course credit. Students normally will not be granted permission to alter their class schedules in order to conform to outside work commitments. This limitation includes work as a research assistant and through the work-study program, but not placements for course credit.

Bar Exam and Admission to the Bar

Students are responsible for complying with the bar admission regulations of the jurisdictions in which they wish to be admitted to practice. Some states require that candidates register with that state's bar commission when they first enroll in law school.

In addition to a bar examination, there are character, fitness, and other qualifications for admission to the bar in every U.S. jurisdiction. Applicants are encouraged to determine the requirements for any jurisdiction in which they intend to seek admission by contacting that jurisdiction. Addresses for all relevant agencies are available through the National Conference of Bar Examiners.¹

ATTENDANCE RULES (Faculty Rule 7.11)

The American Bar Association, the New York State Court of Appeals, and the policy of New York Law School require regular and punctual class attendance, beginning on the first day of each semester, in order for a student to satisfy credit hour requirements. In addition, The New York State Board of Law Examiners requires that each application for admission to the Bar be supported by a law school certificate of the applicant's "good and regular attendance." Accordingly, all students are expected and required to regularly attend scheduled classes for courses in which they are enrolled. The following rules apply to J.D. candidates, however, all students are expected to attend all classes. Any student who is absent more than the maximum absences allowed according to the following chart will be subject to a one-third grade reduction or dismissal from the course (for summer session courses and courses that meet for fewer than 14 weeks, equivalent percentages of total class time shall be used to determine maximum allowable absences):

¹ See ABA Standard 504(a).

Course Meetings Per Week	Maximum Unexcused Allowable Absences Per Semester	Subject to Mandatory Grade Reduction	Subject to Dismissal from Course
3 Meetings Per Week	5 absences	6 absences	8 absences
2 Meetings Per Week	3 absences	4 absences	6 absences
1 Meeting per week	2 absences	3 absences	4 absences

The faculty member teaching the course shall be responsible for monitoring attendance during each class. **For AY2020/21**, attendance will be taken through the Quickly plugin on Blackboard. It is the responsibility of each student to sign into Blackboard and select the “Attendance” feature on the left control bar and “check in” according to the process established by their professor. Any student who fails to do so will be considered absent. In addition, any student who arrives more than **10 minutes late** to class may be marked absent for that class session unless the course syllabus indicates otherwise.

The standards of academic integrity apply to this policy. Anyone who signs a hard copy attendance sign-in sheet for someone else is subject to disciplinary action. Anyone who allows someone to sign in or “check in” for them, or who has knowledge that someone has signed in or “checked in” for them, is subject to disciplinary action. Falsifying documents, committing forgery, and misrepresenting your attendance in any way are all serious matters that if practiced by a lawyer will lead to professional discipline including possible disbarment. Discipline for this conduct will be reported to the Bar Committee on Character and Fitness, and may keep you from being admitted to the bar.

Each student is responsible for tracking their attendance. As a helpful reminder, students may receive an e-mail from their professor when they have missed the maximum allowable absences. If a student exceeds the maximum allowable absences in a particular course, they will receive a **mandatory one-third grade reduction**. If the absences continue, the student is subject to **dismissal** from the course.

In accordance with New York Law School’s attendance policy, absences due to religious observance, bereavement, extended serious illness (with documentation), or jury duty (with documentation) will be “**excused**” by each individual professor, who will work with the Office of Academic Planning and Career Development. Absences due to illness will generally be considered “unexcused”. All “unexcused” absences will be counted toward maximum allowable absences per term. Students who experience significant personal difficulties that may prevent them from complying with this policy are strongly encouraged to meet with the Office of Academic Planning and Career Development to discuss what arrangements might be available to help their situation.

In extraordinary circumstances including a COVID-19 diagnosis, a student who receives a sanction for excessive absences may request relief from the Associate Dean for Academic Affairs and Student Engagement. Upon proof of extraordinary circumstances, such as serious personal injury or illness, serious injury or illness of an immediate family member or other exceptional circumstances beyond the student’s control which prevented the student from meeting the attendance requirements set out above, the Associate Dean for Academic Affairs and Student Engagement may grant whatever relief the Associate Dean deems appropriate, while remaining in compliance with ABA Standards.

Students dismissed from a course pursuant to the attendance policy will have their dismissal noted on their transcripts. Furthermore, students dismissed from first-year required courses will not be eligible for participation in the Dean's Leadership Council or the Dean's List for that semester.

RECORDING OF CLASSES (Faculty Rule 7.12)

Students should be aware that all online and hybrid class sessions are recorded by New York Law School for use by the professor and all students registered in the class (excepting certain meeting of clinical classes in order to preserve client confidentiality). These recordings are only for the use of the instructor and the students registered in the class.

Some instructors of in person only classes record all of their classes and make them available to all students. No other recording of class is permitted without the permission of the instructor. Recordings of classes provided to an individual student may not be shared.

Under extraordinary circumstances (such as religious observance, hospitalizations or other extended excused absences) and only with the permission of the Office of Academic Planning and Career Development, recording of classes that are not otherwise recorded may be arranged through the Office of Academic Planning and Career Development. Documentation may be required. Recording of a class under this provision does NOT excuse the class absence.

If a student must miss class due to a class or other academic conflict, including conflicts with co-curricular obligations such as inter-school moot court competitions and with case-related clinic obligations, permission for class recording must be granted by the faculty advisor or professor of the co-curricular course or clinic (or other course that is in conflict with the regularly scheduled class). The recording will be arranged by the faculty advisor or professor of the co-curricular course or clinic. Classes will not be recorded for conflicts due to intra-mural competitions such as the Froessel Moot Court competition. Recording of a class under this provision does NOT excuse the class absence.

BAR ADMISSION – PLANNING AHEAD

Students are responsible for complying with the bar admission regulations of the jurisdictions in which they wish to be admitted to practice. Some states require that candidates register with that state's bar commission when they first enroll in law school.

Students wishing to sit for the New York State Bar Exam will initiate their registration online with the New York State Board of Law Examiners in their 3L year. NYLS will conduct an information session in advance of the registration period and students should watch for announcements. The Board will follow up by email requesting each student to complete an attached Handwriting Sample form and Certificate of Attendance form. The Handwriting Sample form and Certificate of Attendance form must be completed and returned to the Registrar's Office in advance of the deadline. Both forms can be submitted in person or emailed to registrar@nyls.edu. Additional resources provided by the Assistant Dean for Bar Success can be found via the [Library Homepage](#).

As noted in the Expectations and Guidelines section, in addition to a bar examination, there are character, fitness, and other qualifications for admission to the bar in every U.S. jurisdiction. Applicants are encouraged to determine the requirements for any jurisdiction in which they intend

to seek admission by contacting that jurisdiction. Addresses for all relevant agencies are available through the National Conference of Bar Examiners.²

NYS BAR EXAMINATION INFORMATION

As of July 2016, the format of the New York State bar examination changed. New York has adopted the Uniform Bar Examination (UBE). For full information, contact the Office of Academic Planning and Career Development, which has posted information on the portal, and see the official information at <https://www.nybarexam.org/UBE/UBE.html>.

In addition to the UBE, applicants to the New York State Bar are required to do the following:

- complete an online course in New York-specific law, known as the New York Law Course (NYLC),
- pass an online examination, known as the New York Law Exam (NYLE).
- comply with the 50 hour pro bono service requirement (described here: <http://www.nycourts.gov/attorneys/probono/baradmissionreqs.shtml>)
- pass the Multistate Professional Responsibility Examination (MPRE, described here: <https://www.ncbex.org/exams/mpre/>) The MPRE is administered by the National Conference of Bar Examiners (NCBE). The passing score in New York for the MPRE is 85. Applicants must designate New York as the jurisdiction to which the score should be reported or have an official score report sent to the Board by the NCBE. Applicants must take and pass the MPRE within three years either before or after passing the New York bar examination, measured from the date the applicant sat for each examination.

Special Note: The rules of the New York Court of Appeals governing legal education in the state are stricter than the Standards promulgated by the American Bar Association governing legal education throughout the United States; New York's rules are more strict on the amount of time allowed to complete the J.D. degree (60 months instead of 84 months allowed by the ABA) and amount of distance learning credits (limited to 15) and timing of earning those distance learning credits (only once a student has completed 28 credits). Students interested in pursuing admission to the NYS Bar are responsible for ensuring that their course of study enables their admission.

	Time Limit to Complete J.D. Studies	Distance Education Credits Permitted	Distance Education Credits Permitted in First Year
American Bar Association	84 months	1/3 of total credits required for degree	Limited to 10
New York State Bar	60 months	15	Only after completion of first 28 credits.

² See ABA Standard 504a.

J.D. DEGREE REQUIREMENTS AND REGULATIONS (Faculty Rules Section 2.01)

The program of study leading to the Juris Doctor (J.D.) degree requires students to be in good academic standing and successfully complete at least eighty-six (86) credit hours of instruction. All students must complete the following courses as part of their individual curriculum. The following sequence as prescribed by the Law School satisfies all requirements established by the American Bar Association and New York State Court of Appeals.

The basic J.D. program includes a robust 1L curriculum including the following courses: Foundations for the Study of Law; Foundations for the Pursuit of Professionalism; Advanced Legal Methods; Legislation & Regulation; Civil Procedure; Contracts; Criminal Law; Legal Practice I and II; Property; and Torts.³

During 2L year, Day-Division students complete two semesters of Constitutional Law; Professional Responsibility and either Corporations or Evidence. (Students interested in careers in transactional practice should take Corporations and students interested in criminal or litigation-focused careers should take Evidence.)

Between 2L and 3L year, students choose and complete 2-3 Gateway/Bar Topic courses (Commercial Law; Criminal Procedure: Investigation; Family Law; and Wills, Trusts and Future Interests) and complete the other of either Corporations or Evidence.

During their final year, students in the bottom 75% at the end of their first year are required to complete Introduction to MEE/MPT (Multi-state Essay Exam and the Multi-state Performance Test) and all students are required to complete Introduction to MBE (Multi-state Bar Exam).

The Evening Division students will complete all of the same courses over their four years of study at the law school. There are evening sections of all courses available. For students in the Evening Division, their 1L and 2L year course sequencing is a slight variation on the 1L Day Division program. The Curriculum Checklists linked below provide the details on the variations to the Evening Division program.

- [Required Curriculum Checklists](#)

Each student is responsible for tracking their course of study to ensure completion of all required courses during their tenure at NYLS. The linked checklists can be used to facilitate your scheduling (these checklists can also be downloaded from the Student Services – Academics section of the portal). In conjunction with the checklists, students are strongly encouraged to meet regularly with their advisor in the Office of Academic Planning and Career Development.

- [Day Students \(Entered Fall 2016 or Later\) -- Curriculum and Graduation Checklist](#)
- [Evening Students \(Entered Fall 2016 or Later\) -- Curriculum and Graduation Checklist](#)

³ **Placement into Analytical Principles** Beginning in fall 2017, full-time students (who entered in Fall 2016) in the fourth quartile at the end of their first year would be required to take Analytical Principles (2 credits) in their third semester. In addition, Analytical Principles is highly recommended for full-time students (who enter in fall 2016) in the seventh decile and the upper half of the eighth decile at the end of their first year.

- [Evening Students \(Entered Fall 2015\) – Curriculum and Graduation Checklist](#)

Each student is also encouraged to review the policies and procedures in the “Student Credit Load and Registration” section below.

- [Prohibition Against “Double Counting” \(Faculty Rule 2.02.10\)](#)

No single course can be used by a student to satisfy more than one ABA-designated degree requirement including the experiential learning requirement, professional responsibility course, and the writing requirement.⁴ However, where a course is designed and approved to satisfy both requirements, the student may elect which requirement successful completion of the course will satisfy and work with the Registrar to ensure that their transcript reflects the same. For students affiliated with an academic center or institute, those affiliation requirements are not subject to the above prohibition.

- [Experiential Learning Requirement \(Faculty Rule 2.01.7\)](#)

Students commencing their Juris Doctor studies on or after August 2016 are required to complete 6 credit hours of experiential coursework and earn the grade of “B-” or better in each course. Credits earned in clinics, simulation courses, and field placements (also known as externship placements or workshops) that have been confirmed by the Associate Dean to meet the standards established in ABA Standards 303 and 304 count towards fulfilling this requirement. Where the course is graded Pass/Fail or Credit/No Credit, the student’s performance must reach the level of a “B-” or better in order to earn the “Pass” or “Credit.”

The complete list of approved clinics, simulation courses and externships and workshops (also known as field placements) can be found in the [Online Course Catalog](#). On the right side of the webpage use the filter system, under the “Graduation Requirements,” select “Approved for the Experiential Learning Requirement.”

- [Writing Requirement Rule \(Faculty Rule 2.01.6\)](#)

2.01.6.1 To graduate, each student must, in addition to all course requirements, complete significant written work representing substantial legal research. The Writing Requirement may be fulfilled by any of the following:

- (a) Completing and obtaining a grade of B- or better for a paper or papers in a course, other than a required course, meeting the guidelines set forth in 2.01.6.2 and 2.01.6.3.
- (b) Completing and obtaining a grade of B- or better for an Independent Research Paper as defined in 2.08 and meeting the guidelines set forth in 2.01.6.2 and 2.01.6.3.

⁴ ABA Standard 303 and Interpretation 303-1 - A law school may not permit a student to use a course to satisfy more than one requirement under this Standard (the writing requirement, the experiential learning requirement and professional responsibility).

(c) Completing a Note prepared for the Law Review and approved by the faculty advisor of the Law Review in accordance with 2.06 and Annex B and meeting the guidelines set forth in 2.01.6.2 and 2.01.6.3

(d) Completing and passing with a grade of B- or better any course designated by the Associate Dean as one that meets the guidelines set forth in 2.01.6.4 ("Designated Writing Course").

2.01.6.2 To satisfy the Writing Requirement by means of a paper or papers in a course, or by means of an Independent Research Paper, the student must satisfy one of the following criteria:

- a) For single substantial papers: complete the paper after completing (a) a research plan, (b) an outline, (c) a sufficient number of meetings with the course faculty to discuss in substantial detail the research being undertaken, (d) a preliminary draft, (e) substantial, detailed discussions with the course faculty of the content and style of the preliminary draft, and (f) a final draft with complete and stylistically correct footnotes, approved by the faculty teaching the course. While some variation from these requirements is permissible, the structure of the paper project should be substantially similar to the characteristics listed in (a) to (f). The final draft of the paper must reflect substantial legal research, the student's original thought, and proper writing style and citation form. The length of the paper submitted to satisfy the writing requirement is at the discretion of the supervising faculty member. It is the sense of the faculty, however, that such paper should ordinarily be a minimum of 20 double-spaced typed pages of analysis, exclusive of footnotes, in length. A paper by a student co-author is eligible for consideration only if the portions identifiable as the student's own work satisfy the requirements of this subsection. If the course faculty determines that the student has satisfied the writing requirement, the faculty shall so certify to the Registrar.
- b) For multiple shorter papers: complete two or more papers, at least one of which must be substantial and for each of which the course instructor shall provide an individual critique. The length of the papers submitted to satisfy the writing requirement is at the discretion of the supervising faculty member. It is the sense of the faculty, however, that the collective length of such papers should ordinarily approximate 20 double-spaced typed pages of analysis, exclusive of footnotes, in length. Original research and revision through two to four multiple drafts shall be factors in determining whether the work is of sufficient rigor to satisfy the writing requirement.

2.01.6.3 To satisfy the Writing Requirement by means of a paper or papers in a course or by means of an Independent Research Paper, the student must fulfill the requirements of 2.01.6.2. In addition:

Before beginning work on an Independent Research Paper to be submitted in satisfaction of the Writing Requirement, a student must obtain permission from a supervising faculty member. A student planning to write an Independent Research Paper may request any faculty member for supervision, but granting permission is solely within the faculty member's discretion. Full-time faculty members are expected

to supervise no more than ten Independent Research Papers per semester. Students are urged to consult faculty members about Independent Research Paper projects before or during registration in order to make the necessary arrangements. Adjunct faculty members may refuse or limit Independent Research Paper supervision.

A student enrolled in a course with a writing project or projects integrated into the structure of the course or with an optional writing project or projects integrated into the structure of the course may automatically obtain supervisory services from the course faculty, whether full-time or adjunct.

In course and Independent Studies Projects, students shall submit to the appropriate faculty member a Writing Requirement Registration form. The faculty member shall accept the form only after meeting with the student and agreeing on the topic. The student must then submit the Writing Requirement Registration form with the faculty member's signature demonstrating approval to the Registrar.

If a student fulfills the Writing Requirement either by a paper or papers in a course or clinic, or by the completion of an Independent Research Paper, the relevant faculty member shall so certify to the Registrar.

- 2.01.6.4 Satisfying the Writing Requirement under this subsection requires enrolling in, completing the requirements of and passing with a grade of B- or better a course designated by the Associate Dean as one eligible for awarding a Writing Requirement. To be so designated, a course must require each student to write multiple papers, at least one of which must be substantial and for each of which the course instructor shall provide an individual detailed critique. The length of the papers submitted to satisfy the writing requirement is at the discretion of the faculty member teaching the course. It is the sense of the faculty, however, that the collective length of such papers should ordinarily approximate 20 double-spaced typed pages of analysis, exclusive of footnotes, in length.

Faculty members teaching new or existing courses may seek designation as eligible for awarding a Writing Requirement by submitting their syllabi and writing expectations to the Associate Dean. The Associate Dean shall have discretion to determine whether a course proposed to fulfill this pathway to meeting the Writing Requirement satisfies the criteria of this subsection. Original research and revision through multiple drafts based upon individualized assessment of students' written product shall be factors in determining whether the required work is of sufficient rigor to satisfy the writing requirement.

A drafting course is eligible to be designated as satisfying the Writing Requirement by the Associate Dean if a legal research component is part of at least one of the mandatory papers in the course, each student is required to analyze the legal problem at stake in the assignment and the written work of each student is marked, commented upon and returned to the student for rewriting. These requirements are intended to give students guidance in writing a more sophisticated piece of work than is typically assigned during the first-year Legal Practice course and to provide students with a

professional writing sample. The Associate Dean shall have discretion to determine whether a course satisfies the criteria of this subsection and therefore can be used to satisfy the Writing Requirement.

- 2.01.6.5 The following additional requirements govern the operation of the Writing Requirement: There is no necessary correlation between the grade for a paper submitted in satisfaction of the Writing Requirement and the grade of a course or clinic, if any, in which the paper is written. For example, if a paper submitted in a course is deemed not to meet the Writing Requirement standards, a student may, with the permission of the faculty member, rewrite the paper and satisfy the Writing Requirement, although the course grade received is lower than a B-. In the alternative, a student who submits a paper evidencing an understanding of the course materials may receive a course grade above B-, but may not satisfy the Writing Requirement because, for example, the paper does not use proper citation form.

The faculty member supervising a paper for a course or an Independent Research Project may grant a request for an extension of time for the purpose of satisfying the Writing Requirement until the day grades must be reported to the Registrar for the relevant semester and in all cases where such extensions are granted, grades must be reported to the Registrar not later than 5:00 p.m. on the seventh day after grades for that semester were due..

Student transcripts will not reflect any unsuccessful attempt to satisfy the Writing Requirement, though a course grade below B- may in part reflect performance on written work.

Each semester the Registrar will compile and deliver to the Associate Dean the names of all students under each faculty member's supervision for purposes of satisfying the Writing Requirement in a course, Independent Research Project or other manner approved by the Associate Dean.

Independent Research Papers (additional details from Faculty Rule 2.08)

An Independent Research Paper is a significant paper involving substantial legal research on a topic receiving prior approval of a faculty member and prepared under the supervision of and approved in its final form by the faculty member. Students register for Independent Research Papers when they register for their regular courses. The paper must be of such scope that it requires an expenditure of time and effort equivalent to the successful completion of a two-credit class, taking account of class preparation, class time, and exam preparation. At a minimum, the student shall submit to the faculty member a research plan, an outline, a preliminary draft, and a final version of the paper, and the faculty member shall, at a minimum, critique the outline and the preliminary draft and evaluate the final draft and assign a letter grade to the final draft.

Independent Research Papers are due one week after the last day of the examination period or earlier at the faculty member's discretion. Copies of the Independent Research Paper shall be submitted by the student to both the supervising faculty member and the Registrar's Office.

STUDENT CREDIT LOAD AND REGISTRATION (Faculty Rules Section 2.02)

- **Registration and Confirmation of Class Enrollment**

All students must register for each semester they plan to attend New York Law School. Information regarding course schedules such as dates and times of classes and course descriptions can be obtained on the portal. Continuing students register for both the fall and spring semesters in the spring of each year. The registration materials that students receive from the Law School include, among other items, a course schedule, pre-registration materials for certain courses, and an explanation of the rules and regulations that govern registration.

Before the start of each term, students are responsible for determining that their names are listed on the roster of each course for which they register. Students should verify their course enrollments through the portal system and should immediately report to the Office of the Registrar any discrepancies.

A student will not be permitted to sit for an examination or submit a paper in any course in which his or her name does not appear on the class roster. In advance of each term, each student is responsible for confirming that they are registered for each intended class by confirming that their name appears on the class roster.

- **Minimum Credit Load (Faculty Rule 2.02.1)**

All students must take the required curriculum as prescribed by the Law School. Full-time day students must register for a minimum of 12 credits each semester. Part-time day or evening students must register for a minimum of 8 credits each semester.

- **Maximum Credit Load (Faculty Rule 2.02.2)**

Full-Time Day Students: Full-time day students may, without permission, enroll for up to 16 credits during a semester. A full-time day student must obtain the approval of the Associate Dean to enroll for more than 16 credits. In all instances, students are prohibited from enrolling in more than 20 percent of the total number of credits required for graduation in any single term.⁵

Part-Time Day and Evening Students: Part-time day and evening students may, without permission, enroll for up to 12 credits during a semester. A part-time day or evening student must obtain the approval of the Associate Dean to enroll for more than 12 credits. Part-time day and evening students who enroll for more than 12 credits in any semester shall still be considered part-time students.

Summer Session Maximum Allowed: Part-time students may take a maximum of 6 credits in a Summer Session. Full-time students may take a maximum of 8 credits in a Summer Session.

- **Auditing a Course**

Alumni: New York Law School graduates may audit courses free of charge. Alumni should contact the Registrar during the first week of classes and fill out an Audit Registration Form available on

⁵Pursuant ABA Standard 311(c). For NYLS – 20 percent of 86 credits is 17.2. The upper limit with permission is 17 credits.

the alumni website. Auditors will be permitted to audit a class with the permission of the instructor and only in those courses where places are available after the first week of classes. Drafting courses and other classes involving extensive professor feedback during the semester may not be audited.

Upper-level Students: Upper-level students who would like to audit a course must first obtain permission from the Office of Academic Planning and Career Development. Upon obtaining approval from the Office of Academic Planning and Career Development, an Audit Registration Form can be obtained from the portal under “Forms for Students,” under the “Student Resources” tab. This form must be completed by the student, signed by the course instructor, and then returned to the Registrar’s Office for registration. Students who audit a course will receive an AU grade on their transcript. Auditors will be permitted to audit a class with the permission of the instructor and only in those courses where places are available after the first week of classes. Drafting courses and other classes involving extensive professor feedback during the semester may not be audited.

- **Distance Education Courses (Faculty Rule 2.09)**

New York Law School (“NYLS”) complies with ABA Standard 306 governing “distance education courses.” “Distance education courses” are all courses which use a methodology that is characterized by the separation, in time or place, between instructor and student and in which less than two-thirds of the course instruction consists of regular classroom instruction. Any course where a substantial portion of the instruction involves using a methodology that is characterized by the separation, in time or place, between instructor and student must obtain the Curriculum Committee’s approval before that course will be available for student registration. These methodologies include, but are not limited to, (1) technological transmission, including Internet, open broadcast, closed circuit, cable, microwave, or satellite transmission; (2) audio or computer conferencing; (3) video cassettes or discs; or (4) correspondence.

All distance education courses will be clearly identified in NYLS’s course catalog and other registration materials provided to students.

Note: The New York State Court of Appeals currently has more stringent regulations on distance education courses included in studies toward a juris doctor and admission to the New York State Bar. Under Court of Appeals Rule 520.3(c)(6), student will not be allowed to enroll in a distance education course until they have completed 28 credit hours toward the JD degree. In addition, students are limited to 15 credits of distance education course work as part of their juris doctor studies.

- **Cross Registration and Joint Degree Program (Faculty Rule 2.02.3)**

When a day class in the same course is being offered during the same academic year, evening students shall have priority over day students for registration in evening classes; and when an evening class in the same course is being offered during the same academic year, day students shall have priority over evening students for registration in day classes, in each case subject to exceptions made at the discretion of the Associate Dean.

Students enrolled in the joint M.B.A. or M.P.A. degree program may be given up to 9 credit hours towards their 86 credit hours requirement as set forth in Section 2.01 by transfer of credits, graded "C+" or better, from the program leading to the M.B.A. or to the M.P.A., subject to approval by the joint degree program coordinator. Students enrolled in the joint M.A. degree program may receive up to 12 credit hours towards their 86 credit hours requirement as set forth in Section 2.01 by transfer of credits, graded "C+" or better, from the program leading to the M.A., subject to approval by the joint degree program coordinator.

- **Additions of and Withdrawals from Elective Courses (Faculty Rule 2.02.5)**

Additions: During the first week of a semester, a student may add elective courses up to their maximum divisional limit (16 credit hours for Day and 12 credit hours for Evening). During the second week a student may add an elective only upon a showing of cause satisfactory to the Associate Dean. After the end of the second week, students may not add any course, except an Independent Research Paper, upon a showing of cause satisfactory to the Associate Dean.

Withdrawals: During the first week of a semester, a student may drop elective courses within their minimum divisional limit (12 credit hours for Day and 8 credit hours for Evening). After the end of the first week and through the last day of classes for the semester, a student may drop an elective course only upon a showing of cause satisfactory to the Associate Dean. After the last day of classes, students may drop an elective course only upon a showing of extraordinary reasons satisfactory to the Associate Dean.

Approved course withdrawals will be recorded as follows: during the first four weeks of the semester, no record of enrollment; after the fourth week, "WD" (withdrawn).

Students who do not withdraw from a course by filing the appropriate form and receiving, where required, the appropriate approval and who do not attend the final exam or turn in a paper for the course, as applicable, will receive a permanent grade of "ABF" (absent failure) or an equivalent designation.

- **Waiver of Course Prerequisites (Faculty Rule 2.02.6)**

Prerequisites for any course may be waived only on an individual basis and with the professor's consent.

- **Minimum Time to Earn J.D. (Faculty Rule 2.02.8)**

The course of study to earn a J.D. must be completed in no fewer than 24 months even in the case of graduation acceleration.⁶ All students must also comply with the **NYLS Residency Credit Requirement**.

⁶ See ABA Standard 311(b).

- [Maximum Time to Earn J.D. \(Faculty Rule 2.02.9\)](#)

The course of study to earn a J.D. must be completed in no more than 84 months, except in limited extraordinary circumstances, and including instances where a student has transferred from another institution.⁷ NOTE: For those interested in pursuing admission to the New York State Bar, as discussed above, NYS limits the maximum time to earn a J.D at 60 months.⁸ Students interested in pursuing admission to the NYS Bar are responsible for ensuring that their course of study complies with this rule.

SUMMER STUDIES

- [Summer Session – General Overview](#)

New York Law School offers a variety of courses in the Summer Session to enable students to lighten subsequent course loads, to increase scheduling flexibility, to supplement courses taken during the regular academic year, or, with the permission of the Registrar, to accelerate the student's date of graduation (see Acceleration of Graduation Date). Summer Session generally extends over an eight-week period from the end of May to the end of July.

Students are eligible to receive residence credit for course work taken through the NYLS Summer Session at New York Law School (credits taken through the NYLS summer program in London may not be used for residence credit). Part-time students must take a minimum of four credits and full-time students must take a minimum of six credits to receive residence credit for the Summer Session. Part-time students may take a maximum of six credits in a Summer Session. Full-time students may take a maximum of eight credits in a Summer Session. For more information regarding residence credit, please see the section on Residence Credit or contact the Office of the Registrar or the Office of Academic Planning and Career Development.

A student's academic status for the semester preceding the summer term shall not be affected by Summer Session. See the section on "Academic Status and Standing" in this Handbook for additional information.

- [Summer School Abroad](#)

Students must complete the **required form** by visiting go.nyls.edu and obtain prior written permission from the Office of Academic Planning and Career Development to receive credit for attending summer school abroad. All courses must be approved prior to attending a Summer Abroad Program. New York Law School permits students in good academic standing to take courses and earn academic credits only through American Bar Association approved Summer Abroad Programs. Once permission is granted, students studying abroad will maintain contact with their advisors

Eligible students may register for up to six credits for attending summer school abroad and, provided they receive a "C" or above, will receive credit only (no grade will appear on the student's transcript nor be included in the calculation of the student's GPA) for the course or courses. Students may receive residence credit only for Summer Abroad Programs that provide instruction over a period of at least eight weeks.

⁷ See ABA Standard 311(b).

⁸ NYS Court of Appeals Rules for Admission 520.3(d)(2).

GRADES

- **Class Standing of Students (Faculty Rules Section 7.10)**

All students will be ranked within their class at the end of each academic year, i.e., at the end of two semesters, four semesters, and six semesters for full-time students and, in addition, part-time students at the end of eight semesters. In determining class rank, the Registrar will exclude from the student's average any grade of Incomplete, and any grade entered upon completion of a paper or examination following an Incomplete, but shall include the grade in the determination of class rank when next calculated following the entry of the final grade.

Full-time day students are ranked at the end of the spring semester of each academic year. At the end of the spring semester of the third year, full-time day students will receive their ranks in the full-time day class and will also receive a combined class rank with all the students, full-time and part-time, who will graduate in June of that year.

Part-time evening students are ranked together and at the same time as the full-time day students, except that part-time students will also be ranked at the end of their fourth year. Upon graduating, part-time students will also receive a combined class rank with all the students, full-time and part-time, who will graduate in June of that year.

Full-time students graduating in February of any year will, upon graduation, receive an official estimated combined class rank indicating, to the extent possible, the student's rank within the class of full-time and part-time students who graduated the preceding June, taken as a whole.

Full-time students graduating in September of any year will, upon graduation, receive an official estimated combined class rank indicating, to the extent possible, their rank within the class of full-time and part-time students who graduated the preceding June, taken as a whole.

Students who transfer to the Law School from another law school shall be given an official estimated class rank with their class. The Registrar is to indicate on a transfer student's final transcript the student's official estimated class rank.

- **Dean's List and Dean's List-High Honors (Faculty Rule 2.03)**

Students shall be named to the Dean's List and the Dean's List—High Honors at the end of the fall semester and at the end of the spring semester. A student whose grade point average is at least 3.4 for a semester shall be named to the Dean's List for that semester and a student whose grade point average is at least 3.7 for that semester shall be named to the Dean's List—High Honors for that semester, provided that the student has completed the minimum number of credits for the student's division for that semester, has not received an incomplete for any courses that semester, and is in residence at New York Law School. Any grade a student receives during the summer semester will not be taken into account for purposes of calculating Dean's List eligibility. A student who has been named to the Dean's List or Dean's List—High Honors shall have a notation to that effect placed on the student's transcript.

- [Graduation Honors \(Faculty Rule 2.04\)](#)

Academic honors of *summa cum laude*, *magna cum laude*, and *cum laude* will be determined by the Academic Status Committee based upon final grade point averages and whatever other factors the Committee may deem appropriate. Normally not more than 25 percent of the graduates will be awarded these academic honors. Normally the honors will be apportioned as follows: no more than (a) 2 percent *summa cum laude*, (b) 7 percent *magna cum laude* and (c) 16 percent *cum laude*.

Transfer Students (Faculty Rule 2.04.2). Students who graduate from the Law School but who have earned credits at any other law school will be awarded honors based on their combined record from the Law School and the other law school, taken together.

- [Anonymous Grading and Student Exam Numbers](#)

All examinations and some papers are graded anonymously. The anonymous grading system ensures that examination papers are graded strictly on the merits of their content, without regard to an instructor's independent impressions of the particular student's knowledge or understanding of the material in question. The system protects both students and faculty from the possibility of invidious, favorable, or otherwise unfair discrimination in the grading process. Because term papers and in-class assignments often involve personal contacts that make anonymity impossible, the anonymous grading system is used most often for written examinations, both in-class and take-home.

Under the anonymous grading system, students obtain a new examination number from the Portal each semester. Students must write or enter that number (and no other identifying information) on each examination and anonymously graded paper that they submit. Instructors assign grades without knowing which student wrote which exam. From the time students turn in their examinations or papers, until the time grades are posted, there is to be no communication between the students and the instructor that might breach the anonymity of the grading process by connecting a particular student with a particular examination number or answer. Instructors do not learn which student wrote which examination or paper until they submit their Preliminary Written Grades to the Office of the Registrar.

- [Range of Grades \(Faculty Rule 6.01.1\)](#)

Grades shall be ranked as follows: "A+" (4.33), "A" (4.0), "A-" (3.67), "B+" (3.33), "B" (3.0), "B-" (2.67), "C+" (2.33), "C" (2.0), "C-" (1.67), "D+" (1.33), "D" (1.0), "D-" (0.67), "F" (0.0). A grade of "ABF" (absent failure) designates failure by a student, without excuse approved by the Associate Dean for Academic Affairs and Student Engagement, (i) to attend an examination when it is scheduled or (ii) to hand in a final paper for a course when it is due. A grade of "ABF" will be counted as an "F" and will be permanently entered on the student's transcript. The grade of "Cr" (Credit) or "P" (Pass) designates the successful completion of participation on a journal or in moot court, cross-registration courses, and placement credits in externships and workshops, or any other class delineated with a pass/fail grade in lieu of a letter grade. Exceptions to these general principles may be made in particular courses, and will be indicated in the Academic Catalog. Grades recorded for summer term courses are included in determining the student's cumulative average at the end of the semester following the summer term but are not included in determining the student's average for any individual semester.

The following have no effect on a student's grade point average:

- i. "WD" (withdrawn) designates approved withdrawal from a course after the fourth week of any semester.
- ii. "NCO" (no credit overcut) designates a student's being dropped from a course for excessive absences.
- iii. "INC" (incomplete) designates the granting of an excused absence from an examination or an excused extension to submit a paper. The grade of "INC" will be changed on the student's record into a letter grade or "CR" or "P", as applicable, when the student makes up the examination or turns in the paper and receives a grade. The grade of "INC" will, however, automatically be changed to an "ABF" at the end of the immediately succeeding semester unless the Associate Dean for Academic Affairs and Student Engagement in his or her discretion, for cause, grants the student additional time.
- iv. "CR" (Credit) or "P" (Pass) designates the successful completion of participation on a journal or in moot court, cross-registration courses, and placement credits in externships and workshops. Credits for casework in the clinics offered within the law school, however, are graded with letter grades.

Students may view final grades on the Portal.

- [Repetition of Failed Course \(Faculty Rule 2.02.4\)](#)

Any student who has failed a required course must, on a Pass/Fail basis, repeat and pass the course, complying with the attendance requirements of the repeat course. The student shall repeat the course at the earliest time that it is offered not in conflict with another of the student's required courses. The original "F" shall remain permanently in the student's record, and the Registrar shall record the grade of "P" beside the original "F" when the student passes the course.

A student who fails an elective course must, on a Pass/Fail basis, either successfully repeat the course or pass another course of at least the same number of credits as the failed course which the student designates as a substitute for the failed course within the first week of the course, complying in either case with the same attendance requirements as all other students in the course. The original "F" shall be permanently recorded in the student's record, and the Registrar shall record the grade of "P" or "F" beside the original "F" when the student subsequently completes the course or the substitute course. If a student elects to substitute another course, the Registrar shall so indicate on the student's record.

- [Grade Adjustments \(Faculty Rule 6.05\)](#)

If the professor chooses to adjust a student's Preliminary Written Grade (see below for more on *Basis for Preliminary Written Grade*) on the basis of the quality of the student's in-class work, the professor may, after turning in Preliminary Written Grades for the entire class to the Registrar's Office, raise or lower the student's Preliminary Written Grade by 1/3 of a letter grade. A "D-" may not be lowered to an "F" and an "F" may not be raised to a "D-". After Final Grades have been officially registered, they are not to be changed, except on account of arithmetical or clerical error and with permission of the Associate Dean for Academic Affairs and Student Engagement.

- **Basis for Preliminary Written Grade – Required Courses.** (Faculty Rule 6.02) In required courses, other than Legal Practice I and II, one or more written examinations shall be the primary basis, accounting for at least two-thirds of the total score, for the Preliminary Written Grade.
- **Basis for Preliminary Written Grade – Elective Courses.** (Faculty Rule 6.03) In elective courses the faculty member shall, during the first week of the semester, inform the class of the basis for the Preliminary Written Grade, and any faculty member choosing to use more than one basis for the Preliminary Written Grade shall at that time inform the class of the relative weight to be given to each.

- **Faculty Discussion of Examinations with Students (Faculty Rule 6.07)**

For every course in which a final examination constitutes the principal factor in the course grade, the faculty member shall provide students with a summary review of the essay portion of examination. The review, which can be done in a live review session open to all students in the course, by podcast, in writing, or otherwise shall include a summary and analysis of the issues and problems raised by the essay questions.

Faculty members shall (upon request made prior to the last day of class of the semester following the semester for which the grade was assigned) provide an opportunity for any student to receive an individual critique of the essay portion of the final exam or paper, provided that the requesting student has availed himself or herself of the review provided by the faculty member as set forth above.

In the event that a student has made efforts to arrange to receive an explanation as called for above and has not been able to do so, he or she may report the situation to the Associate Dean. The Associate Dean shall undertake to arrange for the student to receive an appropriate explanation or take whatever other action or actions seem appropriate in the circumstances.

- **Grading Curves (Curve for 1L Large Sections; Curve for Legal Practice I and II; Curve for 1L Small Sections; Curve for Elective Courses over 20 and Constitutional Law: An Introduction, Evidence, and Professional Responsibility)**

New York Law School has adopted a policy intended to preserve the flexibility necessary to reflect varying levels of academic performance in graded courses, but at the same time to provide a consistent framework for grading. The grading curve should be applied to the Preliminary Written Grades (the grades on anonymous written exams and/or papers, except in first-year writing and other writing courses where anonymous grading may not be used on all assignments, but a curve is applied to compiled grades before adjustments to grades may be made). After Preliminary Written Grades are submitted to the Office of the Registrar, adjustments may be made for in-class work.

The following tables describe the prescribed range for each grade, and the cumulative minimum and maximum percentages. It is the intent of the policy that faculty give final grades that stay within the range for each grade, and within the cumulative range. For example, while the "range" for grades of "B" in the first year required courses (Table A) is 18-26%, the "cumulative range" is 50-65%, indicating that 50% to 65% of the grades for the class should be A+, A, A-, B+, or B.

Curve for 1L Large Sections			
Grade	Percent	Cumulative Minimum	Cumulative Maximum
A+, A	6-12%	6%	12%
A-	8-18%	18%	25%
B+	14-22%	35%	45%
B	18-26%	50%	65%
B-	8-14%	60%	75%
C+	4-12%	70%	85%
C	4-12%	75%	90%
C-	5-10%	85%	95%
D+, D, D-	5-10%	96%	100%
F	0-4%	-	-
Curve for Legal Practice I and II, Advanced Legal Method, and Analytic Principles			
Grade	Percent	Cumulative Minimum	Cumulative Maximum
A+, A, A-	10 - 30%	10%	30%
B+, B	30 - 55%	45%	60%
B-	10 - 30%	60%	75%
C+, C	10 - 30%	80%	100%
C- and below	0 - 20%	100%	

Curve for 1L Small Sections of Doctrinal Courses			
Grade	Percent	Cumulative Minimum	Cumulative Maximum
A+, A	5-15%	5-15%	
A-	8-18%	15%	30%
B+	12-24%	35%	50%

B	14-30%	50%	70%
B-	10-20%	60%	80%
C+	4-10%	65%	85%
C	4-10%	75%	90%
C-	5-10%	85%	95%
D+, D, D-	5-10%	96%	100%
F	0-4%	-	-

Curve for Elective Courses over 20 and Constitutional Law I& II, Corporations, Evidence and Professional Responsibility*

Grade	Percent	Cumulative Minimum	Cumulative Maximum
A+, A	5 - 15%	5%	15%
A-	10 - 20%	15%	25%
B+	15 - 30%	35%	50%
B	10 - 30%	50%	75%
B-	8 - 22%	70%	85%
C+	5 - 15%	80%	95%
C	5 - 15%	85%	100%
C-	0 - 10%	90%	100%
D+, D ,D-	0 - 5%	96%	100%
F	0 - 4%	100%	100%

*It is recognized that a grading curve is not appropriate for elective courses with 20 or fewer students. Faculty members should give grades that, in their judgment, the students in the course would have received had they submitted the work in a larger class.

- [Transcripts](#)

An official transcript of a student's record will be issued by the Office of the Registrar upon a student's written request. This request should be made via the Portal. Go to Student Resources then click on Forms for Students. Official transcripts are sent directly to a person, agency, or organization as requested by the student. Official transcripts are issued with the School seal.

Unofficial transcripts are not issued under seal, and a student may print out an unofficial transcript through the Portal. Transcripts will not be released to students with past due accounts.

ACADEMIC STATUS AND STANDING (Faculty Rules Section 7.0)

NOTE: This section is reprinted from the Faculty Rules Section 7.0. To ensure all persons are reading the same text and using the same cross-references, the numbering from the Faculty Rules is maintained in this section.

Please note that the rules pertaining to Academic Status, Good Standing, Academic Warning, Academic Probation, Automatic Dismissal and Application for Re-Admission, Dismissal and Referral to Academic Status Committee, and Appearance before the Academic Status Committee were amended in 2019. Published below are the rules that to students matriculating in Fall 2019 and later. Please see the Annex for the rules applying to students who matriculated in Fall 2018 and earlier.

7.01 Academic Status and Good Standing. At the end of every fall and spring semester, the Registrar shall review the academic records of each student, compute each student's semester and cumulative grade point averages and identify each student's academic status. A student is in good academic standing at the Law School if the student is not on academic probation pursuant to Rule 7.03.

7.02 Academic Dismissal at the end of the first or second semester of study

7.02.1 Any student whose GPA is below 2.0 at the end of the student's first semester of study shall be dismissed. This decision is final, but a student dismissed under this rule may reapply to the Law School under Rule 7.14.

7.02.2 Academic Probation in the second semester of study. As further delineated under Rule 7.03, any student whose GPA is equal to or above 2.0 but below 2.25 after the first semester of study is on academic probation for the following semester.

7.02.3 Any student whose cumulative GPA is below 2.25 at the end of the student's second semester of study shall be dismissed. If such student has a cumulative GPA of 2.0 or above, the student may appeal to the Academic Status Committee, pursuant to Rules 7.05 – 7.07, for conditional readmission to the program of study for the J.D. degree.

7.02.4 Conditional Readmission. Any student readmitted after dismissal pursuant to Rule 7.02.3 shall be required to repeat the first-year curriculum. Any such student who fails to achieve a cumulative GPA of at least 2.67 as of the end of the first and second semesters after readmission shall be dismissed and shall not be eligible to petition for readmission.

7.03 Academic Probation

7.03.1 Any student whose GPA is equal to or above 2.0 but below 2.25 after the first semester of study is on academic probation for the following semester and must meet with the Assistant Dean for Academic Success or a member of the Academic

Success team as soon as possible and shall be required to participate in any supplemental academic programming specified by the Assistant Dean for Academic Success or a member of the Academic Success team.

7.03.2 Any student whose GPA is below 2.25 for any semester subsequent to the second semester of study, but whose cumulative GPA including that semester is 2.25 or above, is on academic probation and must meet with the Assistant Dean for Academic Success or a member of the Academic Success team as soon as possible to discuss and determine an appropriate course of action. A student on academic probation may be required to meet additional requirements, up to and including a one-or-two-semester leave of absence, as determined and set in writing by the Assistant Dean or by the Academic Status Committee.

7.03.3 Any student on academic probation whose GPA for the student's last completed semester as well as the student's cumulative GPA at the end of that semester are both equal to or greater than 2.25, shall be restored to good standing, if the student has satisfied all other conditions set by the Assistant Dean for Academic Success or the Academic Status Committee. In addition, the student must have completed at least 12 credits (if a full-time student) or at least 8 credits (if a part-time student) in that last completed semester to be eligible to be restored to good standing.

7.03.4 If a student is or has been on academic probation and in any subsequent semester (a) such student's semester or cumulative grade point average is below 2.25, or (b) such student fails, without excuse approved by the Associate Dean of Academic Affairs and Student Life, to complete at least 12 credits (if a full-time student) or 8 credits (if a part-time student), the student shall be automatically dismissed unless such student has begun attending classes for his or her final semester (see Rule 7.04). However, such a student may appeal to the Academic Status Committee pursuant to Rules 7.05 - 7.07 to be reinstated. If the Committee determines that the student will be reinstated and allowed to continue, it may require the student to take a one-or-two-semester leave of absence and/or impose such other conditions as it deems appropriate.

7.04 Students in the Final Semester of Law School. Any student who has commenced classes for his or her final semester at the Law School may complete that semester, even if not in good academic standing at the beginning of that semester. At the end of that semester a degree will be conferred if the student has met all requirements for graduation.

7.05 Procedures of the Academic Status Committee

7.05.1 Students who wish to appeal to the Academic Status Committee to be readmitted or reinstated must submit a written petition providing a concrete proposal that will lead to academic success. Students have no right to appear before the Committee and

generally do not do so, although the Academic Status Committee may, in its discretion, invite or require a student to appear. To aid in the Committee's determination, petitions should include an explanation of what led to the student's academic difficulties and the changed circumstances and measures that would now lead to successful completion of the program, including any relevant documentation. It is strongly recommended that the petition contain at least the following: (a) any factors or circumstances that have adversely affected the student's performance, (b) any changes in such circumstances or the student's manner of dealing with them that is relevant to the student's prospective performance; (c) details concerning whether and how the student used the academic support resources available during the student's prior enrollment, and (d) a detailed plan for successful completion of the law program, including measurable goals and identification of resources that will be used to successfully complete the program.

7.05.2 Students may not communicate with individual members of the Academic Status Committee with respect to their case prior to or after the meeting of the Committee. The Associate Dean of Academic Affairs or the Registrar shall make themselves available to answer any questions a student may have about the procedures that will be followed at the meeting. The chairperson of the Academic Status Committee, at his or her discretion, may confer with students either before or after the meeting to discuss the procedures and the standards used by the Committee.

7.05.3 At the meeting, the Academic Status Committee shall review written materials submitted by the student along with information from records existing at the Law School that are relevant to determining a student's potential academic performance. These include records from the Office of Admissions and Financial Aid, the Office of the Registrar, Office of Academic Affairs and Student Life, and the Office of Academic Planning and Career Development. The Committee will also request information from faculty or administration members familiar with the student's academic performance and situation.

7.06 Factors to Be Considered by the Academic Status Committee

7.06.1 No student will be readmitted or reinstated unless the student demonstrates to the satisfaction of the Academic Status Committee that the student is likely to successfully complete the requirements for graduation and pass the bar.

7.06.2 In making their determinations, the members of the Academic Status Committee shall exercise their professional academic judgment in considering whether there is reason, in the light of the records presented and the circumstances made known to the Committee, to allow the student to be readmitted or reinstated to the Law School. Each case shall be decided on an individual basis, with the Committee members free to consider and to give weight to any factors they deem relevant to the exercise of their professional academic judgment. Rule 7.06.3, however, describes the factors that the faculty deems to be of particular significance in Committee determinations.

- 7.06.3 Of primary importance to members of the Academic Status Committee shall be the student's academic record while at the Law School, participation in and performance on additional diagnostic assessments administered by the Law School, and the degree to which this record fails to meet necessary minimum standards. In addition, members of the Committee may consider steps the student has taken to rectify any past failures to meet necessary minimum standards. If external circumstances have adversely affected the student's performance, the members of the Committee may consider what actions the student has taken, if any, to eliminate or reduce the adverse impact of those circumstances and whether adverse circumstances are likely to affect the student's future academic performance.

7.07 Determination of the Academic Status Committee

- 7.07.1 The Academic Status Committee will send its decision to the Associate Dean of Academic Affairs and Student Life. The decision of the Committee is final and is not subject to rebuttal or review except by reconsideration granted for good cause by a vote of at least two-thirds of the members of the Academic Status Committee.
- 7.07.2 The student shall be promptly notified of the Academic Status Committee's decision by the Associate Dean of Academic Affairs and Student Life.
- 7.07.3 If the Academic Status Committee decides not to readmit or reinstate the student, the student will no longer be considered a registered student of the Law School and will be informed of procedures for requesting reconsideration by the Committee under Rule 7.09.

- 7.08 Effect of Summer Term Grades.** A student's academic status shall not be affected by summer term grades until after the semester following the summer term. Grades recorded for summer term courses shall be included in the student's cumulative average at the end of the semester following the summer term but shall not be included in determining the average of any individual semester. A student dismissed for academic deficiency on account of the student's academic standing at the end of a spring semester will have any summer registration following such spring semester voided, and any grades received for that summer will be deleted from the student's record. In considering whether to dismiss a student after the end of the spring semester, the Academic Status Committee will not consider any grades that may have been received during such summer term, and any reference to such grades should be deleted from the student's statement prior to distribution to the Committee.

- 7.09 Reconsideration of Students' Status by the Academic Status Committee.** If the Academic Status Committee decides not to readmit or reinstate a student, such student may petition the Committee for reconsideration. The Committee shall grant a request for reconsideration only if the student submits a written petition presenting new significant facts which, for justifiable reasons, were not placed before the Committee before its initial determination and two-thirds of the members of the Committee assent to reconsideration. The student shall not be present to discuss the petition for reconsideration with the Academic Status Committee but, at the Committee's

discretion, may be invited to a subsequent meeting if the Committee decides to reconsider the student's status.

7.13 Student Leaves of Absence and Withdrawals from the Law School

- 7.13.1 To take a leave of absence or to withdraw from the Law School in good academic standing, a student must obtain written permission from the Associate Dean, who shall have the discretion to grant such a leave of absence or withdrawal. A student who is on academic probation or academic warning or is subject to any disciplinary action is normally ineligible for a leave of absence or withdrawal in good academic standing. Failure in any given semester to register for courses sufficient to meet the requirements of Rule 2.02, without obtaining written permission to withdraw or to take a leave of absence, may result in a withdrawal not in good academic standing, at the discretion of the Associate Dean. After registering for a semester, any student who withdraws from the Law School without being granted, on written application, a leave of absence or withdrawal in good academic standing will receive a grade of absent-failure ("ABF" or an equivalent designation) for all courses for which the student is then registered.
- 7.13.2 Leaves of absence may be granted, within the discretion of the Associate Dean, for up to two consecutive semesters, including the semester in which the leave of absence is granted if it is granted after the beginning of a semester. A student who has been granted a leave of absence and who does not resume taking courses in the fall or spring semester immediately following the last semester for which the leave was granted may, in the discretion of the Associate Dean, be treated as having withdrawn from the Law School. In such circumstances, readmission is at the discretion of the Associate Dean and may be on such terms and conditions as the Associate Dean deems appropriate.
- 7.13.3 Before the end of classes in any semester, a student may for good cause request in writing to withdraw from the Law School. After the end of classes and before the end of the examination period in any semester, a student may request withdrawal only for extraordinary cause documented upon written petition to the Associate Dean. The date of any request for withdrawal shall be deemed to be the date the request is received by the Office of Academic Affairs. After a request for withdrawal has been granted, a student who wishes to continue at the Law School must reapply for admission.
- 7.14 **Student Reapplication after Dismissal.** Any student who is dismissed under Rule 7.02.1, 7.02.2, or 7.03.4 may apply to the Law School for readmission in the academic year of dismissal or thereafter. Any application for readmission must include a demonstration of a change in circumstances that indicates an ability to meet the academic requirements of the Law School. A student will be admitted upon reapplication only at the discretion of the Law School consistent with the guidelines set forth by the American Bar Association: Standards and Rules of Procedures for Approval of Law Schools, Standard 501(c). (See *below*) Students who were dismissed on academic grounds because of their first-semester or first-year performance and who are readmitted will have to repeat all the first-year courses and will be subject to all conditions and requirements set forth in Rule 7.02.3.

Standard 501(c) of the ABA Standards and Rules of Procedures for Approval of Law Schools is as follows: A law school shall not admit or readmit a student who has been disqualified previously for academic reasons without an affirmative showing that the prior disqualification does not indicate a lack of capacity to complete its program of legal education and be admitted to the bar. For every admission or readmission of a previously disqualified individual, a statement of the considerations that led to the decision shall be placed in the admittee's file.

POLICIES RELATED TO MODIFICATIONS OF AN INDIVIDUAL STUDENT'S ACADEMIC PROGRAM

- Acceleration of Graduation Date

A student may accelerate completion of the J.D. program and graduate one semester early by obtaining special permission from the Registrar and the Office of Academic Planning and Career Development. Students should file a "Request for Acceleration" form with the Registrar, outlining how the student intends to meet the residence and other requirements for the award of the J.D. degree by New York Law School. This form is available on the portal.

In order to accelerate, full-time students must take a minimum of 6 credits during each of two summer semesters. Part-time students must take a minimum of 4 credits during each of two summer semesters. Students must fulfill the **Residency Credit Requirement**, and so are advised to consult with the Office of Academic Planning and Career Development to ensure that they will qualify for their desired graduation date. In some instances, a student may also need to review the **Divisional Transfer** policy (below).

The "Request for Acceleration" form must be completed before the beginning of the first summer term for which the student is enrolled and must be approved by the Registrar. The date of graduation will be accelerated only after the successful completion of the second summer term.

- Divisional Transfers

Students are admitted to New York Law School in one of the two designated divisions: Full-time Day or Part-time Evening. After completing one full year in a division, students may request a transfer to the other division. A request for a divisional transfer must be approved by the Office of Academic Planning and Career Development. Such requests should be made, in writing, to the Office of Academic Planning and Career Development prior to the semester in which the transfer is to be effective. The request must outline how the student intends to meet the residence requirements and any other requirements of New York Law School. Such requirements are generally described in the section entitled "Residency Credit." Except in extraordinary circumstances and with the approval of the Associate Dean, students may transfer divisions only once during their tenure at New York Law School.

- [Leaves of Absence and Withdrawals from the Law School \(Faculty Rule 7.13\)](#)
(Note: this provision is copied with exact numbering and order from Faculty Rules. This same excerpt appears in the Academic Status and Standing Sub-section above)

7.13.1 To take a leave of absence or to withdraw from the Law School in good academic standing, a student must obtain written permission from the Associate Dean, who shall have the discretion to grant such a leave of absence or withdrawal. A student who is on academic probation or academic warning or is subject to any disciplinary action is normally ineligible for a leave of absence or withdrawal in good academic standing. Failure in any given semester to register for courses sufficient to meet the requirements of Faculty Rule 2.02, without obtaining written permission to withdraw or to take a leave of absence, may result in a withdrawal not in good academic standing, at the discretion of the Associate Dean. After registering for a semester, any student who withdraws from the Law School without being granted, on written application, a leave of absence or withdrawal in good academic standing will receive a grade of absent-failure ("ABF" or an equivalent designation) for all courses for which the student is then registered.

7.13.2 Leaves of absence may be granted, within the discretion of the Associate Dean, for up to two consecutive semesters, including the semester in which the leave of absence is granted if it is granted after the beginning of a semester. A student who has been granted a leave of absence and who does not resume taking courses in the fall or spring semester immediately following the last semester for which the leave was granted may, in the discretion of the Associate Dean, be treated as having withdrawn from the Law School. In such circumstances, readmission is at the discretion of the Associate Dean and may be on such terms and conditions as the Associate Dean deems appropriate.

7.13.3 Before the end of classes in any semester, a student may for good cause request in writing to withdraw from the Law School. After the end of classes and before the end of the examination period in any semester, a student may request withdrawal only for extraordinary cause documented upon written petition to the Associate Dean. The date of any request for withdrawal shall be deemed to be the date the request is received by the Office of Academic Planning and Career Development. After a request for withdrawal has been granted, a student who wishes to continue at the Law School must reapply for admission.

Please see the section on schedule of tuition refunds.

- [Residency Credit Requirement \(Faculty Rule 2.02.11\)](#)

In order to be certified for the degree of Juris Doctor and to sit for the bar exam, students in the Full-time Day Division must complete a minimum of 90 weeks in residence. Completing six semesters with a minimum of 12 credits each semester will result in a total of 90 weeks (15 weeks per semester). Part-time students must complete a minimum of 120 weeks in residence. Completing eight semesters with a minimum of 8 credits each semester will result in a total of 120 weeks (15 weeks per semester). Students who transfer from one division to another are required to discuss their programs with the Office of Academic Planning and Career Development and to submit, in writing, a proposed outline of how they will satisfy the residence requirements, before their transfer is approved. In calculating residence credit, each week in the Full-time Division is equivalent to one and one-third weeks in the Part-time Division. Each week in the Part-time

Division is equivalent to three-quarters of a week in the Full-time Division. For example, students completing one year in the Full-time Day Division will have earned 30 weeks in residence. If they transfer to the Part-time division at this point, they will have the equivalent of 40 part-time weeks in residence. Students completing one year in the Part-time Division will have earned 30 part-time weeks in residence or the equivalent of 22 and ½ weeks in the Full-time Division.

- [Visiting at Another Law School](#)

A student whose extraordinary personal circumstances necessitate leaving the New York area may be permitted to study at another ABA-accredited law school for one (in rare circumstances, two) semesters and to count the credits earned at that school towards the total number of credits required for the award of the J.D. degree by New York Law School. The student must have completed at least one year of study at New York Law School, be in good academic standing, and petition the Office of Academic Planning and Career Development for permission to visit. Courses taken at another law school must be approved in advance by the Office of Academic Planning and Career Development and may not substitute for required courses or satisfy the Writing Requirement. Credit is given only for courses in which a student earns a grade of “C” or better. The grades are not reported on the NYLS transcript and are not averaged with NYLS grades to calculate a student’s GPA. It remains the student’s responsibility to meet the course and residency requirements for the J.D. degree.

[VISITING STUDENTS AT NEW YORK LAW SCHOOL](#)

- [Financial Aid](#)

New York Law School provides institutional financial assistance only for those applicants who are enrolled as New York Law School degree candidates. The School will assist visiting students in the application process for student loans available through outside lenders. Please refer to the Office of Financial Aid for additional information and the Financial Aid Handbook available on the Portal.

- [Academic Planning and Career Development](#)

Visiting students are welcome to use the services of the Office of Academic Planning and Career Development during the time they are enrolled at New York Law School. They may schedule an appointment with a career counselor, use all resource materials, apply to all open job listings, and attend all workshops and panels. Access to the Office of Academic Planning and Career Development will terminate on the last day of exams of the semester in which the visiting student is enrolled. Visiting students will not be eligible to participate in New York Law School’s Fall and Spring Recruiting Programs.

- [Registration](#)

Once visiting students have been admitted to the Law School, they will be informed of registration procedures for the semester. Visiting students taking up to 7 credits are charged by the credit hour. During fall and spring semesters, visiting part-time students taking 8 to 12 credits are charged as part-time students and visiting full-time students taking 12 or more credits are charged full-time tuition. During summer session visiting students are charged on a per-credit basis, regardless of the number of credits taken.

Although the Law School tries to give visiting students the courses they prefer, it is not always possible to do so. Students who are matriculating at New York Law School are given first priority in registering for all courses.

- **Non-Matriculated Students**

Non-matriculated students are not eligible to receive institutional financial aid from New York Law School, including scholarships and grants-in-aid. However, U.S. citizens or resident aliens may be eligible for government-subsidized loan programs such as Federal Stafford loans, as well as for participation in private loan programs and tuition payment plans.

Foreign-trained lawyers who are accepted as non-matriculantes must, prior to registration, meet with an advisor from the Office of Academic Planning and Career Development to discuss course selection and scheduling. Foreign students are advised to check with the bar examiners of any state in which they intend to take a bar exam to ensure they will comply with all eligibility requirements.

POLICIES AND PROCEDURES

STUDENT CODE OF CONDUCT AND ACADEMIC RESPONSIBILITY: RULES AND PROCEDURES (Adopted September 9, 2020)

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Section 1: Expectations for Good Conduct and Academic Responsibility

- A. The faculty, administration, and students all participate in preparing students to be responsible members of the legal profession. Achieving this purpose requires students to meet standards of academic integrity appropriate to graduate education, to display the high degree of professional responsibility required by the attorney's role in American society, and to observe principles of personal conduct that accord full respect for the rights of other members of the Law School community. The non-academic and academic conduct covered by this Code cannot be reduced to a comprehensive list of rules. Although Sections 2A and 2B of this Code of Conduct list some specific violations, students may be sanctioned for any substantial lapse

of academic integrity, professional responsibility, or acceptable personal conduct toward other members of the Law School community.

- B. **Statement to Affirm Academic Integrity** – From time to time, all students will be required to write out and sign the following statement to affirm their academic integrity in completing their work at New York Law School. Where it is required as part of an assignment, this statement will not count toward the word count, space limit, or time limit. For electronic submissions, typing out one's full name will suffice as the signature to the statement.

ACADEMIC INTEGRITY STATEMENT:

"As a student of New York Law School, I affirm that this is my original work and I have not relied upon nor shared prohibited materials. I will not reproduce or discuss any part of the assignment/exam in any form. I understand that any lapse in academic integrity is a violation of the NYLS Student Code of Conduct and Academic Responsibility and is subject to investigation and sanction."

Section 2: Grounds for Disciplinary Action

This Code applies to every person who attends or has attended the Law School in any capacity and with respect to conduct that occurs in person or online as it concerns or affects the Law School and any aspect of its operations, or any member of the Law School community. This Code specifically applies to such conduct in or affecting the residents of any dormitory residence in which NYLS serves as a owner/lessor/licensor/agent to its students. It shall continue to apply to students who have graduated, withdrawn, or otherwise discontinued their relationship with the School, but only for activities that took place in the admission or registration process or while in attendance at the School.

A. **Non-academic conduct** for which disciplinary action may be taken pursuant to this Code of Conduct shall include, but is not limited to, commission of any of the following acts:

1. Threatening or engaging in behavior, either in person or electronically, that may be characterized as menacing, disruptive, threatening to an individual's safety or well-being, abusive, disrespectful, violent, negligent, harassing, and/or bullying, against any member(s) of the Law School community or other third-parties, or otherwise creating an environment that is not conducive to, or interferes with, the educational and professional objectives of the Law School;
2. Engaging in behavior that contravenes ethical and professional responsibilities and standards, including, but not limited to, making misrepresentations on bar applications or to potential employers, or otherwise intentionally using false or forged information;
3. Possessing, selling, distributing, or the unauthorized use of, alcoholic beverages, controlled substances, or weapons on campus, or any other conduct that violates the Law School's Drug and Alcohol or Weapons Possession policies;
4. Jeopardizing the safety, security, and well-being of the Law School and members of the Law School community and third parties on the Law School campus;
5. Ignoring, refusing, or otherwise failing to comply with requests and instructions by Law School employees, administrators, and security staff;

6. Failing to comply with Law School disciplinary proceedings or sanctions;
7. Using Law School property, computer and electronic equipment, or computer or electronic software and email to haze, bully, harass, malign, embarrass, ridicule, or abuse a member of the Law School community;
8. Stealing or otherwise taking Law School property or the property of individuals without prior authorization;
9. Intentionally or recklessly vandalizing or otherwise destroying or damaging Law School property or the property of members of the Law School community;
10. Wrongfully disrupting teaching and classroom activities, including misappropriating books or other learning materials;
11. Bringing unauthorized visitors onto campus;
12. Falsifying, or lying on, a Law School document or record;
13. Using Law School facilities or property without authorization or inappropriately;
14. Smoking in prohibited areas;
15. Engaging in behavior that is prohibited under the Law School's Privacy Policy, Family Educational Rights and Privacy Act Policy, Sexual Misconduct Policy and addendum, Non-Discrimination and Harassment Policy and addendum, Whistleblower Policy, Weapon Possession Policy, Drug and Alcohol Policy, and Security and Fire Safety Policy. Note that for violations of these policies, the Law School may choose, at its sole discretion, which policies, and their protocols, to apply;
16. Engaging in conduct that is prohibited under any other Law School policy.

The Law School may determine, at its discretion, that conduct that occurs offsite that violates any of the above-established prohibitions shall be subject to the consequences set forth in this Code if it disrupts Law School operations, reflects adversely on the Law School, or interferes or threatens the safety of members of the Law School community.

B. Academic conduct for which disciplinary action may be taken pursuant to this Code of Conduct shall include, but is not limited to, commission of any of the following acts:

1. Cheating on academic exercises, including:
 - a. Obtaining or giving assistance, unless by explicit authorization or instructions of the teacher or supervisor;
 - b. Submitting for credit substantially the same work as was submitted in another course (including Independent Study, law journal, Moot Court, clinic, or externship) or work prepared for any other purpose (including employment or volunteer work) except where the student, after full

disclosure, obtains prior written permission from the instructor or supervisor of all such courses or work; and

c. Plagiarism, including:

i. Failing fully to credit sources of ideas or language by failing to cite the work of others, by failing to use quotation marks or to block indent language taken directly from the sources, or by otherwise failing adequately to acknowledge the sources used, and

ii. Otherwise submitting another's work as one's own.

2. Making any misrepresentation to any person in connection with admission to the School or the Bar, awards, financial assistance, or any other academic, financial, School or employment-related matter, whether prior to or after admission to the School.

3. Intentionally or recklessly doing, or attempting or threatening to do, any of the following:

a. Wrongfully depriving members of the Law School community of books, materials, services or opportunities otherwise available.

b. Wrongfully interfering with or disrupting any of the educational programs or academic exercises of the School, including as a result of behavior in the classroom.

i. Regarding appropriate behavior in online and hybrid courses, the following applies to all such courses at NYLS to ensure a positive and safe learning environment for all members of the NYLS community:

1. Login to class meetings in advance of the stated start time for the class prepared to learn.
2. Attendance will be taken virtually. Please follow the instructions in each course syllabus to ensure that you are marked "present" when you attend class. It is each student's responsibility to ensure that their attendance is properly recorded.
3. To foster the greatest connection and engagement possible, students are asked to keep on their video during class meetings. NYLS will supply an NYLS backdrop that should be used if the student's device will support it. If not, or if the student is unable to keep on the video for any reason, the student should upload to their account profile a professional photograph of themselves suitable for use on LinkedIn so that the instructor and other students can see a visual representation of the student when their video is turned off. (NYLS Backgrounds are available for download on the NYLS portal as well.)
4. Instructors will call on students using the "Participants List" in the online classroom tool (Zoom/MS Teams/etc). Please make sure that your "profile" corresponds to your name on the class roster. In any instance where your profile may appear differently, please alert the professor, their teaching assistant and their faculty assistant as soon as possible.
5. Unless you are speaking, please keep the "mute" option selected to minimize unnecessary background noise.

6. Please use the “raise hand” function in the “Participants List” to volunteer and lower your hand after you have spoken.
7. All students are expected to be active participants in class regardless of their physical location during class; this includes break-out groups as well as in the larger group sessions.
8. When the Chat function is enabled, it is limited to course-related communication only. Please chime in with questions and answers when invited by the instructor. Please refrain from making comments that do not contribute to academic discourse or are unprofessional in tone and tenor. Specifically, communications that are rude, bullying, harassing, joking, mocking, detracting from or otherwise unrelated to the course are strictly prohibited.
9. To help ensure that all students are able to focus on class, please do your part to minimize distractions caused by misuse of the chat function; unnecessary noise or chaos in your personal background; and any other such behavior that would be considered disruptive in a traditional classroom setting.
10. Please be mindful of each other’s privacy. Do not “pin” other students during online class meetings. Do not take screen shots of online class meetings.
11. Most class meetings will be recorded. Please communicate with your professor if you have any concerns related to the recording.

c. Wrongfully obstructing the operations of the Academic Responsibility Committee.

C. Dean's Actions Not Limited.

1. Nothing herein shall limit the authority of the Dean, administration, or faculty to enforce the financial policies or academic rules of the School including but not limited to examination and attendance rules.
2. Nothing herein shall limit the authority of the Dean to revoke or withdraw admission to the School for failing to meet admission requirements, or to revoke or alter an award of financial aid.
3. Notwithstanding the provisions of this Code, the Dean may take action to deal with situations of an emergency nature posing a threat to the safety or health of the Law School community or the integrity of the programs or property of the School. Such emergency action may involve suspension of the Student for a period of time deemed appropriate by the Dean, delaying the granting of credits or the posting of grades to the Student’s transcript, or the suspension of graduation of the Student pending the completion of proceedings under these rules. Having determined that emergency action is required, the Dean shall inform the Chair of the Academic Responsibility Committee of such action. The Chair shall then proceed according to the provisions of this Code with respect to a decision about the status of the Student.

Section 3: Academic Responsibility Committee

A. Appointment of the Committee. The Dean shall appoint an Academic Responsibility Committee, consisting of the following (none of the persons appointed may serve simultaneously on the Academic Responsibility Committee and the Academic Status Committee):

1. Faculty. From among the full-time faculty, a Chair for each Investigation Panel (if there is more than one Investigation Panel, one of the Chairs will serve as Chair and Convener of the Committee), two Hearing Panel members, and one additional faculty member for each Investigation Panel.

2. Administration. From among the administration, one Hearing Panel member and one member for each Investigation Panel.

3. Students. Two students for the Hearing Panel.

a. Student members shall be appointed annually, commencing at the beginning of the fall semester, and shall serve until a successor is appointed.

b. A student who has been appointed to a Hearing Panel may continue to serve after graduation on any case in which the student has already participated, but not after termination of the student's status for any other reason.

c. A student who is or has been the subject of a proceeding under this Code shall be suspended from the Committee, but may be reinstated, in the discretion of the Chair and Convener, if the investigation is complete and there have been no sanctions against the student.

4. Alternates. The Dean may appoint alternates as needed.

B. Officers of the Committee. The Dean shall designate a faculty member to be the Chair and Convener of the Committee. For each Investigation Panel, the Dean shall designate, in consultation with the Chair and Convener, from among the faculty and administration members, one member of the Committee to serve as Secretary, and one member to serve as Fact Finder. Such designations shall be made when new Committees are appointed, and may be changed by the Dean at any time, either for a particular case or for a period of time.

1. Investigation Panel Chair. For each Investigation Panel, there shall be an Investigation Panel Chair. The Investigation Panel Chair shall coordinate all activities of the Committee, preside at all meetings, and be the person through whom faculty, students, the Student under investigation (the "Student"), and other interested parties communicate with the Committee. The Investigation Panel Chair, or their delegate, should generally keep the Student informed of the Committee's procedures and the Student's rights and obligations. The Investigation Panel Chair shall vote as a Member of the Investigation Panel and as a member of the Hearing Panel.

2. Secretary. The Secretary shall keep the records relating to Committee business, and assist the Investigation Panel Chair in the preparation of official correspondence and reports. The Secretary may serve as the primary contact for the Student and other persons related to the matter. The Secretary shall vote as a member of the Investigation Panel.

3. Fact Finder. Except as otherwise directed by the Investigation Panel, the Fact Finder shall conduct a preliminary inquiry, consult witnesses, locate documents, and gather relevant information for presentation to the Investigation Panel and the Hearing Panel. The Fact Finder is responsible for gathering and presenting information in an impartial and thorough manner, and must convey information that is likely to either exonerate or implicate the Student, or materially mitigate responsibility. The Fact Finder shall vote as a member of the Investigation Panel, and shall present information to the Hearing Panel, but shall not participate in deliberations or votes of the Hearing Panel.

C. Investigation Panel. The Investigation Panel shall be composed of the Investigation Panel Chair, the Secretary, and the Fact Finder. The purpose of the Investigation Panel is to conduct a simple and expeditious preliminary assessment of the evidence to determine whether a Hearing is necessary. Two members of the Investigation Panel shall constitute a quorum, but may make decisions and take action by mutual consent without prior notice to the other member only when all three members of the Investigation Panel cannot reasonably convene.

D. Hearing Panel. The Hearing Panel shall be composed of all faculty, administration, and student members of the Committee, except (a) the Fact Finder of the Investigation Panel hearing the case shall not participate in the deliberations of the Hearing Panel, and (b) the Secretary of the Investigation Panel may participate in deliberations of the Hearing Panel as a non-voting member. A Fact Finder or Secretary may participate in deliberations and vote on any case brought to the Hearing Panel by an Investigation Panel on which they do not serve. A quorum shall consist of at least five voting members of the Hearing Panel. The Hearing Panel shall act by majority vote of those present. In the discretion of the Chair, alternates may receive notice of and may be asked to attend hearings of the Hearing Panel, but shall not participate in the deliberations or vote unless they are serving in place of a member of the Committee with respect to the matter before the Committee.

E. Membership of the Panels. Upon learning the name of the Student, or after hearing the nature of the possible Code violations, any member of the Investigation Panel or Hearing Panel may decline to serve on the Panel if they believe themselves incapable of playing an unbiased role in the case, or believe that participation would create an appearance of impropriety. In such an event, the Investigation Panel Chair shall notify the designated alternates. Once the Hearing Panel has begun consideration of a case, the members of that Panel shall continue to constitute the Panel for that case until final disposition, notwithstanding the appointment of a new Academic Responsibility Committee or the designation of different Panels for other cases. If a member of a Hearing Panel becomes unavailable, alternates shall only serve on the Panel if they have attended the Hearing under Section 5, or by majority agreement of the other members of the Panel after hearing any objections from the Student.

Section 4: Investigation

A. Reporting Possible Violations. All faculty, staff, and students are expected to report, and to cooperate in the investigation of, and any subsequent Hearing related to possible violations of this Code. Any person may report a possible violation by bringing the matter to the attention of the Committee, preferably in writing.

B. Notice to the Fact Finder and Investigation Panel. Upon receiving a report of a possible violation, the Chair or their delegate shall, within two business days of receiving the report, notify the Fact Finder and the Investigation Panel about the possible violation. The Fact Finder shall conduct a Preliminary Inquiry within a reasonable time of being notified.

C. Fact Finder's Preliminary Inquiry and Report. The purpose of the Fact Finder's preliminary inquiry is to gain a basic understanding of the allegations and determine if the facts alleged could violate this Code, or should be addressed by another School policy. The Fact Finder may meet with the reporting party, the Student, or any other person (preserving, if possible, the anonymity of all parties) to discuss the facts underlying the complaint. Before the Fact Finder questions the accused Student, the Student shall be informed of the general nature of the allegations reported and be given proper notice (see Section 4E). The Fact Finder's preliminary findings shall be

shared with the Investigation Panel. Nothing in the Code shall preclude fact gathering from being conducted remotely as the circumstances dictate.

D. Investigation Panel Preliminary Consideration. The Investigation Panel shall consider the Fact Finder's preliminary findings. Based on its timely review, the Investigation Panel may then: (1) decide not to proceed further with an investigation, with or without prejudice to reconsideration at a later time, because the conduct complained of does not violate this Code; (2) refer the matter to the appropriate committee because the conduct complained of falls under another School policy; (3) proceed with an investigation into the allegations, pursuant to the following subsections of this Code, because the conduct complained of may violate this Code (the "Investigation"); or (4) where the preliminary inquiry yields all of the required facts, directly proceed to one of the actions described in Section 4H.

E. Notice of Investigation. The Committee's first communication with the Student shall include official notice of an investigation, preliminary or otherwise, into allegations of conduct that may be in violation of this Code. The Secretary shall prepare a notice for delivery by email to the Student's NYLS email address containing substantially the following information:

1. A description of the allegations under investigation with reasonable specificity but, if possible, without compromising the confidentiality of the investigative process.

2. The proposed date and time for any requested meeting with the Investigation Panel. The Chair may consult with the Student or the Student's Advisor (see Section 8) and the members of the Investigation Panel to try to find a mutually convenient meeting time, but the Investigation Panel may set any reasonable time not less than forty-eight hours from the time notice is given.

3. A copy of this Code.

F. Investigation. In addition to the Student, the Investigation Panel may request the cooperation of any person with potentially relevant information, or solicit written statements or documents from any person with potentially relevant information. The Investigation Panel will keep all information gathered in the course of the investigation confidential to the greatest extent possible.

G. Investigation Report. At the conclusion of the Investigation, the Investigation Panel shall prepare a written report of its findings, including: (i) a summary of the witness testimony; (ii) an assessment of the credibility of any witnesses, including the Student; and (iii) the Investigation Panel's findings of whether, based on clear and convincing evidence, a violation of the Code occurred (the "Investigation Report").

H. Actions of the Investigation Panel. Based on the findings contained in the Investigation Report, the Investigation Panel may take any of the following actions:

1. Determination of No Violation. If the Investigation Panel decides that there is no clear and convincing evidence of violation of this Code, the Investigation Panel shall close the matter, with or without prejudice to reconsideration at a later time. A No Violation Determination Memo shall be sent to the Student.

2. Determination of Violation--Disposition Without a Hearing. If the Investigation Panel determines that, there is clear and convincing evidence, of violation of this Code, the Investigation Panel must propose to the Student a disposition without a Hearing, with findings of fact and sanctions (the "Disposition Without a Hearing Memo"). The

Investigation Panel should make this determination based on all of the information then before the Investigation Panel, including its judgment of the credibility of the witnesses.

a. If the Student elects to accept the proposed Disposition without a Hearing and accompanying sanctions, then there will be no Hearing, and the disposition will be ratified by the Student's signing and the Dean counter-signing the Disposition Without a Hearing Memo. Depending on the contents of the Disposition Without a Hearing Memo, the signed and counter-signed document may appear in the Student's permanent student file.

b. If the Student rejects the proposed disposition and accompanying sanction, the Student is entitled to a Hearing.

3. No Determination--Call for a Hearing. If the Investigation Panel determines that the Investigation Report does not provide sufficient information to determine whether or not a violation of this Code has occurred, the Investigation Panel by majority vote may require a Hearing.

Section 5: Hearing

A. Notice of Hearing. To apprise all participating and presiding of the complete details, the Secretary shall prepare a Notice of Hearing. The Notice of Hearing shall contain: (i) A description of the allegations under investigation with reasonable specificity; (ii) the Investigation Report and the Disposition Without Hearing Memo, if applicable; (iii) a copy of all relevant materials collected during the Preliminary Inquiry and Investigation and (iv) a copy of this Code. A copy of the Notice of Hearing shall be sent to the Student by email, and copies distributed to members of the Hearing Panel.

B. Calling of Hearing. Upon the Calling of a Hearing pursuant to Section 4H2b or Section 4H3, the Chair of the Hearing Panel shall contact the Student or the Student's Advisor and the members of the Hearing Panel to arrange a Hearing date. The Hearing Panel may set any reasonable time not less than forty-eight hours from the time notice is given for the Hearing. All Hearings shall be closed and confidential.

C. Pre-Hearing Disclosure of information. At least forty-eight hours before the Hearing, the Chair of the Hearing Panel should disclose to the Student or the Advisor the material information that they expect to be presented to the Hearing Panel, including that provided by the Student or Investigation Panel, and the names of all witnesses that the Chair of the Hearing Panel expects to call. The Student or the Student's Advisor should disclose the names of witnesses the Student expects to call at least twenty-four hours before the Hearing.

D. Conduct of the Hearing. The Fact Finder shall present evidence to the Hearing Panel. The Fact Finder, any member of the Hearing Panel, and the Student or the Student's Advisor may call or question witnesses, and may require testimony from any person, subject to the Chair of the Hearing Panel's discretion to set reasonable limits under Section 5F. Refusal by any student to participate as a witness may be considered a violation of this Code. Nothing in this Code shall preclude a Hearing from being held remotely where circumstances dictate.

E. Record of the Hearing. The Secretary shall cause a record to be made of the Hearing, either by stenography or electronic recording. The Student may obtain a free copy of the record at the Student's request.

F. Rules of evidence. Formal rules of evidence shall not apply. The Chair of the Hearing Panel, subject to overruling by a majority of the Hearing Panel, may disallow questions and set reasonable limitations upon the number of witnesses and the amount of time allowed for statements and for questioning.

G. Additional related violations. If in the course of the Hearing evidence of additional related possible violations has been presented, it shall not be necessary for the Hearing Panel to serve formal notice upon the Student, but the Hearing Panel, after giving the Student reasonable notice and an opportunity to be heard, may proceed to include such possible Code violations in its deliberations and report pursuant to Section 6B.

H. Disposition Prior to Conclusion of the Hearing. If at any time during the Hearing a majority of the Hearing Panel believes that justice so requires, the Hearing may be discontinued, with or without prejudice, and an appropriate report prepared pursuant to Section 6B. The Hearing Panel may at any time propose suggested sanctions in settlement of the matter, on the terms set forth in section 4H2.

Section 6: Findings and Decision

A. Deliberations of the Hearing Panel. At the conclusion of the Hearing, the Hearing Panel shall conduct its deliberations in private. The decision that this Code has been violated shall be based solely on proof of clear and convincing evidence contained in the record made at the Hearing.

B. Report of the Hearing Panel. The Hearing Panel shall prepare a report setting forth a summary of witness testimony and the findings of fact, the determination that a violation has or has not occurred, any proposed sanctions, and the reasons therefore (the "Final Report"). The Final Report shall identify the vote on each finding and proposal, but not the votes of individual Hearing Panel members. The imposition of sanctions is governed by Section 9: "Sanctions," below.

C. Dean's Review. The Hearing Panel shall present the Final Report to the Dean upon its completion. The Dean shall review the Final Report and adopt it as the final disposition of the matter, unless the Dean determines that the findings of fact of the Panel are not supported by clear and convincing evidence, or that the recommended sanctions are excessive, or both. The Dean may adopt the Hearing Panel's findings of fact but reject the Hearing Panel's recommended sanctions, and may substitute such sanctions as the Dean finds to be justified by the record, provided that the Dean shall not adopt any sanctions more stringent than those recommended by the Panel.

Section 7: The Student's Rights and Responsibilities

A. Cooperation of the Student. At all stages of the process set forth in Sections 4 and 5 above, the Student's refusal to appear or cooperate by answering questions may result in adverse inferences by the Investigation Panel and Hearing Panel. Reasonable extensions of time to meet with the Fact Finder, Investigation Panel, and Hearing Panel may be granted at the discretion of the Fact Finder, Investigation Panel, and Hearing Panel.

B. Hearing. The Student has the right to attend the Hearing, obtain the assistance of an Advisor (described in Section 8), and to call and to question witnesses. If the Student elects to testify at the Hearing, the Student will be deemed to have consented to answer questions of the Hearing Panel relating to the allegations under investigation.

C. Confidentiality. In order to maintain the integrity of the investigation or hearing process, the Law School will keep all matters confidential to the greatest extent possible.

Section 8: The Advisor

A. Right to Advisor prior to Hearing. The Student shall be entitled to the assistance of an Advisor, who may be an Attorney. The Law School shall not pay for any such Advisor. The Advisor may accompany and advise the Student at all proceedings preceding a Hearing.

B. Right to Advisor at Hearing. The Advisor may appear with the Student at the Hearing, and may question witnesses on the Student's behalf, but may not testify to facts unless invited to do so by the Hearing Panel.

C. List of Advisor Volunteers. The administration of the Law School shall invite interested professors, administrators, students, and alumni to indicate their willingness to serve as Advisors without compensation. The administration shall make the list of such volunteers available to any Student requesting it. After talking to the Student, any volunteer may decide whether or not to act as the Student's Advisor, but shall in any event treat all information acquired in the course of an Investigation, including relating to the decision whether or not to act as as Student's Advisor, as confidential. The Law School assumes no responsibility for finding an Advisor, or for the quality of an Advisor's assistance.

Section 9: Sanctions

The Committee shall have discretion to adopt any sanction it deems appropriate by majority vote of the members of the Investigation Panel or, if the case has proceeded to a Hearing, by majority vote of the members of the Hearing Panel, constituted for the case. The Committee shall bear in mind the seriousness of the offense, may impose sanctions including but not limited to one or more of the following: expulsion, suspension, reprimand, permanent notation on the record of the Student, restitution, adjustment of a grade, loss of credit for a course or excluding, barring or deleting from the Dean's List or Dean's List-High Honors. All students should be aware that the result of the sanction may have an impact on eligibility for scholarships and/or admission to the bar.

Section 10: Publication and Precedent

The Final Report, redacted to protect the identity of the Student and other participants in the proceedings, shall be compiled and maintained by the Office of the Dean, and may be requested by a Student defending an allegation of a violation of this Code for the sole purpose of their defense. Recognizing that each case presents its unique factual circumstances, the Hearing Panel shall not be required to treat as binding precedent any of its prior reports or decisions.

Section 11: Applicability

Provisions of this Code supersede the provisions of any prior New York Law School regulation as to matters embraced within this Code, unless other policies are specifically acknowledged herein. Violations of such other policies may also be considered violations of this Code.

Section 12: No Prejudicial Errors

Any error, defect, or irregularity in, or variance from, these rules which does not affect substantial rights guaranteed by this Code, shall be deemed harmless.

Section 13: Changes to the Code of Conduct

The Law School reserves the right to update, amend, delete, or otherwise change this Code without prior notice to the Law School community.

Section 14: Definitions

“Advisor” means the Student's Advisor selected pursuant to Section 8 of this Code.

“Chair and Convener” is the Chair of the Academic Responsibility Committee and will serve as the Chair of an Investigation Panel. When there is more than one investigation panel, the Chair and Convener will coordinate the assignment of cases to the investigation panels.

“Code” means this Student Code of Conduct and Academic Responsibility: Rules and Procedures.

“Committee” means the Academic Responsibility Committee, as constituted under Section 3 of this Code.

“Dean” means the Dean of New York Law School, but may also include such other persons as the Dean may designate to administer the duties of the Dean.

“Full-time Faculty” means all full-time employees of New York Law School who have an instructional role.

“Hearing Panel” means the Hearing Panel designated in Section 3D conducting a Hearing under Section 5 of this Code.

“Investigation Panel” means the Investigation Panel designated in Section 3C exercising its powers under Section 4 of this Code.

“The reporting party” is the person reporting a possible violation of the Code under Section 4A, and may include a member of the Investigation or Hearing Panels.

“School” or “Law School” means New York Law School.

“The Law School community” means the administration, faculty, students, employees and alumni of New York Law School, and, in the discretion of the Chair or the Dean, other persons from outside the Law School who have been involved in the matters under investigation.

“The Student” means the student or other person under investigation or against whom proceedings

NON-ACADEMIC SECTION

OFFICE OF ACCOUNTING

- Robert Cook, Director of Student Accounts, 6th floor, E building. 212.431.2361

TUITION PAYMENT POLICY 2020-2021 FOR FIRST-YEAR STUDENTS

Tuition and Fees Schedule

The tuition and fees (*per semester*) for the 2020-2021 academic year for first year students are as follows:

	Full-Time	Part-Time
Tuition	\$27,065.00	\$20,840.00
General Fees	916.00	\$662.00
S.B.A. Activities Fee	26.00	21.00
Tuition and Fees Sub-Total	\$28,007.00	\$21,523.00
Student 2020-21 COVID Relief Fund+++	-816.00	-627.00
Tuition and Fees adjusted Total	\$27,191.00	20,896.00
NYLS Health Insurance Fee***	\$5,189.00	\$5,189.00
Total Fees (with Insurance Coverage)	\$32,380.00	\$26,085.00

+++ (This is a special tuition credit applied in the Fall 2020 and Spring 2021 semesters to reduce total tuition costs for the 2020-2021 academic year.)

*****Mandatory Fee charged once a year (in the Fall Semester) to all students registered for 8 or more credits.** Students will automatically be charged for the NYLS insurance coverage. Students who have other insurance and do not want NYLS's Insurance coverage must *actively opt-out* by **September 13, 2020**. Opting-out requires submitting documentation of current health insurance coverage through another provider. Students who opt-out by the deadline will have this fee removed from their billed charges. *Students who do not opt-out by the deadline are required to pay the fee and may request additional financial aid to cover this expense.* **Please contact the Office of Student Life at studentlife@nyls.edu for further information.**

Payment of Tuition

- Aside from student loans, tuition may be paid by check or money order mailed to:
New York Law School, Accounting Office - 6th Floor, 185 West Broadway, New York, New York 10013. Please make checks payable to “New York Law School.” You may also place your check—in a sealed envelope bearing your name—in the Accounting Office dropbox outside and to the right of our office door.
- In addition, you can pay tuition by **eCheck** or **Credit Card** by clicking through links on the NYLS Portal Page to a third party vendor, Touchnet, who processes tuition ePayments for NYLS. (Please note: Touchnet will charge a convenience fee for processing payments by credit card; no fee is incurred for payments by eCheck.)

Other fees that may be incurred include:

Bounced Check Charge: \$25.00

Deferment Fee: \$25.00

Late Fees: (See below under “**Outstanding Balances and Due Dates**”)

Transcript Fee:

There is usually no charge to obtain copies of your transcript. For requests of more than 20 copies of your transcript, however, there will be a service fee. For information on the service fee, please contact the Registrar’s Office at 212-431-2300 or by email at: registrar@nyls.edu

Payment Due Dates

Payment of tuition and fees is due on or before *the first day of each semester*.

Fall 2020 Semester: Monday, August 10, 2020 (First Year Students only)

Spring 2020 Semester: Monday, January 11, 2021.

Students with scholarships that cover their tuition in full must pay the General Fee and SBA Activities Fee by these due dates.

OUTSTANDING BALANCES AND DUE DATES

New York Law School students are required to settle their tuition accounts in a timely fashion each semester. Payment/settlement is defined as full payment of current semester charges, plus any previous balance, by check, cash, financial aid, (loans, scholarships or grants), ePayment, or a combination of these. **Payment of tuition and fees is always due the first day of each semester. After a stipulated grace period following the due date, a 1.5% late fee will be assessed on all accounts with a balance (or portion thereof) still unpaid at that time.** Additional late fees will be assessed every 30 days on any remaining balance until the account is paid in full. Students who do not settle their account balances in a timely manner will have their grade transcripts withheld until their balance is paid in full. **Students in serious arrears at the**

end of a semester will be placed on administrative leave of absence for the following semester if their delinquent balances are not paid before the beginning of the next semester. Students on mandatory leave will not be permitted to return to school until their delinquent balance is paid in full, (including all accrued late fees). If payment of the arrears is tendered after the next semester has commenced, the leave will remain in effect for the duration of that semester and the student may not return until the mandated leave period has ended.

Graduating students with outstanding account balances at the end of their graduating semester will have their diplomas withheld and will not be certified to take the Bar Exam until they have paid their accounts in full.

Students who fail to meet their financial obligations to the school will have their accounts turned over to a collection agency and will be responsible for all collection costs and attorney's fees necessary for the collection of any amount not paid. Any student experiencing difficulty in meeting his/her financial obligations must meet immediately with the Assistant Vice President of Financial Planning and Management to make arrangements to pay his/her account. The student may also need to meet with the Director of Financial Aid if further information or assistance is needed.

Billing Procedures

New York Law School uses paperless billing. We do not generate hard copy bills for delivery by mail. We generate electronic tuition invoices that are posted to the New York Law School Portal. When bills are generated, automatic email notifications are sent to students at their assigned New York Law School email address. This email will direct students to access the Portal where they may view their online invoice, (which may be printed if a hard copy bill is needed or desired).

As tuition is always due by the first day of each semester, students who have not received email notification that their bill is available at least two weeks before the semester is scheduled to begin should contact the Office of Student Accounts to inquire about their billing status. **Every student is responsible to know the tuition payment due dates and to access his/her tuition invoice online each semester.** Students are also responsible to check their New York Law School email account on a regular basis, as this is our primary means of communicating important information and updates to the school community).

Deferment Policies

Students seeking financial aid to pay tuition and who complete all loan application requirements (as described in the NYLS Financial Aid handbook) by August 1st for Fall Semester, December 1st for Spring Semester or May 1st for the Summer Semester will automatically have payment of their tuition charges deferred until their loan proceeds are received. Those students will not be responsible for fees or late penalties (***if the requested aid pays all billed charges***). If a student's total requested and approved financial aid does not pay all billed charges, ***the student must pay the difference by the published due date or that portion of tuition not paid by financial aid will be subject to late fees.***

If the financial aid application requirements are completed after the dates stated above but before the end of the third week of semester, a \$25 deferment fee will be charged, except to students

admitted late. Students who complete their loan application requirements after the third week of classes will not be eligible for deferment of payment and will be responsible for all late fees that accrue until their loans and/or other payments are received and the account is paid in full. (Students admitted late will be allowed limited additional time to complete their loan applications in order to qualify for deferment of payment without penalty.)

Withdrawals and Refunds

Students who officially withdraw or are granted a leave of absence from the Law School after registration but prior to the first day of the semester are entitled to receive a full refund of tuition paid for that semester. **Students who withdraw from the law school or take a leave on or after the first day of the semester are allowed refunds of tuition in accordance with the following guidelines:**

If a student withdraws or takes a leave of absence on or after the first day of the semester, but on or before the date on which 60% of the semester has been completed, a pro rata refund of tuition will be calculated based on the percentage of the semester the student was enrolled, determined by the number of days completed at the time of approved withdrawal or leave. (The General and SBA Fees are nonrefundable fees and are not eligible for pro rata refund.)

Where a student has received Title IV funds, aid eligibility will be reduced according to the percentage of the semester for which the student was enrolled, and a portion of the funds received must be returned to the government.*** (The portion to be returned is calculated following Dept. of Education requirements.) **This may result in the student owing a balance to NYLS even where previously the balance may have been paid in full.** Students planning to withdraw or take a leave of absence on or after the first day of semester are advised to contact the Office of Student Accounts to discuss the potential financial obligation to NYLS.

If a student withdraws or takes a leave of absence after 60% of the enrollment period has elapsed, no portion of tuition paid for that semester will be refunded and the student remains responsible for the full semester tuition.

The General and SBA fees (and any tuition deposits made by new students) are not refundable.

****Federal statute determines the order of return of the Title IV funds, which is as follows:*

Direct Unsubsidized Stafford Loan

Direct Graduate PLUS Loans

The student

TUITION PAYMENT POLICY 2020-2021 FOR CONTINUING STUDENTS

Tuition and Fees Schedule

The tuition and fees (*per semester*) for the 2020-2021 academic year for continuing students are as follows:

	Full-Time	Part-Time	Full-Time (Alternative)	Part-Time (Alternative)
Tuition	\$27,065.00	\$20,840.00	\$27,065.00	\$20,840.00
General Fees	916.00	662.00	916.00	662.00
S.B.A. Activities Fee	26.00	21.00	26.00	21.00
Tuition and Fees Sub-Total	\$28,007.00	\$21,523.00	\$28,007.00	\$21,523.00
Student 2020-21 COVID Relief Fund+++	-816.00	-627.00	-816.00	-627.00
Tuition and Fees adjusted Total	\$27,191.00	\$20,896.00	\$27,191.00	\$20,896.00
<i>NYLS Health Insurance Fee (Full Year Coverage)***</i>	\$5,189.00	\$5,189.00		
<i>NYLS Health Insurance Fee (Fall Only) Optional for Fall term graduating students only who do not want to keep their NYLS Insurance after graduation.</i>			\$2,203.00	\$2,203.00
Total Fees (with Insurance Coverage)	\$32,380.00	\$26,085.00	\$29,394.00	\$23,099.00

+++ (This is a special tuition credit applied in the Fall 2020 and Spring 2021 semesters to reduce total tuition costs for the 2020-2021 academic year.)

*****Mandatory Fee charged once a year (in the Fall Semester) to all students registered for 8 or more credits.** Students will automatically be enrolled in the insurance coverage. Students who have other insurance and do not want NYLS's Insurance coverage must *actively opt-out* by **September 13, 2020**. Opting-out requires submitting documentation of current health insurance coverage through another provider. Students who opt-out by the deadline will have this fee

removed from their billed charges. *Students who do not opt-out by the deadline are required to pay the fee and may request additional financial aid to cover this expense. Please contact the Office of Student Life at studentlife@nyls.edu for further information.*

Payment of Tuition

- Aside from student loans, tuition may be paid by check or money order mailed to: **New York Law School, Accounting Office - 6th Floor, 185 West Broadway, New York, New York 10013.** Please make checks payable to “New York Law School.” You may also place your check—in a sealed envelope bearing your name in the Accounting Office dropbox outside and to the right of our office door.
- In addition, you can pay tuition by **eCheck** or **Credit Card** by clicking through links on the NYLS Portal Page to a third party vendor, Touchnet, who processes tuition ePayments for NYLS. (Please note: Touchnet will charge a convenience fee for processing payments by credit card; no fee is incurred for payments by eCheck.)

Other fees that may be incurred include:

Bounced Check Charge: \$25.00

Deferment Fee: \$25.00

Late Fees: (See below under “**Outstanding Balances and Due Dates**”)

Transcript Fee:

There is usually no charge to obtain copies of your transcript. For requests of more than 20 copies of your transcript, however, there will be a service fee. For information on the service fee, please contact the Registrar’s Office at 212-431-2300 or by email at: registrar@nyls.edu

Payment Due Dates

Payment of tuition and fees is due on or before *the first day of each semester.*

Fall 2020 Semester: Monday, August 24, 2020 (Continuing students)

Spring 2020 Semester: Monday, January 11, 2021.

Students with scholarships that cover their tuition in full must pay the General Fee and SBA Activities Fee by these due dates.

OUTSTANDING BALANCES AND DUE DATES

New York Law School students are required to settle their tuition accounts in a timely fashion each semester. Payment/settlement is defined as full payment of current semester charges, plus any previous balance, by check, cash, financial aid, (loans, scholarships or grants), ePayment, or a combination of these. **Payment of tuition and fees is always due the first day of each semester. After a five-day grace period following the due date, a 1.5% late fee will be**

assessed on all accounts with a balance (or portion thereof) still unpaid at that time. Additional late fees will be assessed every 30 days on any remaining balance until the account is paid in full. Students who do not settle their account balances in a timely manner will have their grade transcripts withheld until their balance is paid in full. **Students in serious arrears at the end of a semester will be placed on administrative leave of absence for the following semester if their delinquent balances are not paid before the beginning of the next semester.** Students on mandatory leave will not be permitted to return to school until their delinquent balance is paid in full, (including all accrued late fees). If payment of the arrears is tendered after the next semester has commenced, the leave will remain in effect for the duration of that semester and the student may not return until the mandated leave period has ended.

Graduating students with outstanding account balances at the end of their graduating semester will have their diplomas withheld and will not be certified to take the Bar Exam until they have paid their accounts in full.

Students who fail to meet their financial obligations to the school will have their accounts turned over to a collection agency and will be responsible for all collection costs and attorney's fees necessary for the collection of any amount not paid. Any student experiencing difficulty in meeting his/her financial obligations must meet immediately with the Assistant Vice President of Financial Planning and Management to make arrangements to pay his/her account. The student may also need to meet with the Director of Financial Aid if further information or assistance is needed.

Billing Procedures

New York Law School uses paperless billing. We do not generate hard copy bills for delivery by mail. We generate electronic tuition invoices that are posted to the New York Law School Portal. When bills are generated, automatic email notifications are sent to students at their assigned New York Law School email address. This email will direct students to access the Portal where they may view their online invoice, (which may be printed if a hard copy bill is needed or desired).

As tuition is always due by the first day of each semester, students who have not received email notification that their bill is available at least two weeks before the semester is scheduled to begin should contact the Office of Student Accounts to inquire about their billing status. **Every student is responsible to know the tuition payment due dates and to access his/her tuition invoice online each semester.** Students are also responsible to check their New York Law School email account on a regular basis, as this is our primary means of communicating important information and updates to the school community).

Deferment Policies

Students seeking financial aid to pay tuition and who complete all loan application requirements (as described in the NYLS Financial Aid handbook) by August 1st for Fall Semester, December 1st for Spring Semester or May 1st for the Summer Semester will automatically have payment of their tuition charges deferred until their loan proceeds are received. Those students will not be responsible for fees or late penalties (***if the requested aid pays all billed charges***). If a student's total requested and approved financial aid does not pay all billed charges, ***the student must pay***

the difference by the published due date or that portion of tuition not paid by financial aid will be subject to late fees.

If the financial aid application requirements are completed after the dates stated above but before the end of the third week of semester, a \$25 deferment fee will be charged, except to students admitted late. Students who complete their loan application requirements after the third week of classes will not be eligible for deferment of payment and will be responsible for all late fees that accrue until their loans and/or other payments are received and the account is paid in full. (Students admitted late will be allowed limited additional time to complete their loan applications in order to qualify for deferment of payment without penalty.)

Withdrawals and Refunds

Students who officially withdraw or are granted a leave of absence from the Law School after registration but prior to the first day of the semester are entitled to receive a full refund of tuition paid for that semester. **Students who withdraw from the law school or take a leave on or after the first day of the semester are allowed refunds of tuition in accordance with the following guidelines:**

If a student withdraws or takes a leave of absence on or after the first day of the semester, but on or before the date on which 60% of the semester has been completed, a pro rata refund of tuition will be calculated, based on the percentage of the semester the student was enrolled, determined by the number of days completed at the time of approved withdrawal or leave. (The General and SBA Fees are nonrefundable fees and are not eligible for pro rata refund.)

Where a student has received Title IV funds, aid eligibility will be reduced according to the percentage of the semester for which the student was enrolled, and a portion of the funds received must be returned to the government.*** (The portion to be returned is calculated following Dept. of Education requirements.) **This may result in the student owing a balance to NYLS even where previously the balance may have been paid in full.** Students planning to withdraw or take a leave of absence on or after the first day of semester are advised to contact the Office of Student Accounts to discuss the potential financial obligation to NYLS.

If a student withdraws or takes a leave of absence after 60% of the enrollment period has elapsed, no portion of tuition paid for that semester will be refunded and the student remains responsible for the full semester tuition.

The General and SBA fees (and any tuition deposits made by new students) are not refundable.

**** Federal statute determines the order of return of the Title IV funds, which is as follows:*

Direct Unsubsidized Stafford Loan

Direct Graduate PLUS Loans

The student

Fall 2020 Tuition Refund Policy and Schedule for First Year Students (135 days in term)

Date	# days completed	% refund
8/10/2020	1	99.3%
8/11/2020	2	98.5%
8/12/2020	3	97.8%
8/13/2020	4	97.0%
8/14/2020	5	96.3%
8/15/2020	6	95.6%
8/16/2020	7	94.8%
8/17/2020	8	94.1%
8/18/2020	9	93.3%
8/19/2020	10	92.6%
8/20/2020	11	91.9%
8/21/2020	12	91.1%
8/22/2020	13	90.4%
8/23/2020	14	89.6%
8/24/2020	15	88.9%
8/25/2020	16	88.1%
8/26/2020	17	87.4%
8/27/2020	18	86.7%
8/28/2020	19	85.9%
8/29/2020	20	85.2%
8/30/2020	21	84.4%
8/31/2020	22	83.7%
9/1/2020	23	83.0%
9/2/2020	24	82.2%
9/3/2020	25	81.5%
9/4/2020	26	80.7%
9/5/2020	27	80.0%
9/6/2020	28	79.3%
9/7/2020	29	78.5%
9/8/2020	30	77.8%
9/9/2020	31	77.0%
9/10/2020	32	76.3%
9/11/2020	33	75.6%
9/12/2020	34	74.8%
9/13/2020	35	74.1%
9/14/2020	36	73.3%
9/15/2020	37	72.6%
9/16/2020	38	71.9%
9/17/2020	39	71.1%
9/18/2020	40	70.4%

9/19/2020	41	69.6%
9/20/2020	42	68.9%
9/21/2020	43	68.1%
9/22/2020	44	67.4%
9/23/2020	45	66.7%
9/24/2020	46	65.9%
9/25/2020	47	65.2%
9/26/2020	48	64.4%
9/27/2020	49	63.7%
9/28/2020	50	63.0%
9/29/2020	51	62.2%
9/30/2020	52	61.5%
10/1/2020	53	60.7%
10/2/2020	54	60.0%
10/3/2020	55	59.3%
10/4/2020	56	58.5%
10/5/2020	57	57.8%
10/6/2020	58	57.0%
10/7/2020	59	56.3%
10/8/2020	60	55.6%
10/9/2020	61	54.8%
10/10/2020	62	54.1%
10/11/2020	63	53.3%
10/12/2020	64	52.6%
10/13/2020	65	51.9%
10/14/2020	66	51.1%
10/15/2020	67	50.4%
10/16/2020	68	49.6%
10/17/2020	69	48.9%
10/18/2020	70	48.1%
10/19/2020	71	47.4%
10/20/2020	72	46.7%
10/21/2020	73	45.9%
10/22/2020	74	45.2%
10/23/2020	75	44.4%
10/24/2020	76	43.7%
10/25/2020	77	43.0%
10/26/2020	78	42.2%
10/27/2020	79	41.5%
10/28/2020	80	40.7%
10/29/2020	81	40.0%

Fall 2020 Tuition Refund Policy and Schedule for Continuing Students (121 days in term)

Date	# days completed	% refund
8/24/2020	1	99.2%
8/25/2020	2	98.3%
8/26/2020	3	97.5%
8/27/2020	4	96.7%
8/28/2020	5	95.9%
8/29/2020	6	95.0%
8/30/2020	7	94.2%
8/31/2020	8	93.4%
9/1/2020	9	92.6%
9/2/2020	10	91.7%
9/3/2020	11	90.9%
9/4/2020	12	90.1%
9/5/2020	13	89.3%
9/6/2020	14	88.4%
9/7/2020	15	87.6%
9/8/2020	16	86.8%
9/9/2020	17	86.0%
9/10/2020	18	85.1%
9/11/2020	19	84.3%
9/12/2020	20	83.5%
9/13/2020	21	82.6%
9/14/2020	22	81.8%
9/15/2020	23	81.0%
9/16/2020	24	80.2%
9/17/2020	25	79.3%
9/18/2020	26	78.5%
9/19/2020	27	77.7%
9/20/2020	28	76.9%
9/21/2020	29	76.0%
9/22/2020	30	75.2%
9/23/2020	31	74.4%
9/24/2020	32	73.6%
9/25/2020	33	72.7%
9/26/2020	34	71.9%
9/27/2020	35	71.1%
9/28/2020	36	70.2%
9/29/2020	37	69.4%
9/30/2020	38	68.6%
10/1/2020	39	67.8%

10/2/2020	40	66.9%
10/3/2020	41	66.1%
10/4/2020	42	65.3%
10/5/2020	43	64.5%
10/6/2020	44	63.6%
10/7/2020	45	62.8%
10/8/2020	46	62.0%
10/9/2020	47	61.2%
10/10/2020	48	60.3%
10/11/2020	49	59.5%
10/12/2020	50	58.7%
10/13/2020	51	57.9%
10/14/2020	52	57.0%
10/15/2020	53	56.2%
10/16/2020	54	55.4%
10/17/2020	55	54.5%
10/18/2020	56	53.7%
10/19/2020	57	52.9%
10/20/2020	58	52.1%
10/21/2020	59	51.2%
10/22/2020	60	50.4%
10/23/2020	61	49.6%
10/24/2020	62	48.8%
10/25/2020	63	47.9%
10/26/2020	64	47.1%
10/27/2020	65	46.3%
10/28/2020	66	45.5%
10/29/2020	67	44.6%
10/30/2020	68	43.8%
10/31/2020	69	43.0%
11/1/2020	70	42.1%
11/2/2020	71	41.3%
11/3/2020	72	40.5%

Spring 2021 Tuition Refund Policy for All Students (124 days less 9 days Spring Break for a total of 115 days in term).

Date	# days completed	% refund
1/11/2021	1	99.1%
1/12/2021	2	98.3%
1/13/2021	3	97.4%
1/14/2021	4	96.5%
1/15/2021	5	95.7%
1/16/2021	6	94.8%
1/17/2021	7	93.9%
1/18/2021	8	93.0%
1/19/2021	9	92.2%
1/20/2021	10	91.3%
1/21/2021	11	90.4%
1/22/2021	12	89.6%
1/23/2021	13	88.7%
1/24/2021	14	87.8%
1/25/2021	15	87.0%
1/26/2021	16	86.1%
1/27/2021	17	85.2%
1/28/2021	18	84.3%
1/29/2021	19	83.5%
1/30/2021	20	82.6%
1/31/2021	21	81.7%
2/1/2021	22	80.9%
2/2/2021	23	80.0%
2/3/2021	24	79.1%
2/4/2021	25	78.3%
2/5/2021	26	77.4%
2/6/2021	27	76.5%
2/7/2021	28	75.7%
2/8/2021	29	74.8%
2/9/2021	30	73.9%
2/10/2021	31	73.0%
2/11/2021	32	72.2%
2/12/2021	33	71.3%
2/13/2021	34	70.4%
2/14/2021	35	69.6%
2/15/2021	36	68.7%
2/16/2021	37	67.8%
2/17/2021	38	67.0%
2/18/2021	39	66.1%
2/19/2021	40	65.2%
2/20/2021	41	64.3%
2/21/2021	42	63.5%
2/22/2021	43	62.6%

2/23/2021	44	61.7%
2/24/2021	45	60.9%
2/25/2021	46	60.0%
2/26/2021	47	59.1%
2/27/2021	48	58.3%
2/28/2021	49	57.4%
3/1/2021	50	56.5%
3/2/2021	51	55.7%
3/3/2021	52	54.8%
3/4/2021	53	53.9%
3/5/2021	54	53.0%
3/6/2021	55	52.2%
3/7/2021	56	51.3%
3/8/2021	57	50.4%
3/9/2021	58	49.6%
3/10/2021	59	48.7%
3/11/2021	60	47.8%
3/12/2021	61	47.0%
3/13/2021	Spring Break	47.0%
3/14/2021	Spring Break	47.0%
3/15/2021	Spring Break	47.0%
3/16/2021	Spring Break	47.0%
3/17/2021	Spring Break	47.0%
3/18/2021	Spring Break	47.0%
3/19/2021	Spring Break	47.0%
3/20/2021	Spring Break	47.0%
3/21/2021	Spring Break	47.0%
3/22/2021	62	46.1%
3/23/2021	63	45.2%
3/24/2021	64	44.3%
3/25/2021	65	43.5%
3/26/2021	66	42.6%
3/27/2021	67	41.7%
3/28/2021	68	40.9%
3/29/2021	69	40.0%

OFFICE OF DIVERSITY AND INCLUSION

- Ella Mae Estrada, Associate Dean of Enrollment Management, Financial Aid, and Diversity Initiatives (1st floor, W building)
- Shani Darby, Senior Director of Student Life, and Deputy Diversity Officer (5th floor, E building)
- Aisha Joseph, Director of Academic and Career Advising, and Deputy Diversity Officer (5th floor, E building)
- Kitty Montanez, Associate Director of Human Resources, and Deputy Diversity Officer (3rd floor, C building)

All students are strongly encouraged to read the NYLS Diversity Institutional Diversity Plan on our website and Portal. New York Law School has an institutional commitment to diversity. We have five strategic goals outlined in our plan: 1) Academic Excellence and Innovation; 2) Career Success; 3) Intellectual Life; 4) Community Engagement; and 5) Operations. Our Institutional Diversity Plan states “To accomplish these goals, we need to reflect the highest standards at all levels of leadership, educated and challenge ourselves, and encourage participation and nurture success for all students. Implementation also requires monitoring and accountability so that NYLS continues to be vigilant as new students, faculty, administrators, and staff enter our doors. NYLS’s vibrant learning environment can be fueled by the innovation and creativity resulting from true diversity so that together we can address the legal issues facing our city, nation, and world in the 21st century.”

OFFICE OF FINANCIAL AID

1st floor, W building (next to the library)

T: 212.431.2828

E: financialaid@nyls.edu

Mae Estrada, Associate Dean of Enrollment Management, Financial Aid, and Diversity Initiatives
David Woods, Director of Financial Aid
Leslie Shannon, Associate Director of Financial Aid
Allison Conley, Admissions and Financial Aid Coordinator

New York Law School (NYLS) is dedicated to providing you with tools to help you be as informed as possible when making decisions about the cost of your legal education.

This guide explains how NYLS creates its financial aid packages and how you can maximize the benefits of your financial aid award.

The information in this guide is general. If you have questions specific to your situation, please contact us.

- Overview
 - Applying for Financial Aid
 - Financial Aid Award Notice
 - Cost of Attendance
 - Your Resources and Eligibility for Aid
- Scholarships
 - Merit Scholarships
 - Dean’s Leadership Council

- Donor Scholarships
 - Employment-Related Scholarship Programs
 - More Information About Scholarships
- Loans
 - Federal Loans
 - Other Educational Loans
- Other Financial Aid
 - Federal Work-Study Program
 - Veterans and Serviceperson Benefits
 - External Scholarships
 - Tuition Payment Plans
- Maintaining Your Eligibility for Financial Aid
- Smart Financial Planning
 - MAX by AccessLex
 - Money Management
 - Student Loan Tips
 - Credit Scores
- Student Conduct and Responsibility
- Contacting Us

OVERVIEW

How to Apply for Financial Aid

1. Complete the Free Application for Federal Student Aid (FAFSA) at studentaid.gov. Make sure you have your Federal Student Aid (FSA) credentials to log in. Our school code is G02783.
2. Review your comments section of your Student Aid Report (SAR) generated by your FAFSA for any additional action or supporting documentation required by you. Failure to do so will delay the processing of your financial aid.
3. The Office of Admissions & Financial Aid will calculate your financial aid package.
4. View your financial aid package on the portal using the 'Financial Aid Information' link from the gray menu on the left of the homepage. For information about accepting your financial aid offer, please visit go.nyls.edu.
5. The Office of Admissions & Financial Aid will transmit your loan request, if applicable, to the Department of Education (DOE) for approval.
6. Students receive a federal loan approval disclosure statement from the DOE, and the Office of Admissions & Financial receives loan approval from the DOE.
7. First-time borrowers at NYLS must complete an entrance counseling session and applicable Master Promissory Notes (MPN) before funds will be disbursed to your account.
8. If applicable, apply for a Federal Direct Graduate Plus and complete the MPN for that loan.
9. Prior borrowers who satisfied the entrance counseling and MPN requirements DO NOT need to repeat the process. If you had a Federal Direct Graduate Plus with an endorser you MUST complete a new application, MPN, and PLUS counseling session.
10. The Office of Financial Aid will post 50% of your federal loans to your account per semester no sooner than five days prior to the start of each semester, per federal regulations.

Financial Aid Award Notice

Your Financial Aid Award Package outlines the total amount of financial aid offered to you and all sources of that aid. For most students, financial aid does not come from a single source. We award financial aid based on your cost of attendance and your resources and eligibility for aid.

Sources of financial aid include the following:

- Scholarships
- Loans
- Student employment

Cost of Attendance

When calculating your cost of attendance (COA), we use actual tuition and fees charges for the given academic year. For “non-direct” costs such as rent and living expenses, we use estimated figures based on standards set by federal regulations. According to federal guidelines, a student may not receive any type of resource greater than his or her cost of attendance (The Higher Education Act is the federal law that guides how institutions calculate financial aid awards).

Your cost of attendance is listed in your Financial Aid Award Letter and includes the following costs:

Direct Costs:

- Tuition
- Fees

Indirect Costs:

- Rent and living expenses
- Books and supplies
- Personal expenses
- Transportation

Your cost of attendance may change from year to year. Since your cost of attendance reflects only a **nine-month enrollment budget**, you must budget wisely to cover the full calendar year.

These factors affect **all students'** cost of attendance:

- Where you plan to live during the academic year
- Whether you are a full-time or part-time student

These factors affect **some students'** cost of attendance, as specified in federal guidelines:

- Dependent care expenses (i.e. child care)
- Loan fees
- Medical or dental expenses during the period of enrollment
- Supplemental study aids for students with documented accommodations

More Information

If you believe that your cost of attendance does not reflect all of your education-related expenses, you may request a reevaluation of your COA by using the online “Student Financial Aid Request” form located [here](#). This form is also available on the student portal under “Student Resources” followed by “Financial Aid & Scholarships.” Note: Only expenses incurred during periods of enrollment are eligible.

Supporting documents are required and must meet the following:

- Identify you
- Contain a date or dates for when the expense(s) occurred
- For medical-related expenses: invoice on provider's letterhead; provider's signature; date of service
- Proof of payment

For unique circumstances, contact the Office of Admissions & Financial Aid for guidance. Note, students who are billed for NYLS Dormitory rental and NYLS Health Insurance included their semester tuition charges are not required to submit the supporting documentation for these adjustments.

Students whose COA adjustments are approved will be required to enroll in the AccessLex Max program, linked [here](#), which includes modules on various topics related to financial literacy and smart borrowing. In addition, you will be required to complete these modules throughout the academic year. Failure to do so could delay the disbursement of the additional aid.

Keep in mind: Federal regulations require that any increase in your cost of attendance be directly related to your education. Costs like pet care and vacations are not part of this figure. For childcare expenses to be included in your cost of attendance, you must use a licensed childcare provider during class times and submit supporting documentation for children 12 and under. For additional examples of allowable and non-allowable budget adjustments, please see the financial aid portal page. Elementary and secondary school tuition is excluded from the cost of attendance since those expenses are already taken into account on the FAFSA.

If you have questions about your cost of attendance, the Office of Admissions and Financial Aid can provide guidance.

Your Resources and Eligibility for Aid

Federal need-based aid requires us to follow federal guidelines to determine your eligibility. Eligibility is based on your Expected Family Contribution (EFC). Your EFC is calculated using information you provide on the FAFSA and a formula established by the Department of Education. Learn about the EFC and find worksheets that show how it is calculated at www.studentaid.ed.gov/pubs or by calling the Federal Student Aid Information Center at 1.800.4FEDAID (433.3243). When determining your financial aid, we consider these figures in comparison to your cost of attendance.

SCHOLARSHIPS

Merit Scholarships

Merit scholarships are awarded based on academic achievement prior to law school. NYLS's Admissions Committee considers each admitted applicant as a candidate for merit scholarship awards. If offered, a merit scholarship is renewable through the duration of your studies as long as you meet the scholarship's grade point average/class rank, enrollment, and additional requirements. These requirements are stated in your scholarship award offer.

Dean's Leadership Council

The Dean's Leadership Council (DLC) invites 1L students who perform in the top 25 percent of their class during their first semester or their first full year to take part in a special series of

dialogues with the Dean and leaders in law, business, and government. Students in the DLC who already receive a merit scholarship award will see that prior award renewed and possibly increased. DLC students without a merit scholarship award will receive one. If offered, a DLC scholarship is renewable through the duration of your studies as long as you meet the scholarship's class rank, enrollment, and additional requirements. These requirements are stated in your DLC award offer.

Donor Scholarships

Donor scholarships are funded through generous donor contributions and offered exclusively to NYLS students. The donors who provide these scholarship funds are dedicated to the success of NYLS students and recognize the importance of helping qualified candidates reduce their dependence on personal resources and/or loans. Students awarded a donor scholarship will be asked to write a thank you letter to the donor and complete financial literacy lessons through [MAX by the AccessLex Institute](#) as conditions of receiving the scholarship.

Employment-Related Scholarships

Entering students may be eligible for special scholarship programs related to their experience and employment backgrounds. These scholarships are usually renewable, as long as the recipient meets the conditions stipulated in the scholarship agreement.

- New York Law School Mayor's Graduate Scholarship
- New York Law School Police Department and Other Uniformed Services Scholarship
- New York Law School Public Service Scholarship

More Information about Scholarships

Students who receive a scholarship can apply the scholarship funds to their highest-interest tuition loan, thereby reducing their debt. In some cases, students can instead receive a refund check to use the scholarship funds for non-tuition expenses, such as rent and books. The table below provides more detail:

Status	Action	Refund Check
Student's cost of attendance is <i>fully covered</i> by other financial aid	NYLS must apply the scholarship to the student's highest interest-bearing loan.	No
Student has <i>some other</i> financial aid	The student can authorize NYLS to apply the scholarship to the highest interest-bearing loan OR the student can ask that the scholarship be given as a refund check.	Yes
Student has <i>no other</i> financial aid	The student can authorize NYLS to apply the scholarship to the highest interest-bearing loan OR the student can ask that the scholarship be given as a refund check.	Yes

LOANS

Most students who apply for financial aid receive loans as part of their package.

Borrowing—whether from a government or private loan program—is a serious responsibility. When deciding how much to borrow, it is critical that you choose the amount needed to meet your basic costs rather than borrowing to maintain a specific lifestyle. For more information, see the section titled: “Smart Financial Planning.”

Some loans require that your credit be satisfactory. The lending institution or creditor may evaluate your credit history when considering you for the loan. This involves requesting your credit score and a copy of your credit report from an authorized reporting agency. Lenders use this information to determine whether to extend credit to you based on your past credit performance. Get a copy of your credit report early so that you can adjust any incorrect information before you apply for a loan. Be sure to obtain a copy of your credit report periodically while in law school to ensure that your eligibility for ongoing loans is not in jeopardy. For more information, see “Credit Scores” below.

Federal Loans

Your financial aid package may include one or both of these loans:

	Federal Direct Unsubsidized Loan Program	Federal Direct Graduate PLUS Loan Program
Eligibility	-Not based on financial need -U.S citizen or eligible non-citizen -Not in default of federal loans	-Not based on financial need -U.S. citizen or eligible non-citizen -Not in default of federal loans -Subject to a credit check
Borrowing limit	\$20,500 per academic year \$138,500 total	Total cost of attendance less the amount received from other financial aid sources (scholarship, grant, loans, and federal work-study) per academic year No specific total limit
Interest Rates	- Rates are set annually for loans disbursed after July 1 and after	- Rates are set annually for loans disbursed after July 1
Origination Fees	October 1 each year through the following September 30	October 1 each year through the following September 30

-Rates are tied to the 10-year U.S. Treasury Bill + 3.6 percent; rates capped at 9.5 percent. -Interest accrues during school	-Rates are tied to the 10-year U.S. Treasury Bill + 4.6 percent; rates are capped at 10.5 percent. -Interest accrues during school
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Deferring payments	Payments can be deferred until you are no longer enrolled or until you me drop below half-tienrollment.
Grace period	Six months after t he end of an in-school deferment period
Standard repayment term	10 years Income-based repayment and debt-driven repayment options are available.
Entrance counseling	Required before initial loan can be disbursed Must be completed online at www.studentaid.gov
Exit counseling	Mandatory requirement for federal student loan borrowers who graduate, drop below six credits per semester, or leave school Must be completed online at www.studentaid.gov within 30 days from separation

This table is a summary. Visit www.studentloans.gov for full details and the latest information.

Current Rates:

Federal Direct Unsubsidized Loan Program: The interest rate for loans disbursed after July 1, 2020 through June 30, 2021 is 4.30% percent. In addition, the program charges an origination fee. For loans disbursed after October 1, 2020, this fee is 1.057% percent; therefore, the net disbursement is 1.057% less than the principal amount borrowed. This origination fee is effective through September 30, 2021.

Federal Direct Graduate PLUS Loan Program: The interest rate for loans disbursed after July 1, 2020 through June 30, 2021 is 5.30% percent. In addition, the program charges an origination fee. For loans disbursed after October 1, 2020, this fee is 4.228% percent; therefore, the net disbursement is 4.228% less than the principal amount borrowed. This origination fee is effective through September 30, 2021.

Master Promissory Note

First-year students and first-time applicants to NYLS must sign a Master Promissory Note (MPN) for the Federal Direct Unsubsidized Loan and the Federal Direct Graduate PLUS Loan.

To complete an MPN and apply for these loans, you will need a Federal Student Aid (FSA) ID. Sign up for an FSA ID at <https://fsaid.ed.gov/npas/index.htm>.

Once you have the ID, use it to sign in at www.studentaid.gov to complete MPNs, request a loan, and satisfy the federal government's Loan Entrance Counseling requirement.

Reapplying for Federal Loans

Be aware of the following conditions when reapplying for federal loans:

- Continuing students who borrowed from the Federal Direct Unsubsidized Loan Program in a prior year at NYLS do *not* need to sign a new MPN for the program.
- Students who previously had a Federal Direct **Graduate PLUS** Loan approved without an endorser are subject to a credit check each year they receive aid. Please note credit checks are valid for 180 days. They do *not* need to sign a new MPN, however.

- Students who had a Federal Direct **Graduate PLUS** Loan during the previous year *and who had an endorser* must complete a new MPN for each loan endorsed.

Other Educational Loans

Students who do not wish to borrow from the Federal Direct Loan programs may explore alternative types of educational loans. Typically, alternative educational loans require a credit check. Each lender sets criteria that borrowers must satisfy.

Compare loans at <https://choice.fastproducts.org/FastChoice/home/278300/1>

OTHER FINANCIAL AID

Federal Work-Study Program

The Federal Work-Study Program provides part-time jobs for students with financial need to assist with educational expenses. The program encourages community service work and work related to the student's course of study. It is supported by both federal funding and non-federal funding (from NYLS or an external employer). The Office of Admissions and Financial Aid administer the program. Eligibility is based on demonstrated financial need.

Although a Federal Work-Study award means that you are eligible for the program, it does not guarantee you earnings. The program is limited by annual federal allocations, and therefore, funding for eligible students is made available on a first-come, first-served basis.

Program awards vary during the academic and summer employment periods. The Federal Work-Study award is an earning opportunity as part of the program.

If you are eligible for Federal Work-Study, NYLS will help you identify part-time, law-related employment opportunities through the job database "Symplicity". Placement is available in a variety of settings, including public interest and nonprofit organizations, private law firms, government agencies, and community justice centers. There are also numerous on-campus placements.

Students registered for six or more credits are limited to 20 hours per week while classes are in session and up to 35 hours per week during extended holidays and summers.

Students who do federal work-study during the summer are not required to be enrolled for the summer session but must be enrolled for the upcoming fall semester. However, if the student is not enrolled at least part-time during summer work-study, their net summer earnings may be considered a resource toward meeting educational costs for the next academic year, depending on the total earned, and therefore may affect the amount of financial aid awarded the next academic year.

Work-study participants are paid hourly based on actual hours worked. Earnings through the program are subject to federal, state, and local income taxes.

Veterans and Serviceperson Benefits

NYLS is committed to helping veterans and servicepersons identify and apply for financial aid and benefits opportunities. If you have U.S. military experience, please contact the Financial Aid Office at financialaid@nyls.edu or 212.431.2828. You may also speak with Veterans Administration representatives about your attendance at NYLS.

External Scholarships

External scholarships are plentiful, and each has its own deadlines and requirements. Start your search early.

Find opportunities through these channels:

- Online at sites like www.finaid.org and www.scholarships.com
- Through email notifications from Financial Aid
- External scholarship opportunities listed on the [student portal](#)

If you will receive assistance from an external source, you must provide the Office of Admissions and Financial Aid with details on the source, amount, and restrictions that may apply. External assistance may result in an adjustment to your overall financial aid package. However, our policy in such situations is to adjust the least attractive forms of financial aid first, when possible.

Tuition Payment Plans

Tuition payment plans are programs operated by private, for-profit organizations that allow students to make tuition payments on a monthly basis by securing a line of credit. Interest varies by plan. NYLS is not affiliated with these private plans. However, information about them is available from the Office of Accounting at 212.431.2323.

MAINTAINING YOUR ELIGIBILITY FOR FINANCIAL AID

To continue receiving financial aid, **J.D. students** must meet certain requirements:

- Comply with the academic standards and procedures outlined in NYLS's Student Handbook and Academic Catalog.
- If full-time, be enrolled in 12 or more credits each of the six academic semesters and maintain a cumulative grade point average of at least 2.25.
- If part-time, be enrolled in 8 or more credits each of the eight academic semesters and maintain a cumulative grade point average of at least 2.25.
- *To continue federal student aid*—you may earn a maximum of 129 credits. You must complete your degree in no more than 150 percent of the standard program length, per federal regulations:
 - Full-time students: within nine regular semesters
 - Part-time students: within 12 regular semesters
 - These maximums include approved leaves of absence.
- *To continue federal student aid*—successfully complete at least 2/3 of the number of credits attempted.
- *To continue scholarships or need-based grants from NYLS*—Complete your degree in the standard program timeframe:
 - Full-time students: six regular semesters
 - Part-time students: eight regular semesters

To continue receiving financial aid, **LL.M. students** must meet certain requirements:

- Comply with the academic standards and procedures outlined in NYLS's Student Handbook and Academic Catalog.
- Whether full-time or part-time, maintain a cumulative grade point average of at least 2.3.
- *To continue federal student aid*—you may earn a maximum of 36 credits. You must complete your degree in no more than 150 percent of the standard program length, per federal regulations:
 - Full-time and part-time students: within five years

- The above maximum includes approved leaves of absence.
- *To continue federal student aid*—successfully complete at least 2/3 of the number of credits attempted.

SMART FINANCIAL PLANNING

NYLS students come from many different economic backgrounds. However, the vast majority must plan carefully to finance their legal education. Creating a spending plan for law school will help you take advantage of the benefits of the legal profession once you graduate.

Planning Tips:

- Before you borrow, consider how loan payments will affect your future lifestyle. Adjust your borrowing if need be.
- Live below your means and learn to stretch your dollars while in school. Be realistic about your potential earnings after you graduate. Do not count on any immediate financial windfalls.
- Develop a monthly budget and stick to it.
- Keep accurate, well-organized records of your financial activities.
- Establish and maintain a strong credit history: Review your credit report annually, and pay all your bills on time. Pay your credit card balance in full each month. Limit the number of credit cards you maintain. (See “Credit Score” below.)
- Be a well-informed borrower. Understand the terms and conditions of the loans you borrow, as well as your rights and responsibilities as a borrower. Loan terms can vary greatly. Do not be afraid to ask questions if you are unsure.
- Save a little each month (even if only \$5), so that you will have funds available for emergencies.

Loan Disbursements and Refunds

If you have an educational loan, the loan will cover costs incurred while you are in school, typically the nine-month academic year. Loan funds may not be disbursed more than five days prior to the start of each semester per federal student loan regulations. If you rely on an educational loan, you may still need to pay out of pocket for your living expenses, books, and supplies at the beginning of each semester.

If the amount you borrowed, minus loan fees, is greater than your tuition charges per semester, you are eligible for a loan refund. Our policy is to provide refunds three to five business days after the day your loan funds are posted to your account. **Refund checks are issued by the Office of Accounting (212) 431-2323.** Direct deposit to student accounts is not available.

Student Loan Tips

Keeping well-organized records of your financial activities will help you manage your loan disbursements and/or refunds. Create a filing system that works for you, and stick with it. Keep the following documents relating to all loans you borrow:

- Applications
- Promissory notes
- Disclosure statements
- Notifications of lender changes
- Repayment schedules
- Lender correspondence
- Income tax returns

You should also keep track of all telephone or email communications with your lender or servicer. Write down the name of the representative you speak with when calling so that you can refer to the call later, if necessary.

Credit Scores

You have a credit history if you have at least one credit card or if you have a consumer loan, such as an auto loan, student loan, or any other form of personal credit.

Credit scoring is a quick and consistent method of determining the likelihood that you will repay your loans based on your past credit history. Factors used to calculate your credit score may include promptness in paying bills, number of credit cards, total credit limit, and the amount owed on your accounts. Although it is often a concern for student borrowers, having multiple student loans and/or a significant amount of education debt does not necessarily mean you will have a poor credit score.

Factors that can negatively affect your credit score are:

- Serious delinquency, derogatory public records, or collection accounts
- A high proportion of balances to credit limits
- A high proportion of loan balances to loan amounts
- Too many new accounts
- Too many accounts with balances
- No credit history
- Too many credit inquiries in the past 12 months
- Too many finance accounts

For more information on credit scoring, go to My Fico at www.myfico.com/credit-education/credit-scores.

Your credit report is a snapshot of your credit history. Credit reports typically include information such as the type of debts you have, current balances, payment performance, available credit, and a record of credit inquiries in the past two years. Some negative credit information may remain on your credit report for up to seven years; bankruptcy can remain for 10 years. Student loan default remains on your report for seven years.

Once a year, you are eligible for a free copy of your credit report from each of the three credit reporting agencies below. To get the report, visit www.annualcreditreport.com.

- Equifax (www.equifax.com)
- Experian (www.experian.com)
- Trans Union Credit Corporation (www.tuc.com)

Note: Student loans may be represented in your credit report as installment loans that are either active or inactive, depending on the deferment or repayment status. Some credit reporting agencies also use descriptive factors that show them as education loans.

In addition to the credit score, lenders may use other credit criteria to determine whether to offer you a loan. These other criteria, which may or may not be published by the lender, typically rely upon information supplied by you on your loan application, and on data in your credit report.

Examples include

- Number of accounts delinquent 60 or more days
- Number of accounts delinquent 90 or more days
- Declarations of bankruptcy
- Number of inquiries to an authorized credit reporting agency within a defined period of time

STUDENT CONDUCT AND RESPONSIBILITY

Students who are deliberately deceptive in their financial aid applications are subject to disciplinary action. They may face fines, imprisonment, or both.

If NYLS has reason to suspect that a financial aid applicant intentionally misrepresented information, resulting in fraud or other criminal misconduct in connection with the aid application, we may take disciplinary action by referring the case to the U.S. Department of Education's Office of Inspector General, or, if more appropriate, to a state or local authority. If there is evidence of fraud or criminal misconduct, we will review the matter to determine if the student should be sanctioned or dismissed.

CONTACTING US

Stay in touch with us! We are here to answer your questions and help you evaluate your options. Find answers to common questions on our financial aid portal page under the [Student Resource tab/ Financial Aid & Scholarships Link](#).

Please note: You **must** notify the Office of Admissions and Financial Aid immediately if you receive an award or financial aid from any outside source. You must also contact us if you reduce the number of credits in your academic program. A change in enrollment status may affect the aid you receive.

The Office of Admissions and Financial Aid is open Monday through Thursday from 9:00 a.m. to 6:00 p.m. and Friday from 9:00 a.m. to 5:00 p.m. Appointments may be scheduled before or after hours upon request.

Office of Admissions and Financial Aid New York Law School

185 West Broadway
New York, NY 10013
financialaid@nyls.edu
212.431.2828

NYLS INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

Overview

This Policy Statement provides notice of New York Law School's (NYLS) expectations and guidelines to all who access the institution's information technology resources and services. Access and use are limited to the purposes that are consistent with the instructional, research, and administrative goals of the institution and the User's relationship to those goals. Use must be in conformity with the general **IT Acceptable Use Policy** and compliant with all applicable

law. Any access or use that interferes, interrupts, or conflicts with these purposes is not acceptable and will be considered a violation of this Information Technology Policy Statement.

Scope

NYLS Acceptable Use Policy rules and guidelines (referenced herein collectively as the “AUP GUIDELINES”) cover and govern each individual end user’s (referenced herein with “you” or with “your”) use and access to NYLS’s (referenced herein with “we” “our” and “us”) services and websites (referenced herein as the “SERVICE”). IF YOU DO NOT AGREE TO BE BOUND BY THESE AUP GUIDELINES, YOU MUST NOT ACCESS OR USE THIS SERVICE.

The Information Technology Acceptable Use Policy, and any other policy referenced herein, shall apply to any and every member of the NYLS community including, but not limited to, faculty, students, administrative officials, staff, independent contractors, sub-contractors, and guests (hereinafter the “User(s)” or “you”) who uses, accesses, or otherwise employs, locally or remotely, the institution’s IT resources, whether individually controlled, shared, stand-alone, or networked. NYLS expressly reserves the maximum amount of discretion permitted by law to administer, interpret, discontinue, review, modify, and change any of its policies, including those expressly written within this document as well as referenced, at any time with or without prior notice. However, when changes do occur, we will notify you as soon as practicable.

In consideration of the privilege of accessing and using the IT resources, you must fully comply with the standards and responsibilities of acceptable use as outlined in:

- All applicable provisions of all applicable codes of conduct, employee handbooks and agreements, student handbooks, and other policies and procedures established by the institution;
- This Information Technology Acceptable Use Policy, and other contributing or supporting Information Technology policies;
- All local, state, federal, and international laws;
- All software license agreements acquired by NYLS and its authorized units; and
- The legal and educational standards of software use as published in the EDUCOM Code.

Policy Statement

General Requirements

Users are responsible for using NYLS technology resources in accordance with institutional policies. NYLS resources may not be used for any unlawful or otherwise prohibited purpose.

For security, compliance, and maintenance purposes, authorized personnel may monitor and audit equipment, systems, and network traffic. Users shall have no expectation of privacy for information stored on or transported through NYLS information technology resources, except as provided by law. However, when practicable and appropriate, it is the policy of NYLS to notify Users in advance when we expect to search or view certain network information, such as e-mail messages.

Devices that interfere with other devices or users on the NYLS network may be disconnected at OIT's discretion. NYLS prohibits actively blocking authorized audit scans. Firewalls or other technologies intended to prevent or obfuscate OIT systems must permit access or be disabled.

The AUP Guidelines intend to support, protect, and promote NYLS's academic and administrative goals. The Dean and President and/or his or her designee may grant reasonable exceptions to these guidelines if, in their judgment, such an exception would be to the benefit of the institution.

System Accounts

Users are responsible for the security of data, accounts, and systems under their control. Users must keep passwords secure; sharing account credentials or password information with anyone, including faculty, students, employees, family, or friends is strictly prohibited. Providing access to another individual, either deliberately or through failure to secure access, is a violation of this policy.

Users must maintain system-level and user-level passwords in accordance with the IT User Account Management policies.

Users must ensure through legal or technical means that proprietary information remains within the control of NYLS at all times. Conducting NYLS business that results in the storage of proprietary information on personal or uncontrolled environments, including devices or services maintained by a third party with whom NYLS does not have a contractual agreement, is prohibited. This specifically prohibits the use of an e-mail account and or file storage that is not provided by NYLS for institutional purposes.

Computing Assets

Users are responsible for ensuring the protection of assigned NYLS assets, which may include the use of computer cable locks and other security devices. Laptops left at NYLS overnight must be properly secured or placed in a locked drawer or cabinet. Any known or suspected theft of technical resources or assets must be promptly reported to the Director of Facilities.

All NYLS computers, laptops, mobile devices, and workstations must be secured with a password-protected screensaver with the automatic activation feature set to 15 minutes or less. Users must lock the screen or log off when the device is unattended. All NYLS issued laptops and mobile devices must have disk encryption enabled.

Devices that connect to the NYLS network must comply with the System and Information Security policies.

Users may not interfere with institutional device management or security system software, including, but not limited to, antivirus, antimalware, and device management.

Network Use

Users are responsible for the appropriate use of NYLS network resources. As such, the following are strictly prohibited:

Causing a security breach to either NYLS or other network resources, including, but not limited to, accessing data, servers, or accounts to which User is not authorized; circumventing user authentication on any device; or 'sniffing' or monitoring network traffic.

Causing a disruption of service to either NYLS or other network resources, including, but not limited to, ICMP floods, packet spoofing, denial of service, heap or buffer overflows, and forged routing information for malicious purposes.

Introducing or using network malware such as Honeypots, Wi-Fi Pineapples, or similar technology on the NYLS network unless such activity is in conjunction with educational purposes and restricted to educational VLAN's.

Violating copyright law, including, but not limited to, illegally duplicating or transmitting copyrighted pictures, music, video, and software. See the System and Information Security policies for additional information on copyright restrictions.

Exporting or importing software, technical information, encryption software, or technology in violation of international or regional export control laws.

Use of the Internet or NYLS network that violates the code of conduct outlined in employee handbooks and agreements, student handbooks, and other policies and procedures established by the institution, or state or federal laws.

Intentionally introducing malicious IT code, including, but not limited to, viruses, worms, Trojan horses, spyware, malware, adware, ransomware, or key loggers.

Using network discovery or port scanning tools on the NYLS network unless authorized in advance by the Office of Information Technology.

Electronic Communications

The following activities are strictly prohibited:

Inappropriate use of communication vehicles and equipment including but not limited to; any transmitted, viewed, or stored electronic data that NYLS reasonably considers to be offensive or inappropriate within a particular professional or academic environment.

Inappropriately procuring or transmitting electronic data that may include, but is not limited to, sexual comments, sexual jokes, sexual images, sexual video, racial or ethnic slurs, or any electronic data that might reasonably be construed as bullying or harassment. This does not prohibit legitimate activity, such as research, that requires the procurement or transmission of such data. Users are strongly encouraged to consult the IT Director or General Counsel for advice regarding this provision.

Sending SPAM via e-mail, text messages, pages, instant messages, voice mail, or other forms of unsolicited electronic communication.

Unlawfully sharing or transmitting Personally Identifiable Information (PII) or sharing or transmitting PII through unsecured or inappropriate means.

Forging, misrepresenting, obscuring, suppressing, or replacing a user identity on any electronic communication to mislead the recipient about the sender.

Posting, or sharing electronically, the same or similar non-NYLS-related messages to large numbers of users or user groups.

Use of a NYLS e-mail or IP address to engage in conduct that violates NYLS published policies or guidelines. Posting to a public newsgroup, bulletin board, social media, or listserv with a NYLS e-mail or IP address represents NYLS to the public; therefore, users must exercise good judgment to avoid misrepresenting or exceeding their authority in representing the opinion of the institution.

Termination & Right to Suspend

You are free to stop using our Service at any time. We also reserve the right to suspend or end the Service at any time at our discretion and without notice. For example, we may suspend or terminate your use of the Service and remove any digital assets created or maintained by you if you fail to comply with these AUP Guidelines, or use the Service in a manner that may cause the Institution legal liability, service disruption, or otherwise cause harm. All provisions of these AUP Guidelines, which by their nature should survive, will survive termination of the Service.

Service “As is”

NYLS AND ITS PARTNERS MAKE NO WARRANTIES, EITHER EXPRESS OR IMPLIED, ABOUT THE SERVICE. THE SERVICE IS PROVIDED “AS IS.” IN ADDITION, WE DISCLAIM ANY WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE AND NON-INFRINGEMENT. ANY CONTENT DOWNLOADED OR ACCESSED FROM THE SERVICE IS ACCESSED AT YOUR OWN RISK.

Controlling Law

These AUP Guidelines and your use of the Service will be interpreted, governed and construed by the laws of New York without regard to conflicts of law principles, and Users submit to the jurisdiction of the courts of the State of New York, County of New York, for the resolution of any dispute arising under the Guidelines.

Waiver, Severability, & Assignment

NYLS's failure to enforce a provision is not a waiver of its right to do so later. You may not assign any of your rights under these AUP Guidelines, and any such attempt will be void. NYLS may assign its rights to any of its affiliates or subsidiaries, or to any successor in interest of any business associated with the Service. If any provision of these AUP Guidelines is held by a court of competent jurisdiction to be contrary to law, such provision shall be changed and interpreted so as to best accomplish the objectives of the original provision to the fullest extent allowed by law and the remaining provisions of these AUP Guidelines will remain in full force and effect.

References

This policy statement is the principle guideline established to support the Information Technology Acceptable Use at New York Law School. Please refer to contributing policies for additional guidelines that extend Acceptable Use of Information Technology systems, assets, and resources.

NYLS also adheres to relevant New York state policies and federal regulations, such as the Family Education Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), the New York State Stop Hacks and Improve Electronic Data Act (SHIELD), and the Graham-Leach Bliley Act (GLBA).

Enforcement

Any faculty, employee, student, or guest found to have violated this policy may be subject to disciplinary action up to and including revocation of IT privileges, termination of employment or academic suspension. A violation of this policy by a temporary worker, contractor or vendor may result in the termination of their contract or assignment with NYLS.

OFFICE OF REGISTRAR

- Oral Hope, Associate Dean and Registrar
- Michelle Weller, Associate Registrar and Director of Academic Operations
5th floor, C building. 212.431.2300

Notary Services

The Office of Registrar offers Notary Services. Students should stop by the Registrar's Office to obtain services. In addition to the Registrar Office, notary services are available in different departments of the Law School (Dean's Office, Faculty Support, Library, Human Resources, Maintenance and Operations, and Academic Planning and Career Development). Please refer to the portal for the complete list and office locations.

Updating Your Personal Information

Name Change

A student who changes his or her name must submit a notarized affidavit specifying the name change or an original copy of the name change document (such as marriage certificate, certificate of citizenship) to the Office of the Registrar before any school records can be modified. Documents can also be emailed to registrar@nyls.edu.

Address Change

Students are required to inform the Office of the Registrar of any change of address including summer addresses. Notifying the Office of the Registrar of address changes is critical as to prevent any delays in students receiving important mailings from other offices such as Student Accounts, Office of Financial Aid and the Office of Academic Planning and Career Development. The Change of Address form is available on the portal under "Forms for Students". Forms can also be emailed to the Registrar's Office at registrar@nyls.edu.

Updating Your Character and Fitness Information

Obligation to Update Character and Fitness Information

As part of the application to NYLS, all students are asked to disclose information that may bear upon their character and fitness for admission to the bar. During the first week of school, students are encouraged to ensure that these disclosures are complete and accurate.

Students have a continuing obligation to update this information. If the incident you need to disclose occurred before you began your studies at New York Law School, you should contact the Office of Admissions and Financial Aid to update your disclosure. Should anything occur during your time at New York Law School that would change your answer to any of the questions below, you should make a disclosure to Associate Dean for Academic Affairs and Student Engagement.

The relevant sections of the application are reprinted below:

The American Bar Association Standards and Rules of Procedure require law schools to secure information regarding the character and fitness and other qualifications for admission to the bar in the state in which the applicant intends to practice. Bar authorities and the New York Law School Code of Conduct and Academic Responsibility require accurate and complete responses. Acceptance by New York Law School does not guarantee certification by state bar examiners. If you are concerned about factors that may affect your eligibility to practice law, you should discuss them with the bar examiners or character and fitness committee in the state and jurisdiction in which you expect to practice.

Your answers must be complete and accurate. It is our strong suggestion that you consult academic, legal, and/or military records to determine that you are not making omissions. If you are not certain that something must be disclosed with respect to any questions in this section, ask our office before completing and submitting your application. You are advised to err on the side of disclosing more than might be required rather than risk not disclosing or omitting key facts.

School-Based

Have you ever been placed on academic probation, warned, suspended, dropped, expelled, or been asked or advised or permitted to withdraw for academic reasons from any post-secondary school, college, university, professional school, or law school?

☐ Yes ☐ No

If yes, attach a supplemental statement that states the facts, including the institution and dates involved, and including insight into the difficulties that led to performance problems.

Have you ever been disciplined, reprimanded, placed on probation, expelled, or been asked or advised or permitted to withdraw for non-academic reasons from any post-secondary school, college, university, professional school, or law school?

☐ Yes ☐ No

If yes, attach a supplemental statement that states the facts, including the institution and dates involved, and including the outcome.

Legal

Have you ever, as an adult or a juvenile, been cited, arrested, taken into custody, charged with, convicted or tried for, or pleaded guilty to, the commission of any felony or misdemeanor or the violation of any law, except for minor traffic violations, or been the subject of juvenile delinquency or youthful offender proceeding, or is any such action pending or expected to be brought against you?

☐ Yes ☐ No

If you answer yes, attach a supplemental statement that states the charge or charges, the disposition thereof, and the underlying facts, as well as the dates and locations involved and the

penalty imposed, if any. We seek your statement and do not wish to receive court documents or letters from counsel.

NOTES:

A. Although a conviction may have been sealed or expunged from the record by an order of the court, it nevertheless must be disclosed in answer to this question. B. A minor traffic violation involves a vehicle. A matter that is “like” a traffic violation but does not involve a vehicle must be disclosed. Traffic violations involving alcohol or drugs are not minor. C. If you are uncertain as to whether a matter must be disclosed in accordance with this question, please ask us. We advise you to fully disclose any matter; the outcome does not determine whether the matter must be disclosed.

Military

Were you ever separated from any branch of the armed forces of the United States under conditions other than honorable?

☐ Yes ☐ No

If you answer yes, attach a supplemental statement that explains the relevant facts of your discharge. **NOTE:** If you have not served the U.S. armed forces, enter an answer of no.

Professional

Have you ever been suspended from practice, reprimanded, censured, removed, or otherwise disciplined as a member of any profession, or have complaints or charges, formal or informal, ever been made or filed or proceedings instituted against you in such capacity?

☐ Yes ☐ No

If you answer yes, attach a supplemental statement that explains the relevant facts and disposition. **NOTE:** This question refers to professions and jobs which require licensure or adherence to ethical codes.

New York Law School Annual Notification of Rights Under FERPA

Revised July 2020



New York Law School Annual Notification of Rights Under FERPA

Revised July 2020

Section 1: Introduction

The Family Educational Rights and Privacy Act of 1974 (FERPA)¹ was enacted to protect the privacy of student education records, to establish the rights of students to inspect and review their education records, and to provide students with an opportunity to have inaccurate or misleading information in their education records corrected. FERPA permits the disclosure by an institution of certain education records under the circumstances described in this Notification. Students have the right to file complaints with the Department of Education's Family Policy Compliance Office concerning alleged failures by an institution to comply with FERPA.

In accordance with FERPA, New York Law School (sometimes referred to as "the Law School," "the School," or "NYLS") has adopted the following policies and procedures, which are intended to provide our students and staff with a summary of their respective rights, obligations, and prerogatives under FERPA.

These policies and procedures will be made available at the beginning of each academic year, and continually posted on NYLS's website. Copies can be requested at any time from the Office of the Registrar or General Counsel. The Law School has made accommodations for students who are visually impaired in reviewing these policies and procedures.

Section 2: Students' Rights Under FERPA

The rights of students under FERPA include:

A. The right to inspect and review the student's education records within 45 days of the day NYLS receives a request for access.

A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The Student Request for Inspection and Review Form is attached as Appendix B. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the registrar will advise the student of the correct official to whom the request has been directed. If the records in question are of a type that the School is not required to make available for inspection and review (e.g., financial records of the student's parent(s), and letters of recommendation with respect to which the student has waived the right of access), the registrar will so advise the student.

The right to inspection and review does not obligate NYLS to provide students with copies of records.

¹ Codified at 20 USC § 1232g; enacting regulations issued by the United States Department of Education are codified at 34 CFR § 99.

B. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask NYLS to amend a record—because the student believes the record contains information that is inaccurate, misleading, or in violation of the student's right to privacy—should write the registrar, clearly identify the part of the record the student wants changed, and state with as much specificity as possible why it should be changed. If NYLS decides not to amend the record as requested, the School will notify the student in writing of the decision and of the student's right to an administrative hearing regarding the request for amendment. A student may not use the FERPA amendment process to challenge grades.

C. The right to provide written consent before NYLS discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

See Appendix C for the Student Consent to Disclosure Form.

D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by NYLS to comply with the requirements of FERPA.

Students are encouraged to contact the registrar with questions or concerns about FERPA. Students also have the right to contact the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., S.W. Washington, D.C. 20202-4605, with any complaints about NYLS's compliance with the Act.

Section 3: Permissible Disclosures

FERPA permits NYLS to disclose education records with a student's prior written consent; or without a student's prior written consent under various enumerated exceptions, as summarized below.

A. With a Student's Prior Consent

In general, NYLS may, within its discretion, disclose education records—or information from education records—only to the relevant student unless the School first has obtained a signed and dated written consent from the relevant student, specifying the records that may be disclosed, the purpose of the disclosure, and the persons or classes of persons to whom disclosure may be made. See Appendix C for the Student Consent to Disclosure Form.

B. Without a Student's Prior Consent

NYLS may, also within its discretion, disclose education records—or information from education records, without the consent of the relevant student(s), under the following circumstances:

1. Directory information

FERPA regulations distinguish between “directory” or “non-directory” information. Directory information is that contained in an education record that would not generally be considered harmful or an invasion of privacy if disclosed. The School considers the following to be directory information and may, in its discretion, disclose it without a student's written consent:

- Name
- Local address
- Degree(s) sought – J.D., LL.M., M.A., Certificate, etc.
- Degrees conferred
- Dates of attendance
- Awards and honors (like those, for example, that are listed in graduation programs and other school publications)
- Participation in school activities (e.g., student organizations, moot court, law review, etc.).

The School also considers the following to be directory information, but generally will not release it unless: (1) required to do so by law; (2) there are circumstances warranting disclosure at NYLS's discretion; or (3) with the student's written consent:

- NYLS email address
- Full- or part-time enrollment status and class level (i.e., 1L, 2L, 3E, etc.)
- Most recent previous institution attended
- Expected date of completion of degree requirements and graduation
- ID photograph—posted internally only.

NYLS does not disclose or confirm directory information about a student without consent if that directory information uses non-directory information (including social security numbers) to identify either the student or the records from which the directory information is determined.

A student may request to limit disclosure of their directory information. Such request must be made within 14 calendar days of the first day of the student's first semester at the School. Non-disclosure by a student is in effect from the date the registrar receives from the student a request in writing until the request is rescinded in writing by the student. Notice can be given by completing a Student Request for Non-Disclosure Form, see Appendix D. Please note that the opt-out right cannot be used to prevent NYLS from disclosing or requiring the student to disclose their own name, identifier, or institutional email address in a class in which the student is enrolled.

2. To NYLS officials with legitimate educational interests

"School officials" are those members of an institution who act in the student's educational interest within the limitations of such officials' "need to know." School officials may include:

- a person employed by NYLS in an administrative, academic, or research or support position;
- a person serving on the Board of Trustees;
- a person serving on an institutional governing body of NYLS;
- a person used by, employed by or under contract to NYLS to perform a special task (e.g., an attorney or auditor, outside consultant, external clinic or internship administrators);
- a person or organization acting as an official agent of the institution and performing a business function or service on behalf of the institution;
- a student conducting NYLS business (e.g., serving on an official committee, working for NYLS, or assisting another school official in fulfilling his or her professional responsibility); and
- any other person determined by the Office of the Registrar, the Associate Dean for Academic Affairs and Student Engagement, the General Counsel, or the Dean of NYLS to have a need to know the information in order to perform his or her administrative tasks, to provide a service or benefit for a student, or to fulfill a legitimate educational interest of NYLS.

A school official is determined to have “a legitimate educational interest” if the information requested is necessary for that official to: (a) perform appropriate tasks that are reasonably necessary based on their position or duties; (b) perform a task related to a student’s education; (c) perform a task related to the discipline of a student; or (d) provide a service or benefit relating to the student or student’s family, such as health care, counseling, job placement, or financial aid.

3. To another educational institution where the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student’s enrollment or transfer
4. To the student(s) themselves
5. To a parent of a student who is considered the parent’s “dependent” for federal tax purposes

In order for a parent to receive education records, NYLS must obtain either a copy of the portion of the parent’s most recent tax return on which dependents are listed, (parents may redact financial information) or a written acknowledgment from the student that the student is, in fact, the parent’s dependent.

6. In connection with a health or safety emergency

Such disclosures may be made only to appropriate parties (including but not limited to law enforcement personnel), and are limited to information that is necessary to protect the health or safety of the student or other individuals. NYLS has considerable latitude to determine what situations constitute “emergencies,” what information is necessary to disclose and to whom.

7. To comply with a judicial order or lawfully issued subpoena

Prior to complying with a judicial order or subpoena, NYLS generally must make a reasonable effort to notify the student of the order or subpoena, so that the student may seek protective action. The School generally may not give such advance notice in the case of grand jury or other law enforcement subpoenas, in cases where the court or issuing agency has ordered that the existence or contents of the subpoena or information furnished in response not be disclosed, or in the case of *ex parte* court orders pursuant to the USA PATRIOT Act.

8. To a court in the context of a lawsuit that the student brought against NYLS or that the School brought against the student

The School is limited to disclosing information that is “relevant” to the action and that does not relate to other students who are not adversary parties in the lawsuit. The School need not provide the student-party advance notice of such a disclosure.

9. To parents of a student who is under the age of 21 at the time of the disclosure and the disclosure relates to a determination by NYLS that the student has violated the School’s drug or alcohol policies

10. The “final results” of a disciplinary proceeding against a student whom NYLS has determined violated an institutional rule or policy in connection with alleged acts that would, if proven, also constitute a “crime of violence or non-forcible sex offense

“Final results” in this context are limited to the name of the student, the basic nature of the violation the student was found to have committed, and a description and the duration of any sanction the institution has imposed against the student. The School will not disclose personally identifiable information regarding any other students involved in the incident in question.

11. To a victim of an alleged perpetrator of a crime of violence or non-forcible sex offense, the “final results” (as defined above) only of an institutional disciplinary proceeding in connection with that alleged crime or offense

12. In connection with financial aid that the student has applied for or received, for the purpose of determining the student's eligibility for, the amount of, or the conditions for the aid, or to enforce the terms and conditions of the aid

13. To authorized representatives of the Comptroller General, Attorney General, Secretary of Education, or state or local educational authorities in connection with an audit of federal- or state-supported education programs or with the enforcement of or compliance with federal legal requirements relating to those programs

Absent consent or a specific federal law to the contrary, information under this exception must be protected so that individuals are not personally identifiable other than to the "authorized representatives," and the information must be destroyed when no longer needed.

14. To accrediting organizations to carry out their accrediting functions

15. To organizations conducting studies for educational institutions to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction

Such studies must be conducted in a manner that prevents personal identification of parents and students by anyone other than representatives of the organizations with a legitimate interest in the information, the information is destroyed or returned to the School when the study is concluded or no longer needed, and the School enters into a written agreement with the organization specifically so limiting its use of the information.

16. The disclosure concerns sex offenders and consists of information provided to the institution pursuant to the Violent Crime Control and Law Enforcement Act of 1994, commonly known as the "Wetterling Act."

Section 4: Hearings

As noted, a student has the right to request that NYLS amend an education record concerning the student, as described in Section 2.B. Should the School determine not to make the requested amendment, it shall inform the student who made the request of their right to a formal hearing to challenge this determination. The student may request such formal hearing within 30 business days from the date the School informs the student of their right to a hearing. The request must be in writing (see Appendix E) and must be delivered to the Associate Dean for Academic Affairs.

The Associate Dean for Academic Affairs shall within a reasonable time from the date of the request for a hearing notify the student of the date, time and place of the hearing, and shall, within a reasonable time from the date of the request for a hearing either hear the case personally or designate a hearing committee. The committee will include a member of the Office of the Registrar or Office of Academic Affairs (other than the person who denied the request), a faculty member, and a student.

The student may present evidence relevant to the request to amend the education records and may be assisted or represented, at their own expense, at the hearing by one or more persons of their choice, including legal counsel. The person or committee hearing the case shall decide it solely on the basis of the evidence presented at the hearing.

The hearing decision shall be in writing and contain a summary of evidence adduced at the hearing, and reasons for the decision, and shall be issued within a reasonable time following the conclusion of the hearing. If the decision is in favor of the student, the education records will be amended accordingly. If the decision is unsatisfactory to the student, the student may place with the education record a statement commenting on the information in the records or setting forth any reasons for disagreement with the decision. Such statement will be maintained as part of the student's education record and released with the records anytime they are disclosed to third parties.

Section 5: Key Definitions

Student refers to any individual who is or has been in attendance at NYLS. The term does not include applicants, who are accordingly not protected by FERPA unless and until they are admitted and “attend,” thereby becoming “students.”

Education records includes those records, files, documents, and other materials that contain information directly related to a student and that are maintained by NYLS or by a third party acting for the Law School. The following are not considered education records under FERPA:

- NYLS security/law enforcement records
- Information that is part of an individual’s personal knowledge
- Records kept in the sole possession of the maker and used as a personal memory aid, which are not accessible or revealed to any other person, except to a temporary substitute
- Medical and psychiatric/psychological treatment records of students, if they are made, maintained, and used only in connection with treatment of the student and disclosed only to individuals providing the treatment
- Alumni records, i.e., records created and maintained about students after they no longer are students and which do not relate to when they were students
- Records regarding employees of NYLS that: (a) are made and maintained in the ordinary course of business; (b) are not available for use for any other purpose; and (c) relate exclusively to the individual in their capacity as an employee; this exception does not apply to NYLS students who are employed by NYLS as a result of their status as a student
- Grades on peer-graded papers before they are collected by an instructor.

Personally identifiable information includes, but is not limited to:

- The student’s name;
- The name of the student’s parent or other family members;
- The address of the student or student’s family;
- A personal identifier, such as the student’s social security number, student number, or biometric record;
- Other indirect identifiers, such as the student’s date of birth, place of birth, or mother’s maiden name;
- Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student; or
- Information requested by a person who the educational institution reasonably believes knows the identity of the student to whom the education record relates.

Appendix A: Complete FERPA Statute and Regulations

To access the complete FERPA statute and regulations, click [here](#).

Appendix B: Student Request for Inspection and Review

Family Educational Rights and Privacy Act

Submit to: Office of the Registrar

Name: _____

Student ID number: _____

Address: _____

Email: _____

Phone: _____

I request to inspect and review the following education records:

I understand that I will be provided with access to the above-requested records within forty-five (45) days of the date of this request.

Student's signature: _____ Date: _____

Revised July 2020

Appendix C: Student Consent to Disclosure Form

Family Educational Rights and Privacy Act

Submit to: Office of the Registrar

Name: _____

Student ID number: _____

Address: _____

Email: _____

Phone: _____

I hereby consent to disclosure of the following education records:

The above-specified education records specified above may be disclosed to the following persons or classes of persons:

The purpose of disclosure of the above-specified education records is as follows:

Student's signature: _____ Date: _____

Revised July 2020

Appendix D: Student Request for Non-Disclosure Form

Family Educational Rights and Privacy Act

Submit to: Office of the Registrar

New York Law School has designated the items listed below as directory information (public information, which would not generally be considered harmful or an invasion of privacy if disclosed). NYLS may, as permitted under FERPA, release or use this information without the student's written consent or approval.

Students have the right to block the release of their directory information without their express written consent. This request can be made at any time by submitting this form, signed, to the Office of the Registrar. This request will be honored until removed, in writing, by the student.

Please note that the opt-out right cannot be used to prevent NYLS from disclosing or requiring the student to disclose his or

Please indicate which directory information item(s) should **not** be released:

____ Name

____ Local address

____ NYLS email address

____ Degree(s) sought—J.D., LL.M., M.A., Certificate, etc.

____ Expected date of completion of degree requirements and graduation

____ Degrees conferred

____ Awards and honors

____ Full- or part-time enrollment status and class level (i.e., 1L, 2L, 3L Evening, etc.)

____ Dates of attendance

____ Most recent previous institution attended

____ Participation in officially recognized school activities (e.g., student organizations, moot court, law review, etc.)

____ ID photograph—posted internally only.

I, _____, NYLS ID number _____,

direct NYLS to block the release of the directory information items checked above to non-institutional persons or organizations. This block will remain in effect until changed by me in writing.

Date: _____

Revised July 2020

Appendix E: Student Request for Formal Administrative Hearing

Family Educational Rights and Privacy Act

Submit to: Office of the Registrar

Name: _____

Student ID number: _____

Address: _____

Email: _____

Phone: _____

I request a formal hearing concerning correction of what I believe to be inaccurate or misleading information contained in my education records, or information that can be considered an invasion of my privacy.

The following education record(s) is/are being contested:

I am contesting the information because:

I understand that I will be notified in writing of the date, time, place, and procedures for the hearing.

Student's signature: _____ Date: _____

Revised July 2020

OFFICE OF LIFE SAFETY AND SECURITY, AND FACILITIES MANAGEMENT

- Paul Repetto, Chief of Building Operations & Security. Paul.Repetto@nyls.edu. 212.431.2836
- Sean Frett, Manager of Security and Life Safety. Sean.Frett@nyls.edu. 212.431.2895

You may also stop by any Security Desk to contact Mr. Repetto or Mr. Frett

Life Safety and Security

In accordance with federal and state law, New York Law School maintains information regarding campus crimes, security policies and procedures, and fire incidents. An annual Campus Security and Fire Safety Report containing all campus crime statistics and fire incidents reported to the United States Department of Education, Office of Postsecondary Education website is made available annually to all members of the Law School community through the Law School's portal as well as in hard copy. To obtain a hard copy of this report you may contact the Office of Security and Life Safety located at 185 West Broadway (west campus building), Room W102.2 behind the passenger elevators. Crime statistics are also available at the U.S. Department of Education website at <http://ope.ed.gov/campussafety>. Mr. Paul Repetto is the Chief of Building Operations & Security, he can be reached at 212.431.2836 or located in Room EM100 of the east campus building on the mezzanine level. For more information, please refer to the Security and Life Safety section on the Portal.

Fire Emergencies and Evacuations

Knowing how to respond following the sound of the fire alarm will help assure an orderly and safe evacuation of the buildings.

Know all the exits

Posted on the wall near every elevator is an egress sign with a red circle and the words "You are here" written in white letters. The sign denotes your present location.

Every stair and elevator (noted by the letter X enclosed in a square) is identified by a letter of the alphabet. A sign which notes the alphabet designation is mounted on the floor and stair side face of the stair door. (A sign which notes the floor is also mounted on the stair side face of this same stair door.) The stair is also identified by an illuminated sign above it with the word Exit in red letters.

Please study this map while you are waiting for the elevator. During an evacuation you should use all available and nearest emergency stairs, not only the one you commonly use. Although some of the stair doors above lobby level and all emergency exits at the lobby level are equipped with panic alarm hardware and are not normally used, you may exit through these doors during a drill or emergency evacuation.

When the evacuation alarm sounds, evacuate the alarm floors immediately. All other floors hearing the inquiry tone should await further instructions from the Fire Life Safety Director.

When the evacuation alarm sounds on your floor, you should evacuate. The Fire Life Safety Director will report to the lobby command panel to determine which detection or suppression device, or pull station was activated. The floor fire wardens on the evacuation alarm floors only should notify the Fire Life Safety Director (using the floor warden station), if conditions permit, what actual conditions exist on their floors. The Fire Life Safety Director will dispatch a member of the

fire brigade to the location where the device was activated. The Fire Life Safety Director will silence the inquiry tone alarm and inform you of the location and status of the problem by use of the public address system. She or he will also indicate to you if further evacuation of the campus buildings is necessary based on information provided by the fire organization teams who respond.

How to Respond

Evacuation Drill

An evacuation drill is an opportunity to test your knowledge of the evacuation plan and how to exit from the building during an emergency. It is important for you to respond when instructed by the Fire Life Safety Director or the evacuation tone activates. New York City Fire Department Fire Prevention Directive 9-64 requires that colleges and universities conduct three drills during the academic year. Evacuation drills will be conducted once during each fall and spring semester, and once during the summer semester.

The Fire Life Safety Director begins the drill with an announcement over the public address system. She or he will then activate the evacuation tones throughout the campus. During the drill all stairs (not only a familiar stair) and all first floor doors (not only the main entrance doors) may be used to exit the building. Noted below are instructions which describe how you should respond. The Fire Wardens will be there to provide directional assistance.

Emergency Evacuation

When evacuation tone sounds all occupants on those floors shall evacuate immediately. All other occupants hearing the inquiry tone shall wait for instructions and announcements from the Fire Life Safety Director. If directed, all occupants must exit the building by using the nearest and all available stairs (not just a favorite stair) when instructed by the Fire Life Safety Director or the floor Fire Warden. Do not panic. Remain calm. Follow the instructions of the floor Fire Wardens and faculty members. Close all doors behind you. Do not stop to collect personal belongings. Proceed to the nearest stair and exit the building. Do not run and do not use the elevators as a means to exit the floor.

If you discover or are near a smoke condition or fire

Evacuate the area and close all doors in the vicinity of the fire or major smoke condition. Activate a pull station device (pull the black lever down) to alert other persons in adjacent offices, classrooms, restrooms and throughout the building. Do not open any doors that feel warm to the touch. If there is heat or smoke in an area, crawl on the floor to the nearest exit. If you are trapped in a smoke-filled room stay near the floor or near a window where you can call or signal (use a handkerchief or a shirt to draw attention) for help. Do not panic, Proceed to the nearest emergency stair. Do not run and **DO NOT USE THE ELEVATORS** as a means to exit the floor. Follow the instructions of the floor Fire Wardens and faculty members.

Disabled persons evacuation assistance

During an evacuation drill, disabled persons should not evacuate the floor. Instead, they should respond in the following manner. One of the assigned volunteers must notify the Fire Life Safety Director by use of the floor warden station. The station is the red box located near the main elevators. To operate the station: Open the door, lift the handset, and speak after the Fire Life Safety Director answers. She or he must note the building, floor, and stair alphabet location where the disabled person would be relocated if it were an actual emergency.

The volunteer(s) should then show the disabled person the door which leads to this location. There is no need to enter the stair or attempt to evacuate the disabled person during a drill. Entering the

stair to go to the safe rescue area or to evacuate the floor should only be undertaken when the Fire Life Safety Director or FDNY directs you to evacuate the building during a non-drill situation. Finally, the volunteer(s) and the disabled person should use the remainder of the drill time to review the Personal Evacuation Plan.

Meet at the Assembly Area

After you exit the building, proceed to the Primary Assembly Area located along the side walk on the east side of West Broadway between Leonard Street and Franklin Street. The assembly area is the only location where you should go after you evacuate the building. If this location is crowded you can use the Secondary Assembly Area which is the west sidewalk of Varick Street between Leonard and Franklin Streets.

So remember, if you are instructed to evacuate the buildings or if the evacuation tones activate (an emergency evacuation or an evacuation drill), always gather at the Assembly Area. Do not stand in front of the Law School buildings, do not cross at the Church Street corners, and do not stand in the street. Please follow the instructions of the security officers and fire wardens.

The security staff will signal when you may return to the building

In an actual emergency do not wait to collect personal property. Begin evacuating the floor when directed or at the sound of the evacuation tones. Your cooperation during a drill is important because each drill is a test of the evacuation program. Please forward all comments or questions following each drill by email to the Office of Security & Life Safety at security@nyls.edu.

Important Reminders

Never attempt to extinguish a fire yourself. Fire and smoke can quickly fill the area. Use this time to alert others to evacuate by activating a pull station.

The elevators must never be used to exit a floor. The fire department personnel will need to use the elevators to evacuate disabled persons and for other duties. Unless otherwise directed by fire department personnel, you must only exit a floor by use of the stairs!

Departments	Contact numbers
Visitor Center Desk (185 West Broadway)	212-431-2100 extension 4185
Office of Security & Life Safety	X2123
Office of Maintenance & Operations	X2820
Emergencies	911

Lost and Found Policy

The Office of Security and Life Safety maintains a Lost and Found. Personal property found by security officers or maintenance staff, or turned in by other members of the community, is held at the security command desk (located in the lobby of 185 West Broadway). Metro Cards or cash are held in the security command room, W102 located in the west campus building. Items turned into the lost and found are logged and tagged with a unique ID number. If the item's owner can be identified, an email is sent to the owner alerting them to return to the Lost and Found to collect the item. When claiming lost property, you are required to present proper identification and sign for the item being collected.

- All property turned into Lost and Found is held until the end of the semester during which it was turned in with the exception of the items listed below:
- ATM cards, credit cards, checkbooks and medication are destroyed if unclaimed after one business week when the owner cannot be identified as a law school student, faculty or staff member.
- OneCard IDs that are turned into lost and found are given to the Office of Business Operations during normal business hours. Business Operations will then check the card status and destroy cards that have already been replaced or send an e-mail to the card holder if necessary.
- All unclaimed property at the end of each semester is donated to the Goodwill Greenwich Village Store and Donation Center.

The following items are forwarded to the Office of Student Life: Text books, which are either donated or held for additional time. Jewelry, sun glasses, computers, eye glasses, cell phones, ear phones / headphones, which are held for an additional semester before being donated.

You can help us maintain a safe community by protecting your personal and valuable property. You are advised to check your immediate surroundings for all personal property before you leave an area. If you find property left behind by another person, please forward the item to the Lost and Found.

The Law School does not claim responsibility for any item turned into the Lost and Found. If you believe you have lost property please check the Lost and Found immediately or contact the Office of Security and Safety at 212.431.2123 or security@nyls.edu.

Recycling Policy and Procedures

Filco Environmental Services, LLC provides waste-removal services for New York Law School. Currently, Filco Environmental Services, LLC recycles an estimated 70–80 percent of all the waste removed from a NYC commercial office building. These recycled items consist of mixed office waste paper (MOP), old corrugated cardboard (OCC), glass-metal-plastic (GMP: mostly bottles and cans), and newspapers and magazines. About the process:

- Filco Environmental Services, LLC crew members pick up refuse overnight and deliver it to the main processing facility.
- Truck is weighed and contents dumped onto main tipping floor where the automated and manual process of recycling begins. Load is typically 70–80 percent recyclable material.
- Material is scooped onto a recycling belt where it travels to picking stations for manual sorting.
- Materials are manually sorted. Contaminants are removed. Recyclable material is placed into designated bins (mixed paper, plastic bags, bottles and cans, etc.).
- Each worker is assigned to a particular recyclable, and is responsible for manually picking those items off the belt.
- Materials are then baled and shipped out to the appropriate recycling processor. Bales are typically 1,200–1,500 lbs.
- 100 tons of material is processed daily.

- No material goes to landfills. Non-recyclable trash is disposed in a waste-to-energy burn facility, and Filco Environmental Services, LLC is always seeking alternative outlets for materials that currently go to a burn plant.

School Closing Policy

All students are encouraged to sign up to NotifyNYLS to receive notices regarding school closings.

1. Closed if New York City Schools are closed

When New York City Public Schools are closed, New York Law School, including the Mendik Library and administrative offices, will be closed. All classes, exams, events, and other activities will be cancelled.

2. Closed or Delayed Opening when New York City Schools are Open

When NYC Public Schools are open, but weather conditions threaten to significantly impair the ability of students, faculty, or staff to commute to NYLS, or pose extraordinary challenges to the normal operations of the school, NYLS may cancel classes and close administrative offices or delay opening.

3. Early Closure

If NYLS is open, but weather conditions develop during the day that threaten to significantly impair commuting or normal operations, NYLS may cancel classes, close the Mendik Library and administrative offices earlier than normal. Typical early closure is 4 p.m. but could vary depending on the circumstances. In the event of early closure, all classes, exams, events, and other activities will be cancelled.

4. Weekends, Holidays, and when New York City Schools are not in session

On weekends, holidays, and when New York City Schools are not in session, the administration will determine whether and when to close NYLS or cancel classes, exams, or events and other activities.

5. Access to NYLS Campus

Notwithstanding class cancellation and closure of the Mendik Library and administrative offices, the administration will make every effort to make the NYLS campus accessible, in whole or in part, to students, faculty, and staff. Announcements will include information about what parts of the campus are accessible.

6. School Status Announcements and Timing

Announcements regarding school status will be made to students, faculty, and staff via NYLS e-mail accounts, Notify NYLS accounts (e-mail, text, voice), the NYLS web home page and emergency notice page, and via the NYLS Facebook and Twitter accounts. NYLS will notify the community no later than 6 a.m. as to whether the school is open, closed, or on a delayed opening, and no later than three (3) hours prior to class cancellation and early closure.

7. Class Attendance and Make-up Policy

If classes are not cancelled during or after a weather event, efforts will be made to record classes to accommodate individuals who may be unable to attend. Just because a class is recorded, it does not excuse a student's absence from class. Professors are responsible for posting recordings to the class blackboard via the portal. Professors also will be responsible for determining whether

a student's absence is to be excused or not. All classes or exams that are cancelled must be made up.

Sexual Harassment, Misconduct and Assault

You should expect to feel safe and respected at all times at New York Law School. NYLS takes very seriously cases involving sexual misconduct, discrimination or harassment. Please see the NYLS Non-Discrimination and Harassment Policy, and the Sexual Misconduct Policy for more information. http://www.nyls.edu/about_the_school/policies/

If you or someone you know may be the victim of any form of sexual misconduct, you are strongly urged to seek immediate assistance. Assistance is available 24 hours a day, 7 days a week.

- Police (New York Police Department) – 911
- For non-emergency calls:
- 185 West Broadway Campus, 1st Precinct– 212-334-0611
- NYPD also has a special line for general information, support, and assistance with reporting sexual violence: 212-267-RAPE (7273)

Support Services:

Aetna Student Assistance Program (SAP) is the Law School's free and confidential Student Counseling Services. Services are available 24 hours. You can reach them at 877-351-7889 or AskSAP@aetna.com. You can also visit www.aetnasap.com then enter the school ID: NYLAW. Please check the Portal (Student Resources) for additional information.

Other resources you may find helpful:

- NYC Alliance Against Sexual Assault: <http://www.svfreennyc.org/survivors.html>
- NYC Gay and Lesbian Anti-Violence Project: 212-714-1141
- Support Orthodox Victims of Rape and Incest (SOVRI) Sexual Abuse Helpline (in conjunction with The Beth Israel Victim Services Program): 212-844-1495
- Rape, Abuse, and Incest National Network: <https://ohl.rainn.org/online/>

Safe Horizon is the nation's leading nonprofit victim assistance, advocacy, and violence prevention organization. With a staff of over 800, Safe Horizon offers 75 programs throughout New York's five boroughs.

- Rape, Sexual Assault, and Incest Hotline 212-227-3000 (24 hours a day)
- Bronx Rape Crisis Program 718-933-1000
- Brooklyn Rape Crisis Program 718-827-4700
- Queens Rape Crisis Program 718-291-2555
- Staten Island Rape Crisis Program 718-720-2591
- www.safehorizon.org

Smoking Policy

In the interest of providing a safe and healthy environment for the New York Law School community and in accordance with the Smoke Free Air Act (SFAA) of 2002 and the Extension of the Smoke

Free-Air Act of 2013, which includes all electronic cigarette devices, the New York Law School has prohibited smoking of any kind within all New York Law School facilities, including individual offices, outside stairwells, landings and terraces.

Smoking of any kind is also prohibited at or near any of the New York Law School building entrances, air conditioning intakes and on West Broadway and Leonard Streets around the west campus building. The designated smoking area for all New York Law School community members is located on Worth Street, east of the main entrance to the center campus building known as the "C" building and/or 55 Worth Street.

VIOLATORS OF THE New York LAW SCHOOL COMMUNITY POLICY MUST BE REPORTED TO THE OFFICE OF SECURITY AND LIFE SAFETY IMMEDIATELY. SUCH VIOLATIONS OF THIS POLICY CAN BE RECORDED ON YOUR STUDENT FILE FOR FUTURE REFERENCES.

Help keep the sidewalks clean

Please help us keep the sidewalks clean. Deposit all trash in the sidewalk containers and all Cigar and cigarette butts in the provided ashtrays. Do not discard cigars and cigarettes onto the pavement, curb or waste receptacles.

Weapon Possession Policy

New York State Law - In accordance with New York State Penal Law Article 265 Section 265.01, it is a crime in New York State to possess a rifle, shotgun, air gun (including BB guns), spring gun, or other firearm when in the buildings or on the grounds of any school, college, or university, even if you have a valid New York State firearm permit. It is also a crime to possess nunchaku (or karate sticks), daggers, switchblades, locking butterfly knives, stun guns, and any other instruments that are deemed unlawful by New York State Penal Law Article 10.

Law School Policy - It is a violation to possess, carry, or use firearms, including rifles, shotguns, and other assault and automatic weapons, ammunition, explosive devices of any description, other dangerous weapons, instruments, or substances on owned or leased New York Law School property, or at any event sponsored by New York Law School on any other property. This policy applies to weapons carried about the person or stored within any parked vehicle on Law School property. Also included as dangerous weapons are harmless instruments that are designed to look like or may be used by a person to cause fear and/or produce bodily harm. New York Law School reserves the right to further determine the definition of a weapon and may prohibit other devices on an individual basis.

1)Students - Students found to be in violation of the above policy may be found in violation of the New York Law School Code of Academic Responsibility and referred to the Academic Responsibility Committee for disciplinary action in accordance with the Committee's procedures. These actions include but are not limited to one or more of the following: expulsion, suspension, reprimand, permanent notation on the record of the violator. The Law School will report the violation to local law enforcement authorities.

2)Faculty, Staff & other employees - If a member of the faculty or staff is found to be in violation of the above policy, the consequences of that action will be in keeping with existing guidelines governing the resolution of cases of unprofessional conduct, up to and including dismissal and promptly reporting this violation to local law enforcement authorities.

This policy also applies to all other contract and non-contract employees (except where exempted) who provide services on owned or leased Law School property. Individuals who violate this policy will be promptly reported to local law enforcement authorities.

Exceptions to the policy:

1) Law School student law enforcement officers - Sworn Federal, State, or local law enforcement officers who are enrolled as New York Law School students and are authorized by their employer to carry a firearm may do so while on owned or leased Law School property. Any law enforcement officer, not in full uniform, when carrying a weapon on his or her person, must carry the weapon in an inconspicuous manner. The officer must also have in his or her possession at all times valid identification officially identifying him or her as law enforcement officers.

To be subject to this exception, law enforcement officers must submit a completed Firearm Registration Form for Law Enforcement Officers and proof of law enforcement status by the end of the first week of classes each semester. A copy of this form may be obtained from the Office of Security & Life Safety located in the west campus building (185 West Broadway) Room W102.2 or 212-431-2123, or from the Chief of Building Operations and Security located on the mezzanine level of the east campus building (57 Worth Street) or by contacting 212-431-2837, or the Office of Student Life located on the 5th floor of the “E” building, 57 Worth Street, 212-431-2851. (You may also obtain a copy of the Firearm Registration Form on the NYLS Portal under *Forms for Students* as well as from Law Enforcement Officers). The completed form must be submitted to the Chief of Building Operations and Security. The Law School reserves the right to confirm law enforcement status with the noted employer. If the employment status is not confirmed, permission granted by this section to carry a firearm will automatically be revoked. Officers must promptly notify the Chief of Building Operations and Security if your license to carry a firearm is revoked.

2) Other law enforcement officers and armored vehicle guards - Sworn Federal, State, or local law enforcement officers who are not enrolled as New York Law School students and licensed armored vehicle guards who are authorized to carry a weapon in the performance of their duties may carry firearms on their person when conducting official business on owned or leased Law School property. Any law enforcement officer, not in full uniform, when carrying a weapon on his or her person, must carry the weapon in an inconspicuous manner. The officer must also have in his or her possession at all times valid identification which notes their law enforcement status.

Prop Weapons or Facsimiles

The use of a harmless instrument designed to look like a firearm, explosive, or a dangerous weapon in an instructional or entertainment reenactment must first be approved by the Associate Dean for Academic Affairs and Student Engagement and the Executive Vice President. If approved, the Chief of Building Operations and Security will be notified of the date, time, and location where the simulation will be held. The professor or event host will make an announcement at the start of the class or program and a sign will also be posted at the entrance to the room noting that simulated weapons will be a featured part of the class or program.

OFFICE OF STUDENT LIFE

- Sally Harding, Assistant Dean of Student Life
- Shani Darby, Senior Director of Student Life
5th floor, E building, 212.431.2851

Commencement

The Office of Student Life will email graduating students Commencement information regarding the following:

- application for the Student Commencement speaker
- application for the Student Commencement singer
- application for graduation awards
- commencement ceremony ticket request, and lottery for extra commencement ceremony tickets
- graduation portraits
- regalia (must be ordered in advance)

Please contact StudentLife@nyls.edu if you have any questions.

Disability Accommodations

It is the policy of New York Law School, in compliance with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and state and local requirements, to seek to accommodate individuals with disabilities. The School endeavors to enable students with disabilities to participate in its academic program and to satisfy its requirements. At the same time, the School does not make accommodations that fundamentally alter its academic program or requirements. All decisions regarding accommodations are made on a case-by-case basis and are based on the individual student's documented disability. Documentation relating to a request for accommodation will be reviewed by a consultant hired by New York Law School for the purpose of advising the School in its determination of appropriate accommodations. Any student who needs services relating to a disability or impairment should speak with the Assistant Dean of Student Life.

Please visit the NYLS Portal (under Student Resources) to access the NYLS Accommodations Handbook as well Information for Students Seeking Accommodations on the New York State Bar Exam.

Drug and Alcohol Policy

New York Law School is committed to a learning environment free from the deleterious influences of drugs and alcohol. While recognizing that students age 21 and older are legally permitted to consume alcoholic beverages, the Law School requires students to do so responsibly and in accordance with applicable federal, state and local laws, as well as the New York Law School alcohol policy outlined below. New York Law School has zero tolerance for the use of illegal drugs, or the abuse of alcohol or drugs that may be legal, on campus or in connection with Law School-related events. Equally important, the Law School is committed to assisting, to the extent possible, students, faculty and staff who may be living with substance abuse issues.

Drug and alcohol abuse can lead to severe and even life-threatening health problems. Such abuse can also impair academic performance and may be a factor in domestic violence and others forms of abusive behavior. The Law School encourages all students experiencing problems with drug or alcohol abuse to seek confidential help. Any student having such problems should contact the Office of Student Life (5th Floor E building, 212-431-2851) or the confidential student counseling service at 1-866-486-4334 for information about treatment programs and/or self-help groups. The services listed below can provide valuable assistance:

- Alcoholics Anonymous: 212.647.1680 and 212/870.3400
- Narcotics Anonymous: 212.929.6262
- Al-Anon Family Group Meeting Information Line: 1.800.356.9996 and 1.800.344.2666
- New York City Lawyers Assistance Program: 212.302.5787

Section I: Illegal Drugs

In accordance with federal law and state laws, no student may possess, use, or distribute any illegal drug on New York Law School premises or at official Law School functions. (Please see Title 21 of the United States code and articles 220 and 221 of the New York Penal Code.) Any instances of illegal drug distribution, possession, or possession for distribution, will be referred to the appropriate law enforcement authorities. If convicted of a drug-related offense, a permanent notation will be placed in the student's file and will be forwarded to the appropriate Bar Certification Committee. Students convicted of possession, use or distribution of illegal drugs also may be the subject to disciplinary action by the Academic Responsibility Committee. These actions include expulsion, suspension, reprimand, and permanent notation on the record of the violator.

Section II: Alcohol

The consumption of alcohol may be permitted upon request to the Office of Student Life on New York Law School premises or at official Law School functions. The Office of Student Life has broad discretion to approve or disapprove such requests and any approval of a request shall be in accordance with the following guidelines:

1. No person under 21 years of age may be served, or serve to others, an alcoholic beverage.
2. No visibly intoxicated person may be served an alcoholic beverage. Staff serving alcohol is encouraged to err on the side of caution.
3. The Office of Student Life must be informed when alcohol will be served at a student-sponsored event.
4. At each student-sponsored event at which alcohol is served, the sponsoring students or student organization must designate one or more students as responsible for the enforcement of this Policy and inform the Office of Student Life at least three (3) business days prior to the event of the identity of such students, as well as the number of guests expected and the amount of alcohol to be purchased. A member of the Office of Student Life staff will meet with those students before each event where alcohol is served to insure that responsible student(s) understand this Policy. The Office of Student Life reserves the right to limit the amount of alcohol purchased for an event. For planning purposes generally alcohol is limited to two drinks per person.
5. Food and non-alcoholic beverages must be served at any event at which alcoholic beverages will be served.
6. Alcoholic beverages may only be consumed on the Law School premises when an event is hosted by the Law School and approved to serve alcoholic beverages.
7. Alcoholic Beverages may not be stored in Journal offices, Center offices, Clinic offices, Moot Court offices, or student organization offices.

8. Advertisements should not encourage the use of alcohol and if necessary such materials will be removed from Law School property where they appear.

Students found to be in violation of this Policy will be referred to the Academic Responsibility Committee for disciplinary action in accordance with that committee's procedures. These actions include but are not limited to one or more of the following: expulsion, suspension, reprimand, and permanent notation on the record of the violator. Student organizations found to have been involved in violation of this Policy are also subject to appropriate sanctions, such as rescission of permission to operate on campus, loss of funding, and loss of office space.

Section III: Forced Alcohol or Drug Consumption

Forced alcohol or drug consumption for initiation into or affiliation with any organization is strictly prohibited.

Students found to be in violation of this Section will be referred to the Academic Responsibility Committee for disciplinary action in accordance with that committee's procedures. Possible sanctions include but are not limited to one or more of the following: expulsion, suspension, reprimand, and permanent notation on the record of the violator. Possible sanctions for student organizations include rescission of permission to operate on campus, loss of funding, and loss of office space.

Section IV: Amnesty for alcohol and/or drug use

The health and safety of every student at New York Law School is of utmost importance. New York Law School recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence – including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs – may be hesitant to report such incidents due to fear of potential consequences for their own conduct. New York Law School strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to Law School officials and local law enforcement. A bystander acting in good faith who discloses any incident of domestic violence, dating violence, stalking, or sexual assault to New York Law School officials or law enforcement will not be subject to New York Law School's code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

Section V: Suggested Actions for Handling Impairment at a Law School Event

1. If a student observes that another individual is impaired by the use of drugs or alcohol at a New York Law School event, that student should bring this fact to the attention of the student(s) responsible for the event at which alcohol is served or to a member of the New York Law School staff.

2. No impaired individual should be allowed to leave the Law School premises (or wherever location a Law School-sponsored event may be taking place) by themselves. If no funds for a taxi or car service are available, the responsible student(s) should contact an officer at the security desk (X2123). Under no circumstances should an impaired individual be allowed to drive.

3. If an individual is impaired to the point where medical attention may be required, the responsible student(s) should contact an officer at the security desk (X2123) to request they call for an ambulance, or call 911.

Section VI: Alcohol Guidelines for all NYLS Events

In general, events sponsored by faculty, centers or non-student run organizations should endeavor to follow the same guidelines.

Lockers

The Office of Student Life manages locker assignments. Entering Fall 2020 students in need of a locker should contact studentlife@nyls.edu. All contents must be removed at the end of each summer semester. The deadline is announced in the OneStop Newsletter and emailed to all students. Contents remaining in lockers after the deadline will be removed and discarded.

Mental Health Services and Resources

See additional information provided under the Office of Life Safety.

NYLS has engaged with a clinical social worker and psychotherapist, Sophia Soloway, LCSW. Sophia is available to help you with short-term crisis counseling.

- This free and confidential service is offered by NYLS and does not require insurance.
- Sophia uses a telemedicine platform (similar to Zoom or Skype).
- Her virtual office hours are on Mondays. She may have other availability.
- **Make an appointment:** Contact Sophia at sophiasolowaytherapy@gmail.com.

Additional Resources

Aetna Student Assistance Program (SAP): This free and confidential student counseling service is available to all students, 24 hours a day. Contact 1.877.351.7889, email AskSAP@aetna.com, or visit www.aetnasap.com and enter our school ID: NYLAW.

CareConnect: CareConnect is a 24/7 behavioral health phone line available to those enrolled in our student health insurance program. CareConnect counselors are licensed behavioral health clinicians who can provide in-the-moment support and help you determine next steps. Call 1.888.857.5462 to access this service.

Insurance-Based Outside Counseling: If you feel that you would benefit from ongoing counseling services, contact your insurance carrier to obtain a list of mental health practitioners in the area. Many practitioners are able to offer services remotely.

Dean Sally Harding and Senior Director Shani Darby in the Office of Student Life can help you explore and access wellness resources. You are also welcome to reach them at studentlife@nyls.edu.

Formal Student Complaint Form

The American Bar Association requires all law schools to maintain a policy for addressing student complaints. While we have numerous informal channels for addressing student concerns, listed below, please use this form to formally register a complaint. The American Bar Association defines complaint as “a communication in writing that seeks to bring to the attention of the law school a

significant problem that directly implicates the school's program of legal education and its compliance with the Standards." A full description of these Standards can be found at: http://www.americanbar.org/groups/legal_education/resources/standards.html

Fill out the **online form**.

Procedures for addressing formal complaints:

The complaint will be acknowledged in writing within three business days of receipt of the written complaint (while school is in session) and will be forwarded to the appropriate Associate Dean or his/her designee.

The appropriate Associate Dean or his/her designee will investigate the complaint and respond in writing within 30 days (while school is in session.) The written response will include either a substantive response to the complaint, an explanation of the steps being taken to address or further investigate the complaint, or an indication that additional time is needed for a response. In some cases, the complainant may be advised that the complaint will be forwarded to standing committees such as the Academic Responsibility Committee or the Human Rights Review Board, or that a determination has been made that there are not grounds for a formal complaint.

The resolution of the complaint will be communicated to the student in writing with a copy to the Dean's office. A copy of the complaint and a written summary of the process and resolution will be maintained by the Dean's office for 7 years after the student's graduation or last date of attendance.

Appeals may be submitted in writing to the Dean. Any decision made on appeal by the Dean shall be final.

Informal routes for concerns, suggestions, or complaints:

Ask Student Life: email communication via the home page of the NYLS portal – emails are answered by the people who know the most about the issue presented.

You can contact any of the administrative offices regarding any aspect of their services, and you also can contact the Office of Student Life about any aspect of your law school experience.

Academic Planning and Career Development	Jeff Becherer Associate Dean	212-431-2158	jbecherer@nyls.edu
Accounting	Susan Redler Asst. Vice President	212-431-2121	sredler@nyls.edu
Admissions and Financial Aid	Jeff Becherer Associate Dean Ella Mae Estrada Associate Dean	212-431-2888	jbecherer@nyls.edu eestrada@nyls.edu
Dining Services	George Hayes Vice President	212-431-2833	ghayes@nyls.edu

Facilities/Maintenance	Paul Repetto Chief of Building Operations & Security	212-431-2836	Maintenance&operations@nyls.edu
Housing	Assistant Vice President of Events Management and Business Operations	212-431-2143	kraig.beaudoin@nyls.edu
Human Resources	Jody Pariante Asst. Vice President	212-431-2137	jpariante@nyls.edu
Library	Michael Roffer	212-431-2150	mroffer@nyls.edu
Information Technology	Ted Hicks Director of User Services	212-431-2174	thicks@nyls.edu
One Card (ID card)	George Hayes Asst. Vice President	212-431-2837	onecard@nyls.edu
Registrar	Oral Hope Assistant Dean and Registrar	212-431-2300	ohope@nyls.edu
Security and Safety	Paul Repetto Chief of Building Operations	212-431-2836	prepetto@nyls.edu
Student Life	Sally Harding Assistant Dean	212-431-2851	sharding@nyls.edu

The Formal Student Complaint Form can be found on the Portal under Student Resources > Forms for Students. This form also contains departmental contact information for informal complaints.

Student Organizations

NYLS has approximately forty student organizations under the Student Bar Association (SBA) formed around specific and shared interests and areas of law. The Office of Student Life assists student organizations with planning events such as symposiums, annual dinners and lunches, panel discussions, social gatherings, etc.

Students interested in forming a new student organization must submit a proposal to the Office of Student Life.

Students should refer to the Student Organization Handbook on the Portal for more information on policies and procedures.

Student Visas

The Office of Student Life assists international students and their dependents in obtaining visas needed to study at the Law School.

To apply for an F-1 visa to attend classes in the United States, students must be full-time day division students. Students who apply for an F-1 visa must provide financial documentation of their ability to pay for tuition and other expenses, as well as biographical information needed for the Law School to issue the paperwork for the visa application. Students with questions concerning their status and the current regulations should consult the staff in the Office of Student Life located on the 5th floor of the E building.

Students also should check the government's website for information about obtaining an F-1 visa at <http://www.ice.gov/sevis/students/>.

Post Secondary Education Complaint System For Service Members and Their Families

Service members and their families may use the Department of Defense Postsecondary Education Complaint System, a centralized online reporting system for reporting problems with education institutions. Students can submit a complaint if they believe their school is failing to follow the Principles of Excellence. Examples of education-related issues may include, but are not limited to, misrepresentation or deceptive actions with regards to private or institutional loans, high-pressure recruitment tactics, false representations about degree programs, and misleading statements regarding accreditation.

Military-connected students using Tuition Assistance (TA) or Military Spouse Career Advancement Accounts (MyCAA) Scholarships can submit feedback at: www.militaryonesource.mil/voluntary-education/complaint. Once a complaint is received, agency staff will contact both the student submitting the complaint as well as the referenced school, working with both parties to fully understand the issue raised and seek resolution.

All verified cases will be submitted to the Federal Trade Commission's Consumer Sentinel Network accessible by over 650 federal, state and local law enforcement agencies for use in enhancing and coordinating law enforcement investigations. Appropriate cases will be referred to the Department of Justice and/or Consumer Financial Protection Bureau.

Please note: the Law School respectfully requests an opportunity to address any concerns which would result in a negative complaint, prior to filing with this system. Students may contact the Office of Student Life with any questions regarding these procedures.

OFFICE OF TITLE IX

Title IX Coordinators

The Title IX Coordinators for New York Law School are:

Nina Jody
Title IX Coordinator
New York Law School
185 West Broadway, New York, NY 10013 Telephone: 212-431-2344,
Email: Nina.Jody@nyls.edu

Brian J. Kaszuba
Title IX Coordinator
New York Law School
185 West Broadway, New York, NY 10013 Telephone: 212-431-2817,
Email: Brian.Kaszuba@nyls.edu

General Safety Tips

- Practice being assertive about your boundaries.
- Trust your instincts. If you feel uneasy or sense something is wrong, call for assistance.
- Be active in supporting a safe and respectful community. If you see others engaging in disrespectful or inappropriate actions, speak up and get involved, or contact someone else to assist.
- Lookout for yourself and others. Go out with a group of friends and watch out for one another. Should a friend appear more inebriated than they should be (considering the amount of alcohol consumed), closely monitor their behavior. Do not hesitate to seek medical assistance (call 911) if a person is difficult to awaken, appears to have difficulty breathing, or is behaving in an uncharacteristic way. Be aware of your surroundings. Keep a general eye on your immediate area. Always check the location of exit doors upon entering a new space so that you know all available means out should an emergency arise.
- Watch your personal and valuable property. Don't carry excessive cash. Protect your wallet, money, and other valuable property.
- Socialize in a public setting. Do not pressure others into having sex. If you feel pressured into having sex or are made to feel afraid, you have the right to protest, leave, and get to a safe place. This is far easier to do in a public setting. Always trust your instincts.
- Get to know a person and introduce them to others. When meeting persons for the first time, get to know as much about them as possible. Introduce them to friends and/or the bartender. Look for unique traits (e.g., tattoos, scars, jewelry). To prevent becoming a victim of a "pick-up crime," always take the time to get to know a person first.
- Trust your gut feelings. Do not leave anywhere with a person you feel uncomfortable about.
- Communicate your sexual desires and limits clearly and respect the desires and limits of others. Know your limits. Say what you mean and mean what you say. Respect someone when they say "no" and believe what they say. A person has the right to change their mind at any time. Sex by force is a crime that is punishable by law, even when the person is familiar to you.

Respect your own and others' limits with alcohol and drugs. Do not use peer pressure or otherwise force or encourage others to drink beyond their own limits. Do not give anyone any drug or alcohol without their consent. Do not accept any beverage (especially alcoholic beverages) from someone you do not know or trust. At a bar, accept a drink from a bartender or wait staff

only. Always watch your drink at bars and parties. Never leave your drink unattended. Don't drink anything that has an unusual taste or appearance (e.g., salty taste, excessive foam, or an unexplained residue). Always drink responsibly. Never drink to the point of intoxication.

GHB, Rohypnol, & Ketamine

- GHB, Rohypnol, and Ketamine are major drugs which are widely used to incapacitate victims so that they cannot resist the actions of a rapist and so have been called "date rape drugs."
- GHB (some street names are G, GHB, Liquid Ecstasy, Liquid X, and Georgia Home Boy) creates a feeling of deep sedation and produces effects similar to alcohol. When mixed with alcohol, GBH can cause loss of consciousness, coma, difficulty breathing, or death.
- Rohypnol (some street names are Roofies and Roach), produces profound and prolonged sedation, drowsiness, a feeling of well-being, and short-term memory loss. The primary pattern of abuse involves mixing these drugs with alcohol. Also, Rohypnol can be lethal when mixed with alcohol and/or other depressants.
- Ketamine (some street names are Special K and K), is a general anesthesia which creates a feeling of euphoria, distort judgment and communication, and has been known to result in loss of consciousness. The powdered form can be snorted, mixed into drinks, or smoked. The liquid form can be injected or inserted into liquid drinks.

Amnesty for alcohol and/or drug use:

The health and safety of every student at New York Law School is of utmost importance. New York Law School recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. New York Law School strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith who discloses any incident of domestic violence, dating violence, stalking, or sexual assault to New York Law School's officials or law enforcement will not be subject to New York Law School's code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

Students' Bill of Rights (re: domestic violence, dating violence, stalking, and sexual assault)
All students have the right to:

- Make a report to local law enforcement and/or state police;
- Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
- Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by New York Law School;
- Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard to all parties;
- Be treated with dignity and to receive from New York Law School courteous, fair, and respectful health care and counseling services, where available;

- Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
- Be notified that they are presumed innocent of any allegations until the end of the grievance procedure;
- Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;
- Be protected from retaliation by New York Law School, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of New York Law School;
- Access to at least one level of appeal of a determination;
- Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
- Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.

Non-Discrimination and Harassment Policy

Discrimination and harassment interfere with the educational purpose of New York Law School and negatively affect all members of the Law School community. Faculty, staff, and students have a right to be free from discrimination and harassment based on race, color, ethnicity, ancestry, citizenship, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, national origin, age, disability, AIDS, predisposing genetic characteristics, marital or parental status, military status, domestic violence victim status, or any other classification protected by local, state, or federal law ("Protected Classification"). Discrimination or harassment directed at any member of the Law School community within the context of the Law School or Law School-sponsored activities will not be permitted, and complaints will be investigated promptly and thoroughly. New York Law School is proud of its policy of maintaining a work, academic and residential environment that encourages tolerance and respect for the dignity of each individual.

PREAMBLE

Discrimination and harassment interfere with the educational purpose of New York Law School and negatively affect all members of the Law School community. Faculty, staff, and students have a right to be free from discrimination and harassment, as defined below. Discrimination or harassment directed at any member of the Law School community within the context of the Law School or Law School-sponsored activities will not be permitted, and complaints will be investigated promptly and thoroughly. New York Law School is proud of its policy of maintaining a work, academic and residential environment that encourages tolerance and respect for the dignity of each individual.

Nothing in this policy shall abridge academic freedom or New York Law School's educational mission. Prohibitions against discrimination and harassment do not extend to statements or written materials that are relevant and appropriately related to the subject matter of courses.

I. Harassment and Discrimination Policy

A. Equal Employment Opportunity Policy

New York Law School has been built upon teamwork and equal opportunity. We will continue to be successful when people are treated fairly and allowed to advance and achieve their full potential. We are proud that we extend equal employment opportunities to all qualified employees and applicants for employment without regard to race, color, ethnicity, ancestry, citizenship, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, national origin, age, disability, HIV/AIDS status, predisposing genetic characteristics, marital or parental status, military status, domestic violence victim status, or any other classification protected by local, state, or federal law ("Protected Classification").

This policy applies to all areas of the academic environment and all phases of employment including, but not limited to, recruiting, hiring, selection for training, promotion, demotion, discipline, rates of pay or other compensation, termination, use of all facilities, and participation in all Law School sponsored activities.

B. General Harassment and Discrimination Policy

1. Prohibition against Discrimination

Discrimination based on a Protected Classification ("Discrimination") is strictly prohibited. Discrimination is the adverse treatment of another individual on the basis of a Protected Classification; the use of facially-neutral employment policies or practices which disproportionately disadvantage individuals on the basis of a Protected Classification; or retaliation against an individual for filing a complaint of Discrimination, participating in an investigation or opposing discriminatory practices. Any faculty or staff member who is determined to have engaged in such conduct may be subject to disciplinary action, up to and including termination of employment. Any student who is determined to have engaged in such conduct may be subject to disciplinary action, up to and including expulsion. All faculty, staff members and students are requested to act responsibly in helping New York Law School maintain a workplace, academic and residential environment that is free of Discrimination.

2. Prohibition against Harassment

Harassment based on a Protected Classification is strictly prohibited ("Harassment"). The Law School prohibits such Harassment, whether on or off Law School premises, at Law School-sponsored social or non-social functions, events or programs. Should such Harassment occur, the Law School will take appropriate corrective action to prevent its continuation or recurrence. In addition, the Law School will endeavor to prevent the Harassment of its students by persons who are not Law School employees, but who are on the Law School's premises or who have a relationship with the Law School, including other students.

Any student, faculty or staff member determined to have engaged in Harassment will be subject to disciplinary action, up to and including termination of employment or expulsion. All members of the New York Law School community are requested to act responsibly in helping New York Law School maintain a workplace, academic and residential environment that is free of Harassment.

Definitions

Harassment is a form of misconduct that undermines the integrity of the employment, academic and residential environment. Discriminatory Harassment is defined as subjecting an individual to humiliating, offensive, abusive or threatening conduct that creates an intimidating, hostile or abusive work, residential or academic environment; alters the conditions of employment; or unreasonably interferes with an individual's academic or work performance on the basis of that individual's Protected Classification. Harassment includes communicating, sharing or displaying written or visual materials; making verbal comments; or engaging in physical conduct that is demeaning or derogatory to a person because of a Protected Classification. Whether or not conduct is Harassment will depend on the totality of the circumstances, including the frequency and severity of the discriminatory conduct; whether the conduct is physically threatening or humiliating, or a mere offensive utterance; and whether the conduct unreasonably interferes with the alleged victim's employment, academic or residential environment. Depending on the frequency and/or severity, prohibited conduct may include, but is not limited to:

- The use of racial or religious epithets or slurs
- "Teasing" or "joking" based on an individual's Protected Classification
- Displaying or disseminating racially or sexually offensive objects, literature or pictures, including computer images and the sending of any offensive or inappropriate e-mails
- Mimicking a person's accent or mocking or imitating a disability or stutter

"Sexual Harassment" occurs when one person uses his or her position of power against another person to coerce the other person into entering a sexual relationship, or subject the other person because of their sex or by employing sexual pressure or coercion to create a hostile academic, work or residential environment. "Sexual relationship" includes, but is not limited to, involvement between persons that goes beyond the bounds of personal or academic friendship, attachment, or support and which includes any form of physical sexual intimacy between the persons. Sexual Harassment may involve a range of activities, such as nonverbal behavior, written or oral expression, and physical contact, occurring between any members of the Law School community. Prohibited conduct may include, but is not limited to:

- Unwelcome sexual flirtations, advances, questions or propositions
- Requests or demands for sexual favors
- Verbal abuse or epithets of a sexual nature
- Graphic or degrading verbal comments or questions about an individual's appearance or their sexual conduct or relationships
- Displaying or disseminating sexually suggestive or offensive objects, literature or pictures, including computer images and the sending of any offensive or inappropriate e-mails
- Making obscene or rude gestures or noises, including catcalls or whistles, or ogling or leering at someone
- Unwanted, offensive, or abusive physical contact, including pinching, brushing against the body, or blocking someone's movement
- Offensive comments, jokes, innuendos, and other sexually oriented statements

Sexual advances, requests for sexual favors, and other conduct of a sexual nature constitute Sexual Harassment when such proposals are made under circumstances implying that a

person's response might result in negative academic or work decisions; such conduct is so aggravated as to contribute to an inhospitable academic, work or residential environment, or interfere with required tasks, career opportunities, or education; or such conduct is abusive of others and creates or implies a discriminatory hostility towards their personal or professional interests.

Sexual Harassment commonly occurs when one person exercises authority, supervision or control over another person. These hierarchical relationships include, but are not limited to: a faculty member and a student interaction outside of a classroom; a dean and a faculty member; an advisor and a contestant in a Moot Court activity; tenured faculty and non-tenured faculty; a staff member and a student; an advisor and a contestant in a Moot Court activity; a Law Review editor or officer and a student member of the Law Review; or a student supervisor of other students. However, Sexual Harassment can come from superiors, co-workers, students or others who are on the premises, and from people of the same or opposite sex. Men as well as women can be the victims of Sexual Harassment. The Law School cannot stress enough that it will not tolerate any form of Sexual Harassment. Any faculty or staff member determined to have violated this policy will be subject to disciplinary action, up to and including termination of employment. Any student determined to have violated this policy will be subject to disciplinary action, up to and including expulsion.

SEXUAL RELATIONSHIPS BETWEEN FACULTY MEMBERS AND STUDENTS

Any sexual relationship between a student and a faculty member who has academic responsibilities regarding that student threatens the maintenance of the atmosphere of impartiality and trust that is the foundation of any academically healthy environment. For purposes of this policy, "sexual relationship" includes, but is not limited to, involvement between persons that goes beyond the bounds of personal or academic friendship, attachment or support, and which includes any form of sexual intimacy between the persons. For purposes of this policy, "academic responsibilities" mean responsibilities that derive from a relationship in which the faculty member has a student in a class or otherwise is in a position to grade the student's performance or affect the student's standing relative to other students at the Law School, but does not include the ability, standing alone, to further the student's career through recommendation, unless such recommendation is actually delivered. Accordingly, sexual relationships between faculty and students are forbidden at any time the faculty member has academic responsibilities respecting the student and are strongly discouraged during the student's enrollment in the Law School.

A sexual relationship between a student and a faculty member having academic responsibilities for that student that exists or has existed shall constitute a violation of this policy if the persons involved in the relationship do not take appropriate measures (e.g., (i) the student does not withdraw from the course or other supervision by the faculty member, (ii) the student or faculty member enters any additional situation in which the faculty member has academic responsibilities regarding the student, or (iii) the faculty member recommends the student to any person without full disclosure of the fact of the sexual relationship). Any faculty member determined to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

3. Free Speech and Academic Freedom

This policy is intended to protect members of the Law School community from discrimination, not to regulate protected speech. The Law School has a compelling interest in free inquiry and the collective search for knowledge and thus recognizes principles of academic freedom as a special

area of protected speech. Consistent with these principles, no provision of this policy shall be interpreted to prohibit conduct that is legitimately related to the course content, teaching methods, scholarship or public commentary of an individual faculty member or the educational or political expression of students in classrooms and public forums. However, freedom of speech and academic freedom do not protect speech or expressive conduct that violates federal, state or local anti-discrimination laws.

II. Harassment and Discrimination Complaint Procedures

Any faculty member who is subjected to any kind of unlawful Discrimination or Harassment should immediately contact the Associate Dean for Academic Affairs. In the event that the Associate Dean for Academic Affairs receives a complaint or becomes aware of an issue, he or she will make a record of the complaint and refer the complaint to a Discrimination and Harassment Advisor. In the event that the subject of the complaint is the Associate Dean for Academic Affairs, or the faculty member is uncomfortable contacting him or her, the faculty member should contact the Dean of the Law School.

Any student who is subjected to any kind of unlawful Discrimination or Harassment should immediately contact the Associate Dean for Professional Development or the Assistant Dean of Academic Affairs. In the event that the subject of the complaint is the Associate Dean for Professional Development or the Assistant Dean of Academic Affairs, or the student is uncomfortable contacting either, the student should contact the Associate Dean for Academic Affairs. In the event that the Associate Dean for Professional Development, the Assistant Dean of Academic Affairs or the Associate Dean of Academic Affairs receives a complaint or becomes aware of an issue, he or she will make a record of the complaint and refer the complaint to a Discrimination and Harassment Advisor.

Whenever a faculty member receives any Discrimination or Sexual Harassment complaint from a student, the faculty member should immediately contact the Associate Dean for Professional Development, the Assistant Dean of Academic Affairs or the Associate Dean for Academic Affairs, even if that faculty member is the subject of the complaint. Faculty members requested to receive a Discrimination or Sexual Harassment complaint in confidence must inform the complainant that the faculty member is required to report the nature and subject matter of the complaint, but may keep the name of the complainant confidential. However, there may be allegations that are so serious, individually or cumulatively, that the identity of the complainant cannot remain confidential.

All complaints of Discrimination and Harassment will be promptly investigated pursuant to the procedures discussed below. Confidentiality shall be maintained to the fullest extent possible. A student will not be subject to retaliation for making a good faith complaint or participating in an investigation pursuant to this policy.

If, however, after investigating any complaint of Harassment or Discrimination the Law School determines that the complaint is frivolous or that a complainant has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information.

The procedures discussed below do not preclude any student or faculty member from seeking redress through federal or state courts, or local, state or federal administrative agencies that investigate complaints of Discrimination or Harassment. Furthermore, seeking redress through the procedures discussed below does not toll any applicable federal, state or local statute of limitations.

A. Discrimination and Harassment Advisors.

Trained Discrimination and Harassment Advisors (“Advisors”) are available to talk with members of the community who have questions or concerns about Harassment or Discrimination, or who believe they have been the victim of Harassment or Discrimination. They can also provide information about established guidelines and procedures for dealing with issues of Harassment and Discrimination and their prevention, and will help individuals pursue effective courses of action. He or she may assist in the informal resolution of a complaint or assist the complaining party in initiating a formal complaint with the Harassment and Discrimination Review Board. All Advisors shall be appointed by the Dean and shall receive training in Harassment and Discrimination issues.

B. Harassment and Discrimination Review Board.

The Harassment and Discrimination Review Board (“Board”) shall consist of eight (8) members, to include one (1) student, three (3) faculty members, two (2) members of the Administration and two (2) members of the staff. Each member shall serve a one-year renewable term. All members of the Board shall be appointed by the Dean and shall receive training in Harassment and Discrimination issues.

The function of the Board, through Investigation Panels, is to conduct a thorough investigation of allegations contained in any formal complaint to determine whether any conduct alleged in the complaint occurred in the manner and under the circumstances alleged; whether the alleged conduct constitutes Harassment or Discrimination; and to recommend appropriate action to the Dean.

C. Informal Procedures.

In many instances, Harassment and Discrimination complaints can be resolved informally. The goal of this informal resolution process is to rectify the problem. This process involves having an Advisor help to resolve the issues between the complaining party and the accused individual. This informal resolution may result in solutions such as asking the accused individual to modify or stop the behavior, separating the complainant and the accused individual, or reaching another mutually acceptable agreement. If requested by the complaining party, the Advisor may try to resolve the complaint without disclosing the identity of the complaining party. This informal resolution, however, will not result in formal disciplinary action against the accused individual. Informal resolution of sexual harassment complaints cannot be used in situations where an employee (staff or faculty) is alleged to have harassed a student.

Once a student, staff or faculty member has notified the appropriate individual of an allegation of Harassment or Discrimination, the person receiving the allegation will refer the complaining student, staff or faculty member to an Advisor.

The panel of Advisors shall include both male and female persons. The panel should include at least two (2) people from each of the following groups: Administration, Faculty and Senior Staff. Advisors will be selected by the Dean for renewable terms of two years. A list of Advisors is available on the NYLS website and in the Office of Academic Planning and Career Development, and Office of Student Life.

If attempts at an informal resolution are unsuccessful, if the complainant is dissatisfied with the informal process or if the complainant wishes to move directly to formal complaint procedures, he

or she may file a formal complaint with the Harassment and Discrimination Review Board. An Advisor will assist the complaining party in the process of filing the formal complaint.

D. Formal Procedures.

A person who believes that he or she has been subjected to unlawful Harassment or Discrimination may choose, either initially or after having sought informal resolution through consultation with an Advisor, to lodge a formal complaint. The procedures for the handling and disposition of a complaint are designed to consider the privacy of all persons involved in the complaint. Every effort will be made to preserve confidentiality.

A formal investigation is initiated when a complainant lodges a complaint with the Chair of the Harassment and Discrimination Review Board ("Board"). The complaint can be written or oral and must include the relevant allegations against the accused individual and request an investigation under the procedures provided below.

Within ten (10) business days of receiving a formal complaint, the Chair of the Board shall convene an investigation panel ("Panel"). A Panel shall consist of three (3) members of the Board. Each Panel shall include a member of the faculty, a member of the administration and a member of the same classification as the complainant. The function of the Panel is to conduct a thorough investigation of the allegations in the complaint to determine whether any conduct alleged in the complaint occurred in the manner and circumstances alleged; whether the alleged conduct constitutes Harassment or Discrimination; and to recommend appropriate action to the Board. The investigation may include interviews with the complainant, the accused, and witnesses or references identified or requested by the complaining party or the accused. The Panel will interview the complainant, the accused and any witnesses in separate, private sessions.

Within fifteen (15) business days after a Panel has been convened by the Chair of the Board, the Panel shall report to the Board, the complaining party and the accused the timeline for the specific investigation based on the nature of the allegations and the timing of the complaint.

In the conduct of its investigation, the Panel shall have access to all potentially relevant documents. The Panel shall make available to the complaining party and the accused individual the documentation in its possession that the panel regards as relevant to the complaint. The Panel, however, shall have the right to limit access to documentation that may contain confidential or embarrassing information about individuals not directly involved in the dispute. All information provided before, or elicited during, the investigation is to be regarded as confidential and treated accordingly.

After concluding its investigation, the Panel shall record its findings and recommendations in a written report to be submitted to the Board for consideration and adoption. Among the recommendations that can be made by the panel, the Panel may recommend that the Board hold a hearing. Should the Board adopt the findings and recommendations of the Panel, the report will be forwarded to the Dean of the Law School. In the event that the Board decides in its sound discretion not to adopt the recommendation of the Panel and to designate a complaint for hearing, it will select a date for such hearing and announce that date within fifteen (15) days from receiving the report and recommendations of the Panel.

At a hearing, a complaining party or accused individual may appear pro se or through a representative of his or her choice, including but not limited to counsel. In any proceeding before the Board, the complaining party and the accused individual may present witnesses and offer

evidence of any kind. Both parties and the members of the Board may examine or cross-examine any witnesses put forward by the parties. The Board will use its best efforts to ensure the appearance of witnesses and the production of documents relevant to any matter before it. The Administration will cooperate with the Board and will use sanctions at its disposal in ensuring the appearance of witnesses and the production of documents in all proceedings before the Board.

Within fifteen (15) business days after the close of the hearing, the Board will issue a decision and recommend action which it will refer to the Dean of the Law School for appropriate action, provided, however, that the Board may extend this period for good cause shown.

Depending on the nature and seriousness of the allegations in a complaint, the Board may refer the complaint to outside counsel for the law school for investigation or may seek the assistance of outside counsel during the course of its own investigation.

E. Annual Report.

Advisors and the Board shall provide the Dean of the Law School with an annual confidential report detailing the number and disposition of the incidents, allegations and complaints of Sexual Harassment that have come to their attention.

F. Emergency Action by the Dean.

Notwithstanding the procedures discussed above, the Dean may take action to deal with situations of an emergency nature posing a threat to the safety or health of the Law School community or the integrity of its programs. Such emergency action may include suspension of a student, faculty member or staff member for a period of time deemed appropriate by the Dean. If the Dean determines that emergency action is required, he or she shall inform the Chair of the Board of such actions and the Chair shall then proceed according to the provisions of this policy.

III. Sanctions

In the event that the Board finds a violation of the Code, it may recommend that the Administration impose appropriate sanctions. Any party to the proceeding may make a written presentation to the Dean of the Law School, as to the appropriate sanction, if any, in the proceeding. Sanctions may include the following:

A. Students.

All sanctions as to students will be noted in the student's academic file, along with a concise written statement as to the circumstances. The statement shall be written by the Dean of the Law School. Such notation shall include an indication as to whether the statement should be made available to bar admission committees, employment screening groups, and similar entities in the future, and as to whether such notation shall be expunged at a specified later date. Such sanctions may include, but are not limited to the following:

1. A warning, with appropriate documentation of the circumstances;
2. Suspension, for a time certain;

3. Probation, for a time certain, with terms and conditions set forth by the Board as to termination of probation;
4. Removal from a journal or other student organization, or from a leadership position within such organization;
5. Revocation or non-renewal of credits for participation in a journal or other student organization; or
6. Expulsion, with or without terms and conditions as to any application for re-admission.

B. Graduates.

In the event that a student has graduated before the Board's determination, the Board may recommend that the Administration:

1. In the case of a graduate not yet admitted to practice, advise the graduate that if he or she does not participate in the Board's proceeding, the Law School will withhold certification of the student to the appropriate bar admission entity, or take such other action as may be appropriate; or
2. In the case of a graduate already admitted to practice, advise the graduate that if he or she does not participate in the Board's proceeding, the Law School will notify the appropriate bar disciplinary entity of the pending proceeding, or take such other action as may be appropriate.

C. Staff.

All sanctions as to staff will be noted in the employee's file, along with a concise written statement as to the circumstances. The statement will be written by the Dean of the Law School. Such notation shall include an indication as to whether the statement should be made available to future employers and the like, and as to whether such notation shall be expunged at a specified later date. Such sanctions shall include but not be limited to the following, consistent with State law, the collective bargaining agreement and any other existing contract with the employee:

1. A warning, with appropriate documentation of the circumstances;
2. Suspension, with or without pay, for a time certain;
3. Probation, for a time certain, with terms and conditions set forth by the Board as to termination of probation;
4. Denial or limitation of future increases in salary, benefits, perquisites, and the like, upon specified terms and conditions;
5. Reduction in grade or position; or
6. Termination of employment.

D. Non-Tenured and Non-Long-Term Contract Faculty.

All sanctions as to non-tenured faculty will be noted in the faculty member's file, along with a concise written statement as to the circumstances. The statement will be written by the Dean of the Law School. Such notation shall include an indication as to whether the statement should be made available to future employers and the like, and as to whether such notation shall be expunged at a specified later date. Such sanctions shall include but not be limited to the following, consistent with State law and any existing contract with the teacher:

1. A warning, with appropriate documentation of the circumstances;
2. Suspension, with or without pay, for a time certain, under stated terms and conditions.
3. Probation, for a time certain, with terms and conditions set forth by the Board as to termination of probation;
4. Denial or limitation of future increases in salary, benefits, perquisites, courses, summer teaching assignments, research grants, and the like, upon specified terms and conditions;
5. Reduction in position; or
6. Termination of employment.

E. Tenured and Long-Term Contract Faculty.

All sanctions as to tenured and long-term contract faculty will be noted in the teacher's file, along with a concise written statement as to the circumstances. The statement will be written by the Dean of the Law School. Such notation shall include an indication as to whether the statement should be made available to future employers and the like, and as to whether such notation shall be expunged at a specified later date. Such sanctions shall include but not be limited to the following, consistent with State law and any existing contract with the teacher:

1. A warning, with appropriate documentation of the circumstances;
 2. Suspension, with or without pay, for a time certain, under stated terms and conditions, to the extent legally permissible under the Standards and Procedures for Tenure, Promotion and Reappointment (hereinafter "Tenure Rules");
 3. Probation, for a time certain, with terms and conditions set forth by the Board as to termination of probation, to the extent legally permissible under the Tenure Rules;
 4. Denial or limitation of future increases in salary, benefits, perquisites, courses, summer teaching assignments, research grants, and the like, upon specified terms and conditions;
 5. Reduction in grade or position, to the extent legally permissible under the Tenure Rules;
 6. Termination of employment, to the extent legally permissible under the Tenure Rules.
- In such case, the Board shall recommend to the Administration that it commence a proceeding pursuant to Article IX of the Tenure Rules.

OTHER:

Library Policies

All of the below library policies can be found on the Portal under Library > Library Information.

- Circulation Policy
- Food and Drink Policy
- Group Study Policy
- Quiet Policy

Whistleblower Policy

General

The New York Law School Whistleblower Policy (“the Policy”) has been established to provide a means for trustees, officers, employees (including student employees) and volunteers of NYLS to raise good faith concerns about any action or suspected action taken by or within NYLS that is or appears to be illegal, fraudulent, or in violation of any adopted policy of NYLS (“Suspected Violation”).

NYLS requires its trustees, officers, employees and volunteers to observe the highest standards of business and personal ethics in the conduct of their duties and responsibilities. Early identification and resolution of ethical issues that might arise is critical to maintaining sound business, including but not limited to financial, practices. In this spirit, NYLS’s trustees, officers, employees and volunteers are encouraged to raise good faith concerns in any instances in which these standards may be compromised

Reporting Responsibility

All trustees, officers, employees and volunteers are covered under this Policy. It is the responsibility of all trustees, officers, employees and volunteers to comply with this Policy and to report Suspected Violations in accordance with the procedures set forth in this Policy. The individuals involved in such Suspected Violations may be trustees, officers, employees, volunteers, auditors, vendors or other third parties.

Compliance Officer

The Compliance Officer, as designated by the Dean and set forth below, under the supervision of the Chair of the NYLS Board of Trustees (“Board”), shall administer the Policy and regularly report to the Board or an authorized committee of the Board regarding the Policy. Any reference in this Policy to the Board shall also refer to any Committee of the Board authorized to administer this Policy.

Any trustee who is an employee may not participate in any Board or committee deliberations or voting relating to the administration of the Policy.

Procedure for Reporting Suspected Violations

Any person may report a Suspected Violation to the Compliance Officer, who is the NYLS Vice President of Human Resources, either in written or oral form (the “Reporting Party”). In all cases, the Reporting Party should provide as much detail as possible regarding the specific concerns along with any supporting information and documentation.

If (i) the Reporting Party is uncomfortable reporting the complaint to the Compliance Officer, (ii) the complaint concerns the Compliance Officer, or (iii) the Reporting Party is unsatisfied with the Compliance Officer's response, the Reporting Party is encouraged to instead speak with his or her supervisor or any member of management or the Executive Committee of the Board with whom he or she is comfortable. In such case, the manager or Executive Committee of the Board member to whom such Suspected Violation is reported shall in turn report such Suspected Violation to the Board. The Board shall then designate someone to investigate and oversee the resolution of the complaint and all references to the Compliance Officer in this Policy with respect to such complaint shall be applicable to such designee. Such report shall include a statement as to whether such Suspected Violation was reported first to the Compliance Officer; if it was not, the report shall indicate why the Suspected Violation was not reported to the Compliance Officer.

Complaints of Suspected Violations may be made anonymously. Anonymous complaints should be detailed to the greatest extent possible because follow up questions will not be possible, making the investigation and resolution of such complaints difficult.

Confidentiality

NYLS will maintain the confidentiality of the Reporting Party's identity and the information provided by the Reporting Party to the greatest extent practicable within the limitations of the law, NYLS's policies, and the need to conduct a fair and adequate investigation and take necessary corrective action.

Procedure for Handling of Reported Violations

All complaints will be promptly investigated by or under the direction of the Compliance Officer, and appropriate corrective action will be taken if warranted by the investigation. The Compliance Officer shall report to the Board regarding such complaints.

The person who is the subject of a complaint shall not be present at or participate in Board deliberations or vote on the matter relating to such complaint, provided that nothing shall prohibit the Board from requesting that the person who is subject to the complaint present information as background or answer questions at a Board meeting prior to the commencement of deliberations or voting relating thereto.

Following investigation, NYLS will take appropriate remedial and disciplinary action as it deems justified by the circumstances, including, but not limited to, terminating employment, board membership or volunteer status, seeking restitution, removal from office, or pursuing criminal prosecution.

Note that matters that are covered by NYLS's human resources policies shall be handled in accordance with such policies.

Acting in Good Faith

Anyone filing a report concerning a Suspected Violation must act in good faith and have reasonable grounds for believing the information disclosed may indicate a Suspected Violation. Although the Reporting Party is not expected to prove the truth of the allegation(s) asserted in the complaint, she or he must demonstrate reasonable grounds for concern. No investigation will be made of

unspecified wrongdoing or broad allegations. The Reporting Party is not responsible for investigating the activity or for determining fault or corrective measures.

Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowing them to be false will be viewed as a serious disciplinary offense.

Protection Against Retaliation

NYLS expressly prohibits any form of intimidation, harassment, discrimination or other retaliation or, in the case of employees, adverse employment consequences against trustees, officers, employees and volunteers who in good faith report Suspected Violations.

Reports of retaliation should be immediately reported as discussed above. Any person who retaliates against someone who has reported a Suspected Violation in good faith is subject to appropriate discipline and corrective action, up to and including termination in the case of an employee.

A Reporting Party's right to protection under this policy does not provide him or her with immunity for participating or being complicit in a Suspected Violation.

Policy Distribution

NYLS shall distribute the Policy to all directors, officers, and employees and to volunteers who provide substantial services to NYLS. The Policy may also be posted on NYLS' website or posted at the NYLS offices in a conspicuous location accessible to all employees and volunteers.

Any questions, concerns or suggestions regarding this Policy also should be addressed directly to the Compliance Officer.

Adopted by NYLS's Board of Trustees on February 6, 2018.

Compliance Officer:

Jody A. Pariente

Vice President of Human Resources

212.431.2137

Jody.Pariente@nyls.edu