

# CUNY SCHOOL OF LAW

School of Law

2024-2025 Catalog

Policy on Diversity	4
Statement of Non-Discrimination	4
Section I—Academic Requirements	4
1.1-1.2 Full-time and Part-time Course of Study	4
1.3 Auditing	4
1.4 Clinic Eligibility and Limits	4
1.5 Core Doctrine Opt-Out	5
1.6 Course Changes	5
1.7 Credit Hours Policy	5
1.8 Credit Load	6
1.9 Failed Courses	6
1.10 Graduate Courses At Other CUNY Institutions	6
1.11 Dual Degree Programs	7
1.12 Independent Study/Teaching Assistantships/Law Review	7
1.13 Leave of Absence	9
1.14 Registration	9
1.15 Additional Semester	9
1.16 Transfer of Credit from Other Law Schools	9
1.17 Transfer of Credit from Non-Law School Courses	10
1.18 International Student Services	10
1.19 Withdrawals	10
1.20 Medical Withdrawal Policy Effective Fall 2024	11
1.21 City University of New York Behavior-Related Medical Withdrawal and Re-enrollment Policy and Procedures	11
2.1 Academic Advising	12
2.2 The Professional Skills Center	12
3.1 Overview of NY BAR Admission Requirements	12
3.2 Applying to Sit for the New York Bar Exam (UBE)	13
3.3 BAR Admission Requirements for States Other than New York	13
3.4 Preparing For BAR Admission – A Timeline	13
4.1 Exam Absences and Conflicts	15
4.2 Exam Numbers on Midterm and Final Examinations	16
4.3 Exam Procedures	16
4.4 Laptop Examination Policy	16
4.5 Retakes of Final Exams	18
4.6 Review of Graded Exams by Students	18
5.1 Grading System for all Courses	18
5.2 Academic Standing Policies and Procedures	19
5.3 Special Academic Standing Rules for Grades Earned During the CUNY School of Law Summer Session	21
5.4 Course Withdrawals	21
5.5 The Credit/No Credit Option	21
5.6 Evaluation System for Performance in Lawyering Seminars and Clinics	21
5.7 Grade Appeals and Grade Changes	21
5.8 Graduation Requirements	22
5.9 Incomplete Grades	22
5.10 Participation in Commencement Ceremony	22
5.11 Residency for Graduation and BAR Exam Requirements	23
6.1 Annual Security Report-Notice of Availability	23
6.2 Contacting Public Safety	23
6.3 Lockers	23
6.4 Animals and Service Animals	23
6.5 Identification Cards	23
6.6 Guests, Visitors, and Off-Hours	23
6.7 Firearms and Weapons	23
6.8 First Aid	24
6.9 Smoking and Open Flames	24
6.10 Building Emergency Drills	24
6.11 CUNY Alert	24
6.12 School Closures or delays due to Weather or other Conditions	24
6.13 Bicycles and Scooters	24
6.14 Equal Opportunity & Diversity	24
6.15 Complaint Procedures Under The City University of New York’s Policy on Equal Opportunity and Non-Discrimination	24
6.16 The City University of New York Policy on Sex-Based Misconduct	25
6.17 Notice of Access to Campus Crime Statistics, the Campus Security Report, and Information on Registered Sex Offenders	25
6.18 Board of Trustees Resolution Implementing University Policy to Combat Bigotry and Promote Pluralism and Diversity	26

6.19 Policy on Reporting of Alleged Misconduct	27
Section VII Student Conduct	28
7.1 Academic Integrity Policy	28
7.2 Student Disciplinary Policy and Procedures BOT Bylaws-Article XV Students	30
7.3 Bulletin Boards	31
7.4 CUNY Rules for Maintenance of Public Order (Henderson Rules) - Rules of Conduct	31
7.5 CUNY Policy on Drugs and Alcohol	32
7.6 CUNY Policy and Prohibition of Smoking	33
7.7 CUNY School of Law Alcohol Policy	33
7.8 CUNY Drug/Alcohol Use Amnesty Policy	33
7.9 Drugs, Alcohol, and Tobacco Use	34
7.10 City University of New York School of Law Student Complaints Regarding ABA Compliance – Standard 510	34
7.11 Procedures for Handling Student Complaints about Faculty Conduct in Academic Settings	34
7.12 CUNY Non-Discrimination Policy & Complaint Reporting Portal	36
7.13 Gifts to Faculty and Staff	36
7.14 Recording Device Policy	36
Section VIII Student Organizations	36
8.1 CUNY SCHOOL OF LAW STUDENT GOVERNMENT CONSTITUTION	37
8.2 CUNY School of Law Foundation	55
8.3 Travel by Students as Part of Coursework, as Part of an Authorized Student Organization Activity, and Independent Academic Travel	56
9.1 Access to Student Records	56
9.2 The City University of New York – Policy on the Submission of Fraudulent Documents and on the Omission of Information in Support of an Application for Admission	56
9.3 Maintenance of Records	57
9.4 Notification Under FERPA of Student Rights Concerning Education Records and Directory Information	57
9.5 Notification of Student Immunization Requirements	61
9.6 Transcripts	61
10.1 Career Planning	62
10.2 Mental Health and Wellness	62
10.3 Policy Statement on Reasonable Accommodations	62
10.4 Support for Students with Disabilities	63
10.5 Petition to Reschedule Exams	65
10.6 Financial Aid	66
10.7 Health Insurance	73
10.8 Health Services	73
10.9 Information Technology	74
10.10 Lactation Room	74
10.11 Library	74
10.12 Mail Delivery	74
10.13 Materials Management	75
10.14 Voter Registration Assistance	75
Section XI Tuition	75
11.1 Delinquent Accounts	76
11.2 Non-Payment of Tuition and CUNY Policy on Withholding Student Records	76
11.3 Payments	76
11.4 Tuition Payment Plan	76
11.5 Resident and Non-Resident Tuition Determinations	76
11.6 Tuition Refund	76
11.7 Return of Unearned Military Tuition Assistance Funds Policies and Procedures	77
11.8 Tuition Refunds for Students Who Have Been Dismissed	78
11.9 Work Beyond Six Semesters	78
12.1 Governance Plan The City University of New York School of Law	78
12.2 CUNY Law School Association Bylaws	81
13.1 Faculty Report Form for Suspected and/or Adjudicated Incidents of Academic Dishonesty	83
13.2 The City University of New York Directory Information Non-Disclosure Form	84
13.4 The City University of New York Charge of Discrimination Form	84
13.5 CUNY Residency Guidelines	85
13.6 The City University of New York Misconduct Complaint Form	85
All Catalogs	85
CUNY Law School Department	85
All Programs	87
All Courses	95
Course Sets	153

# Policy on Diversity

## Policy on Diversity

The faculty and staff of CUNY School of Law believe that we have a responsibility to help create a bar that is more diversified, and more representative of the full range of people that make up New York City and the United States. Accordingly, we actively seek to recruit, employ, retain, promote, and train students, faculty, and staff of all races, national origins, classes, and belief systems, without regard to sex or sexual orientation, or to age or marital or parental status. This commitment is reflected in all that we do, beginning with our admissions policies: we look at the whole applicant in accordance with the broad and inclusive criteria approved by the Board of Trustees of the City University of New York.

## Statement of Non-Discrimination

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

## Section I—Academic Requirements

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

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

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

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

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

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

- the development of professional skills, ethics, and habits requires opportunities for guided experiential learning that create opportunities for students to be in role as lawyer and the opportunity to do the work of a lawyer in supervised clinical or meaningful externship setting;
- the development of strong active learning and critical thinking skills involves a multi-dimensional cognitive process;
- identifying, developing, and using conceptual frameworks and theory as integral to learning the law and good lawyering;
- teachers should make conscious choices about goals, teaching methods, and evaluations that are designed to maximize opportunities for learning and to provide a fair assessment of a student's progress towards mastery of the skills, understanding, and knowledge necessary for competent legal practice; and
- academic support and opportunities for individual assistance should be available to complement classroom and peer-learning opportunities.

## 1.1-1.2 Full-time and Part-time Course of Study

### 1.1. Full Time Course of Study : LAW-JD

### 1.2. Part Time Course of Study : PTLAW-JD

## 1.3 Auditing

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

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

## 1.4 Clinic Eligibility and Limits

A student may take a Clinic or Practice Clinic only if they are in good academic standing (not on probation), have passed a minimum of 41 credits, including all first year required courses, all required lawyering seminars, and Constitutional Structures and Evidence. In addition to the above requirements, some Clinics or Practice Clinics may have additional individual pre- or co-requisite course requirements, which must also be met. Students seeking to graduate in three years are expected to take Property and Public Institutions during their second year. A student who has registered for a Clinic, but does not meet these criteria by the first day of the semester in which s/he is scheduled to take the Clinic, will not be able to enroll in that Clinic unless they secure permission from the Clinic Dean and the Academic Dean.

A full-time student on probation in the fifth semester, as a result of because of fourth semester grades, will be required to remain in law school for an extra semester because you will not be able to meet the Clinic requirement in the spring semester. Similarly, a part-time student who has not yet taken a Clinic and who is on probation in the seventh semester, as a result of sixth semester grades, will likely be required to remain in law school for an extra semester because the student you will not be able to meet the Clinic requirement in the spring semester.

## 1.5 Core Doctrine Opt-Out

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

## 1.6 Course Changes

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

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

## 1.7 Credit Hours Policy

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

- Traditional doctrinal classes that are graded, in part, by a final exam. For these classes, the final exam “counts” as a class meeting for the purpose of calculating the required fifteen-week period of “classroom or direct faculty instruction” and out-of-class student work and the amount of “classroom or direct faculty instruction,” and out-of-class student work can be based on a period of 14 weeks plus a final exam.
- Lawyering Seminars, other Seminars, Legal Research classes, and Clinics, which are not graded by a final exam. Since these classes do not have a final exam, the calculation of the total hours of classroom or direct faculty instruction and out-of-class student work must be based on a fifteen-week period.
- Independent Studies, Moot Court, Law Review, and other co-curricular, credit-bearing activities, which do not have regularly scheduled classroom meetings.

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

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

When creating class assignments, faculty should estimate the amount of time students are expected to spend on particular assignments based on factors such as the following:

- level of class (1L, 2L, 3L, 4L)
- complexity of material (case law, social science, case materials, commentary, etc.)
- supplemental course requirements (hypotheticals, problem sets, group projects, presentations)
- complexity of assignment
- level of faculty or other professional supervision and degree of collaboration or group work with other students, clients, or community partners.

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

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

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

- **Doctrinal courses (graded, in part, by a final exam):** The combined classroom or direct faculty instruction and out-of-class student work includes time spent preparing reading assignments, hypotheticals and any other class presentations or group work, and in preparing for and taking a final exam.
- For example, for a 3-credit criminal law class that is graded, in part, by a final exam, the class would require a total of approximately 127.5 hours.
- **Lawyering Seminars (not graded by a final exam):** The combined classroom or direct faculty instruction and out-of-class student work include time spent preparing reading assignments, completing writing projects, working with other students to prepare group projects, and preparing for simulations.
- For example, for a 4-credit lawyering seminar course that is not graded, in part, by a final exam, the class would require a total of approximately 170 hours.

- **Clinics (in-house and practice clinics and Pro Bono Scholars) and other simulation courses (not graded by final exam):** The combined classroom or direct faculty instruction and out-of-class student work include time spent performing field placement or clinic work, preparing reading or other class assignments, working with other students to prepare group projects, and preparing for simulations.
- For example, for an 8-credit clinic that is not graded, in part, by a final exam, the class would require a total of approximately 340 hours.
- **Legal Research course (not graded by a final exam):** The combined classroom or direct faculty instruction and out-of-class student work includes time spent preparing reading and research assignments and other class projects.
- For example, for a 2-credit legal research class that is not graded in part by a final exam the class would require a total of approximately 85 hours.
- **Seminar course (not graded by a final exam):** The combined classroom or direct faculty instruction and out-of-class student work include time spent preparing reading assignments, preparing class presentations or other projects, and in writing the required paper(s) and associated drafts.
- **For example**, for a 3-credit seminar class that is not graded, in part, by a final exam, the class would require a total of approximately 127.5.
- **Independent Studies and co-curricular classes, e.g., moot court or law review (not graded by a final exam):** The combined classroom or direct faculty instruction and out-of-class student work include time spent engaged in legal research, editing, drafting, and in other project-related work.
- For example, for a 2-credit independent study, the course would require a total of approximately 85 hours.

#### Publication of the policy:

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

#### Ensuring adherence to the policy:

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

- The policy is incorporated into its curriculum review and assessment program, the course approval process, and the ongoing review by the Academic Dean's office of the school's academic program.
- Proposals for new courses (including Topics in Law (TIL) courses) must include a justification for the number of credits to be awarded, taking into account the projected time that will be spent in classroom or direct faculty instruction and time spent in out-of-class work.
- The Academic Affairs office periodically reviews course descriptions and syllabi to ensure that the amount of work assigned complies with the school's policy for the amount of work required per credit. The Academic Affairs office also periodically reviews supporting materials, such as student time logs, where appropriate, to ensure that they are being submitted and reviewed by faculty and that they are consistent with the policy.
- The Academic Dean will review course evaluations to identify student concerns about workload inconsistency with allotted course requirements.

*\*Approved by faculty vote 11/4/16*

## 1.8 Credit Load

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

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

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

## 1.9 Failed Courses

a. Pursuant to New York State law, the grade earned each time a course is taken will appear on the transcript, including the grade of F. If a failing grade is received in any course, the student will not receive any credit hours for that course. If the student is a first-year, first-semester student, the grade of "No CR" (no credit) will be recorded on the student's official transcript. For all other students, an "F" will be entered on the student's official transcript. The grade awarded each time the course is taken will count toward computation of the student's GPA.

b. If a student fails a required course, they must repeat the class until they pass. The student is expected to repeat the course when it is next offered. If the failed required course conflicts with another required course, the student must meet with the Academic Dean who will determine which required course is the most appropriate course for the student to take in a particular semester. A student must pass all required classes in order to graduate.

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

## 1.10 Graduate Courses At Other CUNY Institutions

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

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

#### **How to Apply for a CUNY ePermit:**

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

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

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

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

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

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

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

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

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

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

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

**Cancelling an ePermit Request or Course:** It is the student's responsibility to cancel the course registration at both the home and host schools as well as the ePermit request. The student must do this before the term starts to avoid tuition liability.

The Law School's academic calendar differs from the University-wide academic calendar, so be sure to obtain the host school's academic calendar.

## 1.11 Dual Degree Programs

CUNY School of Law offers three dual degree programs: JD/MPA in Law and Public Accountability, with the John Jay College of Criminal Justice; JD/MA in Forensic Psychology, with the John Jay College of Criminal Justice; and JD/MIA with City College's Colin Powell School for Civic and Global Leadership.

Each Master's program has slightly different requirements, but each dual degree program allows a student to earn the two degrees in less time than it would take to complete each separately, because the programs have agreed to recognize some of the classes from the other program toward its degree.

For information about the dual degree programs, contact Academic Affairs at 718-340-4340 or [academicdeanoffice@law.cuny.edu](mailto:academicdeanoffice@law.cuny.edu).

## 1.12 Independent Study/Teaching Assistantships/Law Review

### Independent Study

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

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

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

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

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

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

### **Faculty Responsibilities:**

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

### **Supervisory Responsibilities:**

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

### **Writing Requirements:**

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

The student may be asked to complete additional writing requirements, including:



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

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

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

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

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

**Faculty Responsibilities:**

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

**Supervisory Responsibilities:**

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

**Writing Requirements:**

- The student must produce a placement-related written work product (research, memo) that could include notes or summaries of meetings, depositions, client interviews, etc. The work product should involve some significant engagement with issues of law or fact, and should be approximately 10 pages in length.
- The student may be asked to complete additional writing requirements, such as:

a) weekly short journal entry (a paragraph or two documenting what student did each week) with longer reflection (e.g., 4-5 pages) at the end of the semester in response to several prompts, including reflection on how placement enhanced student's substantive legal knowledge, habits of work and mind needed to succeed at the placements, identifying a lawyering lesson learned, OR

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

**Reading Requirement:**

- Reading assignments to complement the placement, to be discussed in written reflections

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

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

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

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

**Procedure for Registration for Independent Study:**

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

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



### Teaching Assistantships and Law Review

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

## 1.13 Leave of Absence

Students may request a leave of absence in the circumstances below:

1. A student has completed at least the first semester but needs to take time off from school for a semester or more.

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

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

If a student officially withdraws during a semester, grades of Withdrawal (W) appear on the transcript for the courses in which the student was enrolled. A student granted a leave of absence who wishes to return to the Law School must submit a re-entry application to the Registrar's Office at least 90 days before the beginning of the semester you wish to re-enter. If you have been on leave for three consecutive semesters at the time of re-entry, you must contact the Bursar's Office and arrange payment of a \$20 non-refundable re-entry fee. Students should make an appointment to meet with the Academic Dean before re-entering.

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

### Leave of Absence due to Pregnancy

Pregnant students are also entitled to leaves of absence from their education program or activity for pregnancy and related conditions. Students are allowed to voluntarily take a leave of absence from their education program or activity to cover, at minimum, the period of time deemed medically necessary by the student's licensed healthcare provider. A longer period may be available to the extent a student qualifies for leave under any CUNY policy that allows for a greater period of time than the medically necessary period. When the student returns to their education program or activity, the student will be reinstated to the academic status and, as practicable, to the extracurricular status that the student held when the voluntary leave began.

CUNY School of Law does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student's doctor, and students will be given the opportunity to make up missed work.

Students needing assistance can reach out to the Office of Student Affairs, suite 5/110, tel. 718-340-4207 [studentaffairsoffice@law.cuny.edu](mailto:studentaffairsoffice@law.cuny.edu) or the Title IX Coordinator room 4/321, tel. 718-340-4285.

Students are strongly advised to consult the Office of Academic Affairs at [academicdeanoffice@law.cuny.edu](mailto:academicdeanoffice@law.cuny.edu) to assess the effect of any leave on academic attendance requirements provided in Standard 304 of the ABA Standards and Rules of Procedure for Approval of Law Schools and Section 520.3 of the New York Court of Appeals Rules on Law Study.

## 1.14 Registration

Students in the full-time and part-time programs are registered administratively for the first year of law school. For part-time students, this also includes the first summer semester and second fall semester in their second year.

Second, third, and fourth-year students will register online via Schedule Builder in CUNYFirst for most courses, except for independent studies, clinics, and other courses that require prior approval from Academic Affairs. Any holds on a student's account will prevent the student from being able to register for classes until the hold is resolved.

Students must have an active registration appointment when registering for classes. They cannot register for courses outside of their registration appointment on Schedule Builder. Registration appointments can be viewed on Schedule Builder and CUNYFirst.

## 1.15 Additional Semester

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

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

## 1.16 Transfer of Credit from Other Law Schools

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

#### a) Transfer Students

To receive transfer credit for courses that were successfully completed at another law school prior to admission to CUNY School of Law, a student must request consideration for credit in his or her application for admission to the Law School. If a student requests such consideration, the Academic Dean will determine whether, or how many, credits will be granted. In compliance with Law School policy, no more than 30 credit hours may be transferred from other law schools consistent with ABA Standards.

#### b) Currently Enrolled Students

Requests for credit transfer should be directed to the Academic Dean, who must approve the course and the request to transfer credits before the student takes it. The Law School may accept credits from other law schools that are earned during the period of matriculation toward the CUNY Law School degree in three circumstances:

1. With the advance permission of the Academic Dean, which may be granted only to accommodate exceptional circumstances, a student may earn up to 30 hours of credit towards the CUNY School of Law degree as a visiting student at another ABA-approved law school.
2. With the advance permission of the Academic Dean, which may be granted to permit a student to take a course not offered at the Law School at all or, with respect to failed, required courses, not offered at the Law School in the student’s final semester or in other exceptional circumstances is approved by the Academic Dean.
3. With the advance permission of Academic Affairs, which may be granted only if the courses are not offered at the Law School and are important to the student’s career goals, or if there are significant extenuating circumstances, a student may earn up to 7 hours of credit in a summer session and up to 14 hours of credit in two summer sessions at another ABA-accredited law school.

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

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

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

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

## 1.17 Transfer of Credit from Non-Law School Courses

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

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

## 1.18 International Student Services

International student registration services are housed in the Registrar’s Office. For enrollment and registration information, please contact [jss@law.cuny.edu](mailto:jss@law.cuny.edu).

Students can also obtain International Student and Scholar Services information from the City University of New York’s central office at <https://www.cuny.edu/academics/academic-programs/international-education/jss/>

## 1.19 Withdrawals

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

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

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

**Withdrawal Procedure**

An official withdrawal is accomplished by submitting a Withdrawal Form to Academic Affairs, after the third week of classes, and on or before the withdrawal deadline.

Withdrawals must be approved by the Academic Dean. No student will be granted a withdrawal after the withdrawal deadline, unless special permission is granted by the Academic Standing Committee, based on a student appeal.

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

## 1.20 Medical Withdrawal Policy Effective Fall 2024

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

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

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

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

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

**Tuition Refunds for Approved Medical Withdrawals**

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

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

Fall 2024 Program Adjustment Period	Amount of Tuition Refund	Amount of Tuition Due
Withdrawal by last business day before the first day of classes	100%	NONE
Withdrawal within one week after the commencement of classes	75%	25% + fees
Withdrawal during the second week of classes	50%	50% + fees
Withdrawal during the third week of classes	25%	75% + fees

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

	Amount of Tuition Refund	Amount of Tuition Due
September 18, 2024 – November 9, 2024	50%	50% + fees
November 10, 2024 – December 20, 2024	25%	75% + fees

**\*the refund schedule will be updated each fall or spring term.**

**During the Summer Session**

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

**Unofficial Withdrawal**

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

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

A grade of “WU” (Unofficial Withdrawal) is assigned to a student who attended a minimum of one class, stopped attending, but did not officially withdraw. A grade of “WU” is equivalent to an “F” grade.

## 1.21 City University of New York Behavior-Related Medical Withdrawal and Re-enrollment Policy and Procedures

The City University of New York Behavior-Related Medical Withdrawal and Re-enrollment Policy and Procedures

## 2.1 Academic Advising

Group and individual academic advising at CUNY School of Law is primarily the responsibility of Academic Affairs, which also organizes Faculty Advisors to provide academic mentorship to students. During course registration, Academic Affairs organizes group advising sessions to clarify graduation requirements and assist students in selecting courses. An Academic Advisor is also broadly available for individual advising when students are preparing for registration. Academic Affairs also administers a process to assign students Faculty Advisors, who mentor students and advise them on how to navigate the academic program to achieve their professional goals. Through this process, day and evening students will select a Faculty Advisor during their second semester in anticipation of registration. Finally, an Academic Advisor and the Academic Dean are available to students year-round for any and all academic questions that emerge and can meet individually with students for academic advising at any point.

## 2.2 The Professional Skills Center

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

Because students' needs change as they progress through law school, the Skills Center's services are allocated differently over the course of the academic program. There is a focus on the first three semesters for day students and the first four semesters for evening students, when it is critical that students hone fundamental analytical, writing, and academic and study skills. Students can work with the Skills faculty to develop effective study skills and strategies, improve essay exam-writing, review doctrinal material from classes and simulations, and revise written work such as memos and writing samples.

The following are some of the major support services available to students in the first and second years.

### Summer Law Institute

The Summer Law Institute (SLI) is designed to provide students with holistic exposure to the rigors of law school. Entering students are invited to apply to participate in this intensive, one-week introduction to law school doctrine, skills, and methods of study. During SLI, students are introduced to first-year legal doctrine and learn important skills to help them succeed in law school. Throughout the program, participants have the opportunity to prepare for class, participate in a mock class, take notes, outline doctrine, complete a practice exam, and receive feedback. Full-time sections of SLI are generally limited to approximately 20 students each. The evening section of SLI is co-taught in a large group, with frequent small group work.

### First-Year Orientation

The Orientation program, First Week for First Years (FWFY), is required for all incoming students. The Skills Center sessions during FWFY include an introduction to the legal system; case reading and briefing; and legal analysis to give students grounding in the academic skills that they will need for success during the year. Students begin their Constitutional Law (LEDP) course during FWFY. Skills faculty use material from this course to reinforce skills instruction and provide exercises and hypothetical questions for additional practice.

### First-Semester Services

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

In addition, individual and small-group conferences are available via an online sign-up sheet. Students are invited to bring any questions or concerns regarding law school, such as doctrine, writing, skills, organization, study strategies, etc. From time to time, the Skills Center may also offer additional series of workshops on topics, including but not limited to, time management, practicing the art and science of writing essay exams, and close case reading. Information on these sessions will be distributed by Skills faculty.

In the Evening Program, skills sessions and individual conferences are offered regularly both on weekdays after doctrinal classes (similar to the Full-time program) and on weekends to fit student schedules. Weekend class and meeting format is generally flexible, allowing for either in-person or virtual meetings. Evening Skills provides the same services in the first five semesters of the evening program and concludes at the end of the 2L academic year.

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

### Second-Semester Day Program Services

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

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

### Second-Year Day Program Services

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

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

Evening students in their second year receive predominantly the same services that they received in the first year of the program, again in direct correlation with amount of doctrinal skills experience gained thus far, and again in flexible formatting (in-person or virtual meetings.)

## 3.1 Overview of NY BAR Admission Requirements

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

- **Multistate Professional Responsibility Exam (MPRE)** – a two-hour multiple-choice exam usually offered three times a year; it can be taken any time after your first year of law school.
- **New York Law Exam (NYLE)** – a two-hour online multiple-choice exam usually given four times a year. It focuses on NY distinctions and NY Practice. You must complete a 17-hour online course, the NY Law Course (NYLC), a month before registering for the exam. It can be taken within one year of taking and passing the Uniform Bar Exam.
- **Uniform Bar Exam (UBE)** – this is known as THE bar exam. It is given the last Tuesday and Wednesday of February and July. It is a 2-day exam including essay questions, multistate performance questions, and multiple-choice questions. Applications to take the bar examination must be filed from November 1st to November 30th for the February examination and from April 1st to April 30th for the July examination.

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

- **50 Hour Pro Bono Rule** – almost every CUNY Law graduate meets this requirement by meeting the clinic requirement. (If your clinical placement is with a for-profit firm, consult with the Executive Director of Bar Preparation and Licensing about how to meet this requirement.)
- **Skills Requirement** – every CUNY Law graduate automatically meets this requirement based on required course work. (If you are a transfer student, consult with the Academic Affairs Office.) The law school must certify that you possess the skills necessary for practice and competence in professional values.
- **Character and Fitness Application** – in New York, this is submitted after you pass the UBE, NYLE and MPRE and are applying for admission. You are reminded that, as noted in your application for admission to CUNY School of Law, you have an ongoing responsibility to notify the Law School of any and all subsequent changes in the information contained in the application and/or during the period of enrollment. This means that, if there are any facts or incidents requiring disclosure (such as traffic violations, arrests, changes in academic credentialing from institutions outside the law school, professional licensing events, etc.), you must notify the Law School to ensure compliance with the continuing disclosure requirement. You are also responsible for determining the possible impact of any such information on your character and fitness application.

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

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

## 3.2 Applying to Sit for the New York Bar Exam (UBE)

- Applications to take the Uniform Bar Exam in New York State must be filed from November 1st to November 30th for the February examination and from April 1st April 30th for the July examination.
- New York Bar Exam Certification: As part of your application to sit for the bar, the New York Board of Law Examiners requires that a Certificate of Attendance form be completed by the Law School. This form is completed by the Office of Registration and Student Records Management.

The certification deadline is February 1st for the February exam and June 15th for the July exam.

- **Specimen of Applicant's Handwriting:** The New York Board of Law Examiners requires that applicants supply a handwriting specimen in order to sit for the bar exam. The "Specimen of Applicant's Handwriting" form must be completed in the presence of a staff member of the Office of Registration and Student Records Management. The last day to submit the handwriting specimen is the last day of classes.
- Completion of the handwriting specimen will be your authorization to the Law School to certify you for the bar exam. After you have been certified for graduation, your Certificate of Attendance form and your handwriting specimen will be forwarded to the New York State Board of Law Examiners.

## 3.3 BAR Admission Requirements for States Other than New York

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

- <https://www.ncbex.org/jurisdictions>

## 3.4 Preparing For BAR Admission – A Timeline

To demystify the bar admission process, familiarize yourself with the checklist below, which is organized around a timeline. Also be sure to [review the bar support page on the CUNY School of Law website](#) featuring videos on a variety of topics, from picking a bar prep course to applying for admission to practice. If you have questions, feel free to contact the Executive Director of Bar Preparation and Licensing.

### Your 1L-2L Years

- **Make sure that you've disclosed to the Office of Academic Affairs any traffic violations and anything that could be construed as a record in the criminal justice system**—including arrests, tickets or convictions, and disciplinary actions taken by educational institutions after the elementary school level. This is important because the question of whether you've made all disclosures comes up when you apply to get licensed (in New York, it's called the "Character and Fitness" application).
- **Take the Multistate Professional Responsibility Examination (MPRE) before you graduate.** It is required for admission to the bars of all but four U.S. jurisdictions. It's important to get this requirement out of the way because passing the MPRE is a prerequisite to applying to become admitted as an attorney. This exam can be taken any time after your first year of law school. The [CUNY Law bar prep program](#) advises that 1L-FT students take the MPRE during the

summer following completion of their 1L year. Part-time students are advised to take the exam during the summer following their 2L year. Students are advised to take the MPRE early in their law school tenure to prevent delays to bar admission. New York graduates who pass the bar exam, but not the MPRE, are considered "uncertified" and therefore ineligible to apply for admission to practice.

- Make sure you get advice from the [Office of Academic Affairs](#) and your Faculty Advisor on what courses you need to take to prepare for the bar exam.
- Gather law-related employment affidavits from legal employers as you leave the employment. For purposes of NY admission, law-related employment is broadly defined as any employment in a law related workplace OR where the work itself involves the law, including work in an internship, law school clinic, work as a teaching or research assistant, or work in a law school department.  
[https://www.nybarexam.org/Admission/Part%20III\\_LawRelatedEmployment\\_3.4.2020.pdf](https://www.nybarexam.org/Admission/Part%20III_LawRelatedEmployment_3.4.2020.pdf)

#### **Your 2L-3L Years**

- **Make a list of the states where you plan to take the bar examination and practice law and review the dates for required submissions.** Click to download the [Comprehensive Guide to Bar Admission Requirements](http://www.ncbex.org/publications/bar-admissions-guide/) <http://www.ncbex.org/publications/bar-admissions-guide/>.
- Be particularly careful in reviewing requirements in states other than New York. For instance, NJ and CA have different filing dates. There are also states with very early filing dates: Illinois law students in their first year must file a student registration form by January 15 following the start of law studies. Georgia requires that applicants for the July bar exam file a fitness application between December-March prior to the July bar.
- During your 3L/4L year, determine where you plan to practice so that you can be sure to meet deadlines and follow the appropriate application process to register for the bar exam in that jurisdiction. Be aware that most states require you to file character and fitness papers at the same time as your application to take the exam. New York is an exception, requiring character and fitness after you've passed the exam.
- Continue to update the law school on any changes to information asked on your admissions application that may become relevant to the character and fitness portion of your bar application (e.g., traffic violations, arrests, etc.).
- Continue to gather law-related employment affidavits from legal employers, paid or unpaid, as you leave any employment.
- If you receive exam accommodations during law school and would like to apply for accommodations on the bar exam, speak to the Office of Student Affairs and/or a member of the bar support team early on. You should also review [the test accommodations handbook from the NY Board of Law Examiners](#), or review the process in the jurisdiction in which you intend to apply. You will likely need to undergo renewed testing in order to receive accommodations. The bar examiners are very strict in terms of what they will accept, and who receives exam accommodations.

#### **Your 3L Year/4L PT Year**

- **Visit the Office of Academic Affairs' Bar Exam website, <https://www.law.cuny.edu/academics/bar-exam/>** where you will see their videos on bar prep and bar support, bar exam information, and bar admission information.
- **Take the New York Law Exam (NYLE)** (see 3.1 above) within one year of taking and passing the Uniform Bar Exam.
- Enroll in Mastery and Application of Core Doctrine/Applied Legal Analysis.
- Apply to sit for the bar exam (see sections 3.2 and 3.3 above)
- Join the Bar Mentor Program (watch your email for information)
- Continue to update the law school on any information that may become relevant to the character and fitness portion of your bar application.
- Continue to gather law-related employment affidavits from legal employers.



### After You've Taken the Bar Exam

- In New York, prepare your application for admission to the bar, including the character and fitness portion of the application. <https://www.nybarexam.org/Admission/AdmissionMultiDeptPacket.htm> (Note: if you are applying for admission to the bar in another state, see that state's requirements; in many states you will need to complete the character and fitness application when you apply to sit for the bar exam.)
- The application papers may be filed only after you have received notification that you have passed the examination and have been certified to the applicable Department. The application and any further materials in connection therewith required by the Appellate Division and its Committees on Character and Fitness must be filed by you within three years from the date of the letter sent by the New York State Board of Law Examiners notifying you that you have passed the bar examination (see 22 NYCRR 520.12). IMPORTANT: A failure to timely file the application for admission may result in the applicant having to re-sit the bar examination.
- After you've passed the bar exam, complete the portion of the admission application that needs to be completed by the applicant and submit to the Office of Registration and Student Records Management for completion by the law school. Check out that Office's [page](#) to get to specific instructions on what you need to do.
- Though you can't file your application to be admitted until you've passed the bar exam, there are a few things you could do in the months preceding your filing:
- Go through the application questions to see whether there are any questions that may be problematic for your application. By doing that you can spot possible problems and get counseling to address them.
- Gather the [law related employment affidavits](#) and good moral character affidavits. Employment includes paid as well as unpaid volunteer positions. One of the biggest bottlenecks in the admissions process is getting your employment affidavits. Law-related employment means any employment in a law related workplace OR where the work itself involves the law. The latter is self-evident but the former isn't: here are a few examples of law- related employment:
- Law school clinic or externship
- A teaching or research assistant to a law professor
- Working in an office of a law school department—e.g., a work study position at Career Planning at CUNY Law or your work as a receptionist at a law firm.

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

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

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

## 4.1 Exam Absences and Conflicts

This section governs requests to reschedule mid-term and final exams unrelated to formal accommodations.

It is the responsibility of each student to be present at the appointed time for exams. Any student who fails to sit for a scheduled exam without permission may fail the exam or suffer a grade reduction.

There may be times when students will request to reschedule exams due to serious illness, personal crisis, or conflict with another exam. Each course syllabus should set forth a policy for exam absences and conflicts. Where the syllabus does not provide a policy for exam absences and conflicts, or where the syllabus refers to this Student Handbook, this section governs.

### Procedure to Reschedule Due to Absence

Notify the Office of Academic Affairs [academicdeanoffice@law.cuny.edu](mailto:academicdeanoffice@law.cuny.edu) within 24 hours of the exam and submit supporting documentation verifying an extenuating circumstance that is (1) unforeseen, (2) unavoidable, (3) demonstrably beyond the student's ability to control, and (4) of such severity to warrant consideration.

Petitions that are not accompanied by supporting documentation will not be considered and may result in a grade reduction on the exam, or an "F" on the exam.

The supporting documentation provided to the Office of Academic Affairs should be typed, dated and drafted by a qualified person. For example, in the case of emergency hospitalization or illness, documentation should be drafted by a licensed professional, including their name, title, and professional credentials, and cite the reason for hospitalization or illness for which treatment was sought.

Exams will be rescheduled as soon as possible after the original exam date within the exam period. Exams will not be rescheduled beyond one day after the end of the published exam period. Please refer to the Incomplete Policy for further information.

### Procedure to Reschedule Due to Conflict

Students may [petition to reschedule](#) an exam when they have (1) two exams scheduled on the same day; or (2) three exams scheduled within any 48-hour period

Submit a [Petition to Reschedule Due to Conflict](#) form at least one full week before the examination.

**NOTE: Rescheduled Final Exam Fee**



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

## 4.2 Exam Numbers on Midterm and Final Examinations

Through the use of student examination numbers, faculty grade most midterm and final examinations without knowing the identity of the student whose examination they are grading. In certain cases, a determination may be made not to use examination numbers for an assessment, such that student identities are known to the faculty member while grading. Students will be notified in advance by the faculty member whether they will use examination numbers for an assessment.

Unless otherwise notified, students should assume that they will use examination numbers for identification purposes on midterm and final examinations and may be asked to use examination numbers on other work products during the semester.

Students are assigned private exam numbers, which they can view in the CUNYFirst Student Self-Service Center. Each student will have an entirely new exam number each semester. If you need assistance, please contact the Registrar's Office at [registraroffice@law.cuny.edu](mailto:registraroffice@law.cuny.edu).

## 4.3 Exam Procedures

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

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

## 4.4 Laptop Examination Policy

Every student who takes an exam on a laptop agrees to and is subject to this policy. Students need to have the appropriate version of Examplify software installed.

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

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

### I. Exam Software and Hardware

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

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

#### PC:

1. Laptop with Intel (not ARM) processor and wireless network access for downloading software and exam licenses, as well as uploading completed exam files.
2. Windows 10 or 11, 64-bit, Professional or Enterprise Edition only, in versions 22H2 or 23H2. Home edition of any version is **NOT** supported. ExamSoft does not support non-North American versions. Older versions of Windows are **NOT** supported, and Windows "S" mode on Microsoft Surface computers are likewise **NOT** supported.
3. More than 4GB of available RAM and free hard drive space.

#### MAC:

1. Laptop with Intel, M1, or M2 processor and wireless access for downloading software and exam licenses, as well as uploading completed exam files.
2. macOS 12 (Monterey), 13 (Ventura), or 14 (Sonoma).
3. More than 4GB of available RAM and free hard drive space.

### How Examplify Works

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

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

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

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

### II. Prior to Exam Day

Ensure that your computer is in optimal condition:

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

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

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

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

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

### III. Start of the Exam

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

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

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

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

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

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

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

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

G. If you experience a computer problem, DO NOT attempt to resolve the problem, no matter how knowledgeable you are about computers. Immediately notify the exam room proctor and request a Bluebook/Scantron. The proctor will then give you materials to begin handwriting. Handwrite the rest of your exam, until you finish or until time is called.

No extra time will be allowed for attempting to resolve computer problems. IT will not diagnose computer problems or provide any technical support for any computer problems encountered on the day of the exam. You will have to write the remainder of the exam in a Bluebook/Scantron form.

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

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

### IV. Conclusion of the Exam

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

When you are finished with the exam (either when time is called or beforehand), exit the exam by clicking on the exam controls on the upper right-hand corner and selecting "Submit Exam." If you are positively sure you want to exit the exam, follow the prompts to save and exit the exam. Once you exit the exam, you will not be allowed to re-enter the completed exam.

If you have wireless capability, your exam will be uploaded to the ExamSoft server automatically. If you do not have wireless capability, your exam will be saved in an encrypted format on your laptop internally. You are responsible for uploading your exam via a networked computer as soon as possible to ensure timely grading by your instructor. Once you connect to a network, restart the Exemplify software, and your exam will automatically be uploaded to the ExamSoft server.

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

Sign out and return all exam materials.

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

### V. After Exam Day

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

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

### FAQs

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

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

2. How does Exemplify work?

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

3. What features are available on Exemplify?

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

4. What should I do before exam day?

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

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

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

6. What should I bring to the exam?

Make sure that you bring your computer and all necessary components, including a power cord, fully charged battery, and wireless card. Also, bring a pen and pencil.

7. When do I start the exam?

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

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

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

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

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

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

1st: Upload your exam to the ExamSoft server.

2nd: Turn in all your exam materials and sign out.

If you fail to sign out and return all materials, you will have no record of having taken the exam.

11. What should I do after the exam?

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

## 4.5 Retakes of Final Exams

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

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

## 4.6 Review of Graded Exams by Students

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

## 5.1 Grading System for all Courses

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

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

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

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

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

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

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

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

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

## 5.2 Academic Standing Policies and Procedures

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

A	=	4.00
A -	=	3.70
B+	=	3.30
B	=	3.00
B-	=	2.70
C+	=	2.30
C	=	2.00
C-	=	1.70
D	=	1.00
F	=	0

1. A student's grade point average ("GPA") will be determined by multiplying the number of points awarded for the letter grade assigned to each course by the number of credits designated for each course and then dividing by the total number of credits for all the courses in which a student was awarded a letter grade. Letter grades earned in all courses (including first-year, first-semester courses) will be included in the computation, unless the student has timely elected the Credit/No Credit option. For courses graded Credit/No Credit, neither the grade of "CR" nor the credit hours will be included in the calculation of the GPA. However, if the student receives a grade of "C" or lower in a course taken Credit/No Credit, the grade of "NCL" and the scale (quality points) of 1.00 will be included in the calculation of the student's GPA.  
For purposes of academic standing, a student's semester average, not cumulative average, will be employed. All references in these rules to GPA refer to semester grade point average. (Thus, a 2.499 semester GPA places a student on probation, and a 2.299 first- semester GPA leads to a required restart.)
2. No cumulative GPA will appear on the transcript.
3. Transcript grades for the first semester will be entered as "CR" (Credit) for all courses in which a student earns a "D" or better and "NC" (No Credit) for courses which a student does not pass. Unless otherwise indicated in this policy, the calculation of GPAs for academic standing purposes will include first-semester grades.
4. Any student who fails to achieve a GPA of 2.3 at the end of the first semester and wishes to continue in the program will be required to restart the program. Any student whose first-semester average is between 2.3 and 2.5 will be on probation but may choose to take a leave of absence for the semester and restart the following fall. Any student who still has an outstanding incomplete on the first day of that student's second semester will be deemed to have failed the course for purposes of calculation of the GPA. A restarting student returns on probation and is subject to conditions set by the Academic Standing Committee which will ordinarily include the requirement that the student re-take all courses (including those passed the first time). Any credits earned prior to the student's restart will not be counted toward graduation and will not be used in calculations of the student's future GPA. Transcript entry for all courses taken prior to the restart will show "NC" (No Credit). No student will be permitted to restart the program more than once. A student who is required to restart the program because he or she achieved a GPA of less than 2.3 in the first semester, and after restarting the program is later dismissed under the academic standing policies, will not be allowed to re-enter.
5. A student must achieve a 2.5 GPA in each semester to be in good standing. A student who has a GPA below 2.5 for any semester will be on probation for the following semester. Any student on probation must meet with the Academic Dean, who will determine the terms and conditions of probation, which may include registration in an academic support course, requirement of a specific academic program (including a reduced load), and recommended limits on work and extra-curricular activities. Academic support services will be available for all students on probation. A student with an outstanding incomplete on the first day of the semester following the semester in which the student was on probation will be deemed to have failed the course for purposes of calculation of the GPA (see Incomplete Grades on page 30).
6. Unless contradicted by specific terms and conditions of probation set by the Academic Standing Committee or the Academic Dean, a student on probation will be permitted to withdraw from courses taken during the semester on probation during the time permitted for such withdrawals under the regular academic policy in force during that semester. A student who has withdrawn from a course once ordinarily will not be permitted to withdraw from that course again. Permission for a second withdrawal may be granted by the Academic Dean only upon determination that there are exigent circumstances that did not exist at the time the student enrolled in the course. If a student withdraws from all courses during that semester, the student may be granted a leave of absence under such terms and conditions, as prescribed by either the Academic Standing Committee or the Academic Dean.
7. A student who has a GPA of 2.5 or above at the end of a semester on probation will be returned to good standing.
8. A student who has been on probation in any semester will be dismissed at the end of that semester if the student earns a semester GPA below 2.5 for that semester. The rules governing application for re-entry for a student dismissed, pursuant to the provisions of this paragraph, are set forth in paragraphs 13-16 below.

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

9. A student who earns a GPA that would cause a third probation or who achieves a GPA of less than 2.5 for any three semesters will be automatically dismissed. The rules governing application for re-entry for a student dismissed, pursuant to the provisions of this paragraph, are set forth in paragraphs 13-16 below.
10. Any student who has not yet taken a Clinic but has reached the required number of credits to enroll in a Clinic will be considered to have completed the fourth semester. A student who has a GPA below 2.5 will not be permitted to enroll in a Clinic, unless and until that student is returned to good standing.
11. A student will not be permitted to graduate, unless the student is in good standing.
12. Any student who has attempted but not earned sufficient credits to graduate will be considered to have completed the sixth semester. If a full-time student has a GPA below 2.5 at the end of the sixth semester or any later semester and has not been on probation before, the student will be required to attend a seventh semester under a program determined by the Academic Dean. If a part-time student has a GPA below 2.5 at the end of the eighth semester or any later semester and has not been on probation before, the student will be required to attend a ninth semester under a program determined by the Academic Dean.
13. A dismissed student (except for a student dismissed after restarting pursuant to paragraph 4 above) may seek re-entry for a semester no sooner than two years following dismissal by filing a written petition for re-entry, pursuant to the requirements in paragraph 14. Although a student must file the petition for re-entry during the two-year period between dismissal and re-entry, even if the petition is granted, four semesters must elapse before the student can be re-enrolled. A dismissed student may seek, and the Academic Standing Committee may grant, re-entry one year following dismissal, upon a showing by the student that the dismissal was caused by exceptional, non-recurring, extenuating circumstances that no longer exist. If re-entry is granted, the Academic Standing Committee will fashion such terms and conditions as it deems appropriate.
 

13a) A re-entered student will be on probation and will be, at a minimum, required to attain a GPA of 2.5 or above to continue in the program. The terms and conditions of re-entry will be detailed in writing in a re-entry contract. No student will be re-entered until that student agrees in writing to the terms of the re-entry prescribed by the Academic Standing Committee. A student is permitted to re-enter only once.
14. Petitions for re-entry must be submitted in writing to the Academic Dean. A petition for re-entry for a fall semester must be filed no later than May 1st. A petition for re-entry for a spring semester must be filed no later than October 1st. The Academic Standing Committee ordinarily will act on the petition and notify the petitioner of its decision in sufficient time to permit the student to register in the appropriate semester, if the petition is granted. Except in extreme circumstances, re-entry during the summer session will not be permitted. The Academic Standing Committee will make determination for re-entry based on written petitions; a petitioning student will be notified if the Committee determines that a personal appearance by the student is necessary. The Committee's decision on a petition for re-entry is final, unless, upon appeal to the Dean, it is determined that the Committee's action was arbitrary and capricious or that the Committee exceeded its authority.
15. No student will be re-entered unless the student demonstrates to the satisfaction of the Academic Standing Committee that the student is likely to successfully complete the program and the requirements for graduation. To aid in the Committee's determination, petitions should include an explanation of what led to the student's prior difficulties and the changed circumstances that would now lead to successful completion of the program (including a description of what the student has done during the waiting period that will enable academic success). The petitioning student has the burden of providing a concrete proposal that will lead to academic success.

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

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

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

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

#### 18. Effects of Probation

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

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

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

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

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

## 5.3 Special Academic Standing Rules for Grades Earned During the CUNY School of Law Summer Session

1. A student's performance during summer session will not affect academic standing for purposes of probation and dismissal.
2. Notwithstanding the operation of the academic standing policy as applied to a student's GPA at the end of a fall or spring semester, no student will be dismissed as a result of the computation of the GPA at the end of a summer session, nor shall the GPA achieved in a summer session affect academic standing for purposes of probation and dismissal.
3. Any student who enrolls in a summer session, while subject to a written agreement upon re-start or re-entry or to written terms and conditions of probation from either the Academic Dean or the Academic Standing Committee, shall be subject to those terms and conditions.

## 5.4 Course Withdrawals

The official withdrawal period for the fall and spring semesters begins the day following the third week of the semester (the 22nd day). A student may withdraw from a class(es) on or before the published withdrawal deadline. The last day to officially withdraw from the semester is noted on the academic calendar. (The summer session withdrawal deadline is proportionate to the regular semester calendar. See the summer calendar for the deadline date.) When a student officially withdraws from a course, the course is reflected on the student's transcript, and the student is eligible only for the grade of "W" (Withdrawal).

Withdrawals require the approval of the Associate Dean for Academic Affairs. Medical withdrawals require the approval of the Associate Dean for Student Affairs. Withdrawals ordinarily are not permitted during the first year of study.

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

## 5.5 The Credit/No Credit Option

Click here for the current policy: [CR\\_NCL\\_Policy\\_EffectiveSpr22\\_BOT\\_Approved\\_12.13.2021\[1\]](#)

## 5.6 Evaluation System for Performance in Lawyering Seminars and Clinics

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

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

### Submission of Coursework

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

## 5.7 Grade Appeals and Grade Changes

### a. Grounds for Grade Changes and Grade Appeals

Final grades may be changed in the following circumstances:

- (i) by the Academic Dean, based on a finding of clerical error, including transposition of grades upon entry on the grade sheet, mathematical errors in the calculation of the grade, the exclusion of a portion of the exam in grading or other work that was timely submitted for the course; or
- (ii) by the Academic Standing Committee, based on a finding that the grade resulted from factors extraneous to the grading basis announced by the faculty, including bias.

### b. Procedures for Initiating a Request for a Grade Change or Grade Appeal

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

### c. Process for the Determination of Grade Appeals



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

## 5.8 Graduation Requirements

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

### Non-academic work and attendance

The Law School program requires full-time students to devote substantially all of their time to their studies during the school year and part-time students to devote substantially all their free time, outside of their formal or informal work schedule.

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

b. A full-time student should not engage in employment for more than 20 hours per week, and part-time students should endeavor to limit employment to 40 hours per week.

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

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

## 5.9 Incomplete Grades

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

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

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

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

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

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

## 5.10 Participation in Commencement Ceremony

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



## 5.11 Residency for Graduation and BAR Exam Requirements

Students seeking to graduate a semester early (after five semesters for full-time students or seven semesters for part-time students) must notify the Office of Registration and Student Records Management prior to the start of the student's proposed final semester and obtain the permission of the Academic Dean. Courses where credit hours are awarded for intensive, all-day programs and not spread across a summer session or a semester, do not count towards the residency requirement. Students seeking to graduate early must meet the requirements for opting out of the Core Doctrine course. Students seeking to graduate with schedules other than those described above or who seek to interrupt their matriculation with a leave of absence must obtain advance permission from the Academic Dean.

**Students are responsible for fulfilling the requirements of each state in which they expect to take the bar examination, including New York. Students who plan to take other states' bar examinations should check the residency requirements of those jurisdictions.**

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

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

## 6.1 Annual Security Report-Notice of Availability

CUNY School of Law's 2024 Annual Security Report includes statistics for the previous three years about reported crimes that occurred on campus, and on public property within or immediately adjacent to and accessible from the campus. The Law School uses no off-campus sites. These statistics are compiled from campus incident reports, reports from designated Campus Security Authorities, and from the local NYPD precinct. The report includes institutional policies concerning campus security, alcohol and drug use, crime prevention, the reporting of crimes, including those that involve sexual misconduct, emergency, and evacuation procedures. This data is reported to the United States Department of Education, via an annual web-based data collection. This Annual Report is published prior to October 1st of each year, and distributed to all students and employees via the college website. Current students and employees are notified, via email, of the Annual Security Report's publication and availability. As required, this report is available to all students, faculty and staff. The url is <https://www.law.cuny.edu/public-safety-security-department/>. To obtain a physical copy of the report, please come to the Office of Human Resources, 5-109, the Office of the Dean of Students, 5-117, or the Public Safety Console room, 1-301.

## 6.2 Contacting Public Safety

There are various ways to contact Public Safety. Please note the below:

1. Pressing the red button on any one of the 36 Emergency call Stations located throughout the building.
2. From any internal school phone by dialing 84270
3. Calling from a landline or cell phone 718-340-4270
4. E-mailing us at: [security-front-desk@law.cuny.edu](mailto:security-front-desk@law.cuny.edu)

## 6.3 Lockers

Lockers are available for all currently registered students. An agreement use form must be filled out at the Public Safety Office, room 1-102.

## 6.4 Animals and Service Animals

No animals, other than trained service animals assigned for specific reasons to a specific person, having legitimate business in the school, are permitted under any circumstance. Students should contact the Office of Student Affairs for more information regarding this. Employees should contact the Director of Human Resources.

## 6.5 Identification Cards

Identification cards are issued to students and are required to be carried at all times while in the building. These cards are necessary to gain access to elevator lobbies, stairway doors and other building-controlled rooms. Cards should not be given to others for access. If you lose an ID card, a replacement will be issued, after a \$10 fee is paid to the Bursar's Office. If you have forgotten your ID card, the Public Safety desk will issue a temporary use card in exchange for a piece of photo ID.

## 6.6 Guests, Visitors, and Off-Hours

All visitors are expected to comport themselves in a manner consistent with an academic environment. Guests must identify themselves to Public Safety at the front desk upon arrival. Public Safety will require the presentation of a valid government photo identification and the guests will be signed in. Guests will only be allowed access if the host is present during the sign-in procedure. Guest should be in the adjacent area of the host. Guests are subject to the instruction of Public Safety personnel as well as Administrative staff. A guest attending an event will be asked to leave if they appear to be intoxicated or refuse to follow directives given by Public Safety or Administrative staff. Permission to enter onto the college property is revocable at any time. Persons not having a legitimate purpose to be on campus may be asked to leave by Public Safety personnel. We ask for your cooperation in promoting a safe and secure college environment. If you see something unusual or someone acting suspiciously, please report it to Public Safety immediately. Guests are not permitted in the School on weekends, holidays, and after 10:00PM on school days.

## 6.7 Firearms and Weapons

No one within the University community (including visitors), except Campus Peace Officers, pursuant to authorization of the College President, shall have in his/her possession a rifle, shotgun, firearm, or any other dangerous instrument or material that can be used to inflict bodily harm on an individual or damage to a building or the grounds of the campus. This includes persons with concealed carry permits. Students who are off-duty, or retired law enforcement officers, must consult with the Public Safety Chief prior to bringing any firearm to campus.

## 6.8 First Aid

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Anyone who is injured or ill, or if you see anyone injured or ill, should contact the Public Safety department as outlined in section 6.2 above. We are able to offer assistance for minor issues, but it is the policy of the department to contact 911 for any medical issue we deem beyond what we can appropriately handle. Of course, if anyone feels the need to contact 911 emergency services for any reason on their own, please do so, and if possible, contact the front desk so that we can quickly direct help to you upon their arrival.

## 6.9 Smoking and Open Flames

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Smoking of any kind, including electronic cigarettes, and vaping, is prohibited throughout the building. Candles, canned heat or any kind of open flame is also prohibited.

## 6.10 Building Emergency Drills

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The building Fire and Life Safety Director coordinates fire and evacuation emergency drills. These drills occur, usually unannounced, several times a year. When fire alarms activate, please await instructions that will follow. Do not ignore alarms or instructions. Additionally, please be patient during alarm incidents as it may take a period of time to ascertain what has occurred and what actions should be taken.

## 6.11 CUNY Alert

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All students, as well as faculty and staff, are automatically opted into the CUNY Alert notification system. The CUNY Alert system is designed to give you immediate and up-to-date information regarding weather, utility and emergency situations that adversely affect health and safety. The system can contact you and family or friends, as you designate, via text message, cell phone, landline and/or e-mail. The system can offer all methods of notice, a single method or any combination. It is user friendly and can prove to be invaluable before, during and after an emergency. If you have trouble accessing or modifying your contact information in CUNY Alert, please come to the IT Help Desk, room 3-205.

## 6.12 School Closures or delays due to Weather or other Conditions

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Such notifications will be made using a variety of delivery options. CUNY Alert, email blasts, and website banners, and others.

## 6.13 Bicycles and Scooters

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Bicycle and scooter racks are located just outside the building main entrance. Please provide your own lock. There are no provisions for inside bicycle and scooter storage. Absolutely no battery powered riding units (including detached batteries) are permitted in the building at any time.

## 6.14 Equal Opportunity & Diversity

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**The Office of Equal Opportunity & Diversity strives to proactively foster greater inclusion and equity.**

We support CUNY's policies against discrimination and sex-based misconduct and seek to ensure equal opportunity for the Law School's community, including students, faculty and staff. We are committed to CUNY's policy statements that "diversity, inclusion, and an environment free from discrimination are central to the mission of the University" and for "creating and maintaining an environment in which its community members live, learn, and work free from all forms of sex discrimination."

We serve as a resource to our campus community regarding Policies on Equal Opportunity/Nondiscrimination and Sex-Based Misconduct. We are also available to provide on-site training to your department, office or unit.

If you wish to file a discrimination or sex-based misconduct complaint, you are encouraged to do so. Also, managers and supervisors are required to immediately report discrimination complaints to this office. Additionally, ALL employees (except confidential employees) are required to report sex-based misconduct to this office.

**Please note: CUNY requires that all discrimination and retaliation complaints (but not sex-based misconduct complaints) should be reported through the [Complaint Reporting Portal](#).**

## 6.15 Complaint Procedures Under The City University of New York's Policy on Equal Opportunity and Non-Discrimination

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CUNY requires you to initially report complaints of discrimination and retaliation (but not sexual misconduct) by using the CUNY [Complaint Reporting Portal](#).

**Some Relevant Laws Concerning Non-discrimination and Equal Opportunity**

*Section 1324b of the Immigration and Nationality Act* prohibits employers from intentional employment discrimination based upon citizenship or immigration status, national origin, and unfair documentary practices or “document abuse” relating to the employment eligibility verification or Form I-9 process. Document abuse prohibited by the statute includes improperly requesting that an employee produce more documents than required by the I-9 form, or a particular document, such as a “green card”, to establish the employee's identity and employment authorization; improperly rejecting documents that reasonably appear to be genuine during the I-9 process; and improperly treating groups of applicants differently when completing the I-9 form.

*Executive Order 11246*, as amended, prohibits discrimination in employment by all institutions with federal contracts and requires affirmative action to ensure equal employment opportunities.

*Title VII of the Civil Rights Act of 1964*, as amended, prohibits discrimination in employment (including hiring, upgrading, salaries, fringe benefits, training, and other terms, conditions, and privileges of employment) on the basis of race, color, religion, national origin, or sex.

*Title VI of the Civil Rights Act of 1964* prohibits discrimination or the denial of benefits because of race, color, or national origin in any program or activity receiving federal financial assistance.

*Equal Pay Act of 1963*, as amended, requires that men and women performing substantially equal jobs in the same workplace receive equal pay.

*Title IX of the Education Amendments of 1972* prohibits discrimination or the denial of benefits based on sex in any educational program or activity receiving federal financial assistance.

*Age Discrimination in Employment Act*, as amended, prohibits discrimination against individuals who are age 40 or older.

*Section 504 of the Rehabilitation Act of 1973* defines and forbids acts of discrimination against qualified individuals with disabilities in employment and in the operation of programs and activities receiving federal financial assistance.

*Section 503 of the Rehabilitation Act of 1973* requires federal contractors and subcontractors to take affirmative action to employ and advance in employment qualified individuals with disabilities.

*Vietnam Era Veterans’ Readjustment Act of 1974*, as amended, requires government contractors and subcontractors to take affirmative action to employ and advance in employment disabled and other protected veterans.

*Uniformed Services Employment and Reemployment Rights Act of 1994*, as amended, prohibits employment discrimination based on military status and requires reemployment following military service in some circumstances.

*Americans with Disabilities Act of 1990*, as amended, prohibits discrimination on the basis of disability.

*Genetic Information Nondiscrimination Act of 2008* prohibits employment discrimination based on genetic information.

*New York City Human Rights Law* prohibits discrimination based on age (18 and older), race, creed, color, national origin, gender (including gender identity and expression), disability, marital status, partnership status, sexual orientation, alienage or citizenship status, arrest or conviction record, unemployment status, or status of an individual as a victim of domestic violence, sex offenses or stalking.

*New York City Workplace Religious Freedom Act* requires an employer to make accommodation for an employee's religious needs.

*New York State Education Law Section 224-a* requires institutions of higher education to make accommodations for students who are unable to attend classes or take examinations due to their religious beliefs.

*New York State Human Rights Law* prohibits discrimination based on race, creed, color, national origin, sexual orientation, military status, sex, age (18 and older), marital status, domestic violence victim status, disability, predisposing genetic characteristics or prior arrest or conviction record.

*New York City Pregnant Workers Fairness Act* provides that employers provide pregnant employees with reasonable accommodations for the employee's pregnancy, childbirth, or a medical condition related to pregnancy or childbirth.

## **6.16 The City University of New York Policy on Sex-Based Misconduct**

CUNY is committed to preventing and addressing sexual harassment and sexual violence throughout the CUNY community. People at every level of CUNY and at every CUNY campus are working together to find effective ways to help students who have experienced sexual harassment, including sexual violence, and to foster a culture that does not tolerate unwelcome sexual behavior.

On each CUNY campus there is a Title IX Coordinator, who has special training in helping students who are facing issues related to sexual harassment and assault. Michael Valente is the School of Law's Title IX Coordinator, overseeing compliance with the federal law which prohibits sex discrimination and sexual harassment. His office is located in room 4-321, his telephone number is (718) 340-4285, and his email is [michael.valente@law.cuny.edu](mailto:michael.valente@law.cuny.edu).

Mr. Valente works closely with the Law School's Student Affairs Office and Public Safety Office to ensure compliance with and provide guidance on the CUNY Policy on Sexual Misconduct and its provisions regarding the reporting of sexual misconduct incidents, confidentiality, medical care and emotional support, and supportive services, if needed.

## **6.17 Notice of Access to Campus Crime Statistics, the Campus Security Report, and Information on Registered Sex Offenders**

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

The campus crime statistics and the annual campus security report are available at the reference desk of the library and the law school website at: <https://www.law.cuny.edu/wp-content/uploads/page-assets/public-safety-security-department/2023-Annual-Security-Report.pdf>. If you wish to be mailed copies of the campus crime statistics and the annual campus security report, you should contact Steve Katz, Director of Security at (718) 340-4271, and copies will be mailed to you within 10 days. The U.S. Department of Education's website address for campus crime statistics is [www.ed.gov](http://www.ed.gov).

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

1 These Procedures govern any complaint of discrimination and/or retaliation, except complaints of sexual harassment and sexual violence, which are covered by CUNY's Sexual Misconduct Policy. These procedures are applicable to all of the units and colleges of the University.

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

The University reserves the right to alter, change, add to, or delete any of these procedures at any time without notice.

## 6.18 Board of Trustees Resolution Implementing University Policy to Combat Bigotry and Promote Pluralism and Diversity

**The procedures in effect at CUNY Law for dealing with bias related crime:**

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

### **Student Affairs**

Chief Student Affairs Officer, Room 5-117, (718) 340-4635

### **Public Safety**

Chief Public Safety Officer, Room 1-301, (718) 340-4270

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

Anyone who is a victim of a bias-related crime is encouraged to seek supportive counseling from a trained mental health professional. An experienced trauma-informed counselor is available at the Law School to provide crisis intervention, and referral to community-based support groups and professional organizations. The Law School will assist any student wishing to contact outside agencies, including local police, regarding charges and complaints of a bias-related crime. The Law School can also assist in changing academic schedules after an alleged incident.

### **On-campus resources:**

- Campus Security: Room 1-301, (718) 340-4270
- Counselor: Room 5-112, (718) 340-4533
- Student Affairs: Room 5-117, (718) 340-4207

### **Off-campus resources:**

- New York City Police Department 108 Precinct 718-784-5411
- Manhattan District Attorney, Community Partnership Unit (212) 335-3100
- Queens District Attorney, Hate Crimes Bureau (718) 286-7010
- Bronx District Attorney, (718) 590-7301
- Brooklyn District Attorney, Hate Crimes Unit (718) 250-4949
- Staten Island District Attorney, Special Victims Unit (718) 697-8333
- Safe Horizons Hotline – Crime Victims Assistance Program (212) 577-7777. This service is open 24 hours, seven days a week and provides crises intervention for crime victims.
- The Gay and Lesbian Anti-Violence Project (212) 714-1141 (24-hour hotline). This service provides short-term crisis counseling, advocacy services, and referrals for long-term counseling.
- National Hate Crimes Hotline (800) 225-5324

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

Hate crime laws are designed to send the message that hate, and bias-motivated crimes will not be tolerated, because they are often attempts to silence and instill fear into entire groups. Reporting hate-related incidents helps survivors take advantage of recovery services and enables our community to build up statistics and patterns of crime, providing an opportunity of catching offenders or preventing the violence altogether.

The key criterion in determining whether any crime or incident fits into the definition of a hate- or bias-related crime is the motivation behind it. A hate- or bias-related crime is one that is motivated, at least in part, because of someone's bias or hatred of a person's or group's perceived race, religion, ethnicity, sexual orientation, or another characteristic. Victims of hate- and bias- related crimes often have intense feelings of vulnerability, anger, depression, physical ailments, learning problems, and difficult interpersonal relations. Hate crimes also have a psychological and emotional impact that extends far beyond the victim. Attacks motivated by bias against a person's beliefs, values, or identity undermine freedom of expression, association, and assembly and tear at our society's pluralistic fabric.

Using slurs and epithets is a way of showing someone that you believe he or she is less than human and undeserving of respect. Hate crimes are a way to send a message to members of certain groups or individuals that they are unwelcome in a particular neighborhood, community, school, or workplace. Calling someone a name, refusing to rent an apartment, verbal threats, vandalism, abusive phone calls, and Internet hate mail are all examples of hate crimes. The most usual form of bias-motivated incidents on

college campuses are demeaning jokes or harassing or threatening phone calls or emails. However, bias-related physical attacks and vandalism do also occur. You can make a difference by speaking out when jokes or comments are made that are hateful or demeaning and by asking yourself if you use derogatory, degrading, or offensive terms in describing others.

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

Carry a whistle and blow it for attention when necessary. If you feel threatened while walking, cross the street, change direction, or run to a place where there are other people. If a car is following you, turn around and walk quickly in the opposite direction. Get the license plate number and a description, if possible. If you are being followed on foot, turn around to tell the person you have seen them and then run to a place where many people will be.

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

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

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

Security procedures are available, and updated on our college website, under Public Safety. Relevant University Policy and Procedure can be found there and in our Annual Security Report. Information about immediate updates to security procedures will be sent through school email.

## 6.19 Policy on Reporting of Alleged Misconduct

The City University of New York is committed to conducting its affairs in compliance with federal, state and local laws and University policy. CUNY encourages all persons to report conduct or suspected conduct that they in good faith believe may violate the law or CUNY policy so that CUNY may investigate and take appropriate action. CUNY will not retaliate against anyone who makes such a report.

*Persons with knowledge of conduct or conditions that pose an imminent threat to the health or safety of any member of the CUNY community or the public should immediately call 911 or Public Safety.*

## 1. Reporting Suspected Violations of Law or CUNY Policy

### 1.1 Who should report

The following persons may report conduct or suspected conduct that relates to CUNY and that they in good faith believe may violate federal, state or local law or CUNY policy ("violations"):

- Individuals who are paid by CUNY, including faculty and staff;
- Consultants, vendors and contractors doing business with CUNY;
- Individuals who perform services for CUNY as volunteers or who otherwise assert an association with CUNY; and
- Students.

### 1.2 What Should Be Reported

The suspected misconduct that should be reported includes, but is not limited to, that which involves or relates to the following:

- Fraud, theft, embezzlement or misuse of CUNY resources
- Conflict of interest or ethics
- Computer fraud or data security
- Child abuse or misconduct involving minors
- Sexual assault, assault and hazing
- Athletics (NCAA or NJCAA)
- Environmental, health and safety violations
- Discrimination and harassment, including age, disability, sex and race
- Research or academic misconduct by faculty or staff
- Retaliation for reporting misconduct under this Policy

### 1.3 How to Report

Employees are encouraged to use the reporting procedures set forth in CUNY policies dealing with specific issues. Where there is no such procedure, employees may resolve their concerns at the most local level, by reporting suspected violations through standard management channels, beginning with their immediate supervisor. If an employee does not wish to report a suspected violation to an immediate supervisor, employees may go to a higher level of management or file a Report of Alleged Misconduct on a form to be drafted by the Office of the Counsel. That form shall contain instructions on where it should be submitted and shall be posted on the web page of the Office of the General Counsel at <http://www.cuny.edu/about/administration/offices/la.html>.

Non-employees should also file a Report of Alleged Misconduct, following the submission instructions on the form.

## 1.4 Confidentiality

Reports may be submitted anonymously, although doing so may hinder the investigation and resolution of a complaint. Reports of violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation, to comply with all applicable laws, and to cooperate with law enforcement authorities.

## 1.5 Investigation of Allegations

Reports will typically be directed to responsible persons for investigation and resolution, consistent with applicable CUNY policies and procedures. Confirmed violations will result in appropriate disciplinary action up to and including termination from employment, following applicable procedures under University Bylaws, policies or collective bargaining agreements, or severance of the relationship with CUNY. In some circumstances, civil and criminal charges and penalties may apply.

## 2. Protection from Retaliation

No one at CUNY shall engage in any retaliatory behavior, including intimidation, harassment, discrimination, or, in the case of an employee, the imposition of an adverse employment consequence, against anyone who files a report under this policy.

Any individual who engages in retaliatory behavior against another individual who has reported a suspected violation or cooperated in the investigation of a violation will be subject to discipline, up to and including termination of employment, following applicable procedures under University Bylaws, policies or collective bargaining agreements, or severance of the relationship with CUNY.

Any employee who believes that s/he or another individual who reported a suspected violation is being retaliated against should complete a Report of Alleged Misconduct or contact the University's Director of Human Resource Investigations.

## 3. Filing a False Report

Making a false report or providing false information during the course of an investigation may be grounds for discipline in the absence of a good faith belief that the report or information is true.

## 4. Cooperation

All employees are expected to cooperate fully in the investigation of any suspected violation.

## 5. Distribution of Policy

This policy shall be posted on CUNY websites and distributed to new and current employees, students and volunteers who provide substantial services to CUNY through electronic notifications and other means.

## 6. Administration of Policy

The University's General Counsel or his/her designee is responsible for the administration of this policy and for making reports to the Board of Trustees, or a committee thereof, consistent with the Board's Bylaws.

Adopted by CUNY Board of Trustees, June 30, 2014, Cal. No.4.A.

## Section VII Student Conduct

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

[Student Policies](#)

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

## 7.1 Academic Integrity Policy

[Download pdf version for print](#)

Academic dishonesty is prohibited in The City University of New York. Penalties for academic dishonesty include academic sanctions, such as failing or otherwise reduced grades, and/or disciplinary sanctions, including suspension or expulsion.

Academic integrity is at the core of a college or university education. Faculty assign essays, exams, quizzes, projects, and so on both to extend the learning done in the classroom and as a means of assessing that learning. When students violate the academic integrity policy (i.e., "cheat"), they are committing an act of theft that can cause real harm to themselves and others including, but not limited to, their classmates, their faculty, and the caregivers who may be funding their education. Academic dishonesty confers an unfair advantage over others, which undermines educational equity and fairness. Students who cheat place their college's accreditation and their own future prospects in jeopardy.

1. Definitions and Examples of Academic Dishonesty.

**1.1 Cheating** is the unauthorized use or attempted use of material, information, notes, study aids, devices, artificial intelligence (AI) systems, or communication during an academic exercise. Example of cheating include:

- Copying from another person or from a generative AI system or allowing others to copy work submitted for credit or a grade. This includes uploading work or submitting class assignments or exams to third party platforms and websites beyond those assigned for the class, such as commercial homework aggregators, without the proper authorization of a professor. Any use of generative AI tools must be in line with the usage policy for specific assignments as defined in the course of the syllabus and/or communicated by the course instructor.
- Using artificial intelligence tools to generate content for assignments or exams, including but not limited to language models or code generators, without written authorization from the instructor.
- Unauthorized collaboration on assignments or examinations.



- Taking an examination or completing an assignment for another person or asking or allowing someone else to take an examination or complete an assignment for you, including exams taken on a home computer.
- Submitting content generated by another person or an AI tool or any other source as solely your own work as your own, including, but not limited to, material obtained in whole or in part from commercial study or homework help websites, or content generated or altered by AI or digital paraphrasing tools without proper citation.
- Fabricating and/or falsifying data (in whole or in part).
- Giving assistance to acts of academic misconduct/dishonesty.
- Altering a response on a previously graded exam or assignment and then attempting to return it for more credit or a higher grade without permission from the instructor.
- Submitting substantial portions of a paper or assignment to more than one course for credit without permission from each instructor.  
Unauthorized use during an examination of notes, prepared answers, or any electronic devices such as cell phones, computers, smart watches, or other technologies to copy, retrieve, generate or send information.
- Unauthorized use during an examination of notes, prepared answers, or any electronic devices such as cell phones, computers, smart watches, or other technologies to copy, retrieve, generate or send information.

**1.2 Plagiarism** is the act of presenting ideas, research or writing that is not your own as your own. Examples of plagiarism include:

- Copying another person's or an AI tool's actual words or images without the use of quotation marks and citations attributing the words to their source.
- Presenting another person's ideas or theories in your own words without acknowledging the source.
- Failing to acknowledge collaborators on homework and laboratory assignments.
- Internet plagiarism, including submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, or "cutting & pasting" from various sources without proper attribution.
- Unauthorized use of AI-generated content; or use of AI-generated content, whether in whole or in part, even when paraphrased, without citing the AI as the source.

**1.3 Obtaining Unfair Advantage** is any action taken by a student that gives that student an unfair advantage in his/her academic work over another student, or an action taken by a student through which a student attempts to gain an unfair advantage in his or her academic work over another student. Examples of obtaining unfair advantage include:

- Stealing, reproducing, circulating or otherwise gaining advance access to examination materials.
- Depriving other students of access to library materials by stealing, destroying, defacing, or concealing them.
- Retaining, using or circulating examination materials which clearly indicate that they should be returned at the end of the exam.

Intentionally obstructing or interfering with another student's work.

#### **1.4 Falsification of Records and Official Documents**

Examples of falsification include:

- Forging signatures of authorization.
- Falsifying information on an official academic record.
- Falsifying information on an official document such as a grade report, letter of permission, drop/add form, ID card, or other college document.
- Falsifying medical documentation that has a bearing on campus access or the excuse of absences or missed examinations and assignments.

### **1. Methods for Promoting Academic Integrity**

**2.1** The CUNY Policy on Academic Integrity, and, if applicable, the college's procedures for implementing the Policy, shall be posted to each college's website with a link provided in the Learning Management System (LMS) shell. It is recommended that the link also be included in each course syllabus. Orientation sessions for all new faculty (full- and part-time) and students shall incorporate a discussion of academic integrity.

**2.2** All college catalogs, student handbooks, faculty handbooks, and college websites shall include the CUNY Policy on Academic Integrity and, if applicable, college procedures implementing the policy and the consequences of not adhering to the Policy.

**2.3** Each college shall subscribe to an electronic plagiarism detection service and shall notify students of the fact that such a service is available for use by the faculty. Colleges shall make faculty aware of the availability of such services and faculty should inform students of their use.

#### **1. Reporting**

**3.1** Each college's president shall appoint an Academic Integrity Officer in consultation with the elected faculty governance leadership. The Academic Integrity Officer shall serve as the initial contact person with faculty members when they report incidents of suspected academic dishonesty. The Academic Integrity Officer may be the college's Student Conduct Officer, another student affairs official, an academic affairs official, or a tenured faculty member. Additional duties of the Academic Integrity Officer are described in Sections 4.1., 4.2.1., 4.2.2., 4.3 and 4.4.

**3.2** A faculty member who suspects that a student has committed a violation of the CUNY Academic Integrity Policy shall review with the student the facts and circumstances of the suspected violation whenever feasible. Thereafter, a faculty member who concludes that there has been an incident of academic dishonesty sufficient to affect the student's final course grade shall report such incident on a Faculty Report Form in substantially the same format as the sample annexed to this Policy and shall submit the Form to the college's Academic Integrity Officer, copying his/her Department Chair. Each college shall use a uniform form throughout the college, which shall contain, at a minimum, the name of the instructor, the name of the student, the course name and number, the date of the incident, an explanation of the incident and the instructor's contact information. All instances of academic dishonesty that are reported to the Academic Integrity Officer shall be recorded for documentation and tracking purposes.

**3.3** The Academic Integrity Officer shall update the Faculty Report Form after a suspected incident has been resolved to reflect that resolution. Unless the resolution exonerates the student, as described in Section 4.4, the Academic Integrity Officer of each college shall place the Form in a confidential academic integrity file created for each student alleged to have violated the Academic Integrity Policy and shall retain each Form for the purposes of identifying repeat offenders, gathering data, and assessing and reviewing policies. Unless they exonerate the student, written decisions on academic integrity matters after adjudication also shall be placed in the student's academic integrity file. The Academic Integrity Officer shall be responsible for maintaining students' academic integrity files.

#### **1. Procedures for Imposition of Sanctions**



#### 4.1 Determination on academic vs. disciplinary sanction.

The Academic Integrity Officer shall determine whether to seek a disciplinary sanction in addition to an academic sanction. In making this determination, the Academic Integrity Officer shall consult with the faculty member who initiated the case and may consult with student affairs and/or academic affairs administrators as needed. Before determining which sanction(s) to seek, the Academic Integrity Officer also shall consult the student's confidential academic integrity file, if any, to determine whether the student has been found to have previously committed a violation of the Academic Integrity Policy, the nature of the infraction, and the sanction imposed or action taken. Prior violations include both violations at the student's current college and violations that occurred at any other CUNY college. In making the determination on prior violations, the Academic Integrity Officer shall determine whether the student previously attended any other CUNY college and, if so, shall request and be given access to the academic integrity file, if any, at such other CUNY college. The Academic Integrity Officer should seek disciplinary sanctions only if (i) there is a substantial violation; (ii) the student has previously violated the Policy; or (iii) academic sanctions may not be imposed because the student has timely withdrawn from the applicable course. Examples of substantial violations include but are not limited to: forging a grade form or a transcript; stealing an examination from a professor or a university office; having a substitute take an examination or taking an examination for someone else; having someone else write a paper for the student or writing a paper for another student; generating entire assignments or exam responses using AI without authorization, sabotaging another student's work through actions that prevent or impede the other student from successfully completing an assignment; and violations committed by a graduate or professional student or a student who will seek professional licensure. The college also should consider any mitigating circumstances in making this determination.

#### 4.2 Procedures in Cases Involving Only Academic Sanctions.

##### 4.2.1 Student Admits to the Academic Dishonesty and Does Not Contest the Academic Sanction.

If a faculty member wishes to seek only an academic sanction (i.e., a reduced grade) and students do not contest either their guilt or the particular reduced grade the faculty member has chosen, then the student shall be given the reduced grade, unless the Academic Integrity Officer decides to seek a disciplinary sanction. The reduced grade may apply to the particular assignment as to which the violation occurred or to the course grade, at the faculty member's discretion. A reduced grade may be an "F" or another grade that is lower than the grade that the student would have earned but for the violation. The faculty member shall inform the Academic Integrity Officer of the resolution via email and the Officer shall update the applicable Faculty Report Form to reflect that resolution.

##### 4.2.2 Student Admits to the Academic Dishonesty but Contests the Academic Sanction.

In a case where a student admits to the alleged academic dishonesty but contests the particular academic sanction imposed, the student may appeal the academic sanction through the college's grade appeal process. The student shall be allowed, at a minimum, an opportunity to present a written position with supporting evidence. The committee reviewing the appeal shall issue a written decision explaining the justification for the academic sanction imposed.

##### 4.2.3 Student Denies the Academic Dishonesty

In a case where a student denies the academic dishonesty, a fact-finding determination shall be made, at each college's option, by an Academic Integrity Committee established by the College's governance body or by the Student-Faculty Disciplinary Committee established under Article XV of the CUNY Bylaws. Each college's Academic Integrity Committee shall adopt procedures for hearing cases. (If a college opts to use its Student-Faculty Disciplinary Committee for this purpose, that Committee shall use Article IX procedures.) These procedures, at a minimum, shall provide students with (i) written notice of the charges against them; (ii) the right to appear before the Committee; and (iii) the right to present witness statements and/or to call witnesses. Those procedures also shall provide the faculty member with the right to make an appearance before the Committee and/or present supporting documents. The Committee may request the testimony of any witness and may permit any such witness to be questioned by the student and by the administrator presenting the case. Academic Integrity Committees and Student-Faculty Disciplinary Committees, as applicable, shall issue written decisions and send copies of their decisions to the college's Academic Integrity Officer. The Academic Integrity Officer may not serve on a college's Academic Integrity Committee.

#### 4.3 Procedures in Cases Involving Disciplinary Sanctions.

If the college decides to seek a disciplinary sanction, the case shall be processed under Article XV of the CUNY Bylaws. If the case is not resolved through mediation under Article XV, it shall be heard by the college's Faculty-Student Disciplinary Committee.

If the college seeks to have both a disciplinary and an academic sanction imposed, the college shall proceed first with the disciplinary proceeding and await its outcome before addressing the academic sanction. The student's grade shall be held in abeyance by using the PEN grade established for this purpose, pending the Committee's action. If the Faculty-Student Disciplinary Committee finds that the alleged violation occurred, then the faculty member may reflect that finding in the student's grade. The student may appeal the finding in accordance with Article XV procedures and/or may appeal the grade imposed by the faculty member in accordance with section 4.2.2. If the Faculty-Student Disciplinary Committee finds that the alleged violation did not occur, then no sanction of any kind may be imposed.

Where a matter proceeds to the Faculty-Student Disciplinary Committee, the Academic Integrity Officer shall promptly report its resolution to the faculty member and file a record of the resolution in the student's confidential academic integrity file, unless, as explained below, the suspected violation was held to be unfounded.

#### 4.4 Required Action in Cases of No Violation

If either the Academic Integrity Committee or the Faculty-Student Disciplinary Committee finds that no violation occurred, the Academic Integrity Officer shall remove all material relating to that incident from the student's confidential academic integrity file and destroy the material.

##### 1. Implementation

Each college shall implement this Policy and may adopt its own more specific procedures to implement the Policy. Colleges' procedures must be consistent with the policy and procedures described in the Policy. **CUNY BOT adopted a revised "Policy on Academic Integrity" on June 27, 2011, which went into effect on July 1, 2011 (6.27.2011.Cal.5.L). Amended and replaced on June 27, 2022. (6.27.2022. No. 4.F.)**

**EXPLANATION** Revision to the 2022 Academic Integrity Policy is necessary because the current policy does not address the advent of Artificial Intelligence and its use by students at CUNY. Preparing students to learn from and use AI responsibly and ethically is critical to the University's mission, to ensuring academic integrity, to securing the rigor of the University's academic programs. Further, students must become facile with the use of AI to learn effectively in today's world and to prepare for their AI-assisted careers and lives in the future.

## 7.2 Student Disciplinary Policy and Procedures BOT Bylaws-Article XV Students

### SECTION 15.0. PREAMBLE.

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Student participation, responsibility, academic freedom, and due process are essential to the operation of the academic enterprise. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to learn and to explore major social, political, and economic issues are necessary adjuncts to student academic freedom, as is freedom from discrimination, as set forth in the university's non-discrimination policy.

Freedom to learn and freedom to teach are inseparable facets of academic freedom. The concomitant of this freedom is responsibility. If members of the academic community are to develop positively in their freedom; if these rights are to be secure, then students should exercise their freedom with responsibility.

#### SECTION 15.1. CONDUCT STANDARD DEFINED.

Each student enrolled or in attendance in any college, school or unit under the control of the board and every student organization, association, publication, club or chapter shall obey (1) the laws of the city, state and nation; (2) the bylaws and resolutions of the board, including the rules and regulations for the maintenance of public order pursuant to [article 129-a of the education law](#) ("Henderson rules"); and (3) the governance plan, policies, regulations, and orders of the college.

Such laws, bylaws, resolutions, policies, rules, regulations and orders shall, of course, be limited by the right of students to the freedoms of speech, press, assembly and petition as construed by the courts.

To review the complete Article XV by Laws of CUNY, go to <https://policy.cuny.edu/bylaws/article-xv/>.

## 7.3 Bulletin Boards

CUNY School of Law bulletin boards are available for postings/notices related to CUNY School of Law events, student organizations, and opportunities open to the student body. Bulletin boards are reserved for the use of recognized CUNY Law student organizations, professional organizations, and CUNY Law offices, departments, and clinics.

#### General Guidelines

- Postings (e.g., posters, flyers, leaflets) can only be placed on designated bulletin boards. Postings placed elsewhere (e.g. walls, doors, door vision panels, elevators, pillars) will be removed and discarded.
- CUNY School of Law student organizations should ensure their postings contain the following:
  - Sponsoring group/club/organization
  - Date, time, and location of event/activity
- Bulletin Board use is governed by CUNY School of Law policies, including those outlined in the [CUNY School of Law Student Handbook](#) and [CUNY's Policy on Equal Opportunity & Nondiscrimination](#)
- The use of the CUNY logo (and its affiliated institutions) must comply with the [CUNY copyright and trademark policy](#)

#### Posting Periods

- Postings for individual events should be removed the day after the event occurs by the sponsoring group/club/organization
- Postings for recurring events can be posted for the duration of the series provided all dates are indicated

#### Posting Regulations

- Place only one posting, per bulletin board
- Postings should be 11" x 17" or smaller. Postings larger than 11" x 17" may be allowed based on available space and at the discretion of Student Affairs
- Use push pins to post items. Push pins can be picked up at the Office of Student Affairs
- Be considerate of other postings and do not cover or remove them
- Postings that do not adhere to these guidelines will be removed and discarded

## 7.4 CUNY Rules for Maintenance of Public Order (Henderson Rules) - Rules of Conduct

#### RULES FOR MAINTENANCE OF PUBLIC ORDER

The tradition of the University as a sanctuary of academic freedom and center of informed discussion is an honored one, to be guarded vigilantly. The basic significance of that sanctuary lies in the protection of intellectual freedom: the rights of professors to teach, of scholars to engage in the advancement of knowledge, of students to learn and to express their views, free from external pressures or interference. These freedoms can flourish only in an atmosphere of mutual respect, civility, and trust among teachers and students, only when members of the University community are willing to accept self-restraint and reciprocity as the condition upon which they share in its intellectual autonomy.

Academic freedom and the sanctuary of the University campus extend to all who share these aims and responsibilities. They cannot be invoked by those who would subordinate intellectual freedom to political ends, or who violate the norms of conduct established to protect that freedom. Against such offenders the University has the right, and indeed the obligation, to defend itself. We accordingly announce the following rules and regulations to be in effect at each of our colleges which are to be administered in accordance with the requirements of due process as provided in the Bylaws of the Board of Higher Education.

With respect to enforcement of these rules and regulations we note that the Bylaws of the Board of Higher Education provide that:

**"THE PRESIDENT. The president, with respect to his education unit, shall:**

1. Have the affirmative responsibility of conserving and enhancing the educational standards of the college and schools under his jurisdiction;
2. Be the advisor and executive agent of the Board and of his respective College Committee and as such shall have the immediate supervision with full discretionary power in carrying into effect the Bylaws, resolutions, and policies of the Board, the lawful resolutions of the several faculties;
3. Exercise general superintendence over the concerns, officers, employees, and students of his educational unit."

#### 1. RULES

1. A member of the academic community shall not intentionally obstruct and/or forcibly prevent others from the exercise of their rights. Nor shall he interfere with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.
2. Individuals are liable for failure to comply with lawful directions issued by representatives of the University/college when they are acting in their official capacities. Members of the academic community are required to show their identification cards when requested to do so by an official of the college.

3. Unauthorized occupancy of University/college facilities or blocking access to or from such areas is prohibited. Permission from appropriate college authorities must be obtained for removal, relocation, and use of University/college equipment and/or supplies.
4. Theft from, or damage to University/college premises or property, or theft of or damage to property of any person on University/college premises is prohibited.
5. Each member of the academic community or an invited guest has the right to advocate his position without having to fear abuse, physical, verbal, or otherwise, from others supporting conflicting points of view. Members of the academic community and other persons on the college grounds shall not use language or take actions reasonably likely to provoke or encourage physical violence by demonstrators, those demonstrated against, or spectators.
6. Action may be taken against any and all persons who have no legitimate reason for their presence on any campus within the University/college, or whose presence on any such campus obstructs and/or forcibly prevents others from the exercise of the rights or interferes with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.
7. Disorderly or indecent conduct on University/college-owned or controlled property is prohibited.
8. No individual shall have in his possession a rifle, shotgun, or firearm or knowingly have in his possession any other dangerous instruments or material that can be used to inflict bodily harm on an individual or damage upon a building or the grounds of the University/college without the written authorization of such educational institution. Nor shall any individual have in his possession any other instrument or material which can be used and is intended to inflict bodily harm on any individual or damage upon a building or the grounds of the University/college.
9. Any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is prohibited.
10. The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or other controlled substances by University students or employees on University/college premises, or as part of any University/college activities is prohibited. Employees of the University must also notify the College Personnel Director of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) days after such conviction.
11. The unlawful possession, use, or distribution of alcohol by students or employees on University/college premises or as part of any University/college activities is prohibited.

## 2. PENALTIES

1. Any student engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be subject to the following range of sanctions as hereafter defined in the attached Appendix: admonition, warning, censure, disciplinary probation, restitution, suspension, expulsions, ejection, and/or arrest by the civil authorities.
2. Any tenured or non-tenured faculty member, or other member of the instructional staff, or member of the classified staff engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be subject to the following range of penalties: warning, censure, restitution, fine not exceeding those permitted by law or by the Bylaws of The City University of New York or suspension with/without pay pending a hearing before an appropriate college authority, dismissal after a hearing, ejection, and/or arrest by the civil authorities, and, for engaging in any manner in conduct prohibited under substantive rule 10, may, in the alternative, be required to participate satisfactorily in an appropriately licensed drug treatment or rehabilitation program. A tenured or non-tenured faculty member, or other member of the instructional staff, or member of the classified staff charged with engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be entitled to be treated in accordance with applicable provisions of the Education Law, or the Civil Service Law, or the applicable collective bargaining agreement, or the Bylaws or written policies of The City University of New York.
3. Any visitor, licensee, or invitee, engaging in any manner in conduct prohibited under substantive Rules 1-11, shall be subject to ejection, and/or arrest by the civil authorities.
4. Any organization which authorized the conduct prohibited under substantive rules 1-11 shall have its permission to operate on campus rescinded.

Penalties 1-4 shall be in addition to any other penalty provided by law or The City University Trustees.

## APPENDIX

### SANCTIONS DEFINED:

#### A. Admonition.

An oral statement to the offender that he has violated university rules.

#### B. Warning.

Notice to the offender, orally or in writing, that continuation or repetition of the wrongful conduct, within a period of time stated in the warning, may cause far more severe disciplinary action.

#### C. Censure.

Written reprimand for violation of specified regulation, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any University regulation within a period stated in the letter of reprimand.

#### D. Disciplinary Probation.

Exclusion from participation in privileges or extracurricular University activities as set forth in the notice of disciplinary probation for a specified period of time.

#### E. Restitution.

Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

#### F. Suspension.

Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.

#### G. Expulsion.

Termination of student status for an indefinite period. The conditions of readmission, if any is permitted, shall be stated in the order of expulsion.

#### H. Complaint to Civil Authorities.

#### I. Ejection.

Adopted by the Board of Trustees of the City University of New York on June 23, 1969 as amended on October 27, 1980, May 22, 1989 and June 25, 1990.

## 7.5 CUNY Policy on Drugs and Alcohol

### [Download a pdf version of the CUNY Policy on Drugs and Alcohol](#)

CUNY is an institution committed to promoting the physical, intellectual, and social development of all individuals. As such, CUNY seeks to prevent the abuse of drugs and alcohol, which can adversely impact performance and threaten the health and safety of students, employees, their families, and the general public. CUNY complies with all federal, state, and local laws concerning the unlawful possession, use, and distribution of drugs and alcohol.

Federal law requires that CUNY adopt and implement a program to prevent the use of illicit drugs and abuse of alcohol by students and employees. As part of its program, CUNY has adopted this policy, which sets forth (1) the standards of conduct that students and employees are expected to follow; (2) CUNY sanctions for the violation of this policy; and (3) responsibilities of the CUNY colleges/units in enforcing this policy. CUNY's policy also (1) sets forth the procedures for disseminating the policy, as well as information about the health risks of illegal drug and alcohol use, criminal sanctions for such use, and available counseling, treatment, or rehabilitation programs, to students and employees; and (2) requires each college to conduct a biennial review of drug and alcohol use and prevention on its campus.

This policy applies to all CUNY students, employees and visitors when they are on CUNY property, including CUNY residence halls, as well as when they are engaged in any CUNY-sponsored activities off campus.

## 7.6 CUNY Policy and Prohibition of Smoking

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

## 7.7 CUNY School of Law Alcohol Policy

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

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

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

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

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

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

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

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

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

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

j. Advertisement for events may not promote the abuse of alcohol.

k. Drinking contests or games are prohibited at the Law School.

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

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

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

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

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

## 7.8 CUNY Drug/Alcohol Use Amnesty Policy

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

The City University of New York's ("CUNY's") Drug/Alcohol Use Amnesty Policy has two principal purposes. First, it is intended to encourage students to seek medical assistance related to drug and/or alcohol use without fear of being disciplined for such use. Because the use of drugs or alcohol may be life-threatening, CUNY wishes to reduce barriers to seeking and receiving medical help in those situations. Second, CUNY wishes to encourage students under the influence of drugs and/or alcohol who may be the victims of, witnesses to, or otherwise become aware of violence (including but not limited to domestic violence, dating violence, stalking, or sexual assault) or sexual harassment or gender-based harassment to report that violence or harassment. Toward that end, CUNY's Policy is that students who seek medical assistance either for themselves or others and/or are reporting violence or harassment will not be subject to discipline under the circumstances described below.

I. Students who in good faith call for medical assistance for themselves or others and/or who receive medical assistance as a result of a call will not be disciplined for the consumption of alcohol (either if underage or if consumed in a CUNY-owned or operated residence hall or facility where alcohol consumption is prohibited) or drugs as long as there are no other violations that ordinarily would subject the student to disciplinary action. Similarly, students who may be the victims of, witnesses to, or otherwise become aware of violence or sexual harassment or gender-based harassment and who report such violence or harassment will not be disciplined for the consumption of alcohol or drugs in the absence of other violations that ordinarily would subject the student to disciplinary action. Other violations that would invoke discipline include but are not limited to (i) unlawful distribution of alcohol or drugs; (ii) sexual misconduct, as defined in CUNY's Policy on Sexual Misconduct; (iii) causing or threatening physical harm; (iv) causing damage to property; (v) hazing.

II. The students involved will be encouraged to complete alcohol and/or drug education activities, assessment, and/or treatment, to be determined by the individual campuses or units of CUNY with which the students are affiliated. If repeated incidents of alcohol or drug use are involved, there may be issues of medical concern, which may result in parental notification, medical withdrawal, and/or other non-disciplinary responses.

III. CUNY's Policy is intended both to implement Article 129-B of the Education Law (which mandates drug and alcohol amnesty for reporters of violence) and to complement New York State's Good Samaritan Law, which is designed to encourage individuals to call 911 in the event of an alcohol or drug-related emergency. Generally, the Good Samaritan Law protects persons who witness or suffer from a medical emergency involving drugs or alcohol from being arrested or prosecuted for drug or underage alcohol possession after they call 911. It does not protect against arrest or prosecution for other offenses, such as the sale of drugs.

Approved by the Board of Trustees on 6/30/2014, Cal. No. 7D and effective date of 7/1/2014 as 'Medical Amnesty-Good Samaritan Policy'. Amended and changed to 'Drug and Alcohol Use Amnesty Policy' on 10/1/2015. Cal. No. 6D.

## 7.9 Drugs, Alcohol, and Tobacco Use

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

## 7.10 City University of New York School of Law Student Complaints Regarding ABA Compliance – Standard 510

### City University of New York School of Law Student Complaints Regarding ABA Compliance – Standard 510

The City University School of Law is an American Bar Association (ABA) accredited law school. As such we are subject to the [ABA Standards and Rules of Procedure for Approval of Law Schools](#).

ABA Standard 510 allows any student at the law school to bring a formal complaint to the law school administration identifying any issue of non-compliance with the ABA Standards and program of legal education.

#### Procedure for Lodging a Complaint

To lodge a formal complaint a student must submit the complaint to the **Associate Dean of Student Affairs and Enrollment Management**. The complaint should describe in as much detail as possible the potentially offending behavior, program, or process and how the student perceives it to violate the Standards.

A formal complaint can be submitted via email to [studentaffairsoffice@law.cuny.edu](mailto:studentaffairsoffice@law.cuny.edu). Anonymous complaints can also be submitted using the following link [Submit An Anonymous Complaint](#)

#### Procedure for Reviewing Complaint

Once the complaint is received, the **Associate Dean of Student Affairs and Enrollment Management** will acknowledge receipt via email and begin an investigation of the complaint within ten (10) business days of receiving the complaint. Upon completion of the complaint investigation, a response will be sent to the complainant via email along with any necessary corrective actions. Please note a response cannot be sent to a complainant if filed anonymously.

#### Procedure for Appeal

If the complainant is not satisfied with the investigative findings and response, they may file an appeal with the **Law School Dean** via email @ [deansoffice@law.cuny.edu](mailto:deansoffice@law.cuny.edu) within 14 business days.

If a student would like to submit their appeal anonymously, they may submit it using the following link

[Submit An Anonymous Appeal](#)

The Dean will convene a subcommittee consisting of a faculty member, an administrator, and a student representative to review the original complaint, investigation, response, and appeal to make a recommendation. The Dean will then determine if further action is needed.

#### Procedure for Record Keeping

All complaints, investigations, responses, appeals, decisions and resolution of the complaint will be kept on file in the Office of Student Affairs.

#### Non-Retaliation

The law school will not retaliate against an individual who makes a complaint under this policy.

## 7.11 Procedures for Handling Student Complaints about Faculty Conduct in Academic Settings

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

I. Introduction. The University and its Colleges have a variety of procedures for dealing with student-related issues, including grade appeals, academic integrity violations, student discipline, disclosure of student records, student elections, sexual harassment complaints, disability accommodations, and discrimination. One area not generally covered by other procedures concerns student complaints about faculty conduct in the classroom or other formal academic settings. The University respects the academic freedom of the faculty and will not interfere with it as it relates to the content or style of teaching activities. Indeed, academic freedom is and should be of paramount importance. At the same time the University recognizes its responsibility to provide students with a procedure for addressing complaints about faculty treatment of students that are not protected by academic freedom and are not covered by other procedures. Examples might include incompetent or inefficient service, neglect of duty, physical or mental incapacity and conduct unbecoming a member of the staff.

II. Determination of Appropriate Procedure. If students have any question about the applicable procedure to follow for a particular complaint, they should consult with the chief student affairs officer. In particular, the chief student affairs officer should advise a student if some other procedure is applicable to the type of complaint the student has.

III. Informal Resolution. Students are encouraged to attempt to resolve complaints informally with the faculty member or to seek the assistance of the department chairperson or campus ombudsman to facilitate informal resolution.

IV. Formal Complaint. If the student does not pursue informal resolution, or if informal resolution is unsuccessful, the student may file a written complaint with the department chairperson or, if the chairperson is the subject of the complaint, with the academic dean or a senior faculty member designated by the college president. (This person will be referred to below as the Fact Finder.). Only students in a faculty member's class or present in another academic setting where the alleged conduct occurred may file complaints against that faculty member.

A. The complaint shall be filed within 30 calendar days of the alleged conduct unless there is good cause shown for delay, including but not limited to delay caused by an attempt at informal resolution. The complaint shall be as specific as possible in describing the conduct complained of.

B. The Fact Finder shall promptly send a copy to the faculty member about whom the complaint is made, along with a letter stating that the filing of the complaint does not imply that any wrongdoing has occurred and that a faculty member must not retaliate in any way against a student for having made a complaint. If either the student or the faculty member has reason to believe that the department chairperson may be biased or otherwise unable to deal with the complaint in a fair and objective manner, he or she may submit to the academic dean or the senior faculty member designated by the college president a written request stating the reasons for that belief; if the request appears to have merit, that person may, in his or her sole discretion, replace the department chairperson as the Fact Finder. The chairperson may also submit a written request for recusal for good cause to the academic dean or senior faculty member designated by the college president to review such requests. If a recusal request is granted, a different department chairperson shall conduct the investigation, or, if no other chairperson is available, an administrator designated by the college president shall serve in the chairperson's stead. Further, the college president may re-assign investigations as necessary, including but not limited to situations in which a Fact Finder has not completed an investigation in a timely manner. In addition, during any time that no department chairperson is available to investigate a complaint, the college president may assign an administrator to investigate.

C. The Fact Finder shall meet with the complaining student and faculty member, either separately or together, to discuss the complaint and to try to resolve it. The Fact Finder may seek the assistance of the campus ombudsman or other appropriate person to facilitate informal resolution.

D. If resolution is not possible, and the Fact Finder concludes that the facts alleged by the student, taken as true and viewed in the light most favorable to the student, establish that the conduct complained of is clearly protected by academic freedom, he or she shall issue a written report dismissing the complaint and setting forth the reasons for dismissal and send a copy to the complaining student, the faculty member, the chief academic officer and the chief student affairs officer. Otherwise, the Fact Finder shall conduct an investigation. The Fact Finder shall separately interview the complaining student, the faculty member and other persons with relevant knowledge and information and shall also consult with the chief student affairs officer and, if appropriate, the college ombudsman. The Fact Finder shall not reveal the identity of the complaining student and the faculty member to others except to the extent necessary to conduct the investigation. If the Fact Finder believes it would be helpful, he or she may meet again with the student and faculty member after completing the investigation in an effort to resolve the matter. The complaining student and the faculty member shall have the right to have a representative (including a union representative, student government representative or attorney) present during the initial meeting, the interview and any postinvestigation meeting.

E. In cases where there is strong preliminary evidence that a student's complaint is meritorious and that the student may suffer immediate and irreparable harm, the Fact Finder may provide appropriate interim relief to the complaining student pending the completion of the investigation. The affected faculty member may appeal such interim relief to the chief academic officer.

F. At the end of the investigation, the Fact Finder shall issue a written report setting forth his or her findings and recommendations, with particular focus on whether the conduct in question is protected by academic freedom, and send a copy to the complaining student, the faculty member, the chief academic officer and the chief student affairs officer. In ordinary cases, it is expected that the investigation and written report should be completed within 30 calendar days of the date the complaint was filed.

V. Appeals Procedure. If either the student or the faculty member is not satisfied with the report of the Fact Finder, the student or faculty member may file a written appeal to the chief academic officer within 10 calendar days of receiving the report, which time period may be extended for good cause shown. The chief academic officer shall convene and serve as the chairperson of an Appeals Committee, which shall also include the chief student affairs officer, two faculty members elected annually by the faculty council or senate and one student elected annually by the student senate. The Appeals Committee shall review the findings and recommendations of the report, with particular focus on whether the conduct in question is protected by academic freedom. The Appeals Committee shall not conduct a new factual investigation or overturn any factual findings contained in the report unless they are clearly erroneous. If the Appeals Committee decides to reverse the Fact Finder in a case where there has not been an investigation because the Fact Finder erroneously found that the alleged conduct was protected by academic freedom, it may remand to the Fact Finder for further proceedings. The committee shall issue a written decision within 20 calendar days of receiving the appeal. A copy of the decision shall be sent to the student, the faculty member, the department chairperson and the president.

VI. Subsequent Action. Following the completion of these procedures, the appropriate college official shall decide the appropriate action, if any, to take. For example, the department chairperson may decide to place a report in the faculty member's personnel file or the president may bring disciplinary charges against the faculty member. Disciplinary charges may also be brought in extremely serious cases even though the college has not completed the entire investigative process described above; in that case, the bringing of disciplinary charges shall automatically suspend that process. Any action taken by a college, whether interim or final, must comply with the bylaws of the University and the collective bargaining agreement between the University and the Professional Staff Congress.

VII. Campus Implementation. Each campus shall implement these procedures and shall distribute them widely to administrators, faculty members and students and post them on the college website.



## 7.12 CUNY Non-Discrimination Policy & Complaint Reporting Portal

It is our policy to recruit, employ, retain, promote, and provide benefits to employees (including paid and unpaid interns) and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis in accordance with federal, state and city laws.

We also provide reasonable accommodations when appropriate to individuals with disabilities, individuals observing religious practices, employees who have pregnancy or childbirth-related medical conditions, or employees who are victims of domestic violence/stalking/sex offenses.

It is a violation of this policy for any member of the college community to engage in discrimination or to retaliate against a member of the community for raising an allegation of discrimination, filing a complaint alleging discrimination, or for participating in any proceeding to determine whether discrimination has occurred.

Individuals who experience discrimination or sexual misconduct may file complaints with my office which will be investigated in a fair and impartial manner. CUNY requires that you initially report complaints of discrimination and retaliation (not sexual misconduct) by using the [CUNY Complaint Reporting Portal](#).

The report will then be sent to Michael Valente, Chief Diversity Officer, who will review the report thoroughly and take appropriate action, which may include reaching out to you for more information and to explore next steps. A report may be made anonymously. An anonymous report will be taken seriously and reviewed thoroughly; however, the ability to investigate an anonymous report and pursue further action may be limited.

If you have experienced discrimination, discriminatory retaliation or sex-based misconduct, please contact the law school's Chief Diversity Officer/Title IX Coordinator, Michael J. Valente, Esq. You may view his contact information and relevant policies on the law school's [Office of Equal Opportunity & Diversity website](#).

[Discrimination & Retaliation Complaint Reporting Portal](#)

[Equal Opportunity & Non-Discrimination Policy](#)

[Notice of Non-Discrimination](#)

[Reasonable Accommodations and Academic Adjustments](#)

## 7.13 Gifts to Faculty and Staff

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

## 7.14 Recording Device Policy

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

### Authorized Recording

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

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

### Limited Student Use

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

### Faculty Requests

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

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

### Absences

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

## Section VIII Student Organizations

Student clubs and organizations play a vital role at CUNY School of Law, enhancing both the social and educational experiences of the law school community. Managed by the Office of Student Affairs, Student Activities oversees the functioning and development of all student clubs and the Student Government, aiming to support their activities and achievements while providing assistance to their members.

The Law School offers a diverse range of student organizations that appeal to a wide array of interests and specialties. To gain official recognition, all student clubs and organizations must register annually with Student Activities and complete required training. Additionally, Student Activities coordinates Student Government elections and assignments to Law School Committees.



Student organizations must adhere to the guidelines outlined in the CUNY School of Law Student Handbook, the Student Activities Handbook, and the Bylaws of the City University of New York Board of Trustees.

Students with interests or missions not currently represented by existing organizations are encouraged to establish new clubs to pursue their specific goals. For more information on starting a club, please contact Student Activities at [studentaffairs@law.cuny.edu](mailto:studentaffairs@law.cuny.edu).

## 8.1 CUNY SCHOOL OF LAW STUDENT GOVERNMENT CONSTITUTION

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### PREAMBLE

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

### ARTICLE I | NAME

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

### ARTICLE II | PURPOSE

The purposes of the SG shall be:

- A. To provide a forum for discussion of matters affecting the student body as a whole;
- B. To be an independent mechanism for unified student action and unified student voice in areas of academics, government, and political and social concerns; and
- C. To coordinate and facilitate the process for selection of student representatives in the CUNY School of Law's governance system.

### ARTICLE III | PARLIAMENTARY AUTHORITY

#### A. Enforcement and Legislation

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

#### B. Creation of Committees, Offices, and Other Entities

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

#### C. Appearance Requests

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

### ARTICLE IV | MEMBERSHIP

#### A. Standing for Membership

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

#### B. Number of Members

Eight (8) Members from each daytime class (collectively, the "daytime Members") and four (4) Members from each evening class (collectively, the "evening Members") shall be elected from their respective classes and programs at-large during the annual General Elections.

#### C. Voting Power of Members

1. Each Member shall have the power to cast one (1) vote for each vote called during any and all sessions at which they are present, unless that Member is either chairing the session or is the subject of a current impeachment proceeding.
2. The presiding officer of any session shall refrain from voting, except in the event of a tie among the other Members present at that session.

#### D. Responsibilities of Members

All Student Government representatives shall carry out their duties in accordance with FERPA and section 478 of the New York Judiciary Law.

Each Member shall familiarize themselves with the provisions of this Constitution. Each Member shall work to inform the students of their class and program regarding the provisions of this Constitution and the work of the SG. Each member shall serve as a liaison between the students of their class and program, the SG, and the administration of CUNY School of Law.

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

Each Member shall serve as an Officer, a member of one of the internal standing committees, and/or as a student representative on one of the external standing committees.

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

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

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

#### E. The SG General Body

A quorum of the Membership of the SG shall be known as the SG General Body.

#### F. Filling Member Vacancies

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

2. In the event that the list of the remaining candidates has been exhausted, the SG shall hold a Special Election in order to fill the vacant seat. Any student from the class and program of the Member whose seat has been vacated may run for the vacated seat. The winner of the Special Election shall be entitled to hold the vacant position for the rest of the academic year.

### ARTICLE V | OFFICERS

#### A. Types

There shall be nine (9) Officers who altogether shall comprise the Officers of the SG:

1. the Daytime Program Co-President;
2. the Evening Program Co-President;
3. the Vice President;

4. the Daytime Program Secretary;
5. the Evening Program Secretary;
6. the Treasurer;
7. the Daytime Program Whip,;
8. the Evening Program Whip; and
9. the Student Director of Disability Issues.

#### B. Qualifications

1. All Officers shall be duly-elected 2L, 3L, or 4L Members of the SG.
2. The Daytime Program Officers shall be daytime Members, and the Evening Program Officers shall be evening Members.
3. All Student Government Officers shall carry out their duties in accordance with FERPA and section 478 of the New York Judiciary Law.

#### C. Vacancies

In the event of an Officer's resignation, removal, or incapacitation, the position shall be declared vacant and the remaining Officers of SG shall call a Special Election to replace the SG member in accordance with Art. VIII(C), if necessary. The remaining Officers of SG shall hold a Special Officer Election at a Session within two weeks after the vacancy of the Officer position or within two weeks after the filling of the vacant SG member's seat, whichever is later in accordance with Art. VIII(G).

#### D. Responsibilities

##### 1. The Co-Presidents

a. Scheduling General Sessions. Within two weeks after their election, the Co-Presidents shall propose and, upon majority approval by the other members of the Steering Committee, schedule at least three (3) General Sessions for each semester of the academic year. The first meeting shall be no later than the first week of October.

b. Agenda. The Co-Presidents, in consultation with the members of the Steering Committee, shall set the Agenda for every Session.

c. Presiding. The Co-Presidents shall preside at all Sessions, unless either absent, subject to a current impeachment proceeding, or otherwise disabled from presiding. In presiding over the Sessions, the Co-Presidents shall strive to ensure constructive deliberation, the efficient use of time, and effective decision-making among the Members. The Co-Presidents shall chair all meetings of the SG Steering Committee.

d. Oversight of all SG functions. The Co-Presidents shall be the individuals primarily responsible for the oversight and coordination of all of the activities of the SG.

e. Student Liaison to Administration and other entities. The Co-Presidents shall be responsible for acting as the chief liaisons of the student body to the administration, faculty, staff, and relevant individuals and organizations outside the Law School community, and to that end shall

6

be responsible at all times for making good faith efforts to be both informed about and representative of students' interests, positions, and concerns.

f. Deans' Forums. The Co-Presidents shall preside at and set the agenda for all Deans' Forums.

g. 1L Orientation. The Co-Presidents shall organize and preside at forums informing the incoming 1Ls about the SG during Fall Orientation.

h. The external Auxiliary Committee. The Co-Presidents shall sit on the CUNY School of Law Auxiliary Committee, and shall continue to sit on that Committee as individuals in any year following their term that they remain at CUNY School of Law, independent of any later SG status.

i. Delegation. To the extent necessary to discharge all of their responsibilities, the Co-Presidents may delegate a lesser portion of the responsibilities of the Offices of the Presidents to the Vice President, provided, however, that such delegation does not impede the Vice President from discharging the responsibilities of the Office of the Vice President.

j. Advice. If requested by either of the incoming Co-Presidents, the outgoing Co-Presidents shall

provide instruction and other advice to the incoming Co-Presidents on the responsibilities of the Office for a reasonable period of time.

## 2. The Vice President

a. Presiding. The Vice President shall attend and stand ready to preside at all properly convened meetings, including, but not limited to, General Sessions, Special Sessions, Emergency Sessions, and Deans' Forums. The Vice President shall chair all meetings of the Communications Committee.

b. Assumption of Co-Presidential Responsibilities. The Vice President shall assume the responsibilities of a Co-President should that Office become vacant or in that Co-President's absence.

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

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

e. Appointment of replacement Chairs. In the event that a Chair fails to submit three (3) reports to the Whip in accordance with the requirements of Art. VI(B)(3)(c)(ii), the Vice President shall appoint another member of that Committee to be Chair.

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

## 3. The Secretaries

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

b. Minutes. The Daytime Program Secretary shall attend and prepare minutes for all properly convened meetings, including, but not limited to, Joint and Daytime General Sessions, Special Sessions, Emergency Sessions, and Deans' Forums., but the Evening Program Secretary shall attend and prepare minutes for all properly convened Evening General Sessions.

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

d. Assumption of Vice-Presidential Responsibilities. The Daytime Program Secretary shall temporarily assume the responsibilities of the Vice President should the Office become vacant or in the Vice President's absence.

e. Chairing. The Secretaries shall co-chair the Office and Records Management Committee.

8

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

## 4. The Treasurer

a. Prepare a Budget Proposal. Before the Law School Association (the "LSA") opens its application process, the Treasurer shall prepare an annual budget proposal for SG to be submitted to the LSA.

b. Finalize a Budget. After the LSA has released its tentative budget allocations, within two (2) weeks the Treasurer shall finalize an SG budget for the year and submit the budget to the SG General Body for approval by majority vote.

c. Accounting. The Treasurer shall account for the SG's funds, including keeping a record of all expenditures, credits, disbursements, and reimbursements.

d. Chairing. The Treasurer shall chair the Budget and Finance Committee.

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

#### 5. The Whips

a. Attendance. The Daytime Program Whip shall be responsible for taking attendance at each Daytime or Joint General Session and Special Session. The Evening Program Whip shall be responsible for taking attendance at each Evening General Session.

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

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

d. Excused and unexcused absences. The Whips shall be authorized to determine whether the absence of any member at any and all General and Special Sessions is an excused absence or an unexcused absence. The Whips shall be the sole Members authorized to determine whether a given absence falls within one of the following categories of excused absences:

i. Emergency illness;

ii. Conflict due to work or class;

iii. Conflict due to attendance at an external Committee meeting; or

iv. Religious holiday or personal emergency.

e. Compiling reports of Chairs. The Whips shall compile the status reports from the Chairs of all SG Standing Committees and present them to the President and Vice President within one (1) day following the receipt of the reports from the Chairs. In the event that a Chair fails to provide a report to the Whips in accordance with the requirements of Article VI(B)(3)(c)(ii), the Whips shall contact the Chair and remind that Chair to submit a report immediately.

f. Responsibility for Membership Education. The Whips shall be responsible for planning, scheduling, and conducting education for incoming and current SG Members on this Constitution, their roles as Members, and the function of internal and external SG Committees.

g. Assumption of Secretarial Responsibilities. Either Whip shall temporarily assume the responsibilities of a

secretary should either Office become vacant or when the Vice President is presiding over a meeting and the Secretaries are not present.

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

#### 6. The Student Director of Disability Issues

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

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

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

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

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

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

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

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

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

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

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

## ARTICLE VI | COMMITTEES

### A. Categories

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

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

2. External Committees. For the purposes of this Constitution, an "external" committee means any committee in the Law School's governance system which was not created by the SG and on which committee at least one (1) seat is reserved for a student representative.

### B. SG Standing Committees

#### 1. Types

There shall be six (6) SG Standing Committees:

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



## 2. Jurisdiction and Enumerated Responsibilities

### a. The Budget and Finance Committee

i. Jurisdiction. The Budget and Finance Committee shall have jurisdiction over the design and implementation of such rules and other protocols on the SG's budget and finances, as are necessary to ensure both the adequate funding of the SG and the prudent use of SG funds to promote the interests of the students of CUNY Law.

ii. Enumerated Responsibilities. The Budget and Finance Committee shall:

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

### b. The Office and Records Management Committee

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

ii. Enumerated Responsibilities. The Office and Records Management Committee shall:

- A) Promulgate rules governing the use and maintenance of the SG office space, the SG bulletin boards, and SG records;
- B) Ensure the physical maintenance of an orderly SG office, and, to that end, also remind students and student organizations to remove items stored in the SG office after a period of time, in accordance with the rules, which have been promulgated by this Committee; and
- C) Archive all SG documents in a prompt, orderly, and accurate fashion.

### c. The Communications Committee

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

ii. Enumerated Responsibilities. The Communications Committee shall:

- A) Ensure timely maintenance of the website;
- B) Ensure the prompt and accurate release of SG public documents to the student body at-large and/or the Law School community as a whole, including distribution of this Constitution to the incoming 1L class during Fall Orientation and the student body at-large before each election; and
- C) Lead initiatives to utilize the unique resources of the SG website and any other web-based communications.

### d. The Elections and Polling Committee

i. Jurisdiction. The Elections and Polling Committee shall have jurisdiction over the design and implementation of such Rules and other protocols governing all elections and polls conducted by the SG, as are necessary to ensure that SG elections are run fairly, smoothly, and democratically and that the SG is adequately informed of the needs and interests of the student body. No SG Member shall sit on this committee if they are running in an election being administered by this committee, and if a sitting member of this committee decides to run in an election that will be administered by this committee, that member shall resign from this committee immediately.

ii. Enumerated responsibilities. The Elections and Polling Committee shall:

- A) Constitute itself before the Fall semester begins in order to prepare for 1L elections;
- B) In collaboration with the CUNY Law Student Affairs Department, prepare, administer, and publish the results of all elections for SG Members, Officer positions, and committee placements, using the single transferable voting and instant-runoff voting systems;
- C) Design, in consultation with the SG Steering Committee, polls which are pertinent and relevant to the student body, and which have the intent or effect of keeping the student body informed about current events and promoting collective student action on issues or events with significant impact on the community;
- D) Conduct these polls in an efficient, accountable, and reliable manner; and
- E) Work together with the Officers to develop protocols for releasing the results of these polls.

e. The Academic Affairs Committee

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

ii. Enumerated Responsibilities. The Academic Affairs Committee shall:

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

f. The CUNITY Committee

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

ii. Enumerated responsibilities. The CUNITY Committee shall:

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

### 3. Chairs

a. Qualifications

Each Standing Committee shall be chaired by a Member of the SG.

16

- i) The Communications Committee shall be chaired by the Vice President.
- ii) The Office and Records Management Committee shall be co-chaired by the Secretaries.
- iii) The Budget and Finance Committee shall be chaired by the Treasurer.

b. Appointments

The Co-Presidents shall nominate, and the SG General Body shall approve by simple majority at a Session, the Chairs of the Elections and Polling, Academic Affairs, and CUNITY Committees, as well as the Chairs of any Ad Hoc Committees created by the SG.

c. Responsibilities

i. Selection of other Committee Members. Each Chair shall be responsible for recruiting and selecting other students to serve on the Standing Committee of which he or she is Chair. The total number of members of any given Standing Committee shall be proposed by the Chair of that Committee and shall take effect unless overruled by a majority of SG Members at a Session. In all cases, however, the total number of members of any Standing Committee shall be large enough to ensure the fulfillment of the enumerated responsibilities of that Committee. The non-Chair members of the SG Standing Committee need not be members of the SG; however, in

the event that both Members of the SG and students who are not SG members are willing to serve on the Committee and the Chair must choose some individuals over others, the Chair shall give preference to Members of the SG over non-SG members.

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

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

17

#### d. Dereliction of Duty

If a Chair fails to send two (2) updates to the Whip as specified in Art. VI(B)(3)(c)(ii), then the Chair shall have a meeting with the Vice President and receive a warning. If a Chair fails to send three (3) or more updates to the Whip as specified in Art. VI(B)(3)(c)(ii), then the Chair shall lose their seat as Chair, and the Vice President shall appoint another member of that Committee to be Chair.

#### C. SG Steering Committee

1. Composition. The SG Steering Committee shall be composed of the Officers of the SG, the Chairs of the SG Standing Committees, and the Chairs of any Ad Hoc Committees created by the SG.

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

#### D. External Committees

##### 1. Qualifications

Any Member of the SG or any interested CUNY Law student may serve on any External Committee. The exception to this qualification is that a Member of the SG who is elected to represent students ex-officio at the Faculty Meeting, is elected to sit on the Personnel and Budget Committee, or is elected to sit on the Committee on Committees, cannot be elected to another of those specific positions.

##### 2. Appointments

a. Who may Nominate. Any member of the SG Steering Committee may nominate a Member of SG or any interested CUNY Law student, including themselves, to serve as a student representative

18

on any external Committee containing a student representative seat which is filled neither by means of election by the SG nor by administrative appointment.

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

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

#### ARTICLE VII | MEETINGS

##### A. Definitions

##### 1. Categories of Meetings

There shall be two general categories of meetings:

(a) Sessions; and

(b) meetings other than Sessions which have been convened by the SG.

## 2. Sessions

a. Types. There shall be three (3) types of Sessions:

i. General, which shall be divided into three (3) subtypes;

A) Daytime;

B) Evening; and

C) Joint.

ii. Special; and

iii. Emergency.

b. General Sessions. A "General" Session is any of the six (6) Sessions scheduled by the Co-Presidents as required by Art. V(D)(1)(a). Each General Session shall be designated a Daytime General Session, an Evening General Session, or a Joint General Session, depending on which program's Members are required to attend.

c. Special Sessions. A "Special" Session is a Session other than a General Session which has been proposed by a majority vote of the SG Steering Committee and which has been scheduled and announced to the SG General Body at least one week in advance of the proposed date and time.

d. Emergency Sessions. An "Emergency" Session is a Session other than a General or Special Session which has been proposed by a majority vote of the SG Steering Committee and which has been scheduled and announced to the SG General Body less than one week in advance of the proposed date and time. Any Member who is unable, despite having made good faith efforts, to attend an Emergency Session shall not be deemed in violation of Art. IV(D)(1).

## 3. SG Meetings Other than Sessions

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

a. Deans' Forums; and

b. Student Forums.

### B. Attendance at Meetings

#### 1. Attendance at Sessions

a. Member Attendance Requirements. Each Member shall attend all Joint General Sessions and Special Sessions, and each Member shall make good faith efforts to attend any Emergency Sessions. Each daytime Member shall attend all Daytime General Sessions, but it shall be optional for evening Members to attend. Each evening Member shall attend all Evening General Sessions, but it shall be optional for daytime Members to attend.

b. Absences.

i. A Member who has accumulated two (2) unexcused absences shall meet with the Whips and receive a warning. A Member who has accumulated three (3) or more unexcused absences shall be deemed to have vacated their seat.

ii. The following excuses shall qualify as excused absences:

A) Illness;

B) Conflict due to work or class schedule;

C) Conflict due to attendance at an external Committee meeting; and

D) Religious holiday or personal emergency.

iii. The Whips shall determine whether a given absence qualifies as excused or unexcused.

iv. The Whips shall provide written notification of all excused and unexcused absences to the Secretary, who shall then archive such records. The Whips shall compile and submit to the Secretary for archive all statements that were submitted to the Whips from Members explaining an anticipated and/or actual absence.

c. Remote Attendance. In accordance with the New York Open Meetings Law, Chapter 47, Article 7 § 103-A(2), until at least July 1, 2024, any Member attending via videoconferencing from a location where the public can attend shall be considered in attendance.

## 2. Attendance at Non-Session SG Meetings

- a. All Officers shall attend all Deans' Forums and Student Forums.
- b. Any Member other than an Officer shall not be deemed in violation of Art. IV(D)(1) for failure to attend SG meetings other than Sessions.

## C. Quorum for Sessions

A quorum shall consist of one half of the current Membership required to attend a particular Session plus one (50.0% + 1) and is necessary to conduct official business at any Session. Until at least July 1, 2024, any Member attending via videoconferencing from a location where the public can attend shall count towards quorum, so long as some public physical location for the meeting has also been published. Quorum shall be presumed to be present unless it is conclusively shown that quorum is not present.

## D. Additional Rules for Sessions

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

## ARTICLE VIII | ELECTIONS

### A. Accordance with CUNY Bylaws

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

### B. General Elections

1. 2L, 3L, and 4L Members. Second-, third-, and fourth-year daytime and evening Members shall be students elected at-large by their respective classes and programs no earlier than the third week of April, for a one-year term of office that begins on the third Friday in May and ends on the final day of the next Spring semester.
2. 1L Members. First-year daytime and evening Members shall be students elected at-large by the students of their first-year class and respective programs, with the election beginning no later than the second Tuesday in September, for a one-year term of office that begins on the first Monday in October and ends on the final day of the next Spring semester.

### C. Nomination Processes

1. For all elections, there shall be a period of at least five (5) full weekdays, not including any intervening holidays observed by CUNY School of Law, during which any eligible voter for the election may nominate any eligible student, including themselves, for SG Member or an Officer position. This Constitution shall be shared with the student body when soliciting nominations.
2. For all elections, there shall be a period of at least three (3) full weekdays, not including any intervening holidays observed by CUNY School of Law, during which nominated students will have the opportunity to accept their nominations and submit optional candidate statements. This Constitution shall be shared with the nominated students when soliciting acceptances of nominations.

### D. Method of Elections

1. Only duly-enrolled students at the CUNY School of Law may vote in a General or Special Election for SG Members, and each student is entitled to cast one ballot to elect SG Members of their specific class and program.
2. Only duly-elected SG Members may vote in an Election of Officers or External Committee Placements.
3. Each voter may rank as many candidates of their specific class and program as they wish using a single transferable vote system, or an instant-runoff vote system during a special election for a single Member or when voting for Officers and single external committee placements.
4. Voting in all elections shall be conducted electronically, over a period of no less than five (5) full weekdays, not including any intervening holidays observed by CUNY School of Law.

#### E. Campaigning Opportunities and Limitations

1. For all elections, the SG shall hold a candidate forum during the voting period, inviting all candidates to participate.
2. Candidates shall not interrupt the course of a class to conduct campaign activities of any kind.
3. No person except a CUNY School of Law student may endorse a candidate for SG Member, Officer, committee Chair, or external committee placement, and no candidate for such positions shall accept any endorsement by any party except a CUNY School of Law student.

#### F. Election of Officers and External Committee Placements

1. All Officers and external committee placements shall be elected by the newly elected SG Members using an instant-runoff vote system no later than the second Monday of June for a one-year term of office that begins July 1 and ends on the final day of the next Spring semester. All second-, third-, and fourth-year elected representatives are qualified to run for Officer positions and external committee placements.
2. In the event of a vacant Officer position or external committee placement, the Officers shall hold a Special Officer Election or Special External Committee Placement Election, wherein all SG Members shall elect by simple majority a duly-elected Member of SG to fill that Officer position or external committee placement at a Session within two weeks after the vacancy of the Officer position or within two weeks after the filling of the vacant SG Member's seat, whichever is later.
3. The Officer positions are as follows:
  - a. the Daytime Program Co-President;
  - b. the Evening Program Co-President;
  - c. the Vice President;
  - d. the Daytime Program Secretary;
  - e. the Evening Program Secretary;
  - f. the Treasurer;
  - g. the Daytime Program Whip;
  - h. the Evening Program Whip; and
  - i. the Student Director of Disability Issues.
4. Members may run for more than one of the following external committee placements, but if elected to more than one, they must choose which one they would like to sit, and the other(s) will be filled by the runners up or by a majority vote of the SG General Body. The external committee placements are as follows:
  - a. the ex-officio members of the Faculty Meeting;
  - b. the Personnel and Budget Committee seat; and
  - c. the Committee on Committees seat.

#### G. Special Elections

1. When a duly-elected SG Member of any class or program resigns, is impeached, or becomes incapable of performing their duties for any reason, and no remaining non-Member candidate from the previous General Election is willing to accept their seat, a special election shall be held to fill their seat.
2. Any special election must begin no later than the first day of the next full week after the seat's vacancy.
3. A SG Member elected via special election shall serve the remainder of the vacant Member's term, until the end of the final day of the next Spring semester.
4. Only the students of the class and program who were previously eligible to vote for the SG Member who vacated the seat shall be eligible to vote in the special election.

#### ARTICLE IX | IMPEACHMENT

##### A. Who May Bring an Impeachment Charge

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

##### B. Number of Votes Required for Removal



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

C. Procedure for Impeachment Proceeding

1. Hearing

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

2. Deliberations and Voting

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

b. Where the Accused is an Officer. If the accused Member is also an Officer, then the presiding Officer shall call a vote on whether to remove the accused Member solely from their current Office or whether to remove the accused from their seat entirely.

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

d. Closed Session. All impeachment proceedings shall take place in closed Sessions of the SG, wherein only Members and any testifying witnesses may be present during these proceedings.

ARTICLE X | AMENDMENTS

A. Who May Request an Amendment

Written requests to amend this document may be made by any matriculated student, regardless of whether they are a Member of the SG.

B. Procedure for Ratification of Amendments

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

1. The proposed Amendment shall be sponsored by at least one (1) Member and co-sponsored by at least two (2) other Members.

2. The proposed Amendment shall be presented to the whole student body, by both paper and electronic means, a minimum of one (1) week prior to the date on which the vote on the proposed Amendment is scheduled.

3. The proposed Amendment shall be deemed ratified by either of the following methods:

a. Ratification by Membership. A proposed Amendment may be ratified by the SG Membership, if carried by a two-thirds (66.67%) majority of the Membership present at the Session for which the vote is scheduled.

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

i) More than half (50.0% + 1) of the currently matriculated student body at-large votes in the referendum; and

ii) At least two-thirds (66.67%) of the students who voted in the referendum have voted in favor of the proposed Amendment.

Adopted by Student Government Spring 2009, updated April 27, 2023.

CUNY Student Domestic Trip and Travel Guidelines

Safety and Risk Management Safety and Risk Management

REVISED March 16, 2018

TABLE OF CONTENTS:

PURPOSE ..... 1

DOMESTIC STUDENT TRIP AND TRAVEL DEFINED..... 1

Trips Covered by These Guidelines.....1

Trips Not Covered by These Guidelines.....2

PROCEDURES FOR APPROVAL AND IMPLEMENTATION OF A CUNY TRIP .....3

Faculty and Staff Roles.....3

Planning and Preparation .....4

Destination Research	
Eligibility Requirements	
Travel Approval Form	
High Risk Activities	
Off-campus activity participation and waiver	
Retention of forms	
Contracts related to CUNY trips	
Insurance	
Methods of Transportation	
TRAVEL REQUIREMENTS AND PROCEDURES FOR CUNY TRIPS .....	8
Requirements and Responsibilities of Students on CUNY Trips.....	8
Orientation and Training	
Mandatory Training for Overnight Trips	
Behavioral Standards	
Student Organizations	
Requirements and Responsibilities of Administration, Faculty & Staff for CUNY Trips.....	11
Pre-trip communications	
Trip Sponsor Expectations	
Trip Chaperon Expectations	
V. EMERGENCY PROCEDURES FOR TRIPS SPONSORS AND CHAPERONES .....	13
FORMS	
CUNY OFF-CAMPUS STUDENT TRAVEL APPROVAL FORM.....	15
Approval (Signatures Required).....	16
CUNY OFF-CAMPUS ACTIVITY PARTICIPATION, WAIVER, AND EMERGENCY CONTACT FORM (DOMESTIC TRAVEL) .....	19
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## I. PURPOSE

These updated CUNY Student Domestic Trip and Travel Guidelines are issued by the Office of Student Affairs, Office of Environmental, Health, Safety and Risk Management and the Office of the General Counsel, pursuant to the Board of Trustees Policy on International and Domestic Travel Guidelines for Safety and Risk Management, adopted as Calendar Item 4.A., at the Board's meeting on 28 November 2011.

The City University of New York ("University" or "CUNY") encourages its students to participate in off-campus programs that provide valuable experiential learning as well as student engagement and community-building opportunities. The purpose of such travel should be consistent with the University's mission, and must be planned so as to avoid undue interference

with students' academic responsibilities.

These CUNY Domestic Travel Guidelines ("Guidelines") communicate CUNY's standards for domestic travel and provide guidance to CUNY students, faculty, and staff planning, supporting and undertaking travel organized under University auspices in which students participate, whether that travel is for academic, co- or extra-curricular purposes. These Guidelines were designed to help ensure that such travel is planned in a way to mitigate foreseeable health and safety risks.

To help ensure that events or activities involving domestic student travel are consistent with the colleges' and the University's mission, and that student safety issues have been addressed, CUNY Domestic Trips must be approved by the Chief Academic Officer ("CAO") or Chief Student Affairs Officer ("CSAO") of the relevant college, in advance of travel and prior to the commitment of any University resources. To request approval, a faculty member, staff member or recognized student organization who is organizing an activity covered by these Guidelines must submit a completed Off-Campus Student Travel Approval Form to either (1) the CSAO, if for student organization travel or (2) the CAO, for academic-related (class-related) travel, faculty-led trips not associated with a particular course, or student organizations, and continuing education trips. A request for approval must be made no later than thirty days before the proposed trip; the CSAO or CAO may provide exemptions to the deadline at his/her discretion.

While these Guidelines cover many different areas, they may not provide clear guidance for every specific case. If the CSAO or CAO is uncertain which requirements apply to a trip or has concerns envisioning and planning the logistics of a trip or travel program, he/she should consult with the campus Office of Risk Management or EHS Office.

These Guidelines will be periodically updated; users should refer to the online version for the most current standards, located at OVSA- Student Policies & Procedures website under: CUNY Student Domestic Trip and Travel Guidelines.

## II. DOMESTIC STUDENT TRIP AND TRAVEL DEFINED

Trips Covered by These Guidelines:

These Guidelines cover all CUNY Trips by students currently enrolled in any University program, including graduate and undergraduate and continuing education.

A "CUNY Trip" is any trip involving domestic travel (defined below) by students that is (a) organized by a University or college unit, office, department, or division, or by a recognized student organization, or otherwise carried out by a CUNY faculty member or administrator, or (b) funded, whole or in part, by any monies controlled by the University, a college, or a University/college-related entity, including, but not limited to, the CUNY Research Foundation, a college auxiliary enterprise corporation, or a college association/student services corporation.

"Domestic travel" means any activity or event not taking place on CUNY property but within the 50 states of the United States, including, but not limited to, trips to museums, field trips, athletic events, service activities, alternate spring break, and retreats and conferences. Many trips within New York City are not deemed domestic travel for purposes of these Guidelines; see II.B.2 below.

Examples of activities and events that may fall within the definition of a CUNY Trip include, but are not limited to:

athletic team travel

trips and activities of recognized student organizations and clubs

college association and foundation-funded travel

course-related field trips and experiential learning

faculty-organized trips not directly related to a particular course

group or individual research projects and activities

group or individual internships and volunteer experiences, including service

learning trips

group or individual conference travel in which the student(s) officially represents the University and/or the travel is funded or sponsored by a recognized student group

#### B. Trips Not Covered by These Guidelines:

These Guidelines do not apply to domestic travel undertaken by students on trips that are neither (a) organized by CUNY, a recognized student organization, or otherwise carried out by a CUNY faculty member or administrator, nor (b) funded by CUNY or a

CUNY/college-related entity.

These Guidelines do not apply to day-trips (trips without an overnight stay) within the five boroughs of New York City (Bronx, Brooklyn, Manhattan, Staten Island and Queens) that require only the use of public transportation, or private or publicly-accessible transportation alternatives for students with disabilities, for travel, and do not involve high-risk activities. Nevertheless, the CUNY Office of Student Affairs recommends as a best practice that students participating in these trips sign an Off-Campus Activity Participation, Waiver, and Emergency Contact Form prior to the trip. Activities outside of the United States, as well as trips to Puerto Rico and other U.S. territories and protectorates, are beyond the scope of these Guidelines and are covered by CUNY's International Travel Guidelines.

The advertising or distribution of an opportunity, such as an internship or other opportunity does not by itself constitute the sponsoring of a trip, making it a CUNY Trip.

Examples of activities and events not covered by these Guidelines include, but are not limited to:

Internships and volunteer opportunities sponsored, organized and funded by nonCUNY entities

Trips and activities organized independently by groups of, or individual students without CUNY involvement or funding

If you are uncertain if an event, activity or individual or group travel is covered by these Guidelines, please contact your campus Office of Risk Management or Office of Environmental Health and Safety.

CUNY neither sanctions nor prohibits any non-CUNY Trips and CUNY does not assume any responsibility for them.

### III. PROCEDURES FOR APPROVAL AND IMPLEMENTATION OF A CUNY TRIP

#### A. Required Faculty and Staff Roles:

**Trip Sponsor:** Each group CUNY Trip must have a Trip Sponsor, who has overall accountability for development and implementation of the CUNY Trip. The Trip Sponsor is the faculty or staff member responsible for reviewing the logistics of the trip, ensuring the collection of required information from the participants, pre-departure orientation delivery, overseeing the health and safety of students, designating a Trip Chaperone, and conducting follow up activities. The Trip Sponsor is also the primary campus contact person for the duration of the CUNY Trip. If the Trip Sponsor is also the Trip Chaperone, an alternate campus contact person must be designated for the duration of the trip.

**Trip Chaperone:** Each group CUNY Trip must have a Trip Chaperone. A group shall be comprised of five (5) students or more, however, the Trip Sponsor, CSAO or CAO may determine that a Trip Chaperone is necessary for a trip with less than five (5) students. The Trip Chaperone is the CUNY faculty or staff member, or other designated individual approved by the college, who accompanies the students on the trip. This individual should be able to lend to the experience of the travel for the student group. They will monitor the behavior of the participants to ensure that CUNY policies and procedures are not violated, and oversee the health and safety of students. The Trip Chaperone must have the contact information for all students, and must be available to participants via phone or in-person at all times for the duration of any trip, including travel. The Trip Chaperone, either with or without the consultation of the Trip Sponsor, can dismiss students from a CUNY Trip if they determine any CUNY policies, procedures, or behavioral expectations pertaining to the CUNY Trip have been violated; see Section IV.A.3. The Trip Chaperone will also contact local resources, such as the police or hospitals, if necessary. The name and phone number for the Trip Chaperone must be included in the CUNY Off-Campus Student Travel Approval Form. In certain cases, a Trip Chaperone may not be a CUNY staff member, such as a CUNY Trip organized by, or affiliated with, an external organization. In these instances, the Trip Chaperone may be someone who is employed by that organization. Their contact information must be provided in the Off-Campus Student Travel Approval Form, and they must still adhere to CUNY's requirements and expectations of a chaperone. Trip Chaperones employed by a non-CUNY entity must receive information on CUNY's Sexual Misconduct Policy and must be directed to immediately report to the Trip Sponsor any incident of alleged sexual misconduct.

**Chaperone to Student Ratio:** While a Trip Chaperone is mandatory for groups of five (5) or more students, for larger groups, it is recommended that a minimum of at least one (1) chaperone be assigned for every twenty (20) students who are participating in a CUNY Trip. The Trip Sponsor and the college CAO or CSAO should consider the following when deciding on the ratio for each specific CUNY Trip: length of trip; type of planned activities; lodging arrangements; trip duration; duration of activities on each day; transportation arrangements; previous travel experience with the same or a similar group of students; number of students under the age of 18, previous travel experience to

the same or a similar location, and/or activities. A Trip Chaperone may be required to accompany a student for medical reasons or other emergencies, accordingly, multiple chaperones for each CUNY Trip should be considered whenever possible. When multiple chaperones are assigned, it is good practice to assign chaperones who identify with different genders, if possible.

The CAO (for academic/class-related travel) or CSAO (for student organization travel) is responsible for approving all CUNY Trips and designated Trip Chaperones. They must ensure all documentation and requirements have been fulfilled, and that a Trip Chaperone has been assigned for each CUNY Trip that requires one.

#### B. Requirements for Proper Trip Planning and Preparation

The following are required for all CUNY Trips:

The Trip Sponsor must conduct thorough research about the destination to be visited, including reviewing applicable travel bans, local transportation, overnight accommodations (if applicable), and dining options; create a detailed itinerary; and clearly communicate plans and expectations with participants. The health and safety of all participants is always the first priority in every aspect of planning the trip.

The Trip Sponsor, with request or assistance from the Trip Chaperone, as appropriate, should give consideration to the lodging and overnight accommodations for the CUNY Trip, such as hotels and the residence halls/dormitories of universities. The accommodation must be safe and secure. CUNY recommends that all lodging be vetted through personal site visits by the Trip Sponsor or Trip Chaperone, if practical. If the Trip Sponsor or staff has not previously used or seen the accommodation, he/she should obtain full descriptions and multiple pictures and/or videos and thoroughly check reviews and references (possibly including making inquiries regarding the experience of other colleges and universities) during the planning phase.

The Trip Sponsor with request or assistance from the Trip Chaperone, as appropriate should identify local resources for emergencies such as medical care or other local contacts prior to departure. Anticipate and plan for emergencies such as theft, illness, vehicle breakdowns, accidents, inclement weather, vandalism, missing persons, etc. Thinking about the following types of questions may be helpful: Where will you go (or meet) if the group needs to evacuate the area? What will you do if a member of the group is a victim of a crime or is injured? What will you do if a participant cannot be located?

The Trip Sponsor must identify eligibility requirements, core competencies, and/or skills required for a student to be qualified to participate on the CUNY Trip. The Trip Sponsor must candidly discuss with potential participants the abilities and inherent risks of the proposed activities. Trip Sponsors are required to scrutinize all proposed activities or events regarding the relevance of those activities to the trip's purpose.

The Trip Sponsor must complete an Off-Campus Student Travel Approval Form for the trip. A CUNY Trip is not approved until the applicable Chief Academic Officer or Chief Student Affairs Officer signs the Off-Campus Student Travel Approval Form. The Off Campus Student Travel Approval Form must include destination, location of accommodations, departure and anticipated return date and time, mode of transportation, local contact information, and the cell phone numbers of the Trip Sponsor and Trip Chaperone.

Description of Activities. The Off-Campus Student Travel Approval Form requires that all planned activities be described and that high-risk activities be specifically highlighted. High risk activities are activities that may expose students to hazards that are significantly greater than those encountered in their everyday lives or activities that offer potentially serious risks of severe injury, major property damage, and/or significant financial loss. The hazards of some high risk activities may be minimized through planning and training regarding standard operating procedures.

High risk activities include activities such as sky-diving, whitewater rafting and extreme sports, and also include activities such as events at which alcohol will be served, activities taking place in isolated areas far from medical resources, and activities at which large crowds and/or protesters are expected.

Activities might also be high risk because of environmental hazards. The Trip Sponsor, with request or assistance from the Trip Chaperone, as appropriate should identify any known potential hazards related to the trip such as excessive heat, insect borne diseases, wild animals, hazardous plants or terrain in the vicinity, etc.

If in doubt about whether a specific activity would qualify as "high-risk", it should be outlined in the Trip Proposal, with details on its relevance to the trip's purpose and safety provisions.

After the CUNY Trip is approved by the Chief Academic Officer or Chief Student Affairs Officer, but before the trip, the Trip Sponsor or Trip Chaperone collects a signed Off-Campus Activity Participation, Waiver, and Emergency Form from each student who plans to participate.

Students under 18 participating in a CUNY Trip are required to have a parent or guardian sign the Off-Campus Activity Participation, Waiver, and Emergency Forms in the presence of a notary.

Students 18 and older participating in a CUNY Trip are not required to have a parent or guardian sign the Off-Campus Activity Participation, Waiver and Emergency Forms, nor are they required to have it notarized.

Students who fail to supply appropriately-signed and notarized (when necessary) Off-Campus Activity Participation, Waiver and Emergency Forms before the CUNY Trip will be denied participation in the CUNY Trip.

No Friends or Family: Except with the explicit prior written permission of the Chief Academic Officer or Chief Student Affairs Officer, friends and family of faculty, staff, and students are not eligible to participate in sponsored trips.

#### Forms Retention:

The department or organization sponsoring the CUNY Trip must keep signed copies of the Off-Campus Student Travel Approval Form and the Off-Campus Activity Participation, Waiver, and Emergency Form on file for six (6) years after the CUNY Trip has ended, pursuant to CUNY's Records Retention Policy

Health and medical information contained in the forms shall be kept confidential and shall be disclosed on a need to know basis as necessary for health and safety purposes.

Purchases and Contracts Related to CUNY Trips. CUNY Trips may involve a variety of contracts, including with trip organizers, transportation and accommodation companies, and host institutions. CUNY's procurement and contract signatory authority procedures and policies apply to all purchases and contracts related to CUNY Trips. Purchases and contracts using CUNY funds, whether tax levy or non-tax levy, or otherwise in the name of CUNY or a college, must be processed through the applicable college purchasing office. No commitments related to a CUNY Trip shall be made until the Chief Academic Officer or Chief Student Affairs Officer has provided written approval for a given trip and the CUNY Office of General Counsel has reviewed and approved the contract. No OGC-approved contract may be signed except by an official designated pursuant to CUNY policy to sign such a contract.

Notice to Non-CUNY Entity. For trips that are funded by CUNY, as defined above, but also involve a non-CUNY Entity, the Trip Sponsor is responsible for notifying the non-CUNY entity of CUNY's obligations under Title IX and other federal and state laws and regulations and CUNY's Sexual Misconduct Policy. The Trip Sponsor is responsible for advising the appropriate individual(s) at the non-CUNY entity to notify the Trip Sponsor immediately of any alleged incident of sexual misconduct or any other incident in which a CUNY student is alleged to have experienced or engaged in any form of violent, threatening or harassing behavior.

Reporting to Public Safety and the Title IX Office. Trip Sponsors are “Campus Security Authorities” under the Clery Act, meaning that they are required to report allegations of crimes that are reportable under the Clery Act to Campus Public Safety. Therefore, Trip Sponsors are required to report all incidents of alleged misconduct that could constitute a criminal offense, regardless of whether the incident involves CUNY students or personnel. Campus Public Safety will determine whether the incident is required to be reported on the college's Annual Security Report pursuant to the Clery Act.

In addition, Trip Sponsors are also “Responsible Employees” under CUNY’s Policy on Sexual Misconduct. As such, they are obligated to report any instances of sexual misconduct to their home campus’ Title IX Coordinator, Director of Public Safety, or Chief Student Affairs Officer. Trip Sponsors may learn of an allegation of sexual misconduct directly from the complainant, or, through a third party. In either situation, the Trip Sponsor has an obligation to report.

Insurance. CUNY does not currently have a standard of medical insurance coverage for domestic student travel. All CUNY Trip participants are responsible for any medical costs they incur during and/or as a result of the trip. The Trip Sponsor is responsible for communicating this fact to the trip participants.

Methods of Transportation. When traveling, all Trip Sponsors and Trip Chaperones shall observe the following transportation guidelines:

Utilize commercial transportation whenever possible (e.g., Amtrak, Greyhound, etc.).

Consult the University’s Vehicle Use Policy for appropriate requirements if college vehicles are being utilized. Only University or affiliated entity employees who meet the minimum requirements defined by the Vehicle Use Policy are permitted to operate University-owned vehicles.

Rented vehicles may be utilized for CUNY Trips only with the prior approval of the appropriate college official; only those employees that meet the minimum requirements under the Vehicle Use Policy may drive rented vehicles.

Work with the campus business office to ensure insurance coverage is adequate and insurance is appropriately identified for chosen transportation options.

Trip Sponsors and/or Trip Chaperones may not drive students in personal vehicles on CUNY Trips unless no commercial transportation can be arranged, no University vehicle is available, or in case of emergency. Employees who use their personal vehicles for CUNY Trips must comply with all Vehicle Use Policy requirements and maintain the minimum statutory automobile liability limits as required by the State in which the vehicle is registered. Certificates of insurance verifying these minimum limits may be requested and must be provided upon request. Trip Sponsors or Trip Chaperones must remind all trip participants choosing to ride in a private automobile that they do so voluntarily and at their own risk. The University does not insure or accept liability for any damage, loss, or injury resulting from the use of or riding in a private vehicle.

#### IV. TRAVEL REQUIREMENTS AND PROCEDURES FOR CUNY TRIPS

##### A. Requirements and Responsibilities of Students on CUNY Trips:

Orientation and Training: If determined necessary by the Trip Sponsor, before departure, all participants must submit all required paperwork and participate in mandatory orientation events.

Mandatory Training for overnight CUNY Trips:

a. Students participating in any overnight CUNY Trip must have completed training on sexual misconduct awareness and procedures for reporting allegations of sexual misconduct, as well as, alcohol use awareness training. Training must be verified to have been completed within twelve months prior to trip departure, or immediately upon arrival.

Pre-Departure Training for Students on Sexual Misconduct: Training for students on CUNY Trips must include the following:

Process for reporting complaints of sexual misconduct;

Identification of employees who can keep information confidential;

Definition of affirmative consent under CUNY’s sexual misconduct policy;

Investigative process as it applies on campus and the CUNY Trip; investigation may not be completed until return to campus;

Importance of preserving evidence when possible;

Drug and alcohol use amnesty;

Options for continuing with CUNY Trip or returning to campus;

Availability of counseling services on campus;

Availability of interim measures on return to campus, including no-contact order;

Availability of interim measures while on CUNY Trip;

Disciplinary process on campus, including possible penalties;

Assistance in filing criminal complaints;

Risk reduction strategies;

Retaliation.

Behavioral Standards: Trip Sponsors shall inform students that they are asked to abide by the following behavioral expectations:

Students are representatives of CUNY and their campuses, whenever they participate in a CUNY Trip.

All CUNY Trip participants are required to:

obey the laws of the New York City, New York State, and the United States; the laws of the trip destination, the rules and maintenance of public order pursuant to article 129-a of the education law (“Henderson rules”) and the policies, regulations and orders of the college and its appointed representatives. In the event that the laws of New York City and/or New York State, and the laws of the trip destination conflict, the Trip Chaperone will make a determination as to the appropriate course of action;

The students’ behavior at off-campus activities is reflective of their college and the University, and, therefore, students are expected to conduct themselves appropriately and comply with applicable University policies, procedures, rules and regulations. Violations of the foregoing requirements may subject participants and sponsoring organizations to disciplinary action pursuant to Article XV of the CUNY Board of Trustees Bylaws;

Trip participants need to be aware and understand that the circumstances of an offcampus activity may require a standard of decorum that may differ from that applicable on campus or at home, and be aware that compliance is important to the success of the trip and to the University’s willingness to permit future similar activities. Participants should be aware that the college retains discretion to impose additional requirements and/or behavioral standards as circumstances warrant.

All CUNY Trips must conform to the CUNY Policy on Drugs and Alcohol. All trip participants are reminded that CUNY Trips are a “CUNY-sponsored activity” and that the CUNY Policy on Drugs and Alcohol states: “The unlawful manufacture, distribution, dispensation, possession, or use of drugs or alcohol by anyone, on CUNY property (including CUNY residence halls), in CUNY buses or vans, or at CUNY-sponsored activities, is prohibited.” All trip participants are also prohibited from bringing alcohol onto CUNY Trip locations. Drug and alcohol abuse and misuse will not be tolerated on CUNY Trips. Violation of CUNY regulations or policies may result in immediate dismissal from the trip and academic and/or disciplinary action upon return to campus. If the Trip Sponsor or Trip Chaperone, at their discretion, concludes that a student participant has violated local laws and/or CUNY regulations or policies this may result in immediate dismissal from the CUNY Trip and/or disciplinary action upon return to campus. This decision must be made in concert with the Chief Academic Officer, Chief Student Affairs Officer, or their designee. A student dismissed from a CUNY Trip for a documented violation of University or trip rules may be required to depart at the student’s own expense, without credit or refund of any monies paid for. For further information see the CUNY Drug and Alcohol Policy, please visit:

CUNY is committed to promoting a safe and secure environment for all members of our community. CUNY’s policies prohibit sexual misconduct, including sexual harassment, gender based harassment, and sexual violence of any kind. All students, faculty and staff are expected to maintain a working and learning environment free from harassment and discrimination. CUNY does not tolerate sexual misconduct committed by CUNY Trip participants (students, faculty, or staff), whether at the home campus or while in travel status; it is illegal and prohibited by University policy.

A CUNY participant who experiences or observes sexual misconduct during a domestic trip should report the incident to the Trip Chaperone, Trip Sponsor, campus Title IX Coordinator, and/or campus Public Safety Director.

A CUNY Trip participant who is the victim or observes sexual misconduct while under the influence of drugs or alcohol should seek medical help and report the incident. The participant will not be disciplined for the drug/alcohol use in accordance with the CUNY Drug/Alcohol Use Amnesty Policy.

iii. Retaliation is illegal. Retaliation is adverse treatment of an individual because he/she made a sexual harassment/sexual violence or other discrimination complaint, opposed discrimination/sexual harassment/sexual violence, or cooperated with an investigation. The University will seek to discipline anyone found to have engaged in retaliation.

Participants are reminded that faculty and staff are prohibited from engaging in intimate relationships with students for whom they have a “professional responsibility”. Pursuant to CUNY’s Policy on Sexual Misconduct, faculty and staff that accompany students on trips have a professional responsibility for those students.

CUNY will use its best efforts to handle allegations of sexual misconduct on a domestic trip in the same manner that it handles allegations of sexual misconduct on campus. Due to logistical limitations, CUNY is not always able to investigate incidents that are alleged to have occurred during an off campus trip in the same time frame or in the same manner that it investigates incidents that are alleged to have occurred on campus. However, to every extent possible, CUNY will offer and provide interim supportive measures to the students involved.

If a student has experienced sexual misconduct during a CUNY Trip, he or she is entitled to support from trip staff on site, or a CUNY faculty or staff for group trips, and on campus upon the student’s return. For more information see the University Policy on Sexual Misconduct.

Participants in CUNY Trips are responsible for their own behavior and any resulting consequences. The University shall not be liable for any loss, damage, injury, or other consequence resulting from a participant’s failure to comply with University rules and regulations, the direction of University employees, or applicable laws.

Participants in CUNY Trips are required to comply with lawful directions issued by representatives of the University when they are acting in their official capacities. Failure to comply with lawful directions may result in disciplinary action pursuant to applicable University disciplinary processes, if any.

Student Organizations: The Trip Sponsor must identify a Trip Chaperone that will travel with the group or be the onsite liaison with the campus, as per approval by the CAO or CSOA.

Students should approach offers to organize travel with caution, especially if they offer clinical or other professional experience. Trips emphasizing volunteer service/humanitarian goals should be scrutinized in terms of the participants’ ability to provide meaningful assistance in light of their qualifications, and in terms of their ability to employ standard safety procedures in that setting.

In order to avoid conflicts of interest in recruiting CUNY Trip participants, student organization officers may not personally accept free or discounted travel in exchange for meeting a recruitment quota.

Driving: If students decide to operate a motor vehicle, it is at their own risk.

#### B. Requirements and Responsibilities of Administration, Faculty & Staff on CUNY Trips:

Pre-Trip Communications: Before Departure the Trip Sponsor or Trip Chaperone shall communicate with all trip participants via a pre-trip meeting, email, or other written means, the planned itinerary, behavioral expectations transportation, and lodging details so that all trip participants are aware of what they can expect.

Trip Sponsor Expectations: Trip Sponsors shall ensure that the following, as applicable, is communicated either by themselves or the Trip Chaperones to the trip participants:

Remind all students to carry any personal medications that they require, health insurance cards and emergency contact information at all times. Remind participants to be mindful of any prescription drug or over-the-counter medication program they take, and plan with their medical provider to ensure an adequate supply for the duration of the trip.

Advise trip participants that they may want to voluntarily disclose to the Trip Chaperone any disabilities, problems, or health issues that may need to be accommodated during the trip. For programs requiring an application process, the medical and health disclosure should take place only after the participant gains acceptance to the program. The program will be better able to serve the needs of participants who disclose that they are asthmatic, diabetic, or experience particular drug and food allergies prior to departure.

Remind trip participants to take the necessary precautions during times of extreme temperatures or weather conditions. For instance, when it is hot, participants should stay hydrated and wear light and light-colored clothing and use sunscreen if there is a lot of sun exposure.

Remind trip participants to be vigilant of their surroundings. For example, participants should be advised that they should employ safety skills such as not travelling or going out alone, being careful at night, etc. Provide trip participants with information about the neighborhoods in and around the destination site(s).

Advise trip participants that valuables either should not be brought along on the trip or should be secured at all times; discourage participants from bringing large amounts of cash and remind them to secure wallets and purses to avoid pickpocketing.

When participants are placed in dorms or hotels with roommates, the adjustment to sharing close quarters may be significant. Prior to departure for the trip, Trip Sponsors should inform participants that they will share and occupy space with students who may be different from them in terms of race, ethnicity, sexual orientation, physical abilities, religious observances etc.



Remind trip participants to report any incidents of sexual misconduct that they observe or experience to the Trip Chaperone, Trip Sponsor, the campus Title IX Coordinator, and/or Campus Public Safety.

Trip Chaperone Expectations: Trip Chaperones have many responsibilities before, during, and after the CUNY Trip whether at CUNY, while in route, and while at the destination of the trip. Trip Chaperones shall:

a. exchange emergency contact information (phone numbers and email addresses) with trip participants;

be available and on-call at all times (24/7) during the CUNY Trip to respond to trip participant concerns and problems as needed;

at all times (24/7) during the CUNY Trip, have access to a full set of student participant Off-Campus Activity Participation, Waiver, and Emergency Contact Forms and leave copies that are accessible by the Trip Sponsor at the CUNY institution;

serve as the official University representative in cases of emergency;

coordinate emergency response and all communications between and among the college, the University, and the relevant persons and organizations on-site;

notify authorities at the local site in the event that one or more trip participants cannot be accounted for or is missing;

ensure students receive medical attention by trained professionals in case of a medical emergency;

be familiar with and follow all existing University policy and guidelines, including those on sexual misconduct and confidentiality and federal laws and regulations such as FERPA, and the Clery Act;

conduct all appropriate follow-up activities, such as completing any incident reports;

complete training on sexual harassment and sexual violence awareness for employees. Training must be verified to have been completed within twelve months prior to trip departure

be considered Responsible Employees under CUNY's Policy on Sexual Misconduct and be required to report any allegations of sexual misconduct of which they become aware to the program's Campus Director who will report the incident to the campus Title IX Coordinator, or during evening and weekend hours, to public safety. Such notification must occur as soon as possible but no later than twenty-four hours after notice of the incident;

be considered "Campus Security Authorities" under the Clery Act, meaning that they are required to report allegations of crimes that are reportable under the Clery Act to Campus Public Safety. Therefore, the Chaperones are required to report to the trip sponsor and/or Campus Public Safety all incidents of alleged misconduct that could constitute a criminal offense. Campus Public Safety will determine whether the incident is required to be reported on the college's Annual Security Report pursuant to the Clery Act.

be prohibited from engaging in intimate relationships with students for whom they have a "professional responsibility." Pursuant to CUNY's Policy on Sexual Misconduct, faculty and staff that accompany students on trips have a professional responsibility for those students;

For overnight group trips, conduct or ensure pre-departure training for all trip participants including sexual misconduct awareness and reporting procedures, as well as alcohol use awareness as outlined in Section IV.A.2;

Trip Chaperones are asked to abstain from consuming alcoholic beverages for the duration of the trip.

In order to avoid conflicts of interest, Trip Chaperones are prohibited from personally accepting free or discounted travel in exchange for meeting a recruitment quota.

## V. EMERGENCY PROCEDURES FOR TRIP SPONSORS AND CHAPERONES

As applicable, Trip Sponsors and Trip Chaperones shall:

make reasonable efforts to plan for trip emergencies and contingencies, consistent with professional standards for the organization of educational trips;

be prepared to contact appropriate service providers and notify authorities at the site in the event that one or more students are missing or cannot be accounted for at the destination site. If, following an immediate search, the student(s) cannot be located; the Trip Sponsor/Trip Chaperone shall contact local police and the Trip Sponsor, or campus public safety, and shall make every effort to reach the student's emergency contact. The Trip Sponsor/Trip Chaperone in consultation with college officials shall determine whether other students should leave the site and whether the Trip Chaperone should remain at the site where the student went missing or proceed with the rest of the students to the next location. Emergency contacts must be notified and kept updated as to the status of the search for the missing student(s);

contact local police or law enforcement to report theft, vandalism, or any other criminal activity;

contact the local emergency medical provider for medical emergencies;

contact the Chief Academic Officer, the Chief Student Affairs Officer, or the Office of Public Safety for emergencies;

complete any Incident Reports within 24 business hours of return to the campus, except for any allegations of sexual misconduct which must be reported as soon as possible but not later than within twenty-four hours of notice of the incident;

report all injuries or illnesses to the Chief Academic Officer or Chief Student Affairs Officer, as appropriate. In the event that a participant is severely injured, requires hospitalization or experiences another event that requires a substantive change to the itinerary, contact the Chief Academic Officer or the Chief Student Affairs Officer to determine the best course of action. Trip Chaperones must not leave a hospitalized student behind without having first notified the student's emergency contact and developed a plan with the CSAO or CAO for addressing the situation.

report vehicle accidents to local police or law enforcement departments and to the appropriate campus officials, including public safety;

report all allegations of sexual misconduct of which they become aware. Advise student of the Trip Chaperone's obligation to report and assist the student to receive medical attention where appropriate.

## 8.2 CUNY School of Law Foundation

Donations made directly to student organizations are not tax-deductible for donors. The City University of New York School of Law Foundation, Inc., an independent, tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code, can administer donations that are tax-deductible for donors. This includes contributions for qualifying activities and programs, such as fellowship fundraising, educational programming, and related activities. Student organizations recognized by the Student Affairs Council of CUNY School of Law that wish to having fundraising initiatives should reach out to the Office of Student Affairs to coordinate with the Office of Institutional Advancement.

## 8.3 Travel by Students as Part of Coursework, as Part of an Authorized Student Organization Activity, and Independent Academic Travel

<https://www.cuny.edu/about/administration/offices/ehsrm/heathandsafety/travel/>

[Domestic Travel Guidelines Forms\[94\]](#)

## 9.1 Access to Student Records

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

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

A student who wishes to inspect and review his/her education records may make the request to the Registrar's Office in room 4-109 or via email at [registraroffice@law.cuny.edu](mailto:registraroffice@law.cuny.edu)

The following categories of information may be made available to individuals with a legitimate interest in such information:

1. Student's name;
2. Attendance dates;
3. Telephone listing;
4. Home address;
5. Present address;
6. Major and minor fields of study;
7. Degrees and awards received.

This shall not be construed to mean that such information is required to be released. Information is released in accordance with the relevant Federal and State laws and the City University of New York guidelines.

By sending written notice to the Registrar's Office any presently enrolled or former student may request that any or all the information stated above not be released without her/his prior written consent.

For any questions or concerns about FERPA, please contact Dr. Jonathan Vela Enriquez at [registrarlaw@cuny.edu](mailto:registrarlaw@cuny.edu).

## 9.2 The City University of New York – Policy on the Submission of Fraudulent Documents and on the Omission of Information in Support of an Application for Admission

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

The submission of documents in support of applications for admission such as transcripts, diplomas, test scores, references, or the applications themselves, that are forged, fraudulent, altered from the original, materially incomplete, obtained under false pretenses, or otherwise deceptive (collectively referred to as fraudulent documents) is prohibited by The City University of New York (CUNY) and may be punishable by: a bar on applying for admission, suspension, and/or expulsion. The term "applications for admission" includes transfer applications.

Materially incomplete applications include applications that fail to include all prior post-high school college level courses, regardless of whether (i) the courses were taken at a postsecondary institution in the United States or outside the United States, (ii) the applicant received a degree at the post-secondary institution (iii) the applicant is seeking credit for such courses, or (iv) the applicant is changing majors/careers.

### PROCEDURES FOR IMPOSITION OF SANCTIONS

#### I. Pre-Enrollment

Whenever an applicant for admission to any college of CUNY submits, as part of an admission application, a document that is found to be fraudulent before an admission decision is made or before the applicant has enrolled, the applicant shall be barred from enrolling in any college of CUNY the year of the application and for a period of five years after the year of the application that contained the fraudulent material. If done a second time, there shall be a lifetime ban on admission to any college of CUNY. In the

event of the submission of fraudulent documents, CUNY will notify the applicant in writing of this prohibited act and the penalty, and advise the applicant of the opportunity to appeal the decision in writing to the Vice Chancellor for Student Development. The applicant may then submit a written statement and evidence demonstrating that the document is not fraudulent or advancing some other defense. The Vice Chancellor may reduce or withdraw the penalty, if he or she finds the document to be authentic, that the submission of the document was not the fault of the applicant, or otherwise deems it appropriate.

## **II. Post-Enrollment**

If, after a student has completed registration or begun classes in a CUNY college, it is found that the student had submitted a fraudulent document in support of an application for admission, the student shall be suspended from CUNY for five years. A second offense shall result in expulsion. The suspension or expulsion shall apply to all colleges of CUNY. The accused student shall be notified of such suspension or expulsion in writing and shall be entitled to appeal within 30 days of receiving notification and request a hearing pursuant to Article XV of the CUNY Bylaws, at which the college faculty-student disciplinary committee shall determine the facts, based upon which the disciplinary committee may, if persuaded that the document is authentic or that another defense is demonstrated, withdraw or a reduce the penalty. The penalty shall not take effect until after the period to appeal has expired or upon the completion of the hearing. An adverse decision of the disciplinary committee shall be appealable by the accused student to the college president and a Board committee pursuant to Article XV of the CUNY Bylaws.

## **III. Post-Graduation.**

If, after a student has graduated, it is found that the graduate submitted a fraudulent document in support of an application for admission, then he or she shall be notified in writing. The accused graduate shall be entitled to a hearing pursuant to Article XV of the CUNY Bylaws, at which the college faculty-student disciplinary committee shall determine the facts, based upon which the disciplinary committee may make a decision to impose a penalty of suspension from CUNY for five years, and may also recommend the revocation of the degree or certificate that had been awarded to the student. A second offense shall result in expulsion. The suspension or expulsion shall apply to all colleges of CUNY. An adverse decision of the disciplinary committee imposing a suspension or expulsion shall be appealable to the college president and a Board committee pursuant to Article XV of the Bylaws. In the event the disciplinary committee recommends the revocation of a degree or certificate, the degree or certificate shall be revoked upon approval by the Board of Trustees after considering the recommendation of the faculty of the college.

## **IV. NOTIFICATION TO THE VICE CHANCELLOR**

The Vice Chancellor for Student Development shall be notified of all bars from applying for admission, suspensions, and expulsions under this policy and shall implement them on a University-wide basis.

## **V. DISSEMINATION**

CUNY officials shall publicize this policy and its penalties. Where appropriate, CUNY officials shall share the decisions, findings and supporting evidence on specific cases with civil and criminal authorities.

Effective Date: October 1, 2006

# **9.3 Maintenance of Records**

Student records are maintained in the Law School's Registrar's Office.

The Law School respects the privacy of all students. Students' access is granted upon written notice to the Registrar's Office. All information in the file, except any documents to which the student waived access, is freely available for inspection by each student upon written request and during business hours. A record of such requests is maintained by the Registrar's Office.

For any questions or concerns about student records, please contact Dr. Jonathan Vela Enriquez at registrarlaw@cuny.edu

# **9.4 Notification Under FERPA of Student Rights Concerning Education Records and Directory Information**

## **GUIDELINES FOR THE IMPLEMENTATION OF THE STUDENT RECORDS ACCESS POLICY AND THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Student Records Access Policy of the Board of Trustees of The City University of New York (CUNY) provides that the University and its colleges shall be in full compliance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S. §1232g, and its implementing regulations, 34 CFR Part 99.

Under FERPA, students generally have the right to review their education records and must consent in writing before certain personally identifiable information is disclosed to third parties. These guidelines contain information about these requirements and important exceptions, as well as definitions, procedures, and the annual notification of student rights.

### **I. Definitions**

#### **II. Student's Right to Review Education Records**

- A. Procedures for Review and Inspection
- B. Records Not Subject to Mandatory Access
- C. Procedures for Amending or Correcting Records

#### **III. Disclosure of Education Records**

- A. Student Consent Required
- B. Directory Information
- C. Disclosure of Education Records without Prior Consent
- D. Recordkeeping Requirements
- E. Limits on Redisclosure

#### IV. Procedural Requirements

A. Annual Notification of Rights

B. Appeal Rights

#### V. Forms

A. Notification of Student Rights Concerning Education Records and Directory Information (required annual notice)

B. FERPA Release Form (for students who want records disclosed)

C. Directory Information Non-Disclosure Form (for students who wish to object to the disclosure of directory information)

D. College Denial of Appeal for Access to Records

E. Student Appeal Form

#### I. DEFINITIONS used in this Guidance and attachments:

A. **Student.** A current or former student at a college, including a student in an online course or program, who has attended a class. An applicant is not a student until the applicant has begun attending class at a college or other CUNY program. An individual who is a student at one CUNY college is not a Student at another CUNY college unless he or she also attends classes at that other college. An individual remains a student while working under a work-study program.

B. **Directory Information.** Directory information is information in a student's education record not generally considered harmful or an invasion of privacy under FERPA. It may be disclosed to others without a student's prior written consent, subject to certain exceptions. Information considered directory information at CUNY is listed in section III.B, below.

C. **Education Records.** Data or information that directly relates to a student and is maintained by a college or the University Central Office. Education Records may be created or recorded in any way, including handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche. Information about a student maintained by an educational institution in a computer database is part of a student's education record and thus protected by FERPA. Unless an exception applies, access to such information is limited to School Officials with a legitimate educational interest in it. Exceptions to the term Education Record are discussed below.

D. **Personally identifiable information (PII).** Information that makes an education record "personally identifiable" to a particular student, including but not limited to:

- a. The student's name or preferred name
- b. The name of the student's parent or other family member
- c. The address of the student or other family member.
- d. Personal identifiers, such as the student's social security number or biometric record
- e. Other indirect identifiers, such as the student's date of birth, place of birth, or mother's maiden name
- f. Other information that, alone or in combination, is linked or linkable to a specific student, and which would allow a reasonable person in the school community to identify the student
- g. Information requested by a person who the college reasonably believes knows the identity of the student to whom the education record relates.

E. **School Official.** A person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement and health services staff); a person or company with whom the college or University has contracted as its agent to provide a service instead of using University employees or officials; a student serving on an official college or University-wide committee, such as a disciplinary committee; or an individual assisting another School Official in performing his or her tasks. Members of the Board of Trustees are also School Officials. A contractor, consultant, volunteer or other party (collectively "contractor") to whom a college or the University has outsourced institutional services or functions may be a School Official so long as the contractor is performing services that would otherwise be performed by employees, is under the direct control of the college or the University with respect to the use and maintenance of education records, and is subject to the requirements on use and re-disclosure of PII set out below. The State Comptroller and his or her agents and representatives are also School Officials for auditing CUNY's educational programs.

F. **Legitimate Educational Interest.** A School Official has a legitimate educational interest in obtaining access to a particular record if access is reasonably necessary to fulfill his or her professional responsibilities for the college or University.

G. **FERPA Appeals Officer.** College official or employee designated by the President to hear student appeals from denials of access to records, requests to correct records or other rights under FERPA.

H. **General Counsel and Vice Chancellor for Legal Affairs.** The General Counsel and Vice Chancellor for Legal Affairs ("General Counsel") is charged with hearing appeals concerning failures by any college to comply with FERPA. The Office of the General Counsel and Vice Chancellor for Legal Affairs ("OGC") is also responsible for issuing advisory memoranda on FERPA.

#### II. STUDENT'S RIGHT TO REVIEW EDUCATION RECORDS. A student generally has the right to review his or her own education records.

##### A. Procedures for Review and Inspection.

1. A college must permit a student to inspect and review his/her education records within 45 days of the college's receipt of an access request, subject to the exceptions below. Such a request shall be made to the college's Registrar. Although an initial request may be oral, the college should require the student to write the request and identify the records the student wishes to inspect. A school official may be present when the student inspects and reviews education records; this is advisable if the student inspects original records. FERPA provides a right to inspect and review; it generally does not require the college to provide copies of records to the student or to allow the student to make copies on their own electronic device.

2. If the request is denied or not responded to within 45 days of receipt, the student may appeal to the College's FERPA Appeals Officer. The appeal must be in writing and should identify the records to which access was requested, the date of the original request for access, the person to whom the request was made, and the reasons why the student believes that the student has a right of access to the record. The FERPA Appeals Officer should decide on the appeal no later than 30 days after receipt. Denial of an appeal for access must be in writing and contain the reasons for the denial and a statement that the student has a further right to appeal. Attachment D is a suggested form for a college's denial of an appeal. The student who wishes to appeal must, within 30 days, send the appeal to OGC at 205 East 42nd Street, 11th Floor, New York, New York, 10017. Attachment E is a suggested form for a student's appeal.

B. **Records Not Subject to Mandatory Access.** A student has no right to review, and the College need not permit inspection of, the following types of records. (Please note that other laws, such as state medical privacy laws or the New York State Freedom of Information Law (FOIL), may relate to some of these categories).

1. Confidential letters and confidential statements of recommendations placed in the education records before 1975, or after January 1, 1975, if the student (1) has waived the right to inspect and review those letters and statements, and (2) those letters and statements are related to the student's (a) admission to an educational institution, (b) application for employment, or (c) receipt of an honor or honorary recognition; and (3) the waiver is not required as a condition of admission to or receipt of another service or benefit from the college.
2. Financial records of the student's parents, and any information those records contain.
3. Records that are in the sole possession of the maker are used as a personal memory aid and are not accessible or revealed to another person except as a temporary substitute for the maker of the record.
4. Records maintained on behalf of a college by its law enforcement unit (i.e., Public Safety Department or equivalent) or by a contract guard service, provided that such records are (1) created and maintained by the law enforcement unit; and (2) created for a law enforcement purpose. This law enforcement unit exception does not apply to copies of law enforcement unit records in the possession of another office within the college or to records created and maintained by the law enforcement unit exclusively for a non-law enforcement purpose.
5. Employment records of a college employee who is also a student provided that: (a) such records are normally maintained by the college; (b) such records relate exclusively to the individual's employment; (c) such records are used only for employment purposes; and (d) such employment is not the result of student status (e.g., work study, graduate assistants).
6. Records made by a health care provider—a physician, psychiatrist, psychologist, or other recognized professional/paraprofessional acting or assisting in his or her professional or paraprofessional capacity, which: (a) are created, maintained, or used only in connection with the provision of treatment of the student, and (b) are not disclosed to anyone other than the individuals providing the treatment.
7. Records that pertain to a student but were generated after the student is no longer in attendance and not directly related to attendance as a student (for example, alumni records created after the student's graduation.)
8. Grades on peer-graded papers before they are recorded by a teacher.
9. Any other record, which, pursuant to any other law or regulation, is privileged, or which is otherwise inaccessible to the student.

#### **C. Procedures for Amending or Correcting Records**

1. If a student believes their education records contain information that is inaccurate, misleading, or in violation of the student's privacy rights, they may ask the college to amend the record. The college shall decide whether to amend it within a reasonable time after receiving the request. If the college denies the student's request, it shall inform the student of its decision and of the student's right to appeal to the FERPA Appeals Officer. A student may not contest the assignment of a grade through this procedure but may contest whether the assigned grade was recorded accurately.
2. The FERPA Appeals Officer shall hold a hearing within a reasonable time after receipt of the appeal; reasonable notice of the date, time, and place of the hearing shall be given to the student. The student shall be given a full and fair opportunity to present relevant evidence. The student may be assisted or represented by one or more individuals of his/her choice. The decision must be based solely on the evidence presented at the hearing. The FERPA Appeals Officer shall, within a reasonable time after the hearing, issue a decision in writing and include a summary of the evidence and the reasons for the decision.
3. If because of the hearing, the FERPA Appeals Officer decides that the information is inaccurate, misleading, or otherwise in violation of privacy rights, the college shall (a) amend the record accordingly if the information is inaccurate, in violation of the student's privacy rights, the college shall: (a) amend the record accordingly; and (b) inform the student of the amendment in writing. If, on the other hand, the college decides that the information is correct and not in violation of the student's privacy rights, it shall inform the student of his/her right to place a statement in the record commenting on the contested information or stating why he or she disagrees with the decision of the college. If a statement is placed in the education records of the student, the college shall maintain the statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement relates.

### **III. DISCLOSURE OF EDUCATION RECORDS**

**A. Student Consent Required.** A student's written consent is required to disclose personally identifiable information (PII) contained in education records to someone other than the student, unless the information disclosed is Directory Information (Section III.B) or another specific exception (including the exemption for disclosure to School Officials) applies (Section III.C).

1. The consent must be signed and must (1) specify the records that may be disclosed; (2) state the purpose of the disclosure, and (3) identify the party or class of parties to whom the disclosure may be made. Attachment B is a FERPA Release Form that complies with these requirements.
2. Students and alumni requesting disclosures must provide proof of identity.

**B. Directory Information.** A college may disclose "directory information" to someone other than the student without a student's written consent. One of the primary purposes of directory information is to allow the college to include this type of information from the student's education records in certain school publications, such as online directories, yearbooks, Dean's lists, and other recognition lists, commencement programs, and sports activity materials.

#### **1. Directory information consists of a student's:**

- a. Name
- b. Address (to limited recipients set forth below) \*
- c. Email address (to limited recipients set forth below) \*
- d. Telephone number (to limited recipients set forth below) \*
- e. Attendance dates (semesters and sessions, not daily records)
- f. Photograph
- g. 8-digit student ID number (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity)
- h. Enrollment status (full or part-time, undergraduate or graduate, etc.)
- i. Level of education (credits completed)
- j. Degree enrolled for and major field of study
- k. Participation in officially recognized activities and sports (teams)

I. For members of athletic teams only, height and weight. Degrees, honors and awards received.

\*Address, email address, and telephone number may be released only to employees of the University and its constituent colleges for the purpose of conducting legitimate University business. They may not be shared with individuals and organizations outside the University.

2. Directory information does not include a student's social security number, race, ethnicity, gender or immigration status.

3. Each college must notify its students about directory information and allow them to request that the college not disclose such information. A student may request that directory information not be released without prior written consent by completing a form available on the college's website and in the Registrar's office of each college during regular business hours. Attachment C is a Directory Information Non-Disclosure Form. Students may not block release of their names, identifiers, or email addresses in classes in which the students are enrolled and may not refuse to display student ID cards or badges.

**C. Disclosure of Education Records without Prior Consent.** A college may (and sometimes must) disclose personally identifiable information from an education record of a student without prior consent under the following circumstances:

1. Health and Safety Emergencies. The disclosure is to appropriate parties (including the student's parents) in an emergency if the information is necessary to protect the health or safety of the student or other individuals. This exception applies where a college, considering the totality of the circumstances, can articulate a significant threat to the health or safety of a student or other individual and discloses information to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals. OGC should be consulted, if possible, before releasing information under this emergency provision.

2. To School Officials. The disclosure is to a School Official, as defined above, who has a legitimate educational interest in the record. The College must use reasonable methods to ensure that School Officials have access only to those records in which they have a legitimate educational interest. A legitimate educational interest includes the need for one college to access student records maintained by another college in connection with the investigation or potential discipline of the student for alleged misconduct.

3. Enrollment or Transfer. The disclosure is to an official or employee of another college or institution of postsecondary education 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, provided that the college also gives the student written notice of such disclosure and, upon request, a copy of the record that was disclosed.

4. Designated Governmental Authorities. The disclosure is to authorize representatives of the United States Comptroller General, Secretary of Education, or Attorney General or to State or local educational authorities in connection with an audit or evaluation of Federal or State-supported education programs or for the enforcement of or compliance with Federal legal requirements which relate to those programs.

5. Financial Aid. The disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for purposes such as the determination of eligibility, amount or conditions, or enforcement of the terms and conditions of the aid.

6. Court Order or Subpoena. The disclosure is to comply with a judicial order or lawfully issued subpoena. Before complying with an order or subpoena, the college must notify the student so that the student may seek protective action and do so by mail five business days before compliance unless OGC has authorized a shorter period. The notice should be sent to the last known address for the student and may also be sent to the student's last known email address. There is an important exception to the requirement that students be notified in advance of compliance with a subpoena if a subpoena is:

(a) a Federal grand jury subpoena and the court has ordered that the existence or the contents of the subpoena or the information furnished in response not be disclosed;

(b) any other subpoena issued compliance a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or (c) an ex parte court order obtained by the United States Attorney General or appropriate designee concerning investigations or prosecution of certain federal crimes relating to domestic or international terrorism.

7. Studies Exception. The disclosure is to an organization conducting a study for or on behalf of the college, pursuant to a written agreement, to (a) develop, validate, or administer predictive tests, (b) administer student aid programs, or (c) improve instruction, so long as the study does not permit personal identification of parents and students by those other than representatives of the organization with legitimate educational interests, and so long as the information is destroyed or returned to the educational institution after the study is over.

8. Accrediting Organizations. The disclosure is to accrediting organizations to carry out their accrediting functions.

9. Disciplinary Proceedings arising from alleged crimes of violence or nonforcible sex offenses. The results of such proceeding may be disclosed only in these circumstances:

a. The disclosure is of the results of a disciplinary proceeding against a student whom the college has determined violated an institutional rule or policy in connection with alleged acts that would, if proven, also constitute a crime of violence or nonforcible sex offense. Only the disciplined student's name, the violation committed (including rules violated and essential finding of fact supporting the determination), and the sanction imposed may be disclosed. This applies only if the results were reached after October 6, 1998. The release may not include the name of any other student, such as a victim or witness, absent that student's consent.

b. The disclosure is of the results of a disciplinary proceeding and made to the victim of an alleged perpetrator of a crime of violence or non-forcible sex offense, even if the institution concluded that no violation was committed.

10. To parents or guardians of financially dependent students. The disclosure is to a parent or legal guardian, and the student is dependent on the parent or legal guardian as defined in the Internal Revenue Code Section 152. A copy of the parent's or guardian's latest tax return may be requested as documentation.

11. Alcohol or substance use by those under 21. The disclosure is to inform a parent or legal guardian of a student under the age of 21 at the time of the disclosure that the student has committed a disciplinary violation with respect to the use or possession of alcohol or a controlled substance. The determination may be made other than through a disciplinary proceeding.

12. Litigation and administrative proceedings. The disclosure is made in litigation brought by the student against CUNY, or litigation by CUNY against the student and the records are relevant to that litigation. Similar disclosures are permissible where the institution must defend itself against a complaint made by the student to a government entity or an accreditation or licensing organization.

13. Registered Sex Offenders. The disclosure concerns sex offenders or other individuals required to register under Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994 (Wetterling Act), 42 U.S.C. 14071, and the information was provided to the college under that statute and applicable federal guidelines.

14. Foreign Students with F or J visas. The Department of Homeland Security Office of Immigration and Customs Enforcement ("ICE") is entitled to specified PII about foreign students with F or J visas: the student's name, date and place of birth, country of citizenship, student identification number, physical and mailing addresses, current academic status, date of commencement of studies, degree program and field of study, course titles and grades, grade point average for each term, information about certification for practical training, statement of graduation or termination date and reason, number of credits completed each semester and the student's I-20 ID. ICE representatives do not need a subpoena to obtain this information and notice to the student is not required. Upon request (which the college may obtain in writing), the school has three workdays to respond to any request for information concerning an individual student. If the request concerns a student who is being held in custody, the college must respond orally on the same day. The college is allowed ten workdays to respond to information about a class of students.



15. Students in the Foster Care System. The disclosure concerns a student who is in a foster care placement, and the disclosure is to a representative of a child welfare agency legally responsible for the care and protection of the student such as the New York City Administration for Children's Services.

16. De-identified records and information. The disclosure is of de-identified records and information, and the College has reasonably determined that the student is not personally identifiable, taking into account other reasonably available information.

17. To Military Recruiters (Solomon Amendment). In accordance with federal law, educational institutions are required to disclose student recruitment information to U.S. military recruiters. This information consists of a student's name, addresses, telephone listings, date and place of birth, level of education, academic major, degrees received and educational institution in which the student was most recently enrolled.

**D. Recordkeeping Requirements.** The Registrar's office of each college shall maintain a record of each request for and disclosure of a student education record, other than directory information. For each disclosure, the record must include the parties who have requested and received personally identifiable information from the education records and the basis for obtaining the information, including, in the case of a health or safety emergency, the "articulable and significant threat" to health and safety of a student or other individuals.

**E. Redisclosure of PII.** A college may disclose PII from the education records of a student only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior consent of the student or the college's authorization. Personally identifiable information which is disclosed to an institution, agency or organization, however, may be used by its officers, employees and agents, but only for the purposes for which the disclosure was made. The party to whom the disclosure is made shall be informed in writing of this requirement.

#### IV. PROCEDURAL REQUIREMENTS.

##### A. Annual Notification of Rights.

1. Each college must annually inform its current students of their rights under FERPA. While this notification does not need to be made to students individually, it must be by a means likely to inform students of their rights, such as: in a schedule of classes, student handbook or calendar of school events, or posted at the Registrar's office at the school. This notice should also be placed on the college's web site.

2. Attachment A is a model Notification of Student Rights Concerning Education Records and Directory Information, which includes (a) a statement of the procedures for inspection and review and amendment of education records, (b) the procedure for requesting amendment of records, the criteria for determining who is a School Official, and what is a legitimate educational interest, (c) rights of appeal, and (d) directory information and how to request non-disclosure.

##### B. Appeal Rights

1. A student may appeal an alleged failure by any college to comply with the 12 requirements of FERPA to the College's FERPA Appeals Officer and may appeal the decision of that college officer to the General Counsel within 30 days of the decision of the FERPA Appeals Officer. Attachment E is a form for appeals to OGC. It must be completed in writing and submitted with a copy of the determination of the FERPA Appeals Officer and the reasons why the student disagrees with the determination. If the FERPA Appeals Officer does not issue a decision within 30 days of an appeal or the holding of a hearing thereon, whichever is later, the student may also file with OGC.

2. The General Counsel shall decide no later than 30 days after receiving the appeal. Decisions of the General Counsel shall be submitted to the Board Committee on Student Affairs and Special Programs for its approval, and the student may submit a response.

3. Students are also entitled to file grievances about violations of FERPA with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave, SW, Washington, DC 20202-8520.

Office of the General Counsel

For any questions or concerns about FERPA, please contact Dr. Jonathan Vela Enriquez at registrarlaw@cuny.edu

## 9.5 Notification of Student Immunization Requirements

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

<https://www.law.cuny.edu/academics/registrar/immunization-requirements/>

## 9.6 Transcripts

No information about a student's progress or standing will be sent to any employer or other person or organization without written authorization by the student directing the Law School to transmit such information.

### Official Transcript

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

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

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

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

Parchment, the Law School's transcript vendor, provides electronic and hard copy transcripts to any employer or organization upon request from the student or alumnus. To request an official transcript, please visit <https://www.parchment.com/u/registration/35412467/institution>

The fee for a transcript is \$9.30. Parchment generally processes hard-copy transcript requests within one to two business days, and electronic transcripts are processed within the same day. If students have any questions about their transcript order, they can contact Parchment at <https://www.parchment.com/chat-support/>

Transcripts cannot be released if a student's record is on hold due to unfulfilled financial obligations or any financial aid holds in their account. To remove a financial aid hold, students must email the Office of Financial Aid at [financialaidoffice@law.cuny.edu](mailto:financialaidoffice@law.cuny.edu). For financial holds, students can contact the Office of the Bursar at [bursaroffice@law.cuny.edu](mailto:bursaroffice@law.cuny.edu).

## 10.1 Career Planning

The Career Planning Office is available to current students and graduates to educate and guide them in their career development. We offer a range of services that effectively help them identify goals and then search for employment, internships, and funding, for summer, school year or post-graduation, according to their experience and preferences.

The Office offers a range of resources and services that effectively help you identify your goals and then search for employment, internships, and funding for summer, school year, or post-graduation work to fit your experiences and preferences

Here's a summary of Career Planning's services and resources:

- Individual 1:1 career advisement
- Access to job postings, on-campus recruitment activities, career guides
- Resume and Cover Letter Workshops and 1:1 Advisor Review of materials
- Mock Interviews with Career Advisors and speed mock interviewing
- Employer informational sessions
- Career Panels to introduce students to different areas of legal practice and a bank of video recordings of these panels
- Access to Job Fairs and career events including the Career Exploration Fair, Public Interest Legal Career Fair at NYU, the Equal Justice Works Career Fair
- Alumni Network Referrals
- On-Campus Recruitment
- Reciprocity Requests to use the resources of another law school's career center.

## 10.2 Mental Health and Wellness

We are committed to supporting the well-being of our law students through counseling, referral services, outreach, and education. We respect the dignity of all community members and promote inclusivity and mutual respect regardless of our differences. We acknowledge the presence of bias and systemic inequities and strive to increase awareness and reduce their influence. We reject all acts of hatred and reaffirm our commitment to students of all backgrounds, faiths, races, nationalities, genders, sexual identities, and political affiliations.

### Confidentiality and Counseling Services

As a student at the Law School, you have access to confidential counseling services provided by the school's psychological counselor. All discussions held with the counselor and any information disclosed during these sessions are completely confidential unless the student gives permission to disclose or there is a perceived threat to the student's safety or the safety of others. In such cases, appropriate measures may be taken to ensure the well-being of all parties involved.

### Services Provided

The Wellness Office at CUNY School of Law offers confidential mental health services to currently enrolled students at no cost. These services include consultation, short-term counseling, crisis intervention, educational workshops, and referral services, including support for those experiencing harmful substance use. We encourage students to utilize these resources to support their well-being throughout their academic journey.

To schedule an appointment, please email [mentalwellness@law.cuny.edu](mailto:mentalwellness@law.cuny.edu) using your CUNY Law email address.

### IN AN EMERGENCY OR CRISIS

If you are having an emergency that affects your safety or the safety of others, you should call 911 or go to your nearest hospital emergency room.

If you are having a mental health crisis, you can text CUNY to 741741, or you can call 988, a mental health crisis line, from any phone.

## 10.3 Policy Statement on Reasonable Accommodations

### CUNY Procedures for Implementing Reasonable Accommodations and Academic Adjustments

See also, the CUNY Board of Trustees Policy 7.10 on Effecting Reasonable Accommodations and Academic Adjustments Procedures Relating to Accommodations and Accessibility for Students

The City University of New York ("CUNY") is committed to providing reasonable accommodations and academic adjustments to allow qualified individuals the opportunity to participate in programs, activities and employment. CUNY recognizes that there may be times when employees and their supervisors, as well as students<sup>[1]</sup> and their instructors, can resolve accommodation requests informally. However, in many cases, such requests require a more formal process with the request being made to and considered by a designated decision-maker, with the opportunity for an appeal, as provided for in these procedures.

The following procedures apply to reasonable accommodations and academic adjustments in connection with:

- a disability,
- pregnancy, childbirth, or a medical condition related to pregnancy or childbirth,
- religious practices, and
- status as a victim of domestic violence, sex offense or stalking.

CUNY will thoroughly review all requests on a case-by-case basis in accordance with applicable federal, state and New York City law.

CUNY prohibits retaliation against individuals for requesting reasonable accommodations or academic adjustments, appealing decisions concerning such requests, or for making or participating in claims of discrimination.

All requests for accommodations and academic adjustments, and all supporting documentation, including but not limited to medical information, are considered confidential and will be shared with college officials only on a need-to-know basis. Such documentation will only be used to evaluate the requested accommodation.

Student accommodation documentation will be kept in the Office for Student Disability Services, the Office of Student Affairs, or the Office of Recruitment and Diversity, depending on which office is evaluating the accommodation request.

[1] For the purpose of these procedures, “students” refers to students and prospective students.

## 10.4 Support for Students with Disabilities

### Minimum Student Capacities

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

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

At CUNY School of Law, students must meet both our academic standards and our Minimum Student Capacities, with or without reasonable accommodations. For additional information regarding support services for students with disabilities, please contact the Office of Student Affairs at 718-340-4207.

### Reasonable Accommodations

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the Law School provides reasonable accommodations to qualified students with disabilities. Accommodations are modifications to policy, practice or procedure that ensure equal access to the academic and programmatic components of the law school.

The determination and provision of reasonable accommodations is based on satisfying the documentation guidelines outlined below as well as a clear demonstration that the impairment rises to the level of a disability (e.g. substantially limits or restricts a major life activity (e.g., learning, reading, concentrating, thinking).

Students are responsible for self-identifying to the Office of Student Affairs and initiating the request for accommodation well before the start of the academic semester.

### Documentation Guidelines

Students requesting accommodation based on a disability must provide appropriate supporting documentation. The documentation must provide information to support the need for all accommodations requested and should:

- Be submitted by a licensed professional qualified to diagnose the disability and include their name, title, and professional credentials, including information about state licensure
- Be typed, dated and current (please review Documentation Guidelines below)
- Cite the specific disability or disabilities and include an ICD-10 or DSM-V code
- Describe the functional limitations or impact of the diagnosis in an academic setting
- Include recommended accommodations

Note: the terms *evaluation* and *documentation* are used according to which is more appropriate for the disability type. Both are acceptable forms of supporting documentation for requesting accommodation.

### Learning Disability & Disorder Documentation Guidelines

The evaluation should:

- be conducted by a qualified evaluator (e.g. neuropsychologist, clinical psychologist, school psychologist, etc.)
- be within the last three (3) years and updated as required
- include test scores to document the nature and severity of the disability
- describe the functional impact of the diagnosis in an academic setting and address specifically how the learning process may be affected
- include a rationale for specific recommendations or accommodations.

### ADD/ADHD Documentation Guidelines

The evaluation should:

- be conducted by a qualified professional (e.g. neuropsychologist, psychologist) whose background includes training and relevant experience in the full range of psychiatric disorders;
- be within the last three (3) years and updated as required
- include a summary of relevant historical information, including initial onset, and ADHD subtype
- describe the functional impact of the diagnosis in an academic setting and address specifically how the learning process may be affected
- include a rationale for specific recommendations or accommodations.

#### **Psychological & Psychiatric Guidelines**

The evaluation should:

- be made by a professional (e.g. clinical psychologist, psychiatrist, nurse practitioner) who is qualified with appropriate training in diagnosing psychological and/or psychiatric disorders;
- be within the past two (2) years and updated as required;
- include a summary of relevant historical information, including initial onset, diagnosis, and medication
- describe the functional impact of the diagnosis in an academic setting and address specifically how the learning process may be affected
- include a rationale for specific recommendations or accommodations.

#### **Visual Impairment or Blindness**

The evaluation should:

- include an ophthalmologic evaluation made by a qualified professional or granted by a recognized resource, such as the NY State Commission for the Blind (include CBVH Registry Number);
- be within the past two (2) years; in the case of visual acuity changes, new documentation should be submitted;
- describe the functional limitations caused by the visual impairment
- outline specific recommendations for accommodations/assistive technology.

#### **Deaf/Hard of Hearing Guidelines**

The documentation should:

- include a diagnosis based on an audiological evaluation conducted by a qualified professional;
- be within the past two (2) years and reflect present condition
- describe the functional limitations caused by the visual impairment
- outline specific recommendations for academic accommodations, SLI services, and/or assistive technology.

#### **Mobility/Orthopedic Disabilities**

The evaluation should:

- be made by a qualified professional (e.g. orthopedist, physiatrist, physical therapist, etc.) with the appropriate training in diagnosing mobility impairments and physical disabilities;
- be within the past two (2) years and reflect present condition; and, in the case of prognostic changes, new documentation will need to be submitted;
- describe the functional limitations caused by the mobility impairment
- include a rationale for specific recommendations or accommodations.

#### **Chronic Medical Condition**

The evaluation should:

- be submitted on letterhead by a licensed and qualified medical professional or specialist
- be within the past six (6) months and, in the case of prognostic changes, new documentation will need to be submitted;
- identify medication, if any, and include information describing the possible impact of the medication upon academic performance; and
- describe the functional impact of the diagnosis in an academic setting
- include a rationale for specific recommendations or accommodations

#### **Substance Abuse /Chemical Dependency**

The evaluation should:

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

#### **Other**

Consult with the Office of Student Affairs

#### **Pregnancy Related Accommodations**

Students requesting accommodation based on pregnancy, childbirth or a related medical condition should contact the Office of Student Affairs. Students may be asked to provide supporting documentation and engage in an interactive process, which may include considering a number of factors, such as the student's limitations and the nature and requirements of the academic program, with the goal of finding an acceptable accommodation or academic adjustment.

There may be a need to consult with appropriate college officials, to determine program requirements and possible accommodations and adjustments. Reasonable accommodations or academic adjustments may include, but are not limited to, granting leaves of absence, providing take-home tests to students who are bedridden or homebound, allowing make-up tests and papers, or scheduling a meeting with the instructor for a student who had to miss class because of medical appointments or medical complications in order to make up missed content.

A grant or denial of the request must be made as soon as practicable, taking into account the urgency of the request, and sent to the student in writing, either stating the accommodation, or for denials, the reason(s) the request was denied.

**For more information please visit:** [Accommodations based on Pregnancy, Childbirth or a Related Medical Condition](#)

#### **Religious Accommodations**

Students requesting religious accommodation should contact the Office of Student Affairs where they will engage in an interactive process with the goal of finding an acceptable accommodation.

The interactive process may include consideration of a variety of factors, such as the individual's religious practices and the academic program's functions and requirements. Reasonable accommodations may include, but are not limited to, flexible arrival and/or departure times, permission to make up a test or lecture, leave or assignment changes, time and/or space to pray, or accommodation relating to appearance or dress.

CUNY generally will not question that a request for religious accommodation is based on a sincerely held belief. However, if CUNY has genuine reason to doubt that a belief qualifies as religious, or is sincerely held, CUNY may make a limited inquiry, asking for supporting documentation. The documentation submitted may include the requestor's first-hand explanation, or explanations from others, such as a religious official or clergy member, who are aware of the religious practice or belief.

A grant or denial of the request must be made in as soon as practicable, taking into account the urgency of the request, and sent in writing to the individual making the request, either stating the accommodation, or for denials, the reason(s) the request was denied.

Consistent with New York State Education Law § 224-a, students who are absent from school because of a religious belief will be given the equivalent opportunity, without any additional fee charged, to register for classes or make up any examination, study or work requirements missed because of such absence on any particular day or days.

**For more information please visit:** [Religious Accommodations](#)

#### **Appeal of Disability Accommodation & Academic Adjustment Decisions**

Students may appeal determinations concerning requested accommodations and academic adjustments by filing a written complaint with the 504/ADA Coordinator. The 504/ADA Coordinator, or a designee, will mediate to try to resolve the issues between the student and the College to find an acceptable accommodation. If a mutually acceptable accommodation cannot be determined, then the 504/ADA Coordinator, or a designee, will investigate the complaint and make a recommendation to the College President, who will make the decision concerning the complaint. If the student believes that a decision to deny the request was based on unlawful discrimination, then the student may exercise any and all rights available under law without fear of retaliation, including filing a complaint with the United States Department of Education's Office for Civil Rights ("OCR").

## **10.5 Petition to Reschedule Exams**

#### **Petition to Reschedule Midterm & Final Exam Due to Emergency**

If you are registered with the Office of Student Affairs for a disability and encounter an emergency that requires you to miss a scheduled midterm or final exam you should notify the Office of Student Affairs [studentaffairs@law.cuny.edu](mailto:studentaffairs@law.cuny.edu) within 24 hours of the exam to determine whether your exam can be re-scheduled.

Valid reasons for re-scheduling an exam include, but are not limited to: severe illness, emergency hospitalization, vehicular accident, and family illness/emergency.

Permission to re-schedule a midterm or final exam due to an emergency is at the sole discretion of the Office of Student Affairs. The Office of Student Affairs reserves the right to grant or deny a student's petition to reschedule an exam and to set the exam date. There is no appeal process for this determination.

#### Procedure

Notify the Office of Student Affairs [studentaffairsoffice@law.cuny.edu](mailto:studentaffairsoffice@law.cuny.edu) within 24 hours of the exam and submit supporting documentation verifying an extenuating circumstance that is (1) unforeseen, (2) unavoidable (3) demonstrably beyond the student's ability to control and (4) of such severity to warrant consideration.

Petitions that are not accompanied by supporting documentation will not be considered and may result in a grade reduction on the exam, or a grade of "Fail" (F) for the examination.

The supporting documentation provided to the Office of Student Affairs should be typed, dated and drafted by a qualified person (see example below)

- ***In the case of emergency hospitalization or illness:*** documentation should be drafted by a licensed professional, including their name, title, and professional credentials, and cite the reason for hospitalization or illness for which treatment was sought.

Exams will be re-scheduled as soon as possible after the original exam date within the exam period. Exams will not be re-scheduled beyond one day after the end of the published exam period. Please refer to the Incomplete Policy for further information.

#### Petition to Reschedule Due to Conflict

Students may petition to reschedule a final exam due to either of the following:

- 1) direct conflict: two final examinations scheduled at the same time
- 2) effective conflict: three final examinations scheduled within any 48-hour period

#### Procedure

Submit a [Petition to Reschedule Due to Conflict](#) form at least one full week before the examination.

#### NOTE: Rescheduled Final Exam Fee

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

## 10.6 Financial Aid

### Introduction to Financial Aid

The City University of New York (CUNY) School of Law is committed to providing accessible and affordable legal education. The school offers various financial aid options, including scholarships, grants, loans, and work-study programs, to ease the financial burden of obtaining a law degree. This support helps diverse students pursue legal education and reduces financial pressure, allowing them to focus on their studies and pursue career paths in public interest law or other critical legal fields. CUNY Law aims to demystify the financial aid process and work individually with students to ensure financial barriers do not hinder aspiring lawyers' dreams and ambitions.

### Types of Financial Aid

#### Federal Loans

For CUNY Law students, federal student loans are the primary source of financial aid due to their relatively lower interest rates and more flexible repayment options than private loans. There are mainly two types of federal loans available for students:

#### Direct Unsubsidized Loans

Direct Unsubsidized Loans are available to graduate and professional students, including law school students. Interest begins accruing on these loans at the time of disbursement, and students are responsible for paying all the interest. You can postpone the payments while in school and during a six-month grace period after graduation, but interest will continue accumulating.

- **Eligibility Criteria:** Eligibility does not depend on financial need. Students must be enrolled at least half-time and meet general federal student aid eligibility requirements, including being a U.S. citizen or an eligible non-citizen.
- **Borrowing Limits:** Students can borrow up to \$20,500 per academic year. The aggregate limit, which includes undergraduate loans, is \$138,500.

#### Direct PLUS Loans (Grad PLUS Loans)

Grad PLUS Loans are federal loans that graduate and professional students can use to help pay education expenses not covered by other financial aid. Unlike Direct Unsubsidized Loans, Grad PLUS Loans require a credit check, although the credit requirements are less stringent than private loans. Applicants with an adverse credit history may still receive a loan through endorsements or by proving extenuating circumstances.

- **Eligibility Criteria:** Applicants must not have an adverse credit history, must be enrolled at least half-time, and must meet general federal student aid requirements.
- **Borrowing Limits:** The maximum amount you can borrow is the cost of attendance (as determined by the school) minus any other financial aid received. Grad PLUS Loans are helpful for covering remaining expenses after other aid forms have been exhausted.

#### Essential Considerations for Federal Loans:

- **Interest Rates:** Federal loan interest rates are set by Congress and fixed for the loan's life. The rates for Direct Unsubsidized Loans and Grad PLUS Loans differ, with Grad PLUS Loans typically having a higher interest rate.
- **Loan Fees:** Both loan types have loan origination fees, which are a percentage of the loan amount and are deducted from each disbursement.
- **Repayment Plans:** Federal loans offer various repayment plans, including income-driven ones, which can adjust your monthly payments based on income. Additionally, there may be opportunities for loan forgiveness through programs like Public Service Loan Forgiveness (PSLF) for those who work in public service jobs.
- **Application Process:** Students must complete the Free Application for Federal Student Aid (FAFSA) to apply for federal student loans. The FAFSA is also the key to accessing other federal and state financial aid forms.

Federal loans should be your first choice when borrowing for law school due to their favorable terms and protections. Please consider your anticipated debt and future salary when deciding how much to borrow, considering the long-term implications of your decisions.

#### Grants and Scholarships

Grants and scholarships provide law students with essential financial support that can be paid, making them highly sought after. These awards can come from various sources, including the school, legal organizations, foundations, and other external entities. They can be based on merit, financial need, diversity, or a specific area of legal interest.

CUNY Law provides scholarships to students based on financial need. These awards are granted to those who demonstrate financial necessity and complete the financial aid application process. Students must fill out the Free Application for Federal Student Aid (FAFSA) to qualify for these scholarships.

Various organizations and foundations offer scholarships and grants to law students. These awards are typically competitive and are based on many different criteria:

- **Merit-based:** Recognizing academic excellence, leadership skills, and other achievements.
- **Need-based:** Providing support to students who demonstrate financial need.
- **Diversity scholarships:** Aim to increase the representation of underrepresented groups in the legal profession. These scholarships can be based on race, ethnicity, gender, sexual orientation, disability status, or other factors.
- **Scholarships for specific legal interests:** These scholarships are targeted at students pursuing careers in particular fields of law, such as human rights, public interest, environmental law, health law, etc.

When searching for and applying to external scholarships, it's essential to start early, pay close attention to application deadlines, and tailor your application to align with the scholarship's criteria and values. Please be prepared to submit essays, recommendation letters, and transcripts and to show how receiving the scholarship will help you achieve your legal career goals.

### Federal Work-Study Programs

Federal work-study programs and school-specific employment opportunities offer valuable ways for law students to finance their education while gaining professional experience. Here's an overview of how these programs typically work:

#### Federal Work-Study Programs

Federal Work-Study (FWS) provides part-time jobs for students with financial needs, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's law study.

- **Eligibility:** Students must demonstrate financial need through the Free Application for Federal Student Aid (FAFSA) to qualify for FWS. Eligibility also depends on the school's funding level and the student's financial aid package.
- **Pay and Hours:** The amount a student can earn through FWS is determined by their financial need and the school's funding. The pay will at least be the current federal minimum wage, but it might be higher depending on the job and the skills it requires. Students are paid by the hour, and schools must pay students at least once a month.
- **Types of Jobs:** FWS jobs can be on-campus or off-campus. On-campus jobs often involve working for the school, while off-campus jobs are usually with nonprofit organizations or public agencies, and the work performed is in the public interest. We offer work-study positions in our legal clinic or other law-related roles, providing students with valuable professional experience.

### School-Specific Employment Opportunities

In addition to federal work-study, we offer employment opportunities that might be outside the federal program. These include:

- **Research Assistant Positions:** Law professors often hire law students to assist with legal research, writing, or other academic projects. These positions can provide deep insights into specific areas of law and valuable mentorship from faculty.
- **Administrative Roles:** We have a variety of administrative positions available for students, from working in the admissions office to assisting in the library.
- **Legal Clinics:** Students may work in our legal clinic by supervising attorneys and providing legal services to the community. While some of these positions may be volunteer-based, others might offer pay or work-study funding.
- **Teaching Assistantships:** Some positions assist in teaching first-year courses or other classes, such as legal writing.

### Benefits of Work-Study and Employment Opportunities

- **Professional Experience:** These jobs provide students with valuable work experience, which can be particularly beneficial in competitive job markets.
- **Networking Opportunities:** Working on campus or in roles connected to the student's field of study offers opportunities to build professional relationships and gain mentors.
- **Financial Support:** Earning money while studying can help reduce the amount of debt students accumulate during law school.
- **Skill Development:** Students develop transferable skills, such as research, writing, and interpersonal communication, that can benefit their future legal careers.

Students interested in these opportunities should contact the law school's financial aid office to learn about available positions, application processes, and deadlines.

Review the Federal Work-Study requirements at <https://www.law.cuny.edu/admissions-and-aid/tuition-financial-aid/available-programs/work-study/>.



## Private Loans

When considering financing your legal education, private loans should generally be seen as a last resort after all other funding sources, such as scholarships, grants, federal student loans, and work-study opportunities, have been thoroughly explored. However, there are circumstances where private loans may be necessary to cover the remaining expenses. Here's some advice on when to consider private loans and critical considerations when selecting private lenders:

### When to Consider Private Loans:

1. **After Utilizing Federal Aid:** Federal student loans typically offer lower interest rates, more flexible repayment plans, and loan forgiveness programs. Only consider private loans after you've maximized your eligibility for federal aid.
2. **Gap Financing:** If there's a gap between your financial aid package and the total cost of your education (including living expenses), private loans might be necessary to cover the shortfall.
3. **Cost-Benefit Analysis:** Consider whether the investment in your education, financed partially by private loans, will likely yield a return in future earnings. It is essential in fields like law, where salaries vary widely.

### Key Considerations When Selecting Private Lenders:

1. **Interest Rates and Fees:** Compare interest rates (fixed vs. variable) and fees (origination fees, late fees, etc.) across different lenders. Even a slight difference in interest rates can significantly affect the total amount you'll repay over the life of the loan.
2. **Repayment Plans:** Look for flexibility in repayment plans. Some private lenders offer grace periods, the ability to make interest-only payments while in school, or graduated repayment options.
3. **Co-signer Requirements:** Many private loans require a co-signer with good credit, which can lower your interest rate. Understand the responsibilities and risks for you and your co-signer.
4. **Loan Forgiveness and Discharge Options:** Private loans rarely offer forgiveness programs, unlike federal loans. However, some lenders might provide discharge options in cases of death or disability. Understand your lender's policy.
5. **Customer Service:** Research the lender's reputation for customer service. Access to responsive and helpful customer service can be crucial, especially if you encounter financial difficulties during repayment.
6. **Flexibility During Hardship:** Some lenders offer deferment or forbearance options in case of financial hardship, though these can vary widely. Please look at the terms and conditions.
7. **Loan Consolidation and Refinancing Options:** Future opportunities to consolidate or refinance your loans can affect your long-term financial planning. Some lenders offer competitive refinancing options that could lower your interest rate or monthly payments.

In conclusion, private loans for legal education should be considered cautiously and carefully. If you determine a private loan is necessary, exhaust all other financial aid forms first and thoroughly research and compare private lenders. Always read the fine print and understand the full implications of borrowing through private loans, considering your career ambitions and potential earnings.

## APPLYING FOR FINANCIAL AID

The 2024-25 academic year FAFSA will be available on December 31. ISIRs will be sent to institutions by the end of January 2024.

FAFSA Guide – [learn about all things FAFSA](#)

## FINANCIAL AID TO-DO LIST

### December

#### Request an FSA ID from the Department of Education

- You can electronically fill out and sign your [Free Application for Federal Student Aid \(FAFSA\)](#).

**Complete your 2024-2025 FAFSA using the IRS data retrieval process.**

- To apply for financial aid for the academic year 2024-2025, complete your FAFSA and use the IRS data retrieval process. It will help streamline the application process and ensure your information is accurate.

**Please look at your Student Aid Report carefully.**

- I would like you to thoroughly review your Student Aid Report to ensure that there are no errors or discrepancies. Please take the time to examine the document carefully and make any necessary corrections or updates. Our school code is G31913.

**January**

**Request an estimated award letter from the Law School.**

- We will send estimated award letters to all future students who completed a FAFSA after January 1, 2024.
- Final award letters are sent through CUNYfirst after enrollment.

**After Matriculation**

**Could you set up your CUNYfirst Account? \***

- Students admitted to the Fall 1L class will get CUNYfirst access and an award letter in early July.

**Receive Entrance Counseling and a Master Promissory Note**

- If you accept student loans, you must complete online Entrance Counseling and a Master Promissory Note (MPN) at [studentaid.gov](https://studentaid.gov). Check your "To-Do List Items" to see if any action is required.

**Sign up for Direct Deposit to expedite your loan funds.**

- Students should sign up for Direct Deposit through CUNYfirst.
- For more information on Financial Aid, please email [financialaidoffice@law.cuny.edu](mailto:financialaidoffice@law.cuny.edu)

**CUNYFIRST FINANCIAL AID TOOLS**

If you receive Financial Aid, you can view all your information using CUNYfirst Financial Aid Tools.

CUNYfirst announcements are sent to your law school email address, so be sure to check your email often for updates and instructions on using CUNYfirst Financial Aid Tools.

In CUNYfirst, you can check your "To-Do List Items" to see if additional documentation is required to finalize your award package. You can learn more about CUNYfirst and Student Self-Service [here](#).

- In CUNYfirst, click the link to view, accept, and decline your awards.
- If you don't see an award notification, check the "To-Do List" for instructions.
- Please respond quickly to avoid packaging and disbursement delays if you need to do anything.
- Accept or decline all financial aid offered and review the award against semester charges.
- Please review your billing statement to ensure that it shows all of the Tuition and Fee charges for your current semester enrollment status.

**CUNY STUDENT FORMS**

[CUNY Student Forms](#) is our new portal, allowing students to sign and upload documents electronically! This new technology means you can securely submit your financial aid documents without entering the campus Financial Aid Office. As you and our staff of financial assistance work through the forms, the CUNY Student Forms software will send you updates in real-time with documentation based on your answers. Once you have submitted all your forms to resolve outstanding financial aid tasks, the integration with our other CUNY applications will update CUNYfirst in real time.

**Process for Reapplying for Financial Aid Each Year**

1. **Complete the FAFSA Annually:** CUNY Law students, like all students seeking financial aid, must complete the Free Application for Federal Student Aid (FAFSA) every year. The FAFSA is the key to accessing federal student aid, including loans, grants, and work-study programs. Submitting the FAFSA as early as possible each year is essential.
2. **Review and Update Information:** When you apply again, please ensure all information on the FAFSA is current and accurate. Changes in income, family size, or the number of family members attending college can affect your aid eligibility.
3. **Respond to Requests for Additional Information:** The financial aid office may request additional documentation to verify the information in your FAFSA or clarify certain aspects of your application. I would appreciate it if you could quickly respond to these requests.
4. **Monitor Your CUNY Law Email and Financial Aid Portal:** Important financial aid notifications, including award changes, document requests, and renewal reminders, will likely be communicated through your school email or a dedicated financial assistance portal.

Maintaining eligibility for financial aid requires careful attention to academic performance, enrollment status, and the reapplication process. For the most accurate and specific information about financial assistance at CUNY Law, it is recommended that you contact the school's Office of Financial. The school provides personalized advice and information tailored to your situation.

## Policies and Procedures

It is essential that you understand the policies and procedures related to financial aid disbursement and adjustments. Understanding these policies and procedures is crucial to effectively managing financial aid and addressing situations that could impact financial aid packages. Here's a general overview of these elements:

### Disbursement of Aid

Financial aid is typically disbursed at the beginning of each semester to cover tuition, fees, and other educational expenses. Any excess funds are returned to the student for additional educational needs.

#### Conditions:

Before disbursement, students are often required to complete specific requirements, such as entrance counseling for loans, signing a Master Promissory Note (MPN), and maintaining satisfactory academic progress (SAP).

#### Adjustments to Aid:

Changes in enrollment or financial circumstances can lead to adjustments in the financial assistance package. Receiving external scholarships or grants may also require adjustments.

### Maintaining Eligibility for Financial Aid

Maintaining eligibility for financial aid at the School of Law is essential, just as at most institutions. This depends on meeting specific academic and enrollment criteria and following the annual financial aid application process. Understanding these requirements is crucial to ensuring continuous financial support throughout your law school journey. Below is a general overview of the practices that likely apply to CUNY Law, although specific details can vary and should be confirmed with the school's financial aid office.

#### Academic Requirements

- **GPA:** Students must maintain a minimum grade point average (GPA) to remain eligible for financial aid. Students must retain a 2.5 or higher on a 4.0 scale for our law program.
- **Satisfactory Academic Progress (SAP):** Beyond GPA, CUNY Law students must meet Satisfactory Academic Progress standards, which include completing a certain percentage of attempted courses. SAP standards are designed to ensure that students are making adequate progress toward degree completion within a reasonable timeframe.

Please review the GPA and SAP policies at <https://www.law.cuny.edu/admissions-and-aid/tuition-financial-aid/satisfactory-academic-progress/>.

#### Enrollment Status Requirements

- **Full-Time vs. Part-Time Status:** Financial aid eligibility often depends on your enrollment status. Full-time students might have access to more financial aid, while part-time students are typically eligible for assistance on a prorated basis. It's essential to know how changing your enrollment status from full-time to part-time or vice versa can affect your financial aid package.
- **Changes in Enrollment:** Dropping classes or withdrawing from the semester can affect your financial aid eligibility. It's important to discuss any significant changes in enrollment status with a financial aid advisor to understand the implications.

### Withdrawing from Classes and The Return of Title IV (R2T4) Funds

The Return of Title IV (R2T4) Fund's policy is a federal regulation that applies to students who receive federal financial aid and who withdraw, drop out, are dismissed, or take a leave of absence from an institution before completing more than 60% of the enrollment period for which they were charged. This policy is crucial for students and institutions alike, as it governs the calculation and return of federal funds disbursed to students who still need to complete their enrollment period.

#### Key Points of the Return of Title IV Funds Policy

1. **Determination of Earned Aid:** The R2T4 policy stipulates that students earn their federal financial aid in proportion to the amount of time they are enrolled during the payment period. If a student withdraws or leaves before completing 60% of the enrollment period, a portion of the federal funds awarded may need to be returned to the Department of Education.
2. **Calculation of Earned vs. Unearned Aid:** The amount of aid that a student has earned is calculated on a pro-rata basis. For example, if students complete 30% of the payment period, they earn 30% of the aid they were initially scheduled to receive. The remaining 70% of unearned aid must be returned to the federal programs.
3. **Institutional vs. Student Responsibility:** The R2T4 calculation determines the amount of federal aid that the institution must return and the amount, if any, that the student must return. Schools must return the lesser unearned Title IV funds or institutional charges multiplied by the unearned percentage. Any amount of unearned grant funds a student must return directly is considered an overpayment.

4. **Order of Return:** Federal regulations specify how funds must be returned to financial aid programs. Typically, funds are returned in the following order: Unsubsidized Direct Loans, Direct PLUS Loans, and other Title IV assistance for which the return of funds is required.
5. **Post-Withdrawal Disbursement:** If it is determined that a student withdrew after having earned more aid than was disbursed, the student may be eligible for a post-withdrawal disbursement of the earned aid that was not received.
6. **Notification:** Institutions must notify students of their R2T4 policy and the financial implications of withdrawing from all courses. They must also inform students of post-withdrawal disbursement eligibility within a specified timeframe.

#### Student Actions and Considerations

- **Notification of Withdrawal:** Students planning to withdraw from their program should notify the financial aid office as soon as possible to understand the economic implications.
- **Understanding the Impact:** Withdrawing from courses can affect your financial aid eligibility for the current semester and future aid under the Satisfactory Academic Progress (SAP) standards.
- **Loan Repayment:** Unreturned amounts that become a debt owed by the student may affect loan repayment terms, including the start of the repayment period.

The return of Title IV Funds policy emphasizes the importance of completing enrolled courses to maximize the benefit of federal financial aid. Students considering withdrawal or facing circumstances that might lead to withdrawal should consult with the Office of Financial Aid to fully understand the potential impact on their financial aid and academic progress.

Please review the school's policy at <https://www.law.cuny.edu/admissions-and-aid/tuition-financial-aid/withdrawing-from-classes-or-school/>.

#### Financial Aid for Special Circumstances

Financial aid is crucial in supporting students' educational pursuits, and there are provisions to adjust aid based on exceptional circumstances that may affect a student's economic situation. Additionally, specific resources and types of aid are available for international students and students with disabilities.

#### Financial Aid Adjustments for Special Circumstances:

Students who experience significant changes in their financial situation after submitting their Free Application for Federal Student Aid (FAFSA) can request a reevaluation of their financial assistance package. Exceptional circumstances that might warrant a reevaluation include:

- Loss of employment or a significant reduction in income.
- Medical expenses are not covered by insurance.
- Death of a primary wage earner.
- Divorce or separation.

#### Process:

Students should contact the Office of Financial Aid to discuss their situation and learn the required documentation to request a reevaluation. The process, often called "Professional Judgment," involves submitting a formal appeal and documentation of the changed circumstances. The law school has procedures and deadlines for these requests, so acting promptly and providing detailed information is essential.

#### Aid for International Students:

Financial aid options for international students in the U.S. are more limited compared to those available to U.S. citizens and eligible non-citizens, but there are still several resources:

- **Institutional Aid:** The law school offers scholarships for international students. However, it does not provide any federal aid or loans.
- **Private Scholarships:** Various organizations and foundations offer scholarships to international students. Websites like the International Education Financial Aid (IEFA) can help students find these opportunities.
- **On-Campus Employment:** International students on F-1 visas are typically allowed to work on campus up to 20 hours per week during the school term under certain conditions, providing a source of income to help fund their education.

#### Resources for Students with Disabilities:

The law school assists students with disabilities to ensure equal access to educational opportunities. Financial aid resources may include:

- **Vocational Rehabilitation Programs:** Students with disabilities may be eligible for assistance through state vocational rehabilitation programs, which provide funding for education and other services.
- **Accommodations and Support Services:** Beyond financial aid, the law school provides accommodations and support services to help students with disabilities succeed academically, including note-taking assistance, extended test time, and specialized equipment or software.

#### Action Steps:

- **Contact the Office of Financial Aid:** If you're facing financial hardships or circumstances, your first step should be to contact the Office of Financial Aid. We can guide you through requesting aid adjustments and inform you about available grants, scholarships, or other forms.
- **International Students Office:** International students should check with the Office of Financial Aid for scholarship information and other financial resources.

- **Disability Services Office:** Students with disabilities should connect with Student Affairs for disability services and financial aid to learn about financial aid options, accommodations, and other available support services.

Understanding and accessing these resources can significantly impact students' ability to fund their education and access the support they need to succeed academically.

## Budgeting and Financial Management

Managing living expenses on a student budget, particularly in a city as costly as New York, requires careful planning and financial literacy. Developing and adhering to a budget can help our law students minimize debt and focus on their studies. Here are some tips for budgeting and managing living expenses, along with information on financial literacy resources and workshops that can be beneficial.

### Budgeting and Managing Living Expenses

Track your monthly expenses to understand where your money goes. Then, create a budget that covers your essential needs, such as rent, utilities, groceries, transportation, and course materials. Remember to allocate a small amount for savings and emergencies.

Use budgeting tools and apps to help you track your spending and stay within your budget. Examples include Mint, You Need a Budget (YNAB), and PocketGuard.

Limit discretionary spending by identifying areas where you can cut back, such as dining out, subscriptions, and entertainment. Look for student discounts and consider cheaper or free alternatives for leisure activities.

You can save on textbooks by buying used books, renting them, or using digital versions. Also, does our library have copies available for loan?

Plan meals and cook at home to save money and eat healthier. Meal planning can help you avoid impulse buys and reduce food waste.

Maximize public transportation. It can be more affordable than owning and maintaining a car, especially in a city setting, considering parking, insurance, and gas costs.

Please use financial literacy and workshops, including on-campus workshops, online resources, credit counseling services, our school's financial aid office, and professional financial advisors. Financial literacy and practical money management skills are crucial for law students, helping them navigate school with less financial stress and laying a solid foundation for future financial well-being. Watch for resources and support offered by CUNY Law and other organizations dedicated to student success.

For more information on Financial Literacy, visit our website at <https://www.law.cuny.edu/admissions-and-aid/tuition-financial-aid/financial-literacy/>.

### Loan Repayment and Forgiveness

Navigating loan repayment and exploring forgiveness options are crucial steps for law graduates managing their student loan debt. Federal student loans offer repayment plans tailored to different financial situations and forgiveness programs for those in specific public service careers. Here's an overview to help law graduates understand their options.

#### Repayment Plans for Federal Student Loans

Federal student loans offer several repayment options, allowing borrowers to choose or switch plans as needed to fit their financial circumstances:

1. **Standard Repayment Plan:** This plan requires fixed payments over ten years and has the lowest total interest paid compared to extended plans.
2. **Graduated Repayment Plan:** Payments start lower and increase every two years, designed to complete repayment within ten years (up to 30 years for consolidated loans).
3. **Extended Repayment Plan:** This plan allows fixed or graduated payments over 25 years, reducing monthly payments but increasing the total interest paid.
4. **Income-Driven Repayment Plans (IDR):** Monthly payments are a percentage of your discretionary income. There are several types of IDR plans, including Income-Based Repayment (IBR), Pay As You Earn (PAYE), Revised Pay As You Earn (REPAYE), and Income-Contingent Repayment (ICR). These plans offer loan forgiveness after 20-25 years of qualifying payments.

#### Loan Forgiveness Programs Relevant to Law Graduates

1. **Public Service Loan Forgiveness (PSLF):** This program forgives the remaining loan balance after ten years of qualifying public service employment and 120 qualifying payments. Eligible jobs include positions in government organizations, nonprofit organizations, and other public service jobs. This program is mainly for nonprofit graduates pursuing careers in public interest law, government, or nonprofit sectors.
2. **Loan Forgiveness for Lawyers:** Some states and organizations offer employment assistance programs (LRAPs) for lawyers in public interest law or underserved areas. These programs often provide annual funding to help repay loans.
3. **Income-Driven Repayment (IDR) Forgiveness:** If you're not in a public service position, remember that IDR plans offer forgiveness after 20-25 years of qualifying payments, depending on the specific plan.

#### Debt Management Strategies and Resources

1. **Understand Your Loans:** Keep track of your loan details, including balances, interest rates, and servicer contact information. The National Student Loan Data System (NSLDS) can help you track federal loans.
2. **Consider Consolidation:** Direct Loan Consolidation can simplify repayment by combining multiple federal student loans into one, with a single monthly payment. However, weigh the impact on forgiveness eligibility and average interest rates.
3. **Explore Repayment Assistance:** Beyond forgiveness programs, look for employer-based repayment assistance, state-based LRAPs, and federal programs for specific professions.
4. **Stay Informed on Policy Changes:** Student loan policies and programs can evolve, so stay informed about any changes affecting your repayment strategy.
5. **Seek Advice:** For tailored guidance, utilize resources like the Federal Student Aid website at [Studentaid.gov](http://Studentaid.gov), financial aid offices, and financial advisors specializing in student loans.

Effective loan management requires understanding your options, making informed decisions about repayment plans and forgiveness opportunities, and staying proactive about managing and reducing your debt. These strategies and resources can provide a pathway to financial stability and loan forgiveness for law graduates, especially those in public service.

#### **Saving on a Valuable Education (SAVE) Plan**

President Joe Biden's administration proposed the Saving on a Valuable Education (SAVE) Plan as part of broader efforts to make higher education more affordable and reduce student loan debt burden. The SAVE Plan aimed to overhaul existing income-driven repayment (IDR) plans for federal student loans, consolidating them into a more simplified and generous structure. This initiative was part of policy changes and proposals to enhance the federal student loan system's fairness and manageability.

Key features and goals of the proposed SAVE Plan included:

##### **Simplified Income-Driven Repayment Plan**

- **Lower Monthly Payments:** The plan proposed significantly lowering monthly payments for federal student loan borrowers by reducing the percentage of discretionary income used to calculate monthly payments. For many borrowers, this means halving the amount they owe each month compared to existing IDR plans.
- **Increased Discretionary Income Protection:** The plan aimed to increase the income protected from loan repayments, potentially ensuring that lower-income borrowers might not have to make any payments.
- **Faster Path to Forgiveness:** The SAVE Plan offered a quicker path to loan forgiveness, with the potential for remaining debt to be forgiven after 20 years of payments and even sooner for those who borrowed less.

##### **Enhanced Support for Vulnerable Borrowers**

- The initiative aimed to provide better protections for borrowers at risk of delinquency and default by automatically enrolling those behind on payments into the IDR plan.

##### **Focus on Undergraduate Loans**

- The plan mainly focused on making undergraduate loans more manageable, with more generous terms proposed for these borrowers than those with graduate student debt.

##### **Implementation and Legislative Support**

- Borrowers enrolled in the REPAYE plan will be automatically transferred to the SAVE plan. Although the new plan's regulations will come into full effect on July 1, 2024, the Biden administration has already implemented several aspects of the SAVE plan to assist student loan borrowers facing financial difficulties.

##### **Potential Impact**

- The SAVE Plan could substantially reduce the financial strain of student loans for millions of Americans, making higher education more accessible and helping to alleviate the long-term economic impact of borrowing for college.

It's important to note that policy proposals can evolve, and their implementation can depend on various factors, including legislative approval, regulatory processes, and the political climate. For the most current information on the SAVE Plan and its status, checking official resources such as the U.S. Department of Education's website or recent news updates would provide the latest details.

The CUNY School of Law Financial Aid Office provides assistance and information regarding financial aid options, application processes, and more. Here are the contact details and resources for further assistance:

##### **CUNY School of Law Financial Aid Office Contact Information**

- **Office Hours:** Monday – Friday, 9:00 AM – 4:30 PM
- **Office Location:** Room 4-109
- **Phone Number:** (718) 340-4284
- **Email:** [Financialaidoffice@law.cuny.edu](mailto:Financialaidoffice@law.cuny.edu)

The financial aid office commits to responding within 48 hours, providing a swift channel for inquiries and support.

##### **Online Resources**

Visit the CUNY School of Law Financial Aid page for more detailed information and resources on financial aid options, including scholarships, loans, and work-study programs. Visiting the CUNY School of Law's official website at <https://www.law.cuny.edu/admissions-and-aid/tuition-financial-aid/> and navigating to the 'Tuition & Financial Aid' section will give access to comprehensive financial aid resources, including application guidelines, eligibility criteria, and FAQs.

For current students, these resources are invaluable for planning and managing the financial aspects of law school education.

This information seeks to cover all the essential aspects of financial aid that CUNY Law students need to know, providing a comprehensive resource as part of the student handbook.

## **10.7 Health Insurance**

In collaboration with the Human Resources Administration's Office of Citywide Health Insurance Access (OCHIA), facilitated enrollers are made available on campus several times a year offering New York State's Family Health Plus and Child Health Plus health insurance programs to eligible students. For more information on enrolling in a health insurance plan, please go to [NY State of Health](#).

## **10.8 Health Services**

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

## 10.9 Information Technology

The Information Technology Department is responsible for managing all aspects of computing, telecommunications, and audiovisual services at CUNY School of Law. The Department maintains, upgrades, and repairs hardware as well as software for the School's computers. The helpdesk, which is the contact point for Technical Support ([Tech-Support@law.cuny.edu](mailto:Tech-Support@law.cuny.edu)) and Audiovisual ([AV@law.cuny.edu](mailto:AV@law.cuny.edu)) services is open Monday through Thursday 8:45 am to 7:00 pm and Friday 8:45 am to 5:30 pm. The IT helpdesk is located in Room 3-205 and can also be reached via phone at (718) 340-4456. AV can be called at (718) 340-4288.

### Computers

There are computers available for student use in room 3-207 as well as near the Circulation desk in the Library. There are also two computers on the first floor behind 1-102; these computers are intended for quick print jobs rather than extended use. Microsoft 365 applications, email and the Internet are accessible through all of these computers. Printing is also available in room 3-207 as well as through PaperCut printers in the building. Email account information will be sent to students' personal email accounts prior to Pre-law week. Additionally, licenses for Adobe software as well as Microsoft 365 will be made available in mid-August for students for as long they are taking classes at the School. During Pre-law Orientation for incoming first-year students, visit the Help Desk with your laptop to get your laptop on our wireless network and to have PaperCut installed. Installation of and training for laptop exam software (Examplify) will be scheduled before midterms begin.

### Printing

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

Note: ChromeBooks and tablets are NOT supported for exam-taking and printing.

### Audio/Visual Services

The Information Technology Department maintains the building's sound systems, projectors, SMART Boards, and Zoom. The Department also distributes audiovisual equipment for institutional use, including for special events, inside the building. Camera operators are not provided. To report problems, email [av@law.cuny.edu](mailto:av@law.cuny.edu) or call the audiovisual phone at extension 84288 (from outside the building call (718) 340-4288). The Information Technology Department is responsible for delivering and retrieving all audiovisual equipment at the Law School. This includes television monitors, video cameras, portable projectors, laptops, and public-address systems.

### Student Organization Requests

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

### Telecommunications

Internal-use telephones are located throughout the building. If there is a problem with an internal-use telephone, please report it to technical support by calling extension 84456 or emailing [tech-support@law.cuny.edu](mailto:tech-support@law.cuny.edu).

[The City University of New York Policy on Acceptable Use of Computer Resources](#)

[CUNY File Sharing and Copyright Infringement Policy](#)

## 10.10 Lactation Room

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

## 10.11 Library

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

## 10.12 Mail Delivery

Student and student organization mailboxes are located on the 3rd floor in room 3-207. Mailboxes are assigned by class and in alphabetical order. **Graduated students must empty their mailboxes at the end of the semester.** Student and student organization mailboxes are not for storing books or any other items. Mailboxes should be **used only** for students to receive **important mail, including, on occasion, the class assignments and correspondence from the Law School's administration.** Mail is distributed every business day between 11:00AM and 1:00PM. Faculty and staff mailboxes are located on the 1st floor in room 1-104.

The Law School has a mail depository box adjacent to the Reprographics Office (room 1-105). It may be used for Law School outgoing mail. Any private mail that already has a stamp on it should be **dropped off at an off-premises USPS mailbox.** Mail in the depository box is picked up by the Law School mailroom staff every day at 3:00PM. Students and all members of the Law School community are advised to use their residential addresses for all private mail and packages.

In the event that there are any concerns or issues related to operations, please feel free to contact Carmen Rana Ext (84297), or email [rana@law.cuny.edu](mailto:rana@law.cuny.edu). Thank you for your understanding and cooperation.



## 10.13 Materials Management

The Materials Management Department oversees the following areas: Reprographics, Gift-Shop, Mailroom, mail delivery, shipping and receiving, fax equipment, copy paper delivery, and supplies. Students should feel free to stop by the Reprographics Office, if they have any questions or need assistance regarding any of the services listed above. Alternatively, students may call the Reprographics Office at extension (84298) or email to [reprographicsoffice@mail.law.cuny.edu](mailto:reprographicsoffice@mail.law.cuny.edu).

## 10.14 Voter Registration Assistance

Students requesting accommodation services for disabilities will be offered the opportunity to register to vote and get assistance in filling out forms, if requested. There is no obligation to register, and the student's decision will have no effect on services provided by the Office of Student Affairs/Disability Coordinator. For more information, visit the website of the NYC Board of Elections about registering to vote in New York City. Forms are available in room 5- 115 of the Law School, or you may [download a voter registration form from the NYC Board of Elections website](#).

## Section XI Tuition

### Section XI Tuition

#### Tuition Payment Policy

In compliance with the regulation of the City University of New York, regarding registration and the collection of tuition and fees, **all students who register must finalize their tuition bill by the due date indicated.**

### Outstanding Balances

In accordance with CUNY policy, students with outstanding tuition balances are not permitted to register for a subsequent semester. All prior balances must be paid in full before registering for a subsequent semester. In accordance with CUNY policy, past due balances are subject to placement with a collection agency within six months after the due date.

Tuition and fees for the 2024-2025 school year on a semester basis are:

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

NYS Resident Tuition	\$7,725.00
Materials Fee	\$100.00
Student Activity Fee	\$41.45
Consolidated Service Fee	\$15.00
<u>Technology Fee</u>	<u>\$125.00</u>
<b>Total</b>	<b>\$8,006.45</b>

Non-Residents Tuition	\$12,820.00
Materials Fee	\$100.00
Student Activity Fee	\$41.45
Consolidated Service Fee	\$15.00
<u>Technology Fee</u>	<u>\$125.00</u>
<b>Total</b>	<b>\$13,101.45</b>

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

NYS Resident Tuition	\$5,305.00
Materials Fee	\$75.00
Student Activity Fee	\$21.45
Consolidated Service Fee	\$15.00
<u>Technology Fee</u>	<u>\$62.50</u>
<b>Total</b>	<b>\$5,478.95</b>

Non-Resident Tuition	\$8,815.00
Materials Fee	\$75.00
Student Activity Fee	\$21.45
Consolidated Service Fee	\$15.00
<u>Technology Fee</u>	<u>\$62.50</u>
<b>Total</b>	<b>\$8,988.95</b>

Part-time program has a mandatory first summer session:

Resident/In-State tuition/fees: \$4,057.50

Nonresident/Out-of-state/International tuition/fees: \$6,517.50

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

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

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

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

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

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

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

## 11.1 Delinquent Accounts

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

## 11.2 Non-Payment of Tuition and CUNY Policy on Withholding Student Records

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

## 11.3 Payments

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

**By Mail:** Check or money order must be received by the established due date. Payable to: CUNY School of Law

2 Court Square

Long Island City, NY 11101 Attn: Bursar 4-109N

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

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

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

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

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

## 11.4 Tuition Payment Plan

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

## 11.5 Resident and Non-Resident Tuition Determinations

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To qualify as a resident for tuition purposes under CUNY Guidelines, a student must have continuously resided in New York State for a qualifying period of 12 months prior to the first day of classes for the semester in which resident tuition is sought, and must show that he or she has established New York as his/her domicile, which means that the student has a bona fide intention of living in New York permanently.

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

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

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

## 11.6 Tuition Refund

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

**Fall and Spring terms**

Withdrawal by the last business day before the first day of classes	100%
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Withdrawal within one week after the commencement of classes	75%
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Withdrawal during the second week of classes	50%
--	-----

Withdrawal during the third week of classes	25%
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Withdrawal after completion of the third week of classes	<b>None</b>
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**Summer term**

Withdrawal by the last business day before the first day of classes	100%
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Withdrawal within one week after the commencement of classes	50%
--	-----

Withdrawal during the second week of classes	25%
--	-----

Withdrawal after completion of the second week of classes	<b>None</b>
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We urge any course changes to be made prior to the first official day of classes. Changes to your registration on or after the first day of classes may result in a tuition liability charge at a pro-rated amount, and/or can affect loan award disbursements resulting from the change in registration.

**ALL STUDENT FEES ARE NON- REFUNDABLE.**

## 11.7 Return of Unearned Military Tuition Assistance Funds Policies and Procedures

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

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

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

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

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

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

**When might I owe the military?**

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

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

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

**Service members who withdraw after the 60% point in the semester will have earned all Military TA funds.**

**Fall/Spring Course****Percentage of Unearned TA Returned to Military**

Drop initiated through calendar day 9	100%
Withdrawal initiated on calendar day 10 to 18	75%
Withdrawal initiated on calendar day 19 to 34	50%
Withdrawal initiated on calendar day 35 to 72	5%
(60% completion)	
Withdrawal on calendar day 73 or later	0%

**Summer Course**

Drop initiated through calendar day 9	100%
Withdrawal initiated on calendar day 10 to 13	75%
Withdrawal initiated on calendar day 14 to 23	50%
Withdrawal initiated on calendar day 24 to 42	5%
(60% completion)	
Withdrawal on calendar day 43 or later	0%

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

## 11.8 Tuition Refunds for Students Who Have Been Dismissed

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

## 11.9 Work Beyond Six Semesters

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

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

If students are required to take a particular course(s) after the sixth semester, students must pay tuition according to a formula of dollars per credit-hour:

\$655.00 per credit-hour (in-state)

\$1,065.00 per credit-hour (out-of-state)

\$50.00 part-time materials fee

\$41.45 student activities fee

\$21.45 part-time activities fee

\$62.50 part-time technology fee

\$15.00 consolidated service fee

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

## 12.1 Governance Plan The City University of New York School of Law

### I. INTRODUCTION

#### A. PURPOSES

1. The central purpose of The City University School of Law (the “Law School”) is to create an educational program that will train students for the practice of law in the service of human needs and honor students’ aspirations toward building a legal career that reflects their commitment toward justice, fairness, and equality. The organization of work and life at the Law School is designed to encourage students to think actively about their life choices, their evolving concept of professionalism, and the content and processes of the law itself, in ways that foster their capacity to practice law in a socially useful manner.

2. This Governance Plan is intended to provide a governance system for the Law School that facilitates the realization of this commitment. This Governance Plan should be read consistent with the Bylaws of the Board of Trustees of The City University of New York, and nothing in this Plan should be read as inconsistent with the Bylaws of the Board of Trustees unless specifically so stated in this Governance Plan. The procedures that follow seek to encourage a spirit of relationship, trust, and community that operates within a framework of rules. The rules are designed to provide a framework within which people motivated by a sense of shared mission can operate in a manner that encourages responsibility and participation by all members of the Law School community.

3. In order to serve these ends, a governance system needs to respect both democratic modes of participation and an institutional authority that enables the Law School to maintain a coherent and coordinated expression of its purpose.

#### B. STATUS WITHIN THE CITY UNIVERSITY

1. The City University School of Law is a unit of The City University of New York (“The City University”). The Law School is a constituent element, similar to a college of The City University and shall have ties to all institutions within The City University.

## C. TITLES AND DEFINITIONS

1. The Board or Board of Trustees means the Board of Trustees of The City University of New York.
2. The authorization and definition of titles for faculty, permanent Instructional staff, other instructional staff, and classified (non-instructional) staff at the Law School shall include only those titles authorized and defined in the Bylaws of the Board of Trustees.
3. Notices of reappointment at the Law School shall be handled in accordance with the Bylaws of the Board.
4. The term “administrative staff” or “administrators” shall mean full-time members of the instructional staff within the meaning of Section 6.1 of the Board of Trustees’ Bylaws who are not members of the faculty.
5. The term “support staff” refers to persons, other than students enrolled at the Law School, who are working full-time at the School, or who have worked parttime, at least 10 hours per week, at the School for at least six months, and are not members of the instructional staff.

## II. THE DEAN

### A. AUTHORITY OF THE DEAN

1. The Dean of The City University School shall be the chief educational and administrative officer of the Law School. The Dean of the Law School shall be a member of the CUNY Council of Presidents and shall have, subject to the provisions and exceptions contained in this Governance Plan, the duties and responsibilities of a college president as stated in Section 11.4 of the Board of Trustees Bylaws and other policies and resolutions of the Board. The Dean of the Law School shall have, subject to the provisions and exceptions contained in this Governance Plan, all of the rights and responsibilities of a president relative to all collective bargaining agreements, rules and regulations of CUNY Classified Service and all other policies and procedures issued by the City University of New York.
2. The Dean may be removed by the Board upon the recommendation of the Chancellor after consultation with the faculty of the Law School. The Dean of the Law School shall be a tenured member of the Law faculty.
3. The Dean of the Law School shall exercise all the responsibilities customarily exercised by law school deans. He/she shall consult with and report to the Chancellor. He/she shall have the affirmative responsibility for developing the academic program, enhancing the educational standards and assuring the academic excellence of the Law School. Such responsibility shall include but not be limited to the following duties:
  - a. to recommend, as stated in this Governance Plan, the appointment, promotion, and tenure of persons who will contribute to the improvement of the Law School program. These recommendations shall be consistent with the immediate and long-range objectives of the Law School;
  - b. to advise the Chancellor and the Board of Trustees on matters concerning the program of the Law School;
  - c. to provide advice concerning other law-related programs within The City University and to make recommendations on the development and operation of such programs;
  - d. to supervise and manage the work of the Law School faculty and employees, and to carry into effect the Bylaws, resolutions and policies of the Board of Trustees;
  - e. to prepare and implement a long-range plan for the Law School;
  - f. to act as chairperson of the faculty of the Law School and the Law School Committee on Personnel and Budget;
  - g. to review and recommend to the Chancellor and other appropriate officials the actions of the Law School faculty on matters of curriculum and other matters falling under faculty jurisdiction;
  - h. to consult with appropriate faculty committees on matters of appointments, reappointments, and promotions, taking systemic student evaluations into account;
  - i. to develop Law School activities that enhance the Law School's involvement and reputation in the legal community;
  - j. to develop integrated courses of study with law-related disciplines;
  - k. to prepare and present an annual Law School budget to the Chancellor; l. to appoint such ad hoc and/or special committees as appropriate.

### B. APPOINTMENT AND REAPPOINTMENT OF THE DEAN

1. When a vacancy occurs or is expected in the office of the Dean of the Law School, a Search Committee shall be established under the Board guidelines for Presidential searches.
2. A committee which will be constituted in the same fashion as a Presidential Review Committee will be appointed at the beginning of every fifth year of a Dean's term to serve as a Review Committee to review the Dean's performance. This committee will make a report to the Chancellor.

## III. THE FACULTY

### A. ORGANIZATION AND DUTIES

1. The faculty of the Law School will meet monthly, during the academic year, on the dates set forth in a calendar distributed at the start of each semester by the Dean. The faculty shall also meet on call of the Dean or upon the petition of 1/3 of the faculty, and the Dean will preside at its meetings. Within general policies established by the Board of Trustees, through its Bylaws, resolutions, policies, rules, regulations, and this Governance Plan, the Dean and Faculty of the Law School shall have the responsibility for formulating and administering the program of the School including such matters as faculty selection, retention, promotion and tenure; curriculum; methods of instruction; admission policies; and academic standards of retention, advancement and graduation of students.
2. The presence of a majority of the voting faculty shall constitute a quorum. A quorum shall be necessary for the transaction of any business. Business shall be conducted in accordance with Robert's Rules of Order, latest edition. Minutes shall be kept of all meetings. The faculty may adopt such additional procedures for the discharge of its responsibilities under this Governance Plan, as it may deem necessary, subject to the approval of the Dean.
3. The agenda for the regular monthly faculty meeting shall be proposed by the Dean and distributed to the faculty within a reasonable time prior to the meeting. Any member of the faculty may add items to New Business. The proposed agenda shall be adopted by the faculty, by a vote of a majority of those present if a quorum is present, at the beginning of each faculty meeting and may be amended by the faculty by the same vote prior to its adoption. Once adopted the agenda may be amended in any manner by a 2/3 vote.
4. A faculty member who misses three regular faculty meetings during an academic year shall not be entitled to vote nor be counted towards a quorum at all faculty meetings for the remainder of the academic year in which the third absence occurs. Faculty members facing the loss of voting rights may appeal to the remaining voting faculty for a waiver of this rule by providing good and sufficient reasons. The waiver shall be granted if 2/3 of faculty present at a faculty meeting vote to approve the waiver.

5. The student government is authorized to elect three students, one from each class, who must be in good standing, to serve as ex-officio members of the faculty for the purpose of faculty meetings. The student government is also authorized to elect students in good standing to be the student members of faculty committees, except where otherwise specified by this Governance Plan or the Bylaws or resolutions of the Board of Trustees. All elected students must remain in good standing to retain their seats on committees or in student government; all serve for a one-year term and may be reelected. No student may serve in more than two elected positions under this Governance Plan, including student government, at a time. When a vacancy occurs, the student government may fill the vacant seat for the remainder of the term.

## B. FACULTY COMMITTEES

The Faculty committees shall be those specified below and shall also include any additional committees created from time to time by action of the Faculty or the Dean.

### 1. The Personnel and Budget Committee

a. The Law School shall establish a Personnel and Budget Committee which shall be composed of five persons. Members of the Personnel and Budget Committee shall be Law School faculty members elected in accordance with the Bylaws and written policies of the Board of Trustees and one second or third year student elected by the students as a non-voting member. The manner of constituting the committee, and the procedure to be followed by it, shall be subject to the approval of the Dean of the Law School. This committee shall review all recommendations for appointment and reappointment, with or without tenure, to the faculty, and promotion in rank, special salary increases and increments, and applications for fellowship and other leaves. Additionally, the Committee on Committees may appoint other committees, when needed, to review faculty candidates and to develop reports, make factual findings, and make recommendations to the P & B on reappointment, tenure, and/or promotion. Upon receiving these reports and the factual record underlying them, the P & B shall make an independent assessment and recommendation to the Dean. These other committees shall review candidates' qualifications under the policies and standards of the City University of New York as set forth in the Bylaws, personnel policies, and resolutions of the Board of Trustees of the City University of New York. It shall recommend action thereon to the Dean. The Dean of the Law School will be one of the five members of the Law School Personnel and Budget Committee and shall serve as Chair.

### 2. Faculty Search Committees and Faculty Appointments

The Dean, in consultation with the Personnel and Budget Committee, shall establish such Faculty Search Committees as are appropriate. All Faculty Search Committees shall adopt and follow appropriate procedures in order to assure compliance with The City University Affirmative Action policies and procedures. The Dean shall appoint a student member to each Search Committee.

b. A Faculty Search Committee shall report its recommendations to the faculty for discussion and then to the Dean. The Dean shall review the recommendations and make his or her own recommendation regarding each faculty appointment to the Personnel and Budget Committee.

c. The Personnel and Budget Committee shall review the recommendations of the Dean, consult with the full-time tenured and tenure-track faculty, and shall make its own recommendation regarding each faculty appointment to the Dean.

d. The Dean shall review the recommendations of the Personnel and Budget Committee and shall recommend to the Chancellor for appointment, only those persons who he/she is reasonably certain will contribute to the improvement of the academic excellence of the Law School.

e. The Chancellor will review the Dean's recommendations in accordance with Section C of this Article.

### 3. Faculty Reappointment, Promotion, and Tenure Review Procedures

a. The Personnel and Budget Committee and all other committees charged with the review of faculty shall review all candidates' qualifications under the policies and standards of The City University as set forth in the Bylaws, personnel policies, and resolutions of the Board of Trustees of The City University of New York.

b. The Dean shall review the affirmative recommendation(s) of the Personnel and Budget Committee and shall recommend to the Chancellor for reappointment, promotion, and tenure only those persons who he/she is reasonably certain will contribute to the improvement of the academic excellence at the Law School.

c. The Chancellor shall review the Dean's affirmative recommendations in accordance with Section C of this Article.

### 4. The Admissions & Admissions Policy Committee

The Admissions & Admissions Policy Committee shall include the Assistant Dean for Enrollment Management and Director of Admissions, not fewer than three faculty, and two students who are members of the second or third year classes. Faculty appointments shall be for a term of two years.

a. The Admissions & Admissions Policy Committee shall review individual candidates for admission and recommend admissions policy, subject to the approval of the faculty, the Dean and the Chancellor.

b. No applicant may be admitted by the Law School except on the affirmative vote of the Admissions & Admissions Policy Committee. The Committee shall follow procedures that have been approved by the faculty and the Dean.

### 5. Scholastic Standards and Academic Standing Committee

a. The membership of the Scholastic Standards and Academic Standing Committee shall include an Associate Dean, who shall chair the Committee, not fewer than four faculty members and two third-year students.

b. The Committee shall review policies and procedures concerning scholastic standards and assist in the development of academic support systems for students.

c. The Committee shall apply the academic standards of the Law School to individual students from the time of admission until the granting of the Juris Doctor. The Committee will receive and act upon student appeals relating to academic matters.

### 6. The Curriculum Committee

a. The Curriculum Committee shall be composed of not fewer than four faculty and three student members. The term of all faculty members shall be two years.

b. The Curriculum Committee shall have authority to consider all proposals to review, modify, or develop the course of study for each of the years of the program, and all proposals relating to the educational program; including, but not limited to, evaluation of student work and scheduling.

### 7. Committee on Committees

a. A Committee on Committees shall be constituted each year, consisting of the Dean, two faculty members elected by the faculty, one student elected by the student government and one staff member elected by the administrative and support staff.

b. The Committee shall recommend, except with respect to committees that consider personnel matters or where specified in this Governance Plan or the Bylaws of the Board of Trustees, how many, if any, members of the faculty, administrative staff, and support staff shall be nominated to each committee. The Committee shall also propose nominations for membership and chair for each committee that shall be submitted to the faculty for election, substitution or addition. Except where the Board of Trustees Bylaws or resolutions are to the contrary, the normal term of office for faculty members on committees shall be two years and for students, one year. Committee members may be reelected unless the charge of the committee or rules of the Board of Trustees limits a member's term.



#### C. APPOINTMENTS AND REAPPOINTMENTS TO, AND PROMOTIONS WITHIN, THE INSTRUCTIONAL STAFF PROCEDURE

1. All appointments and reappointments, including reappointments with tenure, to, and promotions within the instructional staff, except where otherwise provided, shall be recommended to the Dean who shall review the recommendations and recommend to the Chancellor only those persons who he/she is reasonably certain will contribute to the academic excellence of the Law School.

2. The Chancellor shall review the Dean's affirmative recommendations and shall recommend to the Board of Trustees for appointment, reappointment, promotion and/or tenure only those persons who he/she is reasonably certain will contribute to the improvement of the academic excellence at the Law School.

#### D. APPEALS

1. A Faculty member may appeal a negative decision of the Personnel and Budget Committee regarding his or her candidacy to the Dean, who shall consider, decide and notify the candidate regarding the appeal.

### IV. APPOINTMENT AND REAPPOINTMENT OF EXECUTIVES AND ADMINISTRATORS

#### A. INITIAL PROCESS FOR APPOINTMENT AND REAPPOINTMENT OF ADMINISTRATORS OTHER THAN THOSE IN EXECUTIVE PAY PLAN TITLES

1. Proposed appointments, other than acting or substitute appointments, to positions on the administrative staff shall be reviewed initially, after a search, by the Dean.

There shall be an Administrative Screening and Review Committee. The Dean shall make his/her recommendations to the Administrative Screening and Review Committee. The members of the Administrative Screening and Review Committee shall be appointed by the Dean and shall consist of no fewer than five members, one of whom must be a classified staff member, and at least one of whom must hold a professorial appointment, and a majority of whom must be administrators. Service on this committee will be for two years. An Associate Dean shall chair the Administrative Screening and Review Committee.

2. The Committee will review proposed appointments and reappointments, and proposed title and salary recommendations, for administrative positions to assure that the applicable University standards have been met and that rates of pay for members of the Law School administrative staff take into account comparable rates at metropolitan area law schools and other institutions in The City University and, to the extent practicable, are commensurate for those with comparable tasks and comparable experiences within The City University. The Committee shall make its recommendation to the Dean. The Dean shall review those recommendations in making his/her own recommendation to the Chancellor for appointment or reappointment.

#### B. EVALUATION OF ADMINISTRATORS OTHER THAN THOSE IN EXECUTIVE PAY PLAN TITLES

Evaluation of the work of persons on the administrative staff is ultimately the responsibility of the Dean. The Dean, in consultation with the Administrative Screening and Review Committee as outlined in Section A above, may recommend for appointment or reappointment persons holding such titles in accordance with established University procedures.

#### C. APPOINTMENT OF PERSONS HOLDING PROFESSORIAL TITLES TO ADMINISTRATIVE DUTIES OTHER THAN THOSE IN EXECUTIVE PAY PLAN TITLES

1. The Administrative Screening and Review Committee of the Law School may recommend to the Dean that an administrative position be filled by an individual whose title is law school instructor, law school assistant professor, law school associate professor, law school professor, or law school lecturer. Such recommendation may, but need not, include a recommendation that the person receive a change in remuneration for work in that title.

2. If the Dean concurs with their recommendation he/she may make such a recommendation to the Chancellor in accordance with the procedures for appointments to the instructional staff.

#### D. APPEALS

1. An administrator may appeal a negative decision of the Administrative Screening and Review Committee regarding his or her candidacy to the Dean, who shall consider, decide, and notify the candidate regarding the appeal.

### V. BOARD OF VISITORS

A. There shall be a Board of Visitors for The City University School of Law appointed by the Chancellor. The Board of Visitors shall be made up of distinguished jurists, lawyers, scholars, and other interested persons. Its role will be to advise the Law School about its academic program, its role in the community, placement of graduates and the like. It shall assist the Dean, the Chancellor and the Board of Trustees in all aspects of the Law School's development efforts. It shall serve as a liaison between the Law School, the legal profession, and the public and private groups, which are served by the legal profession and participate in the legal process.

B. Members of the Board of Visitors will be appointed for three-year terms upon the recommendation of the Dean of the Law School, with the concurrence of the Chancellor.

C. The membership of the Board of Visitors should reflect the Law School's role in the Borough of Queens, in the City, the State, and the Nation. The Board of Visitors shall be governed by Bylaws promulgated by the Board of Visitors.

### VI. AMENDMENTS

#### A. AMENDMENT PROCEDURE

1. Amendments to this Governance Plan may be recommended by the Faculty, the Dean, or the Chancellor. Any recommendations which originate in the Law School Faculty must be first submitted to the Dean for consideration. The Dean shall review the Faculty recommendation(s). Any recommendation in whole or in part approved by the Dean or any modification thereof that the Dean determines to be in the best interests of the Law School shall be recommended to the Chancellor for further consideration.

2. The Chancellor shall review the Dean's recommendations. Any recommendation in whole or in part approved by the Chancellor or any modification thereof that the Chancellor determines to be in the best interests of the Law School shall be recommended to the Board for approval.

3. No change in this Governance Plan shall be implemented until it has been adopted by the Board. Amended by the faculty on December 10, 2008 Approved by the Board of Trustees on February 23, 2009

Amended December 9, 2008, approved by CUNY Board of Trustees March 23, 2009. Amended May 6, 2016, approved by CUNY Board of Trustees June 27, 2016. Amended on September 9, 2016 and approved by CUNY Board of Trustees January 30, 2017 (Cal. No.5.C.) with effective date as of 1/31/2017. Amended on October 23, 2017.

## 12.2 CUNY Law School Association Bylaws

### ARTICLE I. NAME AND PURPOSES

#### Section 1. Name



The organization's official name shall be the City University of New York School of Law Association; its short name shall be the CUNY School of Law Association, and, hereinafter in these Bylaws, it shall be called the "Association."

#### Section 2. Purposes

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

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

- a. To fund programs of the student body at the Law School which are of an educational, recreational, social, or cultural nature and for expenses incidental to the administration of these programs.
- b. To operate and/or fund the cafeteria, and other college association services, which serve the needs of the students and/or other members of the Law School community.
- c. To hold and administer real and personal property, in connection with carrying out its purposes.
- d. In aid of the foregoing purposes, the Association shall have the power to do everything and anything reasonably and lawfully necessary, proper, suitable, or convenient for the achievement of the purposes above stated, or for any of them, or for the furtherance of the said purposes.

## **ARTICLE II. OFFICES**

#### Section 1. Principal Office

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

#### Section 2. Additional Offices

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

## **ARTICLE III. MEMBERSHIP**

#### Section 1. Law School Association

The Association shall consist of thirteen (13) members as follows:

- a. The Dean as chair or her/his designee.
- b. The Associate Dean of Academic Affairs.
- c. The Associate Dean of Administration.
- d. The Assistant Dean of Students.
- e. Three faculty members appointed by the Dean from a panel of six (6) faculty members elected by the Law School Faculty. The Dean shall fill any vacancies that may occur during the year from the remaining members of the panel.
  1. Two second-year students elected at-large by the student body before the end of the spring semester for a one-year term of office that begins on July 1.
  2. Two third-year students elected at-large by the student body before the end of the spring semester for a one-year term of office that begins on July 1.
  3. Two first-year students elected at-large by the student body before the end of September for a one-year term of office that begins on October 1.
  4. The Association shall fill, for their unexpired term, from the appropriate class, any vacant student seat(s) that may occur during the year.

#### Section 2. The Association Budget Committee

The Budget Committee members shall be Association members. It shall elect its own Chair and be composed of:

- a. The Assistant Dean of Students.
- b. Two second-year students elected at-large by the student body before the end of the spring semester for a one-year term of office that begins on July 1.
- c. Two third-year students elected at-large by the student body before the end of the spring semester for a one-year term of office that begins on July 1.
- d. Two first-year students elected at-large by the student body before the end of September for a one-year term of office that begins on October 1.

## **ARTICLE IV. POWERS AND EXPENDITURE CATEGORIES**

#### Section 1. Powers

a. The Association shall review student activity fee allocations and expenditures recommended by the Budget Committee to ensure conformance with the expenditure categories listed in Section 2 of this Article. The Association shall disapprove any allocation or expenditure it finds does not so conform, or is inappropriate, improper, or inequitable. Where the Association disapproves any budget or portions of a budget, the entire budget shall be returned to the Budget Committee with the specific concerns of the Association noted for further deliberation by the Budget Committee and subsequent re-submission to the Association. If the budget is not approved within 30 days, those portions of the budget voted upon and approved by the Association will be allocated. The remainder shall be held until the Association and the Budget Committee agree.

b. The Association shall review, amend, or approve all budgets of College Association services funds and all contracts for college association services prior to expenditure or execution.

c. The Budget Committee shall be empowered to receive and review student activity fee budget requests and to develop and allocate a budget subject to the review of the Association.

#### Section 2. Expenditure Categories

Student activity fee funds shall be allocated and expended only for the following purposes:

- a. Extracurricular educational programs;
- b. Cultural and social activities;

- c. Recreational and athletic programs;
- d. Student government;
- e. Publications and other media;
- f. Assistance to registered student organizations;
- g. Community service programs;
- f. Enhancement of the Law School and University environment;
- i. Transportation, administration, and insurance related to the implementation of these activities;
- j. Student services to supplement or add to those provided by the University; and
- k. Stipends to student leaders.

#### Section 3. Parliamentary Authority

The Association and its Budget Committee shall use Robert's Rules of Order, latest edition, as their parliamentary authority.

### **ARTICLE V. BUDGET PROCEDURE**

#### Section 1. Public Notice

At least two weeks before budget requests are due, the Budget Committee shall distribute public notice to each organization and all students regarding the timetable and procedure to be followed to request funds. The notice shall contain:

- a. The budget period;
- b. Date by which budget requests must be submitted;
- c. The place to submit budget requests;
- d. Dates of public hearings to be held; and
- e. A budget request form listing the names of budget line items which those requesting funds must use.

#### Section 2. Proposed Budgets

Each organization or individual seeking funds must submit a written budget proposal to the Budget Committee, within the time prescribed, that contains the following information:

- a. Name of organization or individual requesting funds;
- b. Name(s) of officer(s) authorized to sign for expenditures;
- c. Size of membership;
- d. Purposes of the organization and program(s) for which funds are requested;
- e. Other anticipated funding sources; and
- f. Requested budget allocations by line item in the form required by the Budget Committee.

#### Section 3. Budget Hearings

The Budget Committee shall hold public hearings to review all budget requests at the time, place, and date announced under Section 1 (d) of this Article.

#### Section 4. Tentative Allocations

After the budget hearings have been held, the Budget Committee shall decide tentative allocations for each request and shall notify each organization or individual of its tentative decision. Each organization or individual shall be required to submit a revised budget on a line-by-line basis, totaling no more than the tentative allocation, for final review by the Budget Committee.

#### Section 5. Final Budget

The Budget Committee shall review the line-by-line revised budget and either amend or approve it. It shall recommend its final budget to the Association for review as specified under Section 1 of Article IV.

#### Section 6. Modification of Final Budget

During the period for which the budget is approved, should it be necessary to modify the final approved budget, adjustments may only be recommended by the Budget Committee for approval by the Association before any changes are authorized; except that the Association shall permit administrative authorization of discretionary transfers between budget lines within the total budget of up to fifteen (15) percent of the total budget, upon the approval of any of the ex-officio members of the Association.

### **ARTICLE VI. APPROVAL AND AMENDMENT**

#### Section 1. Approval

These Bylaws shall be considered approved upon review of the Board's General Counsel and upon adoption by the Board of Trustees of the City University of New York.

#### Section 2. Amendment

- a. The membership of the Association shall have the right to recommend to the Dean amendments to these Bylaws.
- b. The Dean shall have the right to recommend to the Board of Trustees amendments to these Bylaws.
- c. Bylaw amendments shall be considered approved upon review by the Board, General Counsel, and upon adoption by the Board of Trustees of the City University of New York.

## **13.1 Faculty Report Form for Suspected and/or Adjudicated Incidents of Academic Dishonesty**

## Faculty Report Form

It is necessary to complete this form to report an incident of suspected and/or resolved academic dishonesty. Make a copy for your records and forward the original, along with copies of all available supporting documentation, to the:

### Office of the Academic Integrity Officer

CUNY School of Law

Room 4-106D, Telephone: (718) 340-4370

Instructor Name:

Dept.: Tel. No.: email:

Course: Section: Semester::

Student Name: Student ID#:

Date of Incident:

Type of Incident: Cheating Plagiarism Other

Description of incident:

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Did the student admit to the charge of cheating, plagiarism, or other act of academic dishonesty?

Yes No Student could not be contacted

Explanation:

—  
—

Explanation of recommended sanction:

—

Signature of Faculty Member: Date:

Resolution of the Case after Adjudication

Academic sanction: Disciplinary sanction: .

Signature of Academic Integrity Officer Date:

## 13.2 The City University of New York Directory Information Non-Disclosure Form

### DIRECTORY INFORMATION NON-DISCLOSURE FORM

This form must be filed with the Registrar's Office if you do not wish directory information to be disclosed without your prior consent (see the University's definition of directory information below.) Directory information otherwise may be made available to any parties to whom the University wishes to provide it. The instructions on this form may be changed at any time by filing a new form with the Registrar's Office. You should initial the appropriate spaces.

Name of student: \_\_\_\_\_

Student ID number: \_\_\_\_\_

A. \_\_\_\_ I DO NOT WANT DIRECTORY INFORMATION DISCLOSED WITHOUT MY PRIOR CONSENT. (If you initial this space you do not have to fill out the rest of this form, but must date and sign below.) B. \_\_\_\_ I want my prior instructions not to release directory information withdrawn. I now authorize the college to release my directory information.

Dated: \_\_\_\_ Signed: \_\_\_\_\_

Directory information consists of a student's: (a) Name; (b) Address; (c) email address; (d) Telephone number; (e) Attendance dates (semesters and sessions, not daily records); (f) Photograph; (g) 8-digit student ID number (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity); (h) Enrollment status (full or part-time, undergraduate or graduate, etc.); (i) Level of education (credits completed); (j) Degree enrolled for and major field of study; (k) Participation in officially recognized activities and sports (teams); (l) For members of athletic teams only, height and weight; (m) Degrees, honors and awards received. Address, email address and telephone number may be released only to employees of the University and its constituent colleges for the purpose of conducting legitimate University business. They may not be shared with individuals and organizations outside the University.

CUNY Office of the General Counsel July 2019

FERPA Forms - Attachment A (cuny.edu)

## 13.4 The City University of New York Charge of Discrimination Form

## 13.5 CUNY Residency Guidelines

To qualify as a resident for tuition purposes under CUNY Guidelines, a student must have continuously resided in New York State for a qualifying period of 12 months prior to the first day of classes for the semester in which resident tuition is sought. The student must also show that they have established New York as their domicile, which means that the student has a bona fide intention of living in New York permanently.

CUNY Guidelines provide that students under 24 years of age are considered dependents, and the student's residency is considered the same as that of their custodial parent(s). A student claiming independence from their parent(s) or legal guardian(s) residing out-of-state must present evidence of financial independence and a legal residence in New York State to be designated a New York State resident for tuition purposes. Under a policy effective beginning in the spring 2014 semester, a student under the age of 24 whose parent(s) or legal guardian(s) reside out of state, who otherwise meets CUNY's residency requirements and is not financially dependent from their parents, is eligible for the resident tuition rate if the student can show that they have changed their domicile, i.e., the place that they have a bona fide intention of living permanently in New York, such a showing must be made by clear and convincing evidence.

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

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

The current Residency form, where students can safely upload forms and documentation can be found at:

[Residency Information - CUNY School of Law](#)

## 13.6 The City University of New York Misconduct Complaint Form

[Office the Vice Chancellor Legal Affairs and General Counsel Report of Alleged Misconduct](#)

### All Catalogs

2022-2023
2021-2022
2020-2021
2019-2020
2018-2019
2017-2018
2016-2017
2015-2016
2014-2015
2013-2014
2012-2013
2011-2012
2010-2011
2009-2010
2007-2009
2005-2007
2003-2005
2002-2003
2001-2002

## CUNY Law School Department

### Programs

FT-CTY-MIA - Law  
 FT-JJC-MA - Law  
 FT-JJC-MPA - Law  
 LAW-JD - Law

PT-CTY-MIA - Law  
 PT-JJC-MA - Law  
 PT-JJC-MPA - Law  
 PTLAW-JD - Law

### Courses

LAW 748.5 - Citizenship  
 LAW 2 - Law Elective  
 LAW 701 - Contracts: Law and a Market Economy I  
 LAW 702 - Contracts: Law and a Market Economy II

LAW 705 - Legal Research  
 LAW 705A - Legal Research  
 LAW 705B - Legal Research  
 LAW 709 - Civil Procedure

LAW 712 - Adv. Criminal Law  
 LAW 721 - Federal Income Tax  
 LAW 723 - Real Estate Transactions  
 LAW 724 - Advanced Property  
 LAW 727 - Disabilities & the Law  
 LAW 731 - Advanced Clinical  
 LAW 732 - Contemplative Practice: An Exploration of Mindfulness and Social Justice Lawyering  
 LAW 733 - Securities Regulation  
 LAW 734 - Prisoners' Rights  
 LAW 735 - Health Law Practice Clinic  
 LAW 736 - Delivering Access to Justice in a Challenged Society  
 LAW 737 - Reproductive Justice  
 LAW 738 - Professional Responsibility  
 LAW 739 - Voting Rights  
 LAW 741 - Constitutional Law  
 LAW 742 - Jurisprudence  
 LAW 744 - Ed Law & Child Rgts  
 LAW 745 - First Amendment  
 LAW 747 - Legislation and Legislative Process  
 LAW 751 - Wills and Trusts  
 LAW 756 - Environmental Law  
 LAW 758 - Legal History  
 LAW 759 - Labor Law  
 LAW 761 - Remedies  
 LAW 763 - Introduction to Health Law  
 LAW 765 - Immigration Rights  
 LAW 769 - Race and the Law: Variable Topics  
 LAW 770 - International Law  
 LAW 771 - Civil Disobedience : Theory and Practice  
 LAW 772 - Independent Study  
 LAW 774 - Human Rights Law  
 LAW 775 - Advanced Mediation  
 LAW 777 - Civil Process and Professional Responsibility  
 LAW 778 - Anti-Discrimination Law  
 LAW 779 - The Mastery and Application of Core Doctrine  
 LAW 780 - Criminal Procedure: Investigation  
 LAW 781 - Death Penalty  
 LAW 784 - Capital Punishment and the Courts  
 LAW 785 - Employment Law  
 LAW 787 - Intellectual Property  
 LAW 789 - Advanced Family Law  
 LAW 790 - Indigenous Americans and the Law  
 LAW 791 - Sexuality and the Law  
 LAW 792 - Bankruptcy  
 LAW 793 - Comparative Law  
 LAW 794 - Small Firm Practice  
 LAW 795 - Law & Anthropology  
 LAW 798 - Public Benefits  
 LAW 799 - Entertainment Law  
 LAW 801 - Internet Law  
 LAW 802 - Local Government Law  
 LAW 803 - Rights of Children  
 LAW 804 - Law Review Editing  
 LAW 806 - Advanced Trial Practice  
 LAW 807 - Government Misconduct  
 LAW 808 - Land Use & Community Lawyering  
 LAW 809 - Applied Legal Analysis  
 LAW 810 - Immigrant & Non-Citizen Rights Clinic I  
 LAW 810PT - Immigrant and Non-Citizen Rights Clinic  
 LAW 811 - Criminal Procedure: Adjudication  
 LAW 812 - Family Law Clinic 1  
 LAW 813 - Family Law Practice Clinic  
 LAW 814 - Community & Economic Development Clinic  
 LAW 816 - Human Rights and Gender Justice Clinic I  
 LAW 816PT - Human Rights and Gender Justice Clinic  
 LAW 817 - Current Issues in Public Health Policy and Law  
 LAW 818 - Human Rights & the Environment  
 LAW 819 - Transactional Legal Drafting  
 LAW 825 - Lawyering Seminar III  
 LAW 826 - Transactional Legal Drafting  
 LAW 828 - Law, Media, and Public Discourse  
 LAW 829 - Representing Individual with Mental Disabilities  
 LAW 831 - New York Landlord and Tenant Law  
 LAW 832 - Health Care Advocate  
 LAW 833 - Electronic Discovery  
 LAW 834 - Gender, Psychology, and Law  
 LAW 835 - Contracts: Law in the Market Economy  
 LAW 836 - Gender Violence  
 LAW 837 - Trial Advocacy  
 LAW 839 - Education Policy Seminar & Practicum  
 LAW 842 - Housing Justice Practicum  
 LAW 843 - Mississippi Project  
 LAW 844 - Technology and the Law  
 LAW 845 - Law and the Abolition of Modern Day Carceral Systems  
 LAW 851 - Individual Skills Development  
 LAW 852 - Pre-Bar Seminar Guided Study  
 LAW 854 - Pro Bono Scholars Seminar  
 LAW 856 - Pre-Bar Seminar II Guided Study  
 LAW 857 - Pro Bono Scholars Externship  
 LAW 858 - Pro Bono Scholars Externship Seminar  
 LAW 859 - Pro Bono Scholars Clinic  
 LAW 861 - Creating Law Enforcement Accountability & Responsibility (CLEAR) Clinic  
 LAW 861P - CLEAR Clinic Plenary  
 LAW 862 - Advanced Civil Procedure  
 LAW 863 - Workers' Rights Clinic (WRC)  
 LAW 863S - Workers' Rights Clinic (WRC) Seminar  
 LAW 864 - Family Defense Clinic  
 LAW 864 - Family Defense Clinic  
 LAW 865 - Asian Americans and the Law  
 LAW 866 - Law and the Abolition of Modern Day Carceral Systems  
 LAW 867 - Poverty Law & Social Change  
 LAW 868 - Judicial Approaches to Discrimination: Race, Ethnicity, National Origin, and Gender Identities  
 LAW 868 - Judicial Approaches to Discrimination: Race, Ethnicity, National Origin, and Gender Identities  
 LAW869 - Housing Justice Practicum  
 LAW870 - Special Education  
 LAW 7004 - Lawyering Seminar I  
 LAW 7004PTA - Lawyering Seminar 1A  
 LAW 7004PTB - Lawyering Seminar 1B  
 LAW 7005 - Lawyering Seminar II  
 LAW 7005PTA - Lawyering Seminar II A  
 LAW 7005PTB - Lawyering Seminar II B  
 LAW 7043 - Liberty, Equality, and Due Process  
 LAW 7053 - Advanced Legal Research  
 LAW 7131 - Criminal Law: Responsibility for Injurious Conduct  
 LAW 7141 - Torts-Rsp Inj Conduc  
 LAW 7151 - Property: Law and a Market Economy III  
 LAW 7161 - Law and Family Relations  
 LAW 7181 - Advanced Torts  
 LAW 7186 - Advanced Torts: The Law of Medical Malpractice  
 LAW 7192 - Constitutional Structures  
 LAW 7232 - Mortgages  
 LAW 7251 - Public Institutions/Administrative Law  
 LAW 7252 - Court Administration  
 LAW 7261 - Federal Courts  
 LAW 7292 - Evidence: Lawyering and the Public Interest  
 LAW 7351 - Health and Environmental Practice Clinic  
 LAW 7401 - Equality and Justice Practice Clinic  
 LAW 7415 - Constitution & Foreign Affairs  
 LAW 7452 - Civil Rights Survey  
 LAW 7454 - Adv. First Amendment

LAW 7464 - Pre-Trial Discovery  
LAW 7465 - Public Interest/Public Service  
LAW 7472 - Gov & Legis Concentr  
LAW 7485 - Citizenship  
LAW 7531 - New York Practice  
LAW 7552 - Ucc/Sales  
LAW 7553 - Ucc/Articles 3,4,9  
LAW 7554 - UCC:Survey  
LAW 7561 - Environmental Law  
LAW 7565 - Adv Environmntl Law  
LAW 7572 - Business Associations  
LAW 7692 - Critical Race Theory  
LAW 7707 - Int'L Commc'L Trnsac  
LAW 7708 - International Trade  
LAW 7723 - Teaching Assistant  
LAW 7726 - Topics In Law  
LAW 7729 - Topics In Law  
LAW 7751 - Mediation Clinic  
LAW 7753 - Fdls Of Mediatn Th&P  
LAW 7801 - Crim Pro/Trial Phase  
LAW 7809 - Adv. Criminal Proce  
LAW 7881 - Legal Analysis  
LAW 7882 - Com Tops In Leg Anal

# All Programs

## FT-CTY-MIA - Law

### Overview

Institution Code  
LAW01

Official Name of Program  
Law

Plan Code  
FT-CTY-MIA

Department(s) Sponsoring Program  
CUNY Law School

Career  
Law

Degree Designation  
JD - Juris Doctor

## FT-JJC-MA - Law

### Overview

Institution Code  
LAW01

Official Name of Program  
Law

Plan Code  
FT-JJC-MA

Department(s) Sponsoring Program  
CUNY Law School

Career  
Law

Degree Designation  
JD - Juris Doctor

### Requirements

## FT-JJC-MPA - Law

### Overview

Institution Code  
LAW01

Official Name of Program  
Law

LAW 7893 - New York Domestic Relations Law  
LAW 7912 - Gender and the Law  
LAW 7983 - Welfare Rights  
LAW 7984 - Rights of Low Wage Workers  
LAW 8054 - Defenders Clinic  
LAW 8102 - Immigrant and Non-Citizen Rights Clinic I  
LAW 8121 - Family Law Clinic 2  
LAW 8152 - Disability and Aging Justice Clinic (DAJC)  
LAW 8161 - Human Rights and Gender Justice Clinic II  
LAW 8162 - Human Rights and Gender Justice Clinic  
LAW 8601 - Elder Law  
LAW 8603 - Health & Environment Practice Clinic  
LAW 8604 - Health & Environment Practice Clinic Placements  
LAW 8605 - Emerging Needs Clinic  
LAW 8606 - Professional Development Time  
LAW 8607 - Environment Justice & Health Law Practice Clinic  
LAW 8608 - Advocacy on the Frontlines: Immigrant Rights and Legal Aid  
LAW 72923 - Advanced Evidence  
LAW 74812 - Immigration and Citizenship Law  
LAW 77210 - Directed Study  
LAW 77214 - Moot Court  
LAW 77215 - Academic Legal Writing

Plan Code  
FT-JJC-MPA

Department(s) Sponsoring Program  
CUNY Law School

Career  
Law

Degree Designation  
JD - Juris Doctor

### Requirements

## LAW-JD - Law

### Overview

Institution Code  
LAW01

Official Name of Program  
Law

Plan Code  
LAW-JD

Department(s) Sponsoring Program  
CUNY Law School

Career  
Law

Degree Designation  
JD - Juris Doctor

### Requirements

#### Simple Requisites

Major Requirements - Overall	
Type	Completion Requirement
Earn a minimum GPA of 2.5	
Earn at least 86 credits	
Successful participation in a clinic	
Passing grades in all required courses	

Additional Comments:

Major Requirements - Required Courses

Type

Completion Requirement

Fulfill ALL of the following requirements:

Complete ALL of the following Courses:

- LAW 701 - Contracts:Law and a Market Economy I
- LAW 702 - Contracts: Law and a Market Economy II
- LAW 705 - Legal Research
- LAW 709 - Civil Procedure
- LAW 738 - Professional Responsibility
- LAW 779 - The Mastery and Application of Core Doctrine
- LAW 809 - Applied Legal Analysis
- LAW 825 - Lawyering Seminar III
- LAW 7004 - Lawyering Seminar I
- LAW 7005 - Lawyering Seminar II
- LAW 7043 - Liberty, Equality, and Due Process
- LAW 7131 - Criminal Law: Responsibility for Injurious Conduct
- LAW 7141 - Torts-Rsp Inj Conduc
- LAW 7151 - Property: Law and a Market Economy III
- LAW 7192 - Constitutional Structures
- LAW 7251 - Public Institutions/Administrative Law
- LAW 7292 - Evidence: Lawyering and the Public Interest
- LAW 7692 - Critical Race Theory

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

AND

Clinic Requirements

Earn at least 12 credits

The choice of which Clinic and elective courses will be offered is determined each year, and the Law School expressly reserves the right to change or modify these offerings for future years.

Additional Comments:

Major Requirements- Electives

Type

Completion Requirement

Bar Electives

Complete at least 9 of the following courses:

- LAW 723 - Real Estate Transactions
- LAW 745 - First Amendment
- LAW 751 - Wills and Trusts
- LAW 780 - Criminal Procedure: Investigation
- LAW 811 - Criminal Procedure: Adjudication
- LAW 862 - Advanced Civil Procedure
- LAW 7092 - Civil Procedure II
- LAW 7161 - Law and Family Relations
- LAW 7261 - Federal Courts
- LAW 7531 - New York Practice

- LAW 7554 - UCC:Survey
- LAW 7572 - Business Associations
- LAW 7893 - New York Domestic Relations Law
- LAW 72923 - Advanced Evidence

Additional Comments:

Degree Map Name

JD Full-Time

Total Degree Map Credits

78 - 94

Degree Map Effective Catalog Year

Spring 2025 -

Year	Semester	Actual Credits	Progress Credits
Year 1	Fall	15	15

Requirement Select

- LAW 7004 - Lawyering Seminar I

Course Requirement Group

Notes

Minimum Grade

Minimum GPA

Area

Actual Credits

Progress Credits

Contact Hours

Clinical

Criticality

-

-

-

-

4

4

4

-

Yes

Requirement Select

- LAW 705 - Legal Research

Course Requirement Group

Notes

Minimum Grade

Minimum GPA

Area

Actual Credits

Progress Credits

Contact Hours

Clinical

Criticality

-

-

-

-

2

2

2

-

No

Requirement Select

- LAW 701 - Contracts:Law and a Market Economy I

Course Requirement Group

Notes

Minimum Grade

Minimum GPA

Area

Actual Credits

Progress Credits

Contact Hours

Clinical

Criticality

-

-

-

-

3

3

3

-

No

88 / 153



**Requirement Select**

- LAW 7131 - Criminal Law: Responsibility for Injurious Conduct

**Course Requirement Group**

Notes	-
Minimum Grade	-
Minimum GPA	-
Area	-
Actual Credits	3
Progress Credits	3
Contact Hours	3
Clinical	-
Criticality	No

**Requirement Select**

- LAW 7043 - Liberty, Equality, and Due Process

**Course Requirement Group**

Notes	-
Minimum Grade	-
Minimum GPA	-
Area	-
Actual Credits	3
Progress Credits	3
Contact Hours	3
Clinical	-
Criticality	No

Year	Semester	Actual Credits	Progress Credits
Year 1	Spring	15	15

**Requirement Select**

- LAW 7005 - Lawyering Seminar II

**Course Requirement Group**

Notes	-
Minimum Grade	-
Minimum GPA	-
Area	-
Actual Credits	4
Progress Credits	4
Contact Hours	4
Clinical	-
Criticality	Yes

**Requirement Select**

- LAW 702 - Contracts: Law and a Market Economy II

**Course Requirement Group**

Notes	-
Minimum Grade	-
Minimum GPA	-
Area	-
Actual Credits	3
Progress Credits	3
Contact Hours	3
Clinical	-
Criticality	No

**Requirement Select**

- LAW 7692 - Critical Race Theory

**Course Requirement Group**

Notes	-
Minimum Grade	-
Minimum GPA	-
Area	-
Actual Credits	2
Progress Credits	2
Contact Hours	-
Clinical	-
Criticality	No

**Requirement Select**

- LAW 709 - Civil Procedure

**Course Requirement Group**

Notes	-
Minimum Grade	-
Minimum GPA	-
Area	-
Actual Credits	3
Progress Credits	3
Contact Hours	3
Clinical	-
Criticality	No

**Requirement Select**

- LAW 7141 - Torts-Rsp Inj Conduc

**Course Requirement Group**

Notes	-
Minimum Grade	-
Minimum GPA	-
Area	-
Actual Credits	3
Progress Credits	3
Contact Hours	3
Clinical	-
Criticality	No

Year	Semester	Actual Credits	Progress Credits
Year 2	Fall	12 - 16	12 - 16

**Requirement Select**

- LAW 7192 - Constitutional Structures
- OR
- Upper-Level Elective (Generic)
- OR
- LAW 738 - Professional Responsibility

**Course Requirement Group**

Notes	-
Minimum Grade	-
Minimum GPA	-
Area	-
Actual Credits	3 - 4
Progress Credits	3 - 4
Contact Hours	3
Clinical	-
Criticality	No

**Requirement Select**

- LAW 7292 - Evidence: Lawyering and the Public Interest  
OR
- Upper-Level Elective (Generic)  
OR
- LAW 738 - Professional Responsibility

**Course Requirement Group**

Notes	-
Minimum Grade	-
Minimum GPA	-
Area	-
Actual Credits	3 - 4
Progress Credits	3 - 4
Contact Hours	3 - 4
Clinical	-
Criticality	No

**Requirement Select**

- LAW 7251 - Public Institutions/Administrative Law  
OR
- Upper-Level Elective (Generic)  
OR
- LAW 738 - Professional Responsibility

**Course Requirement Group**

Notes	-
Minimum Grade	-
Minimum GPA	-
Area	-
Actual Credits	3 - 4
Progress Credits	3 - 4
Contact Hours	3
Clinical	-
Criticality	No

**Requirement Select**

- Upper-Level Elective (Generic)

**Course Requirement Group**

Notes	-
Minimum Grade	-
Minimum GPA	-
Area	-
Actual Credits	3 - 4
Progress Credits	3 - 4
Contact Hours	3 - 4
Clinical	-
Criticality	No

Year	Semester	Actual Credits	Progress Credits
Year 2	Spring	12 - 16	12 - 16

**Requirement Select**

- LAW 825 - Lawyering Seminar III  
OR
- Upper-Level Elective (Generic)  
OR
- LAW 738 - Professional Responsibility

**Course Requirement Group**

Notes	-
Minimum Grade	-
Minimum GPA	-
Area	-
Actual Credits	2 - 4
Progress Credits	2 - 4
Contact Hours	3 - 4
Clinical	-
Criticality	No

**Requirement Select**

- LAW 7151 - Property: Law and a Market Economy III  
OR
- Upper-Level Elective (Generic)  
OR
- LAW 738 - Professional Responsibility

**Course Requirement Group**

Notes	-
Minimum Grade	-
Minimum GPA	-
Area	-
Actual Credits	2 - 3
Progress Credits	2 - 3
Contact Hours	3 - 4
Clinical	-
Criticality	No

**Requirement Select**

- LAW 7251 - Public Institutions/Administrative Law  
OR
- LAW 738 - Professional Responsibility  
OR
- Upper-Level Elective (Generic)

**Course Requirement Group**

Notes	-
Minimum Grade	-
Minimum GPA	-
Area	-
Actual Credits	6
Progress Credits	6
Contact Hours	6
Clinical	-
Criticality	No

Requirement Select			
• Upper-Level Elective (Generic)			
Course Requirement Group			
Notes	-		
Minimum Grade	-		
Minimum GPA	-		
Area	-		
Actual Credits	2 - 3		
Progress Credits	2 - 3		
Contact Hours	2 - 3		
Clinical	-		
Criticality	No		

Year	Semester	Actual Credits	Progress Credits
Year 3	Fall	12 - 16	12 - 16
Requirement Select			
• LAW 735 - Health Law Practice Clinic			
OR			
• LAW 7401 - Equality and Justice Practice Clinic			
OR			
• LAW 7751 - Mediation Clinic			
OR			
• LAW 8152 - Disability and Aging Justice Clinic (DAJC)			
OR			
• LAW 8054 - Defenders Clinic			
OR			
• LAW 810 - Immigrant & Non-Citizen Rights Clinic I			
OR			
• LAW 8162 - Human Rights and Gender Justice Clinic			
OR			
• LAW 861 - Creating Law Enforcement Accountability & Responsibility (CLEAR) Clinic			
OR			
• LAW 814 - Community & Economic Development Clinic			
OR			
• LAW 813 - Family Law Practice Clinic			
OR			
• LAW 859 - Pro Bono Scholars Clinic			
Course Requirement Group			
Notes	-		
Minimum Grade	-		
Minimum GPA	-		
Area	-		
Actual Credits	8 - 12		
Progress Credits	8 - 12		
Contact Hours	12 - 16		
Clinical	-		
Criticality	Yes		

Requirement Select			
• Upper-Level/Bar Elective (Generic)			
Course Requirement Group			
Notes	-		
Minimum Grade	-		
Minimum GPA	-		
Area	-		
Actual Credits	4		
Progress Credits	4		
Contact Hours	4		
Clinical	-		
Criticality	No		

Year	Semester	Actual Credits	Progress Credits
Year 3	Spring	12 - 16	12 - 16
Requirement Select			
• LAW 779 - The Mastery and Application of Core Doctrine			
• AND LAW 809 - Applied Legal Analysis			
Course Requirement Group			
Notes	-		
Minimum Grade	-		
Minimum GPA	-		
Area	-		
Actual Credits	6		
Progress Credits	6		
Contact Hours	6		
Clinical	-		
Criticality	No		

Requirement Select			
• Upper-Level/Bar Elective (Generic)			
Course Requirement Group			
Notes	-		
Minimum Grade	-		
Minimum GPA	-		
Area	-		
Actual Credits	6 - 10		
Progress Credits	6 - 10		
Contact Hours	6 - 10		
Clinical	-		
Criticality	No		
Total General Education Credits		Total Major Credits	
0		0	
Total Minor Credits		Total Elective Credits	
0		0	

PT-CTY-MIA - Law

Overview

Institution Code	
LAW01	
Official Name of Program	
Law	
Plan Code	Department(s) Sponsoring Program
PT-CTY-MIA	CUNY Law School
Career	Degree Designation
Law	JD - Juris Doctor

PT-JJC-MA - Law

Overview

Institution Code	
LAW01	
Official Name of Program	
Law	
Plan Code	Department(s) Sponsoring Program
PT-JJC-MA	CUNY Law School
Career	Degree Designation
Law	JD - Juris Doctor

Requirements

PT-JJC-MPA - Law

Overview

Institution Code  
LAW01

Official Name of Program  
Law

Plan Code  
PT-JJC-MPA

Department(s) Sponsoring Program  
CUNY Law School

Career  
Law

Degree Designation  
JD - Juris Doctor

Requirements

PTLAW-JD - Law

Overview

Institution Code  
LAW01

Official Name of Program  
Law

Plan Code  
PTLAW-JD

Department(s) Sponsoring Program  
CUNY Law School

Career  
Law

Degree Designation  
JD - Juris Doctor

Requirements

Simple Requisites

Degree Requirements - Overall  
Type  
Completion Requirement

Earn a minimum GPA of 2.5

Earn at least 86 credits

Successful participation in a clinic

Passing grades in all required courses

Additional Comments:

Major Requirements - Required Courses  
Type  
Completion Requirement

Fulfill ALL of the following requirements:

Complete ALL of the following Courses:

- LAW 705 - Legal Research
- LAW 709 - Civil Procedure
- LAW 738 - Professional Responsibility

- LAW 779 - The Mastery and Application of Core Doctrine
- LAW 809 - Applied Legal Analysis
- LAW 825 - Lawyering Seminar III
- LAW 7004 - Lawyering Seminar I
- LAW 7005PTB - Lawyering Seminar II B
- LAW 7043 - Liberty, Equality, and Due Process
- LAW 7141 - Torts-Rsp Inj Conduc
- LAW 7192 - Constitutional Structures
- LAW 7251 - Public Institutions/Administrative Law
- LAW 7692 - Critical Race Theory
- LAW 7151 - Property: Law and a Market Economy III
- LAW 7131 - Criminal Law: Responsibility for Injurious Conduct
- LAW 7292 - Evidence: Lawyering and the Public Interest

Core Doctrine is a required course for all students. Full-time students with a cumulative GPA of 3.3 or higher by the end of their fifth semester for full-time or seventh semester for PT requirements for evening students, students may opt out of this requirement and take a sufficient number of additional elective credits to satisfy graduation requirements. CUNY School of Law does not round GPAs up or down for this opt-out. Thus, a student with a GPA of 3.299 at the end of their fifth semester will be required to take Core Doctrine, while a student with a 3.30 GPA will no

AND

Clinic Requirements  
Earn at least 10 credits

Additional Comments:

Bar Electives

Type

Completion Requirement

Earn at least 8 credits from the following:

- LAW 862 - Advanced Civil Procedure
- LAW 7572 - Business Associations
- LAW 779 - The Mastery and Application of Core Doctrine
- LAW 809 - Applied Legal Analysis
- LAW 780 - Criminal Procedure: Investigation
- LAW 745 - First Amendment
- LAW 7893 - New York Domestic Relations Law
- LAW 723 - Real Estate Transactions
- LAW 7554 - UCC:Survey
- LAW 72923 - Advanced Evidence
- LAW 7092 - Civil Procedure II
- LAW 811 - Criminal Procedure: Adjudication
- LAW 7261 - Federal Courts
- LAW 7161 - Law and Family Relations
- LAW 7531 - New York Practice
- LAW 751 - Wills and Trusts

Electives

Earn at least 8 credits

All students must take at least four courses that the Academic Dean deems “Bar Elective” courses.

Additional Comments:

Students with a cumulative GPA of 3.3 or higher at the end of their third semester (fourth semester for part-time students) may opt out of this requirement. Currently, the following courses are considered bar electives: Advanced Evidence, Applied Legal Analysis, Core Doctrine, Business

Associations, Criminal Procedure I, Criminal Procedure II, New York Domestic Relations Law, Federal Courts, First Amendment, New York Practice, (for students matriculating before Fall 2015), Real Estate Transactions, UCC Survey, and Wills and Trusts.

**Degree Map Name**

JD Part-Time

**Total Degree Map Credits**

81 - 89

**Degree Map Effective Catalog Year**

Spring 2025 -

Year	Semester	Actual Credits	Progress Credits
Year 1	Fall	9	9

**Requirement Select**

- LAW 7131 - Criminal Law: Responsibility for Injurious Conduct

**Course Requirement Group**

Notes	-
Minimum Grade	-
Minimum GPA	-
Area	-
Actual Credits	3
Progress Credits	3
Contact Hours	3
Clinical	-
Criticality	Yes

**Requirement Select**

- LAW 7004 - Lawyering Seminar I

**Course Requirement Group**

Notes	-
Minimum Grade	-
Minimum GPA	-
Area	-
Actual Credits	3
Progress Credits	3
Contact Hours	3
Clinical	-
Criticality	No

**Requirement Select**

- LAW 7043 - Liberty, Equality, and Due Process

**Course Requirement Group**

Notes	-
Minimum Grade	-
Minimum GPA	-
Area	-
Actual Credits	3
Progress Credits	3
Contact Hours	3
Clinical	-
Criticality	No

Year	Semester	Actual Credits	Progress Credits
Year 1	Spring	9	9

**Requirement Select**

- LAW 701 - Contracts:Law and a Market Economy I

**Course Requirement Group**

Notes	-
Minimum Grade	-
Minimum GPA	-
Area	-
Actual Credits	4
Progress Credits	4
Contact Hours	4
Clinical	-
Criticality	No

**Requirement Select**

- LAW 7005PTA - Lawyering Seminar II A

**Course Requirement Group**

Notes	-
Minimum Grade	-
Minimum GPA	-
Area	-
Actual Credits	3
Progress Credits	3
Contact Hours	3
Clinical	-
Criticality	No

**Requirement Select**

- LAW 705 - Legal Research

**Course Requirement Group**

Notes	-
Minimum Grade	-
Minimum GPA	-
Area	-
Actual Credits	2
Progress Credits	2
Contact Hours	2
Clinical	-
Criticality	No

Year	Semester	Actual Credits	Progress Credits
Year 1	Summer	6	6

**Requirement Select**

- LAW 7005PTB - Lawyering Seminar II B

**Course Requirement Group**

Notes	-
Minimum Grade	-
Minimum GPA	-
Area	-
Actual Credits	2
Progress Credits	2
Contact Hours	2
Clinical	-
Criticality	Yes

## Requirement Select

- LAW 7141 - Torts-Rsp Inj Conduc

## Course Requirement Group

Notes	-
Minimum Grade	-
Minimum GPA	-
Area	-
Actual Credits	4
Progress Credits	4
Contact Hours	4
Clinical	-
Criticality	No

Year	Semester	Actual Credits	Progress Credits
Year 2	Fall	10	10

## Requirement Select

- LAW 7692 - Critical Race Theory

## Course Requirement Group

Notes	-
Minimum Grade	-
Minimum GPA	-
Area	-
Actual Credits	2
Progress Credits	2
Contact Hours	2
Clinical	-
Criticality	Yes

## Requirement Select

- LAW 709 - Civil Procedure

## Course Requirement Group

Notes	-
Minimum Grade	-
Minimum GPA	-
Area	-
Actual Credits	4
Progress Credits	4
Contact Hours	4
Clinical	-
Criticality	No

## Requirement Select

- LAW 7292 - Evidence: Lawyering and the Public Interest

## Course Requirement Group

Notes	-
Minimum Grade	-
Minimum GPA	-
Area	-
Actual Credits	4
Progress Credits	4
Contact Hours	4
Clinical	-
Criticality	No

Year	Semester	Actual Credits	Progress Credits
Year 2	Spring	9 - 11	9 - 11

## Requirement Select

- LAW 825 - Lawyering Seminar III

## Course Requirement Group

Notes	-
Minimum Grade	-
Minimum GPA	-
Area	-
Actual Credits	4
Progress Credits	4
Contact Hours	4
Clinical	-
Criticality	No

## Requirement Select

- LAW 7192 - Constitutional Structures  
OR
- Upper-Level/Bar Elective (Generic)  
OR
- LAW 738 - Professional Responsibility

## Course Requirement Group

Notes	-
Minimum Grade	-
Minimum GPA	-
Area	-
Actual Credits	5 - 7
Progress Credits	5 - 7
Contact Hours	5 - 7
Clinical	-
Criticality	No

Year	Semester	Actual Credits	Progress Credits
Year 3	Fall	10 - 11	10 - 11

## Requirement Select

- Clinic (Generic)  
OR
- LAW 7192 - Constitutional Structures  
OR
- LAW 738 - Professional Responsibility  
OR
- Upper-Level Elective (Generic)

## Course Requirement Group

Notes	-
Minimum Grade	-
Minimum GPA	-
Area	-
Actual Credits	10 - 11
Progress Credits	10 - 11
Contact Hours	10 - 11
Clinical	-
Criticality	No

Year	Semester	Actual Credits	Progress Credits
Year 3	Spring	9 - 11	9 - 11

**Requirement Select**

- LAW 7151 - Property: Law and a Market Economy III

**Course Requirement Group**

Notes	-
Minimum Grade	-
Minimum GPA	-
Area	-
Actual Credits	4
Progress Credits	4
Contact Hours	4
Clinical	-
Criticality	No

**Requirement Select**

- LAW 7251 - Public Institutions/Administrative Law

**Course Requirement Group**

Notes	-
Minimum Grade	-
Minimum GPA	-
Area	-
Actual Credits	3
Progress Credits	3
Contact Hours	3
Clinical	-
Criticality	No

**Requirement Select**

- Upper-Level Elective (Generic)
- OR
- LAW 779 - The Mastery and Application of Core Doctrine
- AND LAW 809 - Applied Legal Analysis

**Course Requirement Group**

Notes	-
Minimum Grade	-
Minimum GPA	-
Area	-
Actual Credits	2 - 4
Progress Credits	2 - 4
Contact Hours	2 - 4
Clinical	-
Criticality	No

Year	Semester	Actual Credits	Progress Credits
Year 4	Fall	10 - 11	10 - 11

  

<b>Requirement Select</b>			
<ul style="list-style-type: none"> <li>• Clinic (Generic)</li> </ul> OR <ul style="list-style-type: none"> <li>• Upper-Level Elective (Generic)</li> </ul>			
<b>Course Requirement Group</b>			
Notes		-	
Minimum Grade		-	
Minimum GPA		-	
Area		-	
Actual Credits		10 - 11	
Progress Credits		10 - 11	
Contact Hours		10 - 11	
Clinical		-	
Criticality		No	

Year	Semester	Actual Credits	Progress Credits
Year 4	Spring	9 - 11	9 - 11

  

<b>Requirement Select</b>			
<ul style="list-style-type: none"> <li>• Upper-Level Elective (Generic)</li> </ul> OR <ul style="list-style-type: none"> <li>• LAW 779 - The Mastery and Application of Core Doctrine</li> <li>• AND LAW 809 - Applied Legal Analysis</li> </ul>			
<b>Course Requirement Group</b>			
Notes		-	
Minimum Grade		-	
Minimum GPA		-	
Area		-	
Actual Credits		9 - 11	
Progress Credits		9 - 11	
Contact Hours		9 - 11	
Clinical		-	
Criticality		No	

<b>Total General Education Credits</b>	<b>Total Major Credits</b>
0	0
<b>Total Minor Credits</b>	<b>Total Elective Credits</b>
0	0

## All Courses

### LAW 748.5 - Citizenship

#### Overview

##### Academic Institution

LAW01

##### Subject area

LAW

##### Catalog Number

748.5

##### Course Title

Citizenship

##### Department(s)

CUNY Law School

#### Description

This is a course that will broadly examine citizenship. It will include the theoretical and practical aspects of having, acquiring and losing citizenship. The course will cover basic notions of citizenship on a broad base and then will focus on the law regarding United States Citizenship including the practicalities of naturalization. Further topics covered will be shaped through student interest. Students will do a research and writing project and through their selection of topics will structure a substantial portion of the course. Some potential topics include: Dual citizenship; Women and Citizenship; International Concepts of Citizenship; Puerto Rican Citizenship Rights; The Constitutionality of Distinctions Between Native born and Naturalized Citizens; Losing Citizenship; The History of Asian-American Citizenship in the United States; Comparative Concepts of Citizenship; Personal and Historical Notions of Citizenship; The Legal Personal and Practical Consequences of Naturalization; Citizenship and the Right to Vote; Reasons for Increased Interest in Naturalization. Students will be expected to actively participate in class and will be required to make a class presentation on their selected topic. Students must also submit a substantial paper on their topic. The



course will be worth two credits. There has been an increased interest in applying for naturalization and an ensuing backlog for those seeking to help individuals apply for naturalization. Students in this course will be offered the opportunity to assist individuals interested in naturalization.

Academic Career

Law

Liberal Arts

No

Permission Type

No Special Consent Required

Credits

Minimum Units:

2

Maximum Units:

2

LAW 2 - Law Elective

Overview

Academic Institution

LAW01

Subject area

LAW

Catalog Number

2

Course Title

Law Elective

Department(s)

CUNY Law School

Description

Law Elective

Academic Career

Law

Liberal Arts

No

Permission Type

No Special Consent Required

Credits

Minimum Units:

4

Maximum Units:

4

LAW 701 - Contracts:Law and a Market Economy I

Overview

Academic Institution

LAW01

Subject area

LAW

Catalog Number

701

Course Title

Contracts:Law and a Market Economy I

Department(s)

CUNY Law School

Description

Students will study the development of the law governing agreements between private parties. The backdrop for this study of legal intervention into "private" affairs is an understanding that both our economy as a whole and the economic positions of individuals and groups are shaped and reinforced by the imprimatur and interjection of the law in this area. Students study the historical development of each of the major doctrinal concepts - offer, acceptance, consideration, modification, breach, defenses, and remedies - as well as the related concepts of reliance, restitution, promissory estoppel, and unjust enrichment. Focus on both the common law and statutory law (UCC) governing contracts challenges students to develop strong legal analysis skills and provides a rich context for an introduction to theories of jurisprudence, including natural law, positivist theory, realist theory, laissez-faire economics theory, feminist legal theory, critical race theory, economics and the law, and relational and empirical contract theory.

Academic Career

Law

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units:

2

Maximum Units:

4

LAW 702 - Contracts: Law and a Market Economy II

Overview

Academic Institution

LAW01

Subject area

LAW

Catalog Number

702

Course Title

Contracts: Law and a Market Economy II

Department(s)

CUNY Law School

Description

Students will study the development of the law governing agreements between private parties. The backdrop for this study of legal intervention into "private" affairs is an understanding that both our economy as a whole and the economic positions of individuals and groups are shaped and reinforced by the imprimatur and interjection of the law in this area. Students study the historical development of each of the major doctrinal concepts - offer, acceptance, consideration, modification, breach, defenses, and remedies - as well as the related concepts of reliance, restitution, promissory estoppel, and unjust enrichment. Focus on both the common law and statutory law (UCC) governing contracts challenges students to develop strong legal analysis skills and provides a rich context for an introduction to theories of jurisprudence, including natural law, positivist theory, realist theory, laissez-faire economics theory, feminist legal theory, critical race theory, economics and the law, and relational and empirical contract theory.

Academic Career

Law

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units:	Maximum Units:
3	3

Liberal Arts

No

Permission Type

Department Consent Required

LAW 705 - Legal Research

Overview

Academic Institution

LAW01

Subject area	Catalog Number
LAW	705

Course Title

Legal Research

Department(s)

CUNY Law School

Description

With the proliferation of research venues and online database resources, legal research practices are in a state of evolution. Students will gain proficiency in the use of legal research tools, as well as effective and efficient research methods for finding cases, statutes, regulations, and secondary authorities. Research methodologies learned in this course will provide a foundation that can be integrated into the Lawyering Seminars and throughout the law school curriculum.

Academic Career

Law

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units:	Maximum Units:
2	2

Credits

Minimum Units:	Maximum Units:
0	0

LAW 705B - Legal Research

Overview

Academic Institution

LAW01

Subject area	Catalog Number
LAW	705B

Course Title

Legal Research

Department(s)

CUNY Law School

Description

With the proliferation of research venues and online database resources, legal research practices are in a state of evolution. Students will gain proficiency in the use of legal research tools, as well as effective and efficient research methods for finding cases, statutes, regulations, and secondary authorities. Research methodologies learned in this course will provide a foundation that can be integrated into the Lawyering Seminars and throughout the law school curriculum.

Academic Career

Law

Liberal Arts

No

Permission Type

Department Consent Required

LAW 705A - Legal Research

Overview

Academic Institution

LAW01

Subject area	Catalog Number
LAW	705A

Course Title

Legal Research

Department(s)

CUNY Law School

Description

With the proliferation of research venues and online database resources, legal research practices are in a state of evolution. Students will gain proficiency in the use of legal research tools, as well as effective and efficient research methods for finding cases, statutes, regulations, and secondary authorities. Research methodologies learned in this course will provide a foundation that can be integrated into the Lawyering Seminars and throughout the law school curriculum.

Academic Career

Law

Credits

Minimum Units:	Maximum Units:
2	2

LAW 709 - Civil Procedure

Overview

Academic Institution

LAW01

Subject area	Catalog Number
LAW	709

Course Title

Civil Procedure

Department(s)

CUNY Law School

Description

This course examines the structure of the judicial system and the basic ground rules of civil litigation. Exploring the adversary model and the purposes of litigation, students scrutinize the basic principles underlying the jurisdiction of

courts and are encouraged to question the role of courts and to critically assess the adequacy of rules of procedure, to provide a framework for the efficient and fair resolution of disputes. Particular focus is placed on the degree to which justice is dependent on a party's resources. Principles of common law and statutory pleading, discovery, motion practice, remedies, and appeals are taught with the Federal Rules of Civil Procedure, providing students the framework they are concurrently using in simulation and will subsequently use in live-client representation.

Academic Career

Law

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units:

3

Maximum Units:

4

LAW 712 - Adv. Criminal Law

Overview

Academic Institution

LAW01

Subject area

LAW

Catalog Number

712

Course Title

Adv. Criminal Law

Department(s)

CUNY Law School

Description

This course is designed to provide an in depth analytical understanding of substantive criminal law, covering both jurisprudential issues in the area of criminal responsibility, and also policy issues in the context of a changing criminal law. Beginning with a basic reworking of the concepts mens rea, actus reus, and causation, we will move through the defenses, and spend the second half of the course in such topical issues as death penalty, the legal control of drunken driving, property crime and rape.

Academic Career

Law

Liberal Arts

No

Permission Type

No Special Consent Required

Credits

Minimum Units:

3

Maximum Units:

3

LAW 721 - Federal Income Tax

Overview

Academic Institution

LAW01

Subject area

LAW

Catalog Number

721

Course Title

Federal Income Tax

Department(s)

CUNY Law School

Description

Surveys federal statutes and regulations governing federal income taxation through statutory interpretation, case analysis, and hypothetical scenarios. Explores issues surrounding public policies advanced by the Internal Revenue Code, including what alternatives might replace them, and how they affect the society in which the tax system operates.

Academic Career

Law

Liberal Arts

No

Permission Type

No Special Consent Required

Credits

Minimum Units:

2

Maximum Units:

3

LAW 723 - Real Estate Transactions

Overview

Academic Institution

LAW01

Subject area

LAW

Catalog Number

723

Course Title

Real Estate Transactions

Department(s)

CUNY Law School

Description

In this basic course in conveyancing and transactional analysis of interests in real estate, topics include real estate brokers and the sales transaction; defects in title; options, contracts, and deeds; mortgages and other liens on real estate; mortgage default and foreclosure; the operation of the recording system, including title assurance and title insurance; warranties involved in the land sale transaction; and real estate settlement procedures. Students build on concepts introduced in basic property and civil procedure courses and develop a specialized knowledge of real estate remedies. Working with statutes, cases, and model documents, students enhance their understanding of the law, sharpen their lawyering skills, and are introduced to the special ethical considerations in this area by participating in a simulated real estate closing.

Academic Career

Law

Liberal Arts

No

Permission Type

No Special Consent Required

Credits

Minimum Units:	Maximum Units:
3	3

LAW 724 - Advanced Property

Overview

Academic Institution  
LAW01

Subject area	Catalog Number
LAW	724

Course Title  
Advanced Property

Department(s)  
CUNY Law School

Description  
The per-requisite for this course is the successful completion of LME III and permission of the instructor. This course will delve into greater depth on the areas covered in the second year LME III class. Issues of landlord, tenant, common law conveyances, mortgages and modern land use issues will be covered. In addition to a research paper on a topic to be arranged with the instructor, students will be expected to work with the second year LME III class on problems assigned from the text. Students who sign up for this class should check the second year schedule to insure that they have adequate time to meet with second year students.

Academic Career  
Law

Liberal Arts  
No

Permission Type  
No Special Consent Required

Credits

Minimum Units:	Maximum Units:
3	3

LAW 727 - Disabilities & the Law

Overview

Academic Institution  
LAW01

Subject area	Catalog Number
LAW	727

Course Title  
Disabilities & the Law

Department(s)  
CUNY Law School

Description  
This course surveys the law affecting people with mental and physical disabilities. We will examine disability discrimination laws governing access to employment, public accommodations, public facilities and services, and education. We will also cover federal income support programs -- specifically Social Security Income (SSI) and Social Security Disability (SSD) -- for people with disabilities, and legal standards governing the involuntary institutionalization and treatment of people with mental illness. As a backdrop to our exploration of these laws, we will examine

alternative theoretical perspectives on the nature of disability and the responsibility of society toward people with disabilities. Students' grade will be based on an Americans with Disabilities Act (ADA) compliance audit of a public facility, a research paper, and class presentation.

Academic Career  
Law

Liberal Arts  
No

Permission Type  
No Special Consent Required

Credits

Minimum Units:	Maximum Units:
2	3

LAW 731 - Advanced Clinical

Overview

Academic Institution  
LAW01

Subject area	Catalog Number
LAW	731

Course Title  
Advanced Clinical

Department(s)  
CUNY Law School

Description  
Advanced Clinic is open to law students who have completed a one-semester capstone clinic and have projects, cases, or other related matters from their clinic experience that remain ongoing. Advanced Clinic provides students with an opportunity to continue to engage in clinical work and complete or continue to advance casework or other clinic projects for credit.

Academic Career  
Law

Liberal Arts  
No

Permission Type  
Department Consent Required

Credits

Minimum Units:	Maximum Units:
1	4

LAW 732 - Contemplative Practice: An Exploration of Mindfulness and Social Justice Lawyering

Overview

Academic Institution  
LAW01

Subject area	Catalog Number
LAW	732

**Course Title**

Contemplative Practice: An Exploration of Mindfulness and Social Justice  
Lawyering

**Department(s)**

CUNY Law School

**Description**

This course is designed to introduce students to the growing movement of contemplative practice and to explore its application to those who use the law for social justice. "Contemplative practice" encompasses a variety of traditions and practices that quiet the mind and draw one's consciousness inward in order to gain insight and the ability to deal with the unique obstacles that one faces in a social justice practice. This course will focus on meditation as a form of contemplative practice and as an essential lawyering skill, directly linked to some of the more traditional skills -- such as interviewing, counseling, and negotiation. The course will draw on a variety of readings that specifically link contemplative techniques to the study and practice of law and will require students to engage actively with the integration of contemplative practice with the lawyer's work.

**Academic Career**

Law

**Liberal Arts**

No

**Permission Type**

No Special Consent Required

**Credits**

**Minimum Units:**

2

**Maximum Units:**

2

## LAW 733 - Securities Regulation

**Overview**

**Academic Institution**

LAW01

**Subject area**

LAW

**Catalog Number**

733

**Course Title**

Securities Regulation

**Department(s)**

CUNY Law School

**Description**

This course surveys federal regulation of securities. The principal focus will be upon the federal Securities Act of 1933 and the Securities Exchange Act of 1934. Coverage will include the definition of security; registration of public offerings; exemptions from registration; federal preemption; insider trading, remedies and liabilities; and tender offer regulation.

**Academic Career**

Law

**Liberal Arts**

No

**Permission Type**

No Special Consent Required

**Credits**

**Minimum Units:**

3

**Maximum Units:**

3

## LAW 734 - Prisoners' Rights

**Overview**

**Academic Institution**

LAW01

**Subject area**

LAW

**Catalog Number**

734

**Course Title**

Prisoners' Rights

**Department(s)**

CUNY Law School

**Description**

Explores how the law affecting prisoners has developed and should develop in the future. Specific topics may include the constitutional dimensions of corrections, theories of sentencing and incarceration, prisoners' rights litigation, and the impact of the law on ex-offenders. Seminar participants will produce carefully documented original written work that analyzes and critiques some aspect of the law, policies, theories, practices, systems, and/or institutions that affect prisoners' and/or ex-offenders' lives.

**Academic Career**

Law

**Liberal Arts**

No

**Permission Type**

No Special Consent Required

**Credits**

**Minimum Units:**

2

**Maximum Units:**

2

## LAW 735 - Health Law Practice Clinic

**Overview**

**Academic Institution**

LAW01

**Subject area**

LAW

**Catalog Number**

735

**Course Title**

Health Law Practice Clinic

**Department(s)**

CUNY Law School

**Description**

This clinic provides participation in the dynamic, growing and challenging area of health law issues, including access to healthcare and the effect of the law on the quality of care. Students work as interns two days a week in a variety of public interest settings, including governmental agencies like the Health and Hospitals Corporation, legal services offices, HIV advocacy centers and plaintiff medical malpractice firms. Utilizing both the classroom setting and supervised field placements, students study and critique health-care programs such as Medicaid and Medicare, legal mechanisms that monitor the quality of care, doctor-patient relationships, bioethics and issues of privacy and civil liberties. In addition to legislative and policy work, the concentration provides students with opportunities to enhance their legal writing and litigation skills.

**Academic Career**

Law

**Liberal Arts**

No

**Permission Type**

Department Consent Required

**Credits****Minimum Units:**

8

**Maximum Units:**

16

## LAW 736 - Delivering Access to Justice in a Challenged Society

**Overview****Academic Institution**

LAW01

**Subject area**

LAW

**Catalog Number**

736

**Course Title**

Delivering Access to Justice in a Challenged Society

**Department(s)**

CUNY Law School

**Description**

Explores various delivery-of-legal-services models for low- and moderate-income persons, explores cultural competency issues and their effect on access to justice, addresses the role of technology in securing access to justice, and exposes students to substantive New York law. The course may include visits to New York City Courts for observation of proceedings and/or participation in volunteer programs.

**Academic Career**

Law

**Liberal Arts**

No

**Permission Type**

No Special Consent Required

**Credits****Minimum Units:**

2

**Maximum Units:**

3

## LAW 737 - Reproductive Justice

**Overview****Academic Institution**

LAW01

**Subject area**

LAW

**Catalog Number**

737

**Course Title**

Reproductive Justice

**Department(s)**

CUNY Law School

**Description**

Covers a wide spectrum of topics related to reproductive justice from a domestic and/or transnational perspective. Potential topics covered include constitutional rights to reproductive decision making, access to contraception and abortion, minors' and prisoners' reproductive rights, sexuality education, public funding of reproductive health services, the impact of international human rights law and norms on reproductive justice, the criminalization of pregnancy, the concept of fetal rights, forced sterilization, the role of physicians, religious restrictions and refusals, the rights of underrepresented groups, discrimination and disparities in access to reproductive care, and the legal and ethical implications of assisted reproductive technologies.

**Academic Career**

Law

**Liberal Arts**

No

**Permission Type**

No Special Consent Required

**Credits****Minimum Units:**

2

**Maximum Units:**

3

## LAW 738 - Professional Responsibility

**Overview****Academic Institution**

LAW01

**Subject area**

LAW

**Catalog Number**

738

**Course Title**

Professional Responsibility

**Department(s)**

CUNY Law School

**Description**

The class will introduce students to the Model Rules of Professional Conduct and the New York Rules of Professional Conduct within the context of social justice lawyering to prepare students for admission to the bar and the ethical practice of law. Students will explore the ethical complexities that exist in the practice of law, especially those raised when representing clients who may be marginalized by our society or when engaging in social change litigation. Foundational concepts of professionalism, professional judgment, and the effective and ethical practice of law will be examined using a variety of formats including case law, client narratives, and simulations. It is recommended that the course be approved in both a two- and a three-credit offering to allow flexibility in course planning and permit the law school to respond to developments in this subject area and accommodate differences among faculty in approach and depth of coverage of the topics and issues described above, including the nature and length of course assignments. For students starting law school during or after the fall of 2012, Professional Responsibility is required for any student seeking admission to the New York bar. This is a required course effective with the entering class of 2015.

**Academic Career**

Law

**Liberal Arts**

No

**Permission Type**

No Special Consent Required

## Credits

Minimum Units:  
2

Maximum Units:  
3

## LAW 739 - Voting Rights

### Overview

Academic Institution  
LAW01

Subject area  
LAW

Catalog Number  
739

Course Title  
Voting Rights

Department(s)  
CUNY Law School

#### Description

This course will provide an overview of the law that frames our participation in the electoral process. We will look at many topics that have gone into the development of this controversial area, including money and politics, the role of political parties, redistricting and representation, majority rule and racial vote dilution, direct democracy and alternative democratic structures. Students will be evaluated by performance on two problem oriented writing exercises and active participation in all class projects and activities.

Academic Career  
Law

Liberal Arts  
No

Permission Type  
No Special Consent Required

## Credits

Minimum Units:  
2

Maximum Units:  
3

## LAW 741 - Constitutional Law

### Overview

Academic Institution  
LAW01

Subject area  
LAW

Catalog Number  
741

Course Title  
Constitutional Law

Department(s)  
CUNY Law School

#### Description

Examination of the American constitutional system, including the doctrine of judicial review, the powers and responsibilities of the branches of the federal government, and the relationship of the federal and state governments. Each inquiry will be related to contemporary problems and issues, with attention to the debate about "originalist" interpretation and the institutional role of the Supreme Court. In light of the bicentennial events, and issues surrounding international relations including the upcoming contragate trials and discussion concerning the

personnel of the Supreme Court, it is a unique time to focus on this area. Class discussion - and attendance - is critical. Students will present informal arguments/ case analysis, and there will be an examination (essay).

Academic Career  
Law

Liberal Arts  
No

Permission Type  
No Special Consent Required

## Credits

Minimum Units:  
3

Maximum Units:  
3

## LAW 742 - Jurisprudence

### Overview

Academic Institution  
LAW01

Subject area  
LAW

Catalog Number  
742

Course Title  
Jurisprudence

Department(s)  
CUNY Law School

#### Description

I am often asked, Why study legal philosophy? What good is philosophy anyway? Professor Otto suggests that the answer is inherent in each of us whether we are aware of it nor not. Although philosophy is responsible for the choices we make and in setting the tone of human endeavor, in its unstudied form it lacks coherence and comprehensiveness. Hence, we should study it. In this class, we will survey the major schools of jurisprudence and fundamental ideas in the legal culture: natural law, historical jurisprudence, positivism, utilitarianism, sociological jurisprudence and fundamental ideas in the legal culture: realism, law and economics, critical legal theory and feminist jurisprudence. In the process of learning about these philosophical traditions, we will analyze cases from substantive areas of constitutional law, contracts, property, criminal law, domestic relations law, torts, anti-trust and environmental law. The goal will be to learn not only the jurisprudential theories but how they have been used to arrive at certain results and decisions.

Academic Career  
Law

Liberal Arts  
No

Permission Type  
No Special Consent Required

## Credits

Minimum Units:  
2

Maximum Units:  
3



## LAW 744 - Ed Law & Child Rgts

### Overview

Academic Institution  
LAW01

Subject area  
LAW

Catalog Number  
744

Course Title  
Ed Law & Child Rgts

Department(s)  
CUNY Law School

**Description**  
This course is about the rights that students and their parents have, some statutory, some common law, some constitutional. In particular, the focus will be on the Family Educational Rights and Privacy Act (the Buckley Amendment), the Student Consumer Information Act, the Education for the Handicapped Act, first amendment issues in schools, and due process rights in student suspension hearings and other similar hearings. If there is time and interest, we will study the financial aid legislation. How the course will be taught will depend in significant part on how many people sign up for it. I hope that everyone will have the opportunity to attend at least one due process hearing.

Academic Career  
Law

Liberal Arts  
No

Permission Type  
No Special Consent Required

### Credits

Minimum Units:  
3

Maximum Units:  
3

## LAW 745 - First Amendment

### Overview

Academic Institution  
LAW01

Subject area  
LAW

Catalog Number  
745

Course Title  
First Amendment

Department(s)  
CUNY Law School

**Description**  
This course considers the historical, theoretical, doctrinal, and practical contours of the First Amendment's free speech clause, free association clause, free press clause, and religion clauses. A directed writing opportunity is available to students taking the course.

Academic Career  
Law

Liberal Arts  
No

Permission Type  
No Special Consent Required

### Credits

Minimum Units:  
3

Maximum Units:  
3

## LAW 747 - Legislation and Legislative Process

### Overview

Academic Institution  
LAW01

Subject area  
LAW

Catalog Number  
747

Course Title  
Legislation and Legislative Process

Department(s)  
CUNY Law School

**Description**  
Examining the legislature as a legal institution, the course explores its law-making function as both complementary to and independent of the courts and the executive branch. While focusing on the role of the public interest lawyer, students investigate the legislative process, including technical requirements for researching, drafting, and submitting bills. The course text, which follows the enactment, amendment and judicial interpretation of the Voting Rights Act of 1965, provides a rich opportunity for understanding the dynamics of legislative drafting, politics, policy, social context, and the implementation of law.

Academic Career  
Law

Liberal Arts  
No

Permission Type  
No Special Consent Required

### Credits

Minimum Units:  
3

Maximum Units:  
3

## LAW 751 - Wills and Trusts

### Overview

Academic Institution  
LAW01

Subject area  
LAW

Catalog Number  
751

Course Title  
Wills and Trusts

Department(s)  
CUNY Law School

**Description**  
Grounded in the New York Estates, Powers and Trusts Law, this course covers the law regulating property inheritance, including testamentary succession, will substitutes and intestacy, and trusts, property, and basic tax law issues relating to inter-generational transfers. Examples and problems challenge students to use the statute to develop problem-solving skills, while introducing them to the special ethical issues involved in this area of practice.

Academic Career

Law

Liberal Arts

No

Permission Type

No Special Consent Required

Credits

Minimum Units:

2

Maximum Units:

3

LAW 756 - Environmental Law

Overview

Academic Institution

LAW01

Subject area

LAW

Catalog Number

756

Course Title

Environmental Law

Department(s)

CUNY Law School

Description

An exploration of the roots of environmental values and an examination of alternative views on how the law can address environmental degradation and its impact on human health, the course studies major federal environmental statutes as well as the role of state and local government in environmental protection.

Academic Career

Law

Liberal Arts

No

Permission Type

No Special Consent Required

Credits

Minimum Units:

3

Maximum Units:

3

LAW 758 - Legal History

Overview

Academic Institution

LAW01

Subject area

LAW

Catalog Number

758

Course Title

Legal History

Department(s)

CUNY Law School

Description

This course surveys the major themes in American Legal History. Beginning with the foundations of the Constitution and Constitutional law, the course moves on to the development of a distinctly American law in the nineteenth century. We trace the evolution of American law through four doctrinal areas: criminal law, contracts, labor law and torts.

Academic Career

Law

Liberal Arts

No

Permission Type

No Special Consent Required

Credits

Minimum Units:

3

Maximum Units:

3

LAW 759 - Labor Law

Overview

Academic Institution

LAW01

Subject area

LAW

Catalog Number

759

Course Title

Labor Law

Department(s)

CUNY Law School

Description

Students receive a basic introduction to the National Labor Relations Act, which regulates the right of employees to organize a union, as well as collective bargaining between unions and employers in the private sector. Specific topics of the course include learning how unions achieve representational status, what employee conduct is protected by law and the range of employer responses to an organizing drive, the economic weapons available to both management and labor, collective bargaining, and recent National Labor Relations Board and Supreme Court decisions.

Academic Career

Law

Liberal Arts

No

Permission Type

No Special Consent Required

Credits

Minimum Units:

3

Maximum Units:

3

LAW 761 - Remedies

Overview

Academic Institution

LAW01

**Subject area**  
LAW

**Catalog Number**  
761

**Course Title**  
Remedies

**Department(s)**  
CUNY Law School

**Description**  
Remedies is about what happens after a court determines that the substantive law has been violated. During the course, students will study the types of relief granted by courts in civil cases focusing on three major topics: (1) legal remedies, primarily damages, including a review of general principles of tort and contract damages; (2) equitable remedies, including obtaining and enforcing preliminary and permanent injunctions in both private and public controversies; and (3) restitutionary relief to prevent unjust enrichment, including constructive trusts and equitable liens.

**Academic Career**  
Law

**Liberal Arts**  
No

**Permission Type**  
No Special Consent Required

## Credits

**Minimum Units:**  
3

**Maximum Units:**  
3

## LAW 763 - Introduction to Health Law

### Overview

**Academic Institution**  
LAW01

**Subject area**  
LAW

**Catalog Number**  
763

**Course Title**  
Introduction to Health Law

**Department(s)**  
CUNY Law School

**Description**  
Health Law examines the medical profession and the health care delivery system. This course will analyze the relationships among doctors, patients and hospitals within the framework of the law of contracts, torts, constitutional law, agency, antitrust and administrative law. The course will cover issues related to access and the quality of health care, and a limited number of bioethical issues. Specific areas of coverage may include: medical malpractice, the right to treatment, the right to refuse treatment, the physicians' duty of confidentiality vs. physicians' duty to warn third parties, ethical issues raised by efforts to contain the cost of health care, and issues related to the AIDS crisis. Bioethical issues may include the right to die and euthanasia; and the use of experimental treatments.

**Academic Career**  
Law

**Liberal Arts**  
No

**Permission Type**  
No Special Consent Required

## Credits

**Minimum Units:**  
2

**Maximum Units:**  
3

## LAW 765 - Immigration Rights

### Overview

**Academic Institution**  
LAW01

**Subject area**  
LAW

**Catalog Number**  
765

**Course Title**  
Immigration Rights

**Department(s)**  
CUNY Law School

**Description**  
This three credit course focuses on the substantive law of immigration and nationality and on the legal rights of immigration. The materials for this course will be Aleinkoff and Martin, Immigration Process and Policy (A&M) and Immigration and Nationality Law of the U.S., Selected Statutes, Regulations and Forms Supplement (Supp) and additional handouts. The main text discusses statutes which are contained in the Supp. You must read any statute mentioned in the assigned pages in the main text.

**Academic Career**  
Law

**Liberal Arts**  
No

**Permission Type**  
No Special Consent Required

## Credits

**Minimum Units:**  
3

**Maximum Units:**  
3

## LAW 769 - Race and the Law: Variable Topics

### Overview

**Academic Institution**  
LAW01

**Subject area**  
LAW

**Catalog Number**  
769

**Course Title**  
Race and the Law: Variable Topics

**Department(s)**  
CUNY Law School

**Description**  
Employing tools of critical inquiry, the idea and practice of civil rights and justice are studied through U.S. cases, legal history, and legal theory. This course focuses on racial justice, and may explore discrimination based on other personal and community defining identities.

**Academic Career**  
Law

**Liberal Arts**

No

**Permission Type**

No Special Consent Required

**Credits****Minimum Units:**

2

**Maximum Units:**

4

**LAW 770 - International Law****Overview****Academic Institution**

LAW01

**Subject area**

LAW

**Catalog Number**

770

**Course Title**

International Law

**Department(s)**

CUNY Law School

**Description**

The policies and practices of international law are squarely situated in the context of the evolving international relations that have shaped, and continue to shape, it. The course weaves in and out of legal text and political context, analyzing such areas as origins and sources of international law, subjects of international law, inter-state relations, international organizations and non-governmental organizations (NGOs), dispute settlement, social and economic rights, human rights, economic/environmental rights, the relationship between local and international law, and women's rights.

**Academic Career**

Law

**Liberal Arts**

No

**Permission Type**

No Special Consent Required

**Credits****Minimum Units:**

2

**Maximum Units:**

3

**LAW 771 - Civil Disobedience : Theory and Practice****Overview****Academic Institution**

LAW01

**Subject area**

LAW

**Catalog Number**

771

**Course Title**

Civil Disobedience : Theory and Practice

**Department(s)**

CUNY Law School

**Description**

The extermination camps of the Nazis, the incineration of Hiroshima and Nagasaki, the My Lai massacre (Vietnam), the ongoing torture and rape of innocent civilians and the violence waged by governments against their own citizens in various parts of the world are all testimonials proving that men are entirely capable of committing yet greater catastrophes in the name of "superior orders." In this age of nuclear and other weapons of mass destruction, an unyielding, "NO" may prove to be our sole password to the future. Students of law know that radical changes in the social, political and legal consciousness of societies are caused not by incremental change-oriented lawyers but by those who say and continue to say "NO" to the unjust commands of duly constituted authority. In this course, we will engage in learning the theory, practice and legal justifications of civil disobedience. Case studies and our imaginations about challenging the select, oppressive rules of law will be the food for thought in this course. In particular, we will discuss issues such as the necessity defense; jury nullification; the fugitive slave law; the Kvorkian phenomena (aiding one to take one's life); Operation Rescue and its impact on choice, the Stonewall riots aimed at asserting the issue of the dignity of gay and lesbian lifestyles; the civil rights movement; and objections to war based on conscience. Please join if you really believe in the theology of liberation and CUNY motto: Law in the Service of Human Needs.

**Academic Career**

Law

**Liberal Arts**

No

**Permission Type**

No Special Consent Required

**Credits****Minimum Units:**

3

**Maximum Units:**

3

**LAW 772 - Independent Study****Overview****Academic Institution**

LAW01

**Subject area**

LAW

**Catalog Number**

772

**Course Title**

Independent Study

**Department(s)**

CUNY Law School

**Description**

To meet the credit requirements for graduation a student, with the permission of the Academic Dean, may take up to 3 credit hours of independent, faculty-supervised study. (A student may take fewer than 3 credit-hours of independent study at a time and may do so more than once, as long as the total number of independent study credit hours during the student's tenure at the Law School is not more than 3 or meets the requirements outlined below.) A student may also register for more than 3 credits of Independent Study if the credits are not used to meet the credit requirements for graduation. In exceptional circumstances, the student may, with the permission of the Academic Dean, register for up to 3 additional hours of Independent Study credits to meet the credit requirements for graduation. A judicial clerkship, internship, or a law office clerkship does not satisfy the requirements of an Independent Study. However, these experiences may form the basis of further research for an independent study project. This research and writing must be done under direct faculty supervision in order to gain Independent Study credit.

Academic Career

Law

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units:

1

Maximum Units:

3

LAW 774 - Human Rights Law

Overview

Academic Institution

LAW01

Subject area

LAW

Catalog Number

774

Course Title

Human Rights Law

Department(s)

CUNY Law School

Description

Since 1945 with establishment of the United Nations Human Rights Law has become an increasingly important element of international law. The purpose of this course is to provide students with a general survey of the origins and evolution of international human rights law. Particular attention will be paid to conventions, treaties and United Nations declarations. The course will also provide students with an orientation to the complex structure of international bodies that share jurisdiction over various human rights issues. Students will become familiar with sources of human rights law, the changing definitions of human rights protections and the options for seeking enforcement that different types of cases might take.

Academic Career

Law

Liberal Arts

No

Permission Type

No Special Consent Required

Credits

Minimum Units:

2

Maximum Units:

3

LAW 775 - Advanced Mediation

Overview

Academic Institution

LAW01

Subject area

LAW

Catalog Number

775

Course Title

Advanced Mediation

Department(s)

CUNY Law School

Description

This three credit course will examine mediation in three substantive contexts for evaluation of clinical value for advanced study of both substantive lawyering theory as well as advanced practice of third party neutral skills in live client cases. Students will learn the law and procedure governing the mediation of complaints filed under: the Americans with Disabilities Act; the Civil Rights Acts; and with the NYC Civilian Complaint Review Board of claims of police misconduct. Moreover, protocols will be explored for any potential long term formal association with the Queens Mediation Service which has been awarded the contract for diversion of criminal cases in Queens County. Students will also be assigned to conduct actual mediations, where available and under the professor's supervision, in the above referred areas. This clinical practice will be limited in order to further evaluate which subject matters are best suited to the learning objectives and pedagogy of a mediation clinic containing lawyering objectives. Students will also help develop and prepare a procedures and guidelines handbook that will govern the operation of the future CUNY Law School Mediation Clinic. Students will assist in formulating policy guidelines for the supervision and evaluation of law student mediators.

Academic Career

Law

Liberal Arts

No

Permission Type

No Special Consent Required

Credits

Minimum Units:

3

Maximum Units:

3

LAW 777 - Civil Process and Professional Responsibility

Overview

Academic Institution

LAW01

Subject area

LAW

Catalog Number

777

Course Title

Civil Process and Professional Responsibility

Department(s)

CUNY Law School

Description

This course introduce students to civil process including an overview of a civil case, from complaint through appeal; an overview of courts, court systems and the rules that govern them; and an introduction to the Code of Professional Responsibility. Goals of the course include: developing an in-depth understanding of leading cases read in other first semester courses; and providing a framework for professional responsibility issues.

Academic Career

Law

Liberal Arts

No

Permission Type

No Special Consent Required

Credits

Minimum Units:	Maximum Units:
1	1

LAW 778 - Anti-Discrimination Law

Overview

Academic Institution  
LAW01

Subject area	Catalog Number
LAW	778

Course Title  
Anti-Discrimination Law

Department(s)  
CUNY Law School

Description  
This course covers, in depth, discrete issues on anti-discrimination doctrine in the post Civil Rights Act era. The course draws on modern anti-discrimination theory, which recasts legal doctrinal approaches to include ethnic, language and national origin based experientialist constructs. The course materials will present cases and legal research in three areas: education, employment, and criminal justice. The course also utilizes materials from non-legal disciplines, and introduces students to interdisciplinary research as a viable foundation for legal analysis.

Academic Career  
Law

Liberal Arts  
No

Permission Type  
No Special Consent Required

Credits

Minimum Units:	Maximum Units:
3	3

LAW 779 - The Mastery and Application of Core Doctrine

Overview

Academic Institution  
LAW01

Subject area	Catalog Number
LAW	779

Course Title  
The Mastery and Application of Core Doctrine

Department(s)  
CUNY Law School

Description  
This course is designed to improve the student's success rate on the New York State Bar Examination by reviewing core bar subjects and enhancing skills needed for the bar exam. The bar subjects to be covered include: Contracts, Real Property, Family Law, Torts, Criminal Law, Criminal Procedure, Constitutional Law, and Wills.

~~Student Career~~  
Students learn the skills needed to properly identify legal issues, develop applicable law and analyze the law in a manner required by both the multiple choice and essay portions of the exam.

Liberal Arts

Yes

Permission Type  
No Special Consent Required

Credits

Minimum Units:	Maximum Units:
4	4

LAW 780 - Criminal Procedure: Investigation

Overview

Academic Institution  
LAW01

Subject area	Catalog Number
LAW	780

Course Title  
Criminal Procedure: Investigation

Department(s)  
CUNY Law School

Description  
What are the various investigatory techniques utilized by law enforcement agencies in the accumulation of evidence? How do we assess their effectiveness and propriety in a democratic society? Students engage with these questions through study, analysis, and critique of the major Supreme Court cases applying the Fourth, Fifth, and Sixth Amendments. They learn constraints on police investigation and the admissibility of evidence through comprehensive coverage of the exclusionary rule (with its extension limiting the use of "the fruit of the poisonous tree," as well as the ways it has been limited through use of the concepts of standing, collateral use, and harmless error); the rules surrounding the use (or lack of use) of search warrants; the doctrine permitting (and limiting) the use of wiretaps, undercover investigation and informants; the development of the doctrine of entrapment; and the rules constraining police interrogation and identification procedures. Particular attention is paid to the application of these constitutional doctrines in New York.

Academic Career  
Law

Liberal Arts  
No

Permission Type  
No Special Consent Required

Credits

Minimum Units:	Maximum Units:
3	3

LAW 781 - Death Penalty

Overview

Academic Institution  
LAW01

<b>Subject area</b>	<b>Catalog Number</b>
LAW	781

**Course Title**  
Death Penalty

**Department(s)**  
CUNY Law School

**Description**  
Since the U.S. Supreme Court's Gregg and Furman decisions, a new death penalty jurisprudence has emerged. This course will critically survey major issues in death penalty law, including the nature of death penalty trials, the death penalty sentencing process, appeals, death penalty jurisprudence and the role of the lawyer in the death penalty process.

**Academic Career**  
Law

**Liberal Arts**  
No

**Permission Type**  
No Special Consent Required

## Credits

<b>Minimum Units:</b>	<b>Maximum Units:</b>
2	2

## LAW 784 - Capital Punishment and the Courts

### Overview

**Academic Institution**  
LAW01

<b>Subject area</b>	<b>Catalog Number</b>
LAW	784

**Course Title**  
Capital Punishment and the Courts

**Department(s)**  
CUNY Law School

**Description**  
There are approximately 3,500 men and women on death rows throughout the United States, and their cases are a complex entanglement of constitutional and procedural issues. This course will focus on court decisions about substantive and procedural issues arising in capital cases, with an emphasis on the Eighth Amendment and the writ of habeas corpus. The class will consider historical, policy, and constitutional issues regarding the death penalty and various statutes, such as the federal Anti-Terrorism and Effective Death Penalty Act. Further, the course will examine the role of attorneys and all phases of capital litigation, including trials, appeals, state post conviction proceedings and federal habeas corpus proceedings. Additional topics will include the consideration of age, mental retardation, innocence, insanity, international law, and race in capital cases.

**Academic Career**  
Law

**Liberal Arts**  
No

**Permission Type**  
No Special Consent Required

## Credits

<b>Minimum Units:</b>	<b>Maximum Units:</b>
3	3

## LAW 785 - Employment Law

### Overview

**Academic Institution**  
LAW01

<b>Subject area</b>	<b>Catalog Number</b>
LAW	785

**Course Title**  
Employment Law

**Department(s)**  
CUNY Law School

**Description**  
This course examines a whole range of legal issues related to the relationship between employer and employee. The issues including defining employment, employment at will, anti-discrimination law, employment contracts, post-employment covenants, medical leaves, workplace torts to name a few. The Employment Law course addresses important areas in the broader field of labor and employment law that is not addressed in the existing courses such as Equality Concentration, Rights of Low-Wage Workers and Labor Law.

**Academic Career**  
Law

**Liberal Arts**  
No

**Permission Type**  
No Special Consent Required

## Credits

<b>Minimum Units:</b>	<b>Maximum Units:</b>
2	3

## LAW 787 - Intellectual Property

### Overview

**Academic Institution**  
LAW01

<b>Subject area</b>	<b>Catalog Number</b>
LAW	787

**Course Title**  
Intellectual Property

**Department(s)**  
CUNY Law School

**Description**  
This survey course introduces students to basic concepts in copyright, patent, trademark, and related areas of intellectual property ("IP") law, such as trade secrets and rights of publicity. The main objectives of the course are to help students understand the fundamental principles of IP laws and related professional practices and procedures, while also considering the impact of such laws on everyday lives and careers, as well as on the public interest.



Academic Career

Law

Liberal Arts

No

Permission Type

No Special Consent Required

Credits

Minimum Units:

2

Maximum Units:

3

LAW 789 - Advanced Family Law

Overview

Academic Institution

LAW01

Subject area

LAW

Catalog Number

789

Course Title

Advanced Family Law

Department(s)

CUNY Law School

Description

This course has two goals. The first is to acquaint you with the Family Court Act and issues which affect abuse and neglect, custody, family offense and delinquency proceedings. The second is to enable you to use law as a practitioner, thereby integrating doctrine, policy analysis and procedure into a cohesive framework from which trial strategies are crafted. Inherent in our analysis of family law is a critique of social policy as it gives shape to the law. To that end, we will analyze law and current legislative issues. Additionally, we will be studying this area by looking at the position of women and children within society and the family. Hence, it is imperative that we approach the study of family law with and understanding of the importance of identifying and then critiquing the cultural underpinnings of the law. The course will not duplicate the Law and Family Relations course. Although there will be some overlap, we will focus exclusively on the application of broader family law issues to practice in this are in the New York Family Courts.

Academic Career

Law

Liberal Arts

No

Permission Type

No Special Consent Required

Credits

Minimum Units:

3

Maximum Units:

3

LAW 790 - Indigenous Americans and the Law

Overview

Academic Institution

LAW01

Subject area

LAW

Catalog Number

790

Course Title

Indigenous Americans and the Law

Department(s)

CUNY Law School

Description

This is a course about the laws and legal systems of the tribes and nations of Indigenous America. Although Indian nations are sovereign, and therefore purportedly free to govern themselves under laws they have made themselves, that sovereignty—and therefore the ability of Indian nations to enforce their own laws—is limited by the plenary power of the U.S. Congress.To understand that power, and the complicated legal regimes that it has produced, the course reviews the fraught history of the relations between Indigenous Americans and the U.S. government. The course covers topics related to the International Law doctrines of discovery and conquest that provided 17th and 18th century Europeans with a rationale for colonialism, removal, and settlement; key moments in Indigenous American/U.S. relations, such as Cherokee removal through the treaty period and the Age of Empire and the shifting legal environment that Indigenous Americans must navigate today; and current issues important to Indigenous Americans, for example, the authority of tribal courts over crimes and civil disputes, legal responses to violence against Indigenous women, tribal fishing, hunting and gathering rights, Indian gaming laws, custody and adoption of Indigenous children, and the protection of Indigenous religion and culture. Other topics of contemporary relevance will be added or substituted as needed.

Academic Career

Law

Liberal Arts

No

Permission Type

No Special Consent Required

Credits

Minimum Units:

2

Maximum Units:

3

LAW 791 - Sexuality and the Law

Overview

Academic Institution

LAW01

Subject area

LAW

Catalog Number

791

Course Title

Sexuality and the Law

Department(s)

CUNY Law School

Description

Exploring the legal issues surrounding expressions of human sexuality, students discuss cross-cultural theoretical perspectives - including feminism and postmodernism and the history of sexuality among diverse Americans - and consider concepts such as consent, privacy, power, and normalcy in the context of specific topics such as rape, reproduction, pornography, prostitution, lesbianism, male homosexuality, miscegenation, AIDS, and children. A paper of at least 20 pages on an approved topic is required.

Academic Career

Law

Liberal Arts

No

**Permission Type**

No Special Consent Required

**Credits****Minimum Units:**

3

**Maximum Units:**

3

**LAW 792 - Bankruptcy****Overview****Academic Institution**

LAW01

**Subject area**

LAW

**Catalog Number**

792

**Course Title**

Bankruptcy

**Department(s)**

CUNY Law School

**Description**

Using a problem-based method, this class will cover bankruptcy and debtor/creditor law from several perspectives, including those of consumers seeking debt relief; creditors, tenants, employees and other stakeholders confronting a business liquidation or reorganization; and lawyers practicing in other areas, such as family law, who suddenly must deal with another party's bankruptcy filing. The class will cover some related material concerning state and federal debt collection law as well.

**Academic Career**

Law

**Liberal Arts**

No

**Permission Type**

No Special Consent Required

**Credits****Minimum Units:**

3

**Maximum Units:**

3

**LAW 793 - Comparative Law****Overview****Academic Institution**

LAW01

**Subject area**

LAW

**Catalog Number**

793

**Course Title**

Comparative Law

**Department(s)**

CUNY Law School

**Description**

One of the best ways to understand American law is to recognize that it is one among many choices that different societies can make and have made about the kinds of laws and legal processes they will have. Through the broader theoretical framework provided by a comparative perspective (looking at practice, lawmaking and theoretical issues), this seminar will focus on the People's Republic of China as

a comparative case study. As a socialist system with an articulated commitment to market reforms and as a society with a very different history and tradition than the United States, China presents a fascinating opportunity for comparative study. We will explore three substantive areas law which I believe are paradigmatic of the social, economic and political organization and choices reflected in the developing system: administrative law; family law; and contracts. Some of the themes we will explore include the different definitions and functions of law and the legal system; the assumptions and consequences of a public/private ideology; the cross cultural role of gender in shaping the legal status of women; and the role of law development and social change. Guest speakers who are practitioners and teacher will also provide perspectives on other systems, e.g. civil law, Islamic law and customary systems. Seminar participants will be required to select a comparative project for reading, research and presentation or a writing project. The comparative project can be in law and literature; interdisciplinary; or on a system other than China.

**Academic Career**

Law

**Liberal Arts**

No

**Permission Type**

No Special Consent Required

**Credits****Minimum Units:**

3

**Maximum Units:**

3

**LAW 794 - Small Firm Practice****Overview****Academic Institution**

LAW01

**Subject area**

LAW

**Catalog Number**

794

**Course Title**

Small Firm Practice

**Department(s)**

CUNY Law School

**Description**

This course identifies issues that are involved in small firm practice, particularly legal, business, ethical, and professional considerations, such as starting a practice, building a client base, identifying subject matter for the practice, law practice management, malpractice insurance, and billing and collecting, among others.

**Academic Career**

Law

**Liberal Arts**

No

**Permission Type**

No Special Consent Required

**Credits****Minimum Units:**

2

**Maximum Units:**

3

## LAW 795 - Law & Anthropology

### Overview

**Academic Institution**  
LAW01

<b>Subject area</b> LAW	<b>Catalog Number</b> 795
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**Course Title**  
Law & Anthropology

**Department(s)**  
CUNY Law School

#### Description

At law school, we learn that law comes from courts and legislatures, and is applied and enforced by courts, police, prisons. But, in real life, if by law we mean a body of rules that a group of people generally agree on and that most of the people in the group obey most of the time - or if by law we mean a process of settling disputes and maintaining social order - then law occurs in many settings. There is a law of the classroom: some of it is written (the syllabus is a set of rules - of laws for the class); some of it is oral ("will the student at the end of the back row please answer the next question"); some of it is not even spoken (think about how students settle into the same seat in the classroom for every class; the seats are not officially assigned, no one says anything about it; but but we all know not to sit in someone else's seat). Law & Anthropology is an exploration of the law in different settings - in labor unions, church groups and other organizations; among the Amish and other sub-societies, separate and yet a part of the larger, dominant American society; and, most importantly, within the traditional cultures of Native Americans, Pacific Islanders, Africans and other peoples who have managed for centuries, without a governing structure that includes separate law-making, law-applying and law-enforcing institutions (like legislatures, courts and police) to govern themselves, to keep people working and living peacefully (for the most part) together; to resolve arguments and to punish members of the society who break the rules or injure others. There is much to be learned from this exploration that is useful to us as lawyers and law students - because the same social processes that go into law-making and law-enforcing in those seemingly non-law societies actually exist within our own legal system, and we will, of course, analyze that. The course will be run as a seminar. You will each be responsible, either alone or in a group of your own choosing, to lead one of the class sessions. You will get a lot of assistance from me in planning for and carrying out that session. You will be graded on that presentation but mostly on the paper you will write for the course.

**Academic Career**  
Law

**Liberal Arts**  
No

**Permission Type**  
No Special Consent Required

### Credits

<b>Minimum Units:</b> 3	<b>Maximum Units:</b> 3
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## LAW 798 - Public Benefits

### Overview

**Academic Institution**  
LAW01

<b>Subject area</b> LAW	<b>Catalog Number</b> 798
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**Course Title**  
Public Benefits

**Department(s)**  
CUNY Law School

#### Description

The EJP seminar operates as a live-client clinic. Students enrolled in this seminar will represent project clients at contested administrative hearings, preparation for which will require a significant time commitment. In light of the required academic and clinical commitment, students enrolled in this seminar will receive a total of 7 credits. In recognition of the substantial time that students must devote to preparation and provision of live client representation, this seminar is coupled with a co-requisite 3-credit course on Public Benefits. The two separate courses are actually taught together as one 7-credit program.

**Academic Career**  
Law

**Liberal Arts**  
No

**Permission Type**  
Department Consent Required

### Credits

<b>Minimum Units:</b> 3	<b>Maximum Units:</b> 3
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## LAW 799 - Entertainment Law

### Overview

**Academic Institution**  
LAW01

<b>Subject area</b> LAW	<b>Catalog Number</b> 799
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**Course Title**  
Entertainment Law

**Department(s)**  
CUNY Law School

#### Description

This course focuses on the issues involved in representing the entertainer, the artist and musician. Drafting contracts, negotiating terms and conditions of employment and similar issues will be covered.

**Academic Career**  
Law

**Liberal Arts**  
No

**Permission Type**  
No Special Consent Required

### Credits

<b>Minimum Units:</b> 2	<b>Maximum Units:</b> 2
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## LAW 801 - Internet Law

### Overview

**Academic Institution**  
LAW01

**Subject area**  
LAW

**Catalog Number**  
801

**Course Title**  
Internet Law

**Department(s)**  
CUNY Law School

#### Description

This course will provide practical, understandable and useful information on the current state of the law as it relates to all aspects of doing business on the Internet. The student will be able to recognize and deal with the legal issues inevitably faced in conjunction with online activities such as e-mail communications, electronic publishing, online advertising and the online sale of goods and services. Emphasis will be placed on the general legal principles as they have evolved to date. However, because the applicability of the law to online communications is so new, the syllabus may be readjusted.

**Academic Career**  
Law

**Liberal Arts**  
No

**Permission Type**  
No Special Consent Required

### Credits

**Minimum Units:**  
2

**Maximum Units:**  
2

## LAW 802 - Local Government Law

### Overview

**Academic Institution**  
LAW01

**Subject area**  
LAW

**Catalog Number**  
802

**Course Title**  
Local Government Law

**Department(s)**  
CUNY Law School

#### Description

This course will explore all aspects of state and local government. It will cover such structural issues as the role of state constitutions and of local governments as agents of the state. It will examine the relations and conflicts between state and local governments, as well as the ways they work (or fail to work) to address regional problems. It will introduce students to the methods of state and local finance and to the delivery of governmental services, especially education. Finally, the course will examine the role of state and local governments in a federal system. While focusing primarily on legal matters, the course will also address the political and policy issues that are at the heart of state and local government.

**Academic Career**  
Law

**Liberal Arts**  
No

**Permission Type**  
No Special Consent Required

### Credits

**Minimum Units:**  
2

**Maximum Units:**  
2

## LAW 803 - Rights of Children

### Overview

**Academic Institution**  
LAW01

**Subject area**  
LAW

**Catalog Number**  
803

**Course Title**  
Rights of Children

**Department(s)**  
CUNY Law School

#### Description

This course will explore issues of children's rights from the perspective of the practicing attorney in administrative and court proceedings involving juvenile delinquency, abuse and neglect, special education, school discipline, and, if time permits, emancipation of minor children. Our discussions will examine doctrinal, procedural, and ethical considerations raised in these contexts, with a particular focus on the challenges and opportunities involved in navigating the roles of "advocate" and "guardian" in developing appropriate attorney-client relationships with children.

**Academic Career**  
Law

**Liberal Arts**  
No

**Permission Type**  
No Special Consent Required

### Credits

**Minimum Units:**  
3

**Maximum Units:**  
3

## LAW 804 - Law Review Editing

### Overview

**Academic Institution**  
LAW01

**Subject area**  
LAW

**Catalog Number**  
804

**Course Title**  
Law Review Editing

**Department(s)**  
CUNY Law School

Description

A CUNY Law Review Board member who is leading a Law Review editing session or, as determined by a Law Review Faculty Advisor, other CUNY Law Review Board members, as well as general staff editors, who are substantially editing a writing for publication with the CUNY Law Review in either its print or digital format, are eligible to receive academic credit. One of the Faculty Advisors will review the work of enrolled students during and at the end of the semester. This credit opportunity is offered in the Credit/No Credit category. The current proposal, approved by CUNY faculty on April 8, increases credit eligibility for Law Review Editorial Board members and staffers as follows: three (3) credits for Editorial Board members, two-four (2-4) credits for senior staff editors, depending on whether they are evening students and serve additional semesters on the Law Review staff, and one (1) credit for second-semester staff editors, for 30 pages of substantive editing work and completing reflection writing on this work, all graded on a credit/no credit basis, under supervision of the Law Review Faculty Advisors. In previous years, Editorial Board members and senior staff editors (staff editors who have served at least two semesters on the CUNY Law Review) were eligible to earn a maximum of one academic credit for 30 pages of substantive editing work and completing reflection writing on this work. As a result of these credit adjustments, the total number of credits that Editorial Board members may earn is as follows: for students in the day program, four (4), and for students in the evening program, potentially six (6), if they earn editing credits over three semesters and then serve as a board member for two additional semesters. These totals include in both instances the one credit that all second-semester staff editors would be eligible to earn under this proposal. The total number of credits that senior staff editors may earn under this proposal is as follows: for students in the day program, three (3), and for students in the evening program, potentially five (5), if they earn editing credits for a total of five semesters. These totals include in both instances the one credit that all second-semester staff editors would be eligible to earn. This increase in credits will not increase the current cap of 10.5 credits that students may earn in total for nonclassroom work. Additionally, the faculty evaluation component should continue to include a reflection memo, whose length should account for the editing, writing, and researching work done by all editors.

Academic Career  
Law

Liberal Arts  
No

Permission Type  
Department Consent Required

Credits

Minimum Units:	Maximum Units:
1	4

LAW 806 - Advanced Trial Practice

Overview

Academic Institution  
LAW01

Subject area	Catalog Number
LAW	806

Course Title  
Advanced Trial Practice

Department(s)  
CUNY Law School

Description

The Advanced Trial Practice seminar is open to eight (8) students who have completed the Trial Practice fourth semester lawyering seminar or the Criminal Trial Advocacy fourth semester lawyering seminar. The students will engage in

advanced trial practice skills development culminating in participating in the ABA Section on Labor and Employment Regional Trial Competition (Trial Competition) held at the U.S. Courthouse for the Southern District of New York. The students will examine the law of the case, develop a litigation plan, explore the factual theories, examine the exhibits, develop ideas about demonstrative exhibits, explore advanced evidentiary issues and workshop objections, develop a trial plan, participate in three moot trial experiences, and the Trial Competition at the U.S. Courthouse.

Academic Career  
Law

Liberal Arts  
No

Permission Type  
Department Consent Required

Credits

Minimum Units:	Maximum Units:
2	2

LAW 807 - Government Misconduct

Overview

Academic Institution  
LAW01

Subject area	Catalog Number
LAW	807

Course Title  
Government Misconduct

Department(s)  
CUNY Law School

Description

An important feature of our legal system is remedies people can pursue to address illegal or arbitrary policies and practices by government officials. This class will be a research and discussion seminar in selected topics involving government misconduct. It will examine the historical evolution of constitutional and statutory remedies as well as litigation techniques for framing claims. Reflecting major themes of the last decade, police misconduct and racial profiling will be a focus of the class. Other topics will include federal and state freedom of information laws, and if time permits, the Federal Tort Claims Act, whistle blower statutes and qui tam claims.

Academic Career  
Law

Liberal Arts  
No

Permission Type  
No Special Consent Required

Credits

Minimum Units:	Maximum Units:
2	3

# LAW 808 - Land Use & Community Lawyering

## Overview

Academic Institution  
LAW01

Subject area  
LAW

Catalog Number  
808

Course Title  
Land Use & Community Lawyering

Department(s)  
CUNY Law School

Description  
This New York City-focused seminar prepares students who will represent community stakeholders in land use initiatives implicating community economic development, the availability of affordable housing, and issues of environmental justice, sustainability, and resilience. Seminar students will participate in collaborative group projects and role plays derived from actual local land use cases as methods to promote understanding of concepts in the law of property and contracts, constitutional law, state and local government law, New York civil practice, and administrative law, and to build lawyering capacity in drafting, negotiation, and informal advocacy. Representative course topics include use of the eminent domain power in economic development contexts; the function of community benefits agreements; financing and incentives for preserving and developing affordable housing; the regulatory frameworks for subsidized and rent-regulated housing in New York City; and the responsibilities of local government in responding to climate change, particularly in relation to vulnerable communities at the urban periphery.

Academic Career  
Law

Liberal Arts  
No

Permission Type  
No Special Consent Required

## Credits

Minimum Units:  
2

Maximum Units:  
3

# LAW 809 - Applied Legal Analysis

## Overview

Academic Institution  
LAW01

Subject area  
LAW

Catalog Number  
809

Course Title  
Applied Legal Analysis

Department(s)  
CUNY Law School

Description  
Applied Legal Analysis is a comprehensive bar preparation course. This class, which focuses on essay-writing techniques and strategies for tackling the Multistate Bar Examination, is designed to give students the skills they need to achieve a passing score on the bar exam of any state. Enrollment in Mastery & Application of Core Doctrine is a co-requisite for the course as the course utilizes the substantive doctrine covered in Mastery & Application of Core Doctrine. To pass the course, students must attend lectures, write several essays and a Multistate Performance

Test and rewrite them if necessary to achieve a passing score, and complete a number of multiple choice question sets outside of class. Students may also participate in an individual bar study planning session to receive extra credit. The essays are graded by bar standards and returned to students with comments and a grading rubric. Credit will be given for completion of assigned multiple-choice questions and a learning process track sheet, without respect to the number of questions a student answers correctly. The course also includes guest lectures by current and former bar examiners and recent alumni.

Academic Career  
Law

Liberal Arts  
No

Permission Type  
No Special Consent Required

## Credits

Minimum Units:  
1

Maximum Units:  
2

# LAW 810 - Immigrant & Non-Citizen Rights Clinic I

## Overview

Academic Institution  
LAW01

Subject area  
LAW

Catalog Number  
810

Course Title  
Immigrant & Non-Citizen Rights Clinic I

Department(s)  
CUNY Law School

Description  
The Immigrant & Non-Citizen Rights Clinic (INRC) trains future social justice lawyers to help close the growing legal divide between citizens and non-citizens of the United States. Clinic objectives are carried out through direct legal representation and defense as well as advocacy and lawyering in support of communities and movements. Students practice at all levels of the federal judiciary, and before administrative agencies and courts, military tribunals, and international bodies. INRC utilizes a holistic and collaborative approach to client representation, often working in concert with medical professionals and others to ensure immigrant and/or detained clients receive access to housing, healthcare, education, and public benefits. To hone the full panoply of advocacy skills, students also participate in projects involving legislative advocacy, community education, organizing support and community intake clinics both through in-house projects and external placements.

Academic Career  
Law

Liberal Arts  
No

Permission Type  
Department Consent Required

## Credits

Minimum Units:  
8

Maximum Units:  
16

## LAW 810PT - Immigrant and Non-Citizen Rights Clinic

### Overview

**Academic Institution**  
LAW01

<b>Subject area</b>	<b>Catalog Number</b>
LAW	810PT

**Course Title**  
Immigrant and Non-Citizen Rights Clinic

**Department(s)**  
CUNY Law School

**Description**  
IRRC educates students to represent non-citizen clients in a broad range of immigration and poverty law matters. This clinic utilizes a holistic approach to client representation so that in addition to dealing with immigration issues such as citizenship, visa and asylum problems, students may also address clients' other legal needs, such as housing and public benefits. Representation and advocacy for immigrant workers provide a firm foundation for students who aspire to worker-centered practice after graduation. Students hone critical skills of collaboration and problem-solving as they work with organizers and clients to promote changes in working conditions for immigrant workers. Projects involving legislative advocacy, outreach and education to immigrant communities round out the students' experience and foster the development of expertise in the broad range of skills and tools used in public interest practice.

**Academic Career**  
Law

**Liberal Arts**  
No

**Permission Type**  
Department Consent Required

### Credits

<b>Minimum Units:</b>	<b>Maximum Units:</b>
8	16

## LAW 811 - Criminal Procedure: Adjudication

### Overview

**Academic Institution**  
LAW01

<b>Subject area</b>	<b>Catalog Number</b>
LAW	811

**Course Title**  
Criminal Procedure: Adjudication

**Department(s)**  
CUNY Law School

**Description**  
Criminal Procedure II examines the criminal process, mainly after the police investigation ends and the adjudicative process begins. Some of the topics covered can include: the prosecutor's charging process, the right to the effective assistance of counsel, bail and pretrial release, discovery, speedy trial, plea bargaining, confrontation, double jeopardy, sentencing, and appeals. The course typically engages with various materials, such as Supreme Court cases, the Federal Rules of

Criminal Procedure, federal statutes, lower federal and state court cases, and applicable rules of professional responsibility. Students are encouraged to engage in critical legal and policy analysis.

**Academic Career**  
Law

**Liberal Arts**  
No

**Permission Type**  
No Special Consent Required

### Credits

<b>Minimum Units:</b>	<b>Maximum Units:</b>
2	3

## LAW 812 - Family Law Clinic 1

### Overview

**Academic Institution**  
LAW01

<b>Subject area</b>	<b>Catalog Number</b>
LAW	812

**Course Title**  
Family Law Clinic 1

**Department(s)**  
CUNY Law School

**Description**  
This clinic will introduce students to the representation of women who have been victims of assaults, batteries and other forms spousal abuse. The students will be trained to represent women in court who are seeking orders of protection and will also involve students in the representation of women in legal issues that flow from a battery situation. These may include; representation of women in legal issues that flow from a battery situation. These may include: housing; government benefits, including access to medical and social services; and issues of custody and/or visitation of children. The clinic will work closely with battered women's shelters in Queens County and students will become familiar with the range of support services available to women who have been battered. Students will engage in the full range of activities necessary for the representation of their clients. These may include interviewing, counseling, case planning; drafting of legal documents including, complaints, motions, orders, and briefs. Students will be selected for the clinic based on screening criteria developed by the Law Clinic faculty. Enrollment will be limited and will vary from year to year depending on the Clinic budget and other restraints.

**Academic Career**  
Law

**Liberal Arts**  
No

**Permission Type**  
No Special Consent Required

### Credits

<b>Minimum Units:</b>	<b>Maximum Units:</b>
8	8



# LAW 813 - Family Law Practice Clinic

## Overview

Academic Institution  
LAW01

Subject area LAW	Catalog Number 813
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Course Title  
Family Law Practice Clinic

Department(s)  
CUNY Law School

**Description**  
This clinical course will introduce students to the multiple ways that the law can be used to assist women who have been victims of assaults, batteries and other forms of domestic violence. In the BWR concentration students will work in a legal organization that does domestic violence advocacy, prosecution or criminal defense that is different from the direct services work that the BWR clinic does through Main Street Legal Services. These placements will involve criminal and civil work, such as domestic violence prosecution with the Brooklyn Family Justice Center, and legislative advocacy or impact litigation with an organization like Sanctuary for Families or The Legal Aid Society. Classroom instruction will include joint classes with the BWR clinic and BWR concentration students. In these classes, students will explore theoretical issues such as the efficacy of various legal responses to domestic violence; the inter-sectionality of domestic violence and race, class and sexuality; and the value and challenges of interdisciplinary work between lawyers and social workers. In the split classes, the BWR clinic students could delve more deeply into the specific law (Family Court Act, Domestic Relations Law, and immigration law) that is relevant to their cases. The BWR concentration students will learn the law relevant to the work they are doing. All students will learn lawyering skills such as interviewing and counseling. All students will also participate in case rounds. Students will be selected for the clinic based on screening criteria developed by the Law Clinic faculty. Enrollment will be limited and will vary from year to year depending on the Clinic budget and other restraints.

Academic Career  
Law

Liberal Arts  
No

Permission Type  
Department Consent Required

## Credits

Minimum Units: 8	Maximum Units: 16
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# LAW 814 - Community & Economic Development Clinic

## Overview

Academic Institution  
LAW01

Subject area LAW	Catalog Number 814
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Course Title  
Community & Economic Development Clinic

Department(s)  
CUNY Law School

## Description

The Community & Economic Development Clinic (CEDC) focuses on preparing students for transactional lawyering on behalf of not-for-profit community organizations and start-up small businesses. The CED Lawyering seminar or Not-for-Profit lawyering seminar are pre-requisites for this course. The clinic builds on these courses to develop lawyering skills that are needed to do transactional work for organizations that are trying to make a difference in building vibrant, sustainable communities. Students represent start-up organizations in obtaining incorporation and tax-exempt status. Students also work on CED projects with established CED lawyers in the community to learn from working on more complex and diverse projects. This work involves contracts, leases, employment issues, construction and regulation issues on behalf of clients. Classroom work will focus on Community Economic Development theory, skills for organizational development and more complex lawyering tasks, role of lawyer in transactional work as well as substantive law related to not-for-profits.

Academic Career  
Law

Liberal Arts  
No

Permission Type  
Department Consent Required

## Credits

Minimum Units: 8	Maximum Units: 16
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# LAW 816 - Human Rights and Gender Justice Clinic I

## Overview

Academic Institution  
LAW01

Subject area LAW	Catalog Number 816
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Course Title  
Human Rights and Gender Justice Clinic I

Department(s)  
CUNY Law School

**Description**  
HRGJ involves students in cutting-edge work in international human rights generally and, more particularly, the rights of women and girls. Interns critique and explore human rights as a tool for social change. By representing clients and/or partnering with activists, students can engage directly in legal advocacy projects and litigation in international and U.S. forums. The work of clinic students has contributed to the International Criminal Tribunals in Rwanda and the former Yugoslavia, negotiations and monitoring of the International Criminal Court, the Inter-American human rights system and various UN conferences, treaty bodies and rapporteurs. Students utilize international and human rights norms in domestic litigation through HRGJ's Immigrant Domestic Workers Project, other Alien Tort Claims Act cases, and amicus curiae briefs in courts, including the U.S. Supreme Court. This clinic experience sharpens skills in fact development, legal research and analysis, writing oral advocacy and strategic thinking, as well as client-centered and collaborative law-reform lawyering.

Academic Career  
Law

Liberal Arts  
No

**Permission Type**

Department Consent Required

**Credits****Minimum Units:**  
8**Maximum Units:**  
16

## LAW 816PT - Human Rights and Gender Justice Clinic

**Overview****Academic Institution**

LAW01

**Subject area**

LAW

**Catalog Number**

816PT

**Course Title**

Human Rights and Gender Justice Clinic

**Department(s)**

CUNY Law School

**Description**

HRGJ involves students in cutting-edge work in international human rights generally and, more particularly, the rights of women and girls. Interns critique and explore human rights as a tool for social change. By representing clients and/or partnering with activists, students can engage directly in legal advocacy projects and litigation in international and U.S. forums. The work of clinic students has contributed to the International Criminal Tribunals in Rwanda and the former Yugoslavia, negotiations and monitoring of the International Criminal Court, the Inter-American human rights system and various UN conferences, treaty bodies and rapporteurs. Students utilize international and human rights norms in domestic litigation through HRGJ's Immigrant Domestic Workers Project, other Alien Tort Claims Act cases, and amicus curiae briefs in courts, including the U.S. Supreme Court. This clinic experience sharpens skills in fact development, legal research and analysis, writing oral advocacy and strategic thinking, as well as client-centered and collaborative law-reform lawyering.

**Academic Career**

Law

**Liberal Arts**

No

**Permission Type**

Department Consent Required

**Credits****Minimum Units:**  
8**Maximum Units:**  
16

## LAW 817 - Current Issues in Public Health Policy and Law

**Overview****Academic Institution**

LAW01

**Subject area**

LAW

**Catalog Number**

817

**Course Title**

Current Issues in Public Health Policy and Law

**Department(s)**

CUNY Law School

**Description**

Through this course students will gain an overview of approaches to public health law and policy and develop the capacity to analyze the factual and legal underpinning of public health issues. Students will gain an understanding of the range of conceptual topics such as government authority to compel individuals and businesses to behave in a way that promotes public health and the limitations on state power. They will learn how to integrate concepts of constitutional law, statutory and administrative law, and tort law concepts in their analysis. Students will analyze social justice and the health of vulnerable populations, infectious disease control, public and corporate responsibility for chronic disease, and the government role in promoting public health. Students, with faculty approval, will choose additional course topics based on their particular areas of interest. Each student will research, prepare, write, and orally present a public health law case study. The study will identify the student's chosen public health issue, describe the population affected, review the public health literature, describe and critique the law that impacts on the public health issue. Evaluation in the course will be based on class participation, the development of a written case study, the oral presentation of the case study, and participation in the presentations of colleagues' case studies. The course differs from health law, disability law, and mental disability law and will not directly duplicate the topics covered in those courses. However, students who have a particular interest in aspects of these topics will have an opportunity to develop their case studies and presentations around those interests.

**Academic Career**

Law

**Liberal Arts**

No

**Permission Type**

No Special Consent Required

**Credits****Minimum Units:**  
2**Maximum Units:**  
3

## LAW 818 - Human Rights & the Environment

**Overview****Academic Institution**

LAW01

**Subject area**

LAW

**Catalog Number**

818

**Course Title**

Human Rights &amp; the Environment

**Department(s)**

CUNY Law School

**Description**

Human rights have been called "law's best response to profound, unthinkable, far-reaching moral transgressions." Climate Change may well pose the most profound social, legal and economic challenges that human societies will face in the 21st Century. This seminar poses the question of what international human rights law (and norms) might offer legislators and regulators grappling with climate change. We will examine the linkages between the two bodies of law, including the political and civil rights of environmental activists, the close relationship between a healthy environment and economic, social and cultural rights. We will consider this relationship in the context of environmental justice in the United States,

indigenous rights around the world, and the practices of extractive industry that are so often connected to environmental and human rights abuses. Starting with the declarations, treaties and laws that form the foundation of international human rights law, this course will examine the emerging substantive and procedural norms coalescing around the putative human right to a healthy environment. Students will write independent research papers, and will present those papers in class. Students will develop familiarity with emerging discourses about development, corporate accountability and global justice movement.

**Academic Career**

Law

**Liberal Arts**

No

**Permission Type**

No Special Consent Required

**Credits**

**Minimum Units:**

2

**Maximum Units:**

2

**LAW 819 - Transactional Legal Drafting**

**Overview**

**Academic Institution**

LAW01

**Subject area**

LAW

**Catalog Number**

819

**Course Title**

Transactional Legal Drafting

**Department(s)**

CUNY Law School

**Description**

Most of what lawyers do is transactional work: contracts, settlement agreements, leases, wills, formation of businesses and not-for-profit organizations, and much, much more. Yet the law school experience emphasizes litigation, which for most lawyers will be only a minor part of their overall professional lives. This course will provide a grounding in the skills needed to be an effective transactional drafter, from the basics of grammar, style and clarity to the structuring and organization of complex documents. The class will consist of a number of increasingly challenging simulations, beginning with drafting or editing a single contractual paragraph and ending with a complex purchase and sale agreement. We will also take a critical look at the sources and uses of forms and precedents for the routine transactional work that occupies much of many lawyers' working days.

**Academic Career**

Law

**Liberal Arts**

No

**Permission Type**

No Special Consent Required

**Credits**

**Minimum Units:**

3

**Maximum Units:**

3

**LAW 825 - Lawyering Seminar III**

**Overview**

**Academic Institution**

LAW01

**Subject area**

LAW

**Catalog Number**

825

**Course Title**

Lawyering Seminar III

**Department(s)**

CUNY Law School

**Description**

Lawyering Seminar III builds on the skills learned in the first year, illustrating the ways in which lawyers work and think in particular areas of practice. Students continue to enhance their analytic skills by writing and revising legal documents on which they receive feedback and critiques. They also acquire new qualitative skills, such as active listening (to clients, adversaries, and others), problem solving and decision making, self-evaluation, and ethical reasoning. The Lawyering Seminar III teaches these skills in the context of particular substantive areas, such as criminal defense, international human rights, labor arbitration, or micro-enterprise. Students are encouraged to develop critical awareness of the social, legal, philosophical, political, and psychological content of their work, central to an exploration of lawyers' status and role, including the mandates and aspirations of the Code of Professional Responsibility. All Lawyering Seminar III classes must meet the following requirements: (1) All classes must require written work that totals at least 15 pages; if there is more than one writing assignment, one of the writing assignments must be at least ten pages. (2) The written work must involve legal analysis that includes discussion and application of legal standards and must reinforce the analytical approach taught to students in the first-year lawyering seminars (e.g., CRRACC approach or a similarly structured paradigm). The work can be either based in student legal research or a package of legal sources provided by the professor. If there is more than one writing assignment, the writing that is at least ten pages must meet this standard. (3) The written work must include at least one draft with written faculty feedback. Advance criteria for the written work must be given to the students. Written feedback contemplates use of some combination of line editing, global comments, and use of specific rubrics, criteria, or checklists, as appropriate to the nature of the assignment and its stage of development (for example, whether it is a first draft or later draft following initial feedback). (4) The course must require a rewrite that encompasses the faculty feedback. (5) The written work must provide the students with a suitable writing sample for potential employers. PREREQUISITES: LAW 7004 & LAW 7005 Lawyering Seminar I & II

**Academic Career**

Law

**Liberal Arts**

No

**Permission Type**

Department Consent Required

**Credits**

**Minimum Units:**

4

**Maximum Units:**

4

**LAW 826 - Transactional Legal Drafting**

**Overview**

**Academic Institution**

LAW01

**Subject area**  
LAW

**Catalog Number**  
826

**Course Title**  
Transactional Legal Drafting

**Department(s)**  
CUNY Law School

**Description**  
The course provides a grounding in the skills needed to be an effective transactional drafter, from the basics of grammar, style, and clarity, to the structuring and organization of complex documents. The class consists of a number of increasingly challenging simulations, beginning with drafting or editing a single contractual paragraph and ending with a complex purchase and sale agreement. The course includes a critical look at the sources and uses of forms and precedents for the routine transactional work that occupies much of many lawyers' working days.

**Academic Career**  
Law

**Liberal Arts**  
No

**Permission Type**  
No Special Consent Required

Credits

**Minimum Units:**  
2

**Maximum Units:**  
3

LAW 828 - Law, Media, and Public Discourse

Overview

**Academic Institution**  
LAW01

**Subject area**  
LAW

**Catalog Number**  
828

**Course Title**  
Law, Media, and Public Discourse

**Department(s)**  
CUNY Law School

**Description**  
Surveys key topics illustrating the interplay among law, media, and public discourse through examples drawn from each branch of government, such as election campaigns, the enactment of legislation and public policy, the selection of judges, and judicial decision making. Explores the role of communications media and public discourse in shaping law, including examples from recent and/or current cases, policy efforts, and social movements.

**Academic Career**  
Law

**Liberal Arts**  
No

**Permission Type**  
No Special Consent Required

Credits

**Minimum Units:**  
2

**Maximum Units:**  
3

LAW 829 - Representing Individual with Mental Disabilities

Overview

**Academic Institution**  
LAW01

**Subject area**  
LAW

**Catalog Number**  
829

**Course Title**  
Representing Individual with Mental Disabilities

**Department(s)**  
CUNY Law School

**Description**  
This course will examine current civil issues impacting the rights of individuals with mental disabilities (particularly psychosocial disabilities, such as schizophrenia and depression). Issues covered will include: involuntary civil commitment law, the right to obtain and refuse treatment within institutions, the right to receive care in the community, and the right to be free of discrimination. The course will also cover the ethical and practical issues that arise when working with individuals with mental disabilities. Students will participate in field observations and meet with practicing attorneys. \*Students have the option to register for the course for three credits, which in addition to the two-hour weekly seminar entails either (1) writing an additional 10 pages for the final paper (i.e., for a total of 25 pages instead of 15 pages); or (2) participating in a placement approved by the instructor at an outside organization. However, placement opportunities are limited and may not accommodate all student demand.

**Academic Career**  
Law

**Liberal Arts**  
No

**Permission Type**  
No Special Consent Required

Credits

**Minimum Units:**  
2

**Maximum Units:**  
3

LAW 831 - New York Landlord and Tenant Law

Overview

**Academic Institution**  
LAW01

**Subject area**  
LAW

**Catalog Number**  
831

**Course Title**  
New York Landlord and Tenant Law

**Department(s)**  
CUNY Law School

**Description**  
This New-York focused seminar prepares students to practice landlord-tenant law in the specific context of New York City's housing landscape. It provides a foundation in relevant doctrine and also offers opportunities for practice-based exercises and assessments.

Academic Career

Law

Liberal Arts

No

Permission Type

No Special Consent Required

Credits

Minimum Units:

2

Maximum Units:

3

LAW 832 - Health Care Advocate

Overview

Academic Institution

LAW01

Subject area

LAW

Catalog Number

832

Course Title

Health Care Advocate

Department(s)

CUNY Law School

Description

This course provides a comprehensive overview of health care coverage in social and economic context. Explores in depth a variety of health care advocacy contexts and legal strategies for influencing public policy, legislation, and individual client outcomes.

Academic Career

Law

Liberal Arts

No

Permission Type

No Special Consent Required

Credits

Minimum Units:

2

Maximum Units:

3

LAW 833 - Electronic Discovery

Overview

Academic Institution

LAW01

Subject area

LAW

Catalog Number

833

Course Title

Electronic Discovery

Department(s)

CUNY Law School

Description

Electronic discovery is a vital and complex aspect of civil practice, in state and federal courts. Individuals, corporations and government agencies generate massive amounts of data relevant to all sorts of lawsuits. Understanding how these data are accumulated, stored and retrieved, and how the rules of civil procedure concerning pretrial discovery have adapted to the era of big data is critical to effective legal practice.

Academic Career

Law

Liberal Arts

No

Permission Type

No Special Consent Required

Credits

Minimum Units:

2

Maximum Units:

3

LAW 834 - Gender, Psychology, and Law

Overview

Academic Institution

LAW01

Subject area

LAW

Catalog Number

834

Course Title

Gender, Psychology, and Law

Department(s)

CUNY Law School

Description

This is an interdisciplinary course, co-taught by faculty at the Law School and the psychology department at the Graduate Center, and is open to both law students and graduate students. The course explores the relationships among gender, law and psychology through a hands-on study of selected legal issues relating to gender. Law students and graduate students work together to gain fluency in each other's discipline, reading both legal opinions and empirical articles in psychology. They examine the role of social science data in shaping law and policy in areas such as gender discrimination and identity, gender-based violence, family law, and access to justice. Students work in interdisciplinary teams to prepare direct and cross-examination of expert witnesses in a simulated case. They also draft an amicus brief demonstrating knowledge of both legal issues and the social science literature. Among the course objectives is to develop students' critical thinking and writing skills with an interdisciplinary perspective.

Academic Career

Law

Liberal Arts

No

Permission Type

No Special Consent Required

Credits

Minimum Units:

2

Maximum Units:

3

# LAW 835 - Contracts: Law in the Market Economy

## Overview

Academic Institution  
LAW01

Subject area  
LAW

Catalog Number  
835

Course Title  
Contracts: Law in the Market Economy

Department(s)  
CUNY Law School

Description  
Students will study the development of the law governing agreements between private parties. The backdrop for this study of legal intervention into "private" affairs is an understanding that both our economy as a whole and the economic positions of individuals and groups are shaped and reinforced by the imprimatur and interjection of the law in this area. Students study the historical development of each of the major doctrinal concepts - offer, acceptance, consideration, modification, breach, defenses, and remedies - as well as the related concepts of reliance, restitution, promissory estoppel, and unjust enrichment. Focus on both the common law and statutory law (UCC) governing contracts challenges students to develop strong legal analysis skills and provides a rich context for an introduction to theories of jurisprudence, including natural law, positivist theory, realist theory, laissez-faire economics theory, feminist legal theory, critical race theory, economics and the law, and relational and empirical contract theory.

Academic Career  
Law

Liberal Arts  
No

Permission Type  
Department Consent Required

## Credits

Minimum Units:  
4

Maximum Units:  
5

# LAW 836 - Gender Violence

## Overview

Academic Institution  
LAW01

Subject area  
LAW

Catalog Number  
836

Course Title  
Gender Violence

Department(s)  
CUNY Law School

Description  
This seminar examines the ways gender violence intersects with multiple areas of law, policy, and practice. The course will review the history of legal reforms used to address intimate partner and sexual violence in the US with a focus on the perspectives of survivors from traditionally marginalized communities. It draws on interdisciplinary, theoretical, and empirical frameworks to explore the tensions among them, the ways that strategies implicate conceptions of identity, equality, and autonomy, and intersect with issues of race, class, culture, sexuality and gender identity, among other aspects of a survivor's experience. Students will study key

issues, cases, and commentary to analyze competing theories and strategies, and to understand the challenges facing survivors and their advocates. The seminar calls upon students to consider the successes and limitations of previous reform efforts and to conceptualize directions for the future.\*Students will have an opportunity to work on projects with a local or national NGO working on gender violence issues. Students can earn an additional credit for the course through completing a project in conjunction with the community partner. Potential community partner organizations include the ACLU Women's Rights Project, National Advocates for Pregnant Women, and Center for Survivor Agency and Justice.

Academic Career  
Law

Liberal Arts  
No

Permission Type  
No Special Consent Required

## Credits

Minimum Units:  
2

Maximum Units:  
3

# LAW 837 - Trial Advocacy

## Overview

Academic Institution  
LAW01

Subject area  
LAW

Catalog Number  
837

Course Title  
Trial Advocacy

Department(s)  
CUNY Law School

Description  
The course introduces students to the theory, skills, research and writing involved in the preparation and presentation of a criminal trial. The primary goal of the course is to facilitate development and application of skills required in litigation: case theory development and implementation, legal analysis and writing, and courtroom advocacy skills. It is also intended to broaden the opportunity for students who wish to enhance their skills in criminal advocacy but who are unable to participate in the Defenders Clinic, or who would like to focus on trial practice rather than, or in addition to, pre-trial advocacy.This elective is to be distinguished from the Trial Practice Lawyering Seminar III and the Advanced Trial Practice elective and is intended for students who have not taken those courses.

Academic Career  
Law

Liberal Arts  
No

Permission Type  
No Special Consent Required

## Credits

Minimum Units:  
2

Maximum Units:  
4

# LAW 839 - Education Policy Seminar & Practicum

## Overview

Academic Institution  
LAW01

Subject area  
LAW

Catalog Number  
839

Course Title  
Education Policy Seminar & Practicum

Department(s)  
CUNY Law School

Description  
This course is offered by Columbia University Center for Public Research and Leadership. This intensive seminar and practicum (available in fall and springsemesters) immerses students in the theory and practice of managing, governing, and transforming the public systems and social-sector organizations that deliver public education in the U.S. and abroad. Hosted at Columbia Law School, this experiential offering has three components for a total of 13 credits:(i) A comprehensive seminar in the design, governance, regulation, democratic accountability, and systematic transformation of PK-12 school systems and allied public- and social- sector organizations.(ii) Skills training in a range of twenty-first century problem-solving competencies, including working in diverse teams to address multi-dimensional problems; design and systems thinking; collaborative inquiry; quantitative and qualitative analysis and measurement; organizational macro- and micro-design; project and product management; client-centered and policy-focused information gathering; and the presentation of professional advice to government and social-sector clients.2(iii) A high-priority, professionally-guided consulting project on which an interdisciplinary team of graduate students provides research, design, strategic planning, and/or implementation support on matters that combine management, policy, governance, legal, regulatory, and/or technological issues crucial to the mission of the client organization—typically, a state department of education, school district, charter school organization, school-support or advocacy group, philanthropy, or other non-profit serving children.

Academic Career  
Law

Liberal Arts  
No

Permission Type  
No Special Consent Required

## Credits

Minimum Units:  
12

Maximum Units:  
12

# LAW 842 - Housing Justice Practicum

## Overview

Academic Institution  
LAW01

Subject area  
LAW

Catalog Number  
842

Course Title  
Housing Justice Practicum

Department(s)  
CUNY Law School

## Description

The Housing Justice Practicum (HJP) is designed to prepare students to become effective tenant advocates in the context of New York City’s escalating crisis of affordable housing and the rapid expansion of tenant-side legal services. Through the combination of a weekly seminar and a placement at a legal services provider, HJP facilitates the acquisition of concrete skills, knowledge, experience, and connections in a growing area of public interest law. In the seminar portion of HJP, students analyze the interplay between the legal-policy regimes and political-economic forces that have led to the current housing crisis, which are viewed through the lenses of economic and racial justice. The seminar also grounds students in core aspects of landlord-tenant law, including New York City’s unique system of rent regulation, and focuses on concrete lawyering skills specific to Housing Court practice. In the external placement portion of HJP, students spend time working with experienced housing attorneys at the office of a legal services provider.

Academic Career  
Law

Liberal Arts  
No

Permission Type  
No Special Consent Required

## Credits

Minimum Units:  
2

Maximum Units:  
4

# LAW 843 - Mississippi Project

## Overview

Academic Institution  
LAW01

Subject area  
LAW

Catalog Number  
843

Course Title  
Mississippi Project

Department(s)  
CUNY Law School

## Description

Students enrolled in the Mississippi Project spend the winter break providing legal support to an organization engaged in human rights work in the U.S. South. Faculty explore with students broader themes that this work implicates such as movement lawyering, health and safety of workers, and applying human rights and corporate accountability principles in the U.S. South. This course is designed to provide rich, immersive experiential experience that will be deeply challenging intellectually and personally transformative. This Project began as a student-led initiative, thus it contemplates co-creation of the curriculum which aims to give all participants the opportunity to contribute to curricular or pedagogical conceptualization, decision-making, implementation, investigation, or analysis of the course to remain true to its originating mission. The broad course goals focus on: (1) a deeper knowledge and understanding of civil rights and other legal doctrine, which may vary; (2) legal research, writing and other skills in the context of an active litigation; (3) a collaborative approach to legal representation; (4) an opportunity to learn about movement lawyering and social movements in the South and Global South; (5) fostering community of support with and for another as personally difficult cases are addressed, which is an essential skill for public interest lawyering; (6) communication with experienced organizers and other guest speakers. The work may potentially include litigation support and legislative, and other, research.

Academic Career  
Law



**Liberal Arts**

No

**Permission Type**

No Special Consent Required

**Credits**

**Minimum Units:**

1

**Maximum Units:**

3

## LAW 844 - Technology and the Law

**Overview**

**Academic Institution**

LAW01

**Subject area**

LAW

**Catalog Number**

844

**Course Title**

Technology and the Law

**Department(s)**

CUNY Law School

**Description**

This upper level seminar focuses on the current issue of Technology and the Law. This seminar teaches students to develop an understanding of the impact of technology on lawyering and the legal profession. Technology is fully integrated into personal and professional lives, a process accelerated in the age of COVID-19. Attorneys are now "lawyering in the digital age." Advances in technology, for example, surveillance tools, algorithms, and automated decision-making systems, have transformed law and society. Technology has amplified challenging issues related to racism, oppression, equality, privacy, digital equity, access to justice, public policy, government regulation, and public health. Big tech companies have monetized the data and attention of consumers. This corporate structure is facing increasing scrutiny as the U.S. confronts critical issues related to data privacy and the ownership of information and the lack of meaningful oversight of the tech industry. Marginalized and vulnerable communities confront digital inequities. This course is an interactive seminar that addresses these issues as well as lawyering skills applicable to practice in a digital context. Evaluations are based on student engagement, reflection memos, and a choice of a final paper.

**Academic Career**

Law

**Liberal Arts**

No

**Permission Type**

No Special Consent Required

**Credits**

**Minimum Units:**

2

**Maximum Units:**

3

## LAW 845 - Law and the Abolition of Modern Day Carceral Systems

**Overview**

**Academic Institution**

LAW01

**Subject area**

LAW

**Catalog Number**

845

**Course Title**

Law and the Abolition of Modern Day Carceral Systems

**Department(s)**

CUNY Law School

**Description**

This course is a seminar on law and the abolition of modern day carceral systems. The course aims to facilitate an exploration of topics such as: 1) the brutality and racist nature of the carceral system; 2) the theory and practice of abolition of that system; 3) lawyering skills related to legislative/administrative advocacy and litigation in support of abolition; and 4) the prison abolition movement in the context of efforts to end other forms of racist state violence.

**Academic Career**

Law

**Liberal Arts**

No

**Permission Type**

No Special Consent Required

**Credits**

**Minimum Units:**

2

**Maximum Units:**

3

## LAW 851 - Individual Skills Development

**Overview**

**Academic Institution**

LAW01

**Subject area**

LAW

**Catalog Number**

851

**Course Title**

Individual Skills Development

**Department(s)**

CUNY Law School

**Description**

The Individual Skills Development course is aimed at giving second-year students an intensive opportunity to reinforce and refine the array of analytical, test-taking, and study skills needed for successful performance in law school, on the Bar, and in the practice of law. All skills in the course will be taught through material drawn from Constitutional Structures and Evidence. We will work heavily on the analytical skills that are stressed throughout the second-year curriculum, which include analyzing, interpreting, and synthesizing cases; integrating legislative history and case law into the analysis of a statutory standard; and developing legal arguments by analogizing, distinguishing, and reconciling cases. In addition, we will use hypotheticals and problems that require students to use doctrine to construct legal and factual arguments on behalf of clients on all sides of an issue. Of equal importance to the course are the study skills that enable students to cogently structure and understand new doctrine. We will explore how to create context and framework for learning new doctrine, as well as how to map and outline the relationships between concepts. Students will have ample opportunity to apply what they have learned by taking practice multiple-choice and essay exams.

**Academic Career**

Law

**Liberal Arts**

No

Permission Type

Department Consent Required

Credits

Minimum Units:  
3

Maximum Units:  
3

LAW 852 - Pre-Bar Seminar Guided Study

Overview

Academic Institution  
LAW01

Subject area  
LAW

Catalog Number  
852

Course Title  
Pre-Bar Seminar Guided Study

Department(s)  
CUNY Law School

Description  
This course is restricted to students accepted into the Pro Bono Scholars program. In addition to classes, and extensive out of class work, each student will meet with a professor individually at least once per week for two hours. During these sessions, students will complete an essay and/or series of MBE questions. Students will then get immediate feedback on their work, will discuss doctrinal areas of concern, and will go over study schedules and strategies. The course is designed to keep students on track with bar study and prepared for the February bar exam pursuant to the Pro Bono Scholars program requirements.

Academic Career  
Law

Liberal Arts  
No

Permission Type  
Department Consent Required

Credits

Minimum Units:  
1

Maximum Units:  
1

LAW 854 - Pro Bono Scholars Seminar

Overview

Academic Institution  
LAW01

Subject area  
LAW

Catalog Number  
854

Course Title  
Pro Bono Scholars Seminar

Department(s)  
CUNY Law School

Description

This seminar is restricted to students accepted into the Pro Bono Scholars program, and is designed to support the Pro Bono Scholars program. Classroom instruction will consist of modified rounds discussions to explore issues of professionalism, professional responsibility, as well as substantive and procedural law arising out of clinical work.

Academic Career  
Law

Liberal Arts  
No

Permission Type  
Department Consent Required

Credits

Minimum Units:  
1

Maximum Units:  
4

LAW 856 - Pre-Bar Seminar II Guided Study

Overview

Academic Institution  
LAW01

Subject area  
LAW

Catalog Number  
856

Course Title  
Pre-Bar Seminar II Guided Study

Department(s)  
CUNY Law School

Description  
The Pre-Bar Seminar II builds upon the skills and doctrine students learn in Pre-Bar Seminar I. In addition to classes, and extensive out of class work, each student will meet with a professor individually at least once per week for two hours. During these sessions, students will complete an essay and/or series of MBE questions. Students will then get immediate feedback on their work, will discuss doctrinal areas of concern, and will go over study schedules and strategies. The course is designed to keep students on track with their bar study and prepared for the February Bar exam pursuant to the Pro Bono Scholars program requirements.

Academic Career  
Law

Liberal Arts  
No

Permission Type  
Department Consent Required

Credits

Minimum Units:  
1

Maximum Units:  
1

LAW 857 - Pro Bono Scholars Externship

Overview

Academic Institution  
LAW01

<b>Subject area</b> LAW	<b>Catalog Number</b> 857
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**Course Title**  
Pro Bono Scholars Externship

**Department(s)**  
CUNY Law School

**Description**  
This is for students who are participating in the Pro Bono Scholars program through a concentration. This is a highly structured externship in which students are expected to work full time providing law related work for indigent clients. The PBS program defines full time work as 45 hours a week including the academic portion of the program. The deep immersion in law related work guided and coordinated by law school faculty will allow students to develop practical legal skills and the ethical and professional responsibilities necessary for the practice of law.

**Academic Career**  
Law

**Liberal Arts**  
No

**Permission Type**  
Department Consent Required

## Credits

<b>Minimum Units:</b> 12	<b>Maximum Units:</b> 13
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## LAW 858 - Pro Bono Scholars Externship Seminar

### Overview

**Academic Institution**  
LAW01

<b>Subject area</b> LAW	<b>Catalog Number</b> 858
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**Course Title**  
Pro Bono Scholars Externship Seminar

**Department(s)**  
CUNY Law School

**Description**  
This is the seminar that supports the Externship portion of the Pro Bono Scholars program. Classroom instruction will consist of modified rounds discussions to explore issues of professionalism, professional responsibility, as well as substantive and procedural law arising out of the placements.

**Academic Career**  
Law

**Liberal Arts**  
No

**Permission Type**  
Department Consent Required

## Credits

<b>Minimum Units:</b> 2	<b>Maximum Units:</b> 2
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## LAW 859 - Pro Bono Scholars Clinic

### Overview

**Academic Institution**  
LAW01

<b>Subject area</b> LAW	<b>Catalog Number</b> 859
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**Course Title**  
Pro Bono Scholars Clinic

**Department(s)**  
CUNY Law School

**Description**  
This course is restricted to students accepted into the Pro Bono Scholars program. Students are expected to work full time under the supervision of the faculty member(s) responsible for the Pro Bono Scholars program. The Pro Bono Scholars program defines full-time work as 45 hours a week including the academic portion of the program. The deep immersion in law-related work guided and coordinated by law school faculty will allow students to develop practical legal skills and deepen understanding of the ethical and professional responsibilities necessary for the practice of law.

**Academic Career**  
Law

**Liberal Arts**  
No

**Permission Type**  
Department Consent Required

## Credits

<b>Minimum Units:</b> 12	<b>Maximum Units:</b> 14
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## LAW 861 - Creating Law Enforcement Accountability & Responsibility (CLEAR) Clinic

### Overview

**Academic Institution**  
LAW01

<b>Subject area</b> LAW	<b>Catalog Number</b> 861
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**Course Title**  
Creating Law Enforcement Accountability & Responsibility (CLEAR) Clinic

**Department(s)**  
CUNY Law School

**Description**  
The CLEAR Clinic is a continuation of the Creating Law Enforcement Accountability & Responsibility (CLEAR) project of Main Street Legal Services, Inc., which was founded in 2009 by CUNY School of Law faculty and students to support movements and address legal needs within Muslim, Arab, South Asian, and all other communities in the New York City area and beyond that are affected by government policies and practices justified in the name of “national security” and “counterterrorism.” Law enforcement agencies’ use of informants, undercover officers, predatory prosecutions, watch lists, passport confiscations, “security holds” in immigration processing, and denaturalization, alongside broad surveillance, human mapping, and data collection without concrete suspicion of criminal wrongdoing has diluted the basic rights of many and damaged community life and civic participation. These issues affecting U.S. Muslims and, increasingly, other groups, including (non-Muslim) Black Lives Matter organizers, anti-war

groups, environmental activists, and journalists are among the defining civil rights struggles of the 21st century. CLEAR uniquely combines legal representation (nearly 450 clients served since 2009) and complex litigation with public education and advocacy (nearly 300 know-your-rights workshops at nearly 100 different community sites so far), as well as research and other work in support of movement-building initiatives and to promote change in current policies and practices. Because CLEAR handles challenging, cutting-edge cases with no easy solutions, they become “impact” cases, and a breakthrough in one case can have ramifications in dozens of others nationwide. CLEAR students and supervising attorneys have developed expertise in handling sensitive and challenging advocacy on behalf of clients and partner communities. For more details, visit [www.cunyclear.org](http://www.cunyclear.org). Pedagogy and Learning Outcomes: Accordingly, CLEAR is committed to a philosophy of movement lawyering that dictates holistic support driven by community aims and priorities. CLEAR exposes law students to the unique challenges of supporting and representing movements, communities, and clients who find themselves in the crosshairs of the sprawling U.S. security state. It is a unique application of movement lawyering theories taught in our curriculum. And it provides opportunities for the acquisition and development of fundamental and transferable lawyering skills and habits. Each student who enrolls in CLEAR is expected to represent and counsel clients, including in complex litigation matters; to facilitate rights awareness workshops at community sites; and to participate in movement building and organizing support work that arises. Students in CLEAR are required to attend and participate in “Plenary” seminars as well as separate supervision meetings with their colleagues and supervising attorneys, client meetings, formal appearances before courts and agencies, workshops, and organizing meetings. Plenary is devoted to clinical rounds and lawyering simulations, with critical discussion of doctrine, legislation, regulations, policy, and trends on many of the following topics, among others: - Law enforcement policies and practices in relation to security and “counterterrorism;” - Movement lawyering; - Over-policing of communities of color; - Surveillance and its societal effects; - Federal watch lists; - Material support statutes and predatory - Delays, denials, and other actions taken on purported security grounds in the immigration system; and- Exporting the U.S. security state. CLEAR students acquire and hone fundamental and transferable lawyering skills and habits, including many of the following:- Professional responsibility;- Digital security best practices for lawyers;- Movement lawyering / law and organizing;- Interviewing and counseling clients, including individuals who are approached for questioning by law enforcement, clients who are watchlisted without due process, and ones whose applications for immigration benefits are pretextually delayed or denied on purported security grounds;- Fact development and investigation;- Legal research and analysis;- Oral and written communication;- Case strategy;- Advocacy in court; in relation to grand jury investigations; in administrative agency contexts; with city, state, and federal elected officials; and with the media;- Requests and litigation under freedom of information statutes;- Negotiation;- Working with interpreters;- Cross-cultural and cross-class lawyering;- Time management; and- Collaboration in law practice through their client and project work.

**Academic Career**  
Law

**Liberal Arts**  
No

**Permission Type**  
Department Consent Required

Credits

Minimum Units:	Maximum Units:
10	16

LAW 861P - CLEAR Clinic Plenary

Overview

**Academic Institution**  
LAW01

Subject area	Catalog Number
LAW	861P

**Course Title**  
CLEAR Clinic Plenary

**Department(s)**  
CUNY Law School

**Description**  
Students in CLEAR are required to attend and participate in “Plenary” seminars as well as separate supervision meetings with their colleagues and supervising attorneys, client meetings, formal appearances before courts and agencies, workshops, and organizing meetings. Plenary is devoted to clinical rounds and lawyering simulations, with critical discussion of doctrine, legislation, regulations, policy, and trends on many of the following topics, among others:- Law enforcement policies and practices in relation to security and “counterterrorism;”- Movement lawyering;- Over-policing of communities of color;- Surveillance and its societal effects;- Federal watch lists;- Material support statutes and predatory prosecutions;- Interrogating “terrorism,” “radicalization,” and other criminalizing concepts;- Delays, denials, and other actions taken on purported security grounds in the immigration system; and- Exporting the U.S. security state.

**Academic Career**  
Law

**Liberal Arts**  
No

**Permission Type**  
Department Consent Required

Credits

Minimum Units:	Maximum Units:
2	2

LAW 862 - Advanced Civil Procedure

Overview

**Academic Institution**  
LAW01

Subject area	Catalog Number
LAW	862

**Course Title**  
Advanced Civil Procedure

**Department(s)**  
CUNY Law School

**Description**  
This course will use selected current civil rights cases as the basis for studying procedural issues that go beyond the foundational first-year civil procedure course. Those cases will provide examples of the ways procedural rules impact access to courts and access to justice for underserved communities, and will ground class study of procedural doctrine, theory and practice. The course will focus on topics that are key both to civil rights practice and to bar exam preparation, including: dispositive motions (motions to dismiss and summary judgment); class actions; discovery; choice of law; conflict of laws; claim and issue preclusion; attorneys’ fees, and settlement. It will include discussion of policy issues driving procedural rule changes and how those changes impact law reform.

The course will give students an opportunity to develop practical skills through practice problems, oral arguments, draft motions, and reflections on court visits. Grading for the course will be based on successful completion of hypothetical problems and exercises, a final exam, and class participation.

**Academic Career**

Law

**Liberal Arts**

No

**Permission Type**

No Special Consent Required

**Credits****Minimum Units:**

2

**Maximum Units:**

3

**LAW 863 - Workers' Rights Clinic (WRC)****Overview****Academic Institution**

LAW01

**Subject area**

LAW

**Catalog Number**

863

**Course Title**

Workers' Rights Clinic (WRC)

**Department(s)**

CUNY Law School

**Description**

The Workers Rights Clinic is a new pilot program that engages in litigation and projects that explore the broader social, political and economic contexts of labor law and workers' rights. The Workers' Rights Clinic (WRC) will be offered for the first time as a pilot in the Fall of 2020. Clinic faculty are in the process of developing an array of options for project work in collaboration with community groups, advocacy groups, and governmental bureaus charged with enforcement of labor rights. Some preliminary ideas for project work include participation in policy reform efforts at the city level or the state level. Other projects might include support for worker and community organizations attempting to expand and protect workers' rights to organize; public outreach, education and organizing, including the creation of know your rights materials addressed to labor rights and the rights of immigrant workers; undertaking empirical investigations and producing reports that document exploitative labor practices and propose reform measures. or to Fall 2020, the Community Economic Development Clinic housed a "Labor Docket" which took on the two federal wage theft lawsuits that will now be part of WRC's work. The WRC is also co-counsel in two wage theft cases pending in the Eastern District of New York. Plaintiffs in Vazquez v. 142 Knickerbocker Enterprise are former employees of a Brooklyn carwash. The clinic received this case from Make the Road during a citywide organizing effort. Plaintiffs filed suit in 2013, alleging violations of the Fair Labor Standards Act and New York Labor Law, including failure to pay the minimum wage or overtime, tip theft, and retaliation. The district court granted Plaintiffs' motion for partial summary judgment on two claims, leaving six claims to be resolved at trial a that will be scheduled after the Second Circuit resolves Defendant's appeal of summary judgment. If the trial takes place sometime during the Fall semester, students may participate in the preparation and presentation. Co-counsel in this case is Catholic Migration Services (including a CUNY alum who worked on the case as a clinic student). Plaintiffs in Baniya v. Keshtgar are former employees of a gas station chain. (A case description is here.) The clinic received this case from Adhikaar, a community organization in Queens, and is co-counsel with the Legal Aid Society

**Academic Career**. Last year Plaintiffs obtained a \$1.9 million confession of judgment from the main defendant. The task now is to collect on the judgment, in part through post-judgment discovery of the defendant's assets.

**Liberal Arts**

No

**Permission Type**

Department Consent Required

**Credits****Minimum Units:**

8

**Maximum Units:**

16

**LAW 863S - Workers' Rights Clinic (WRC) Seminar****Overview****Academic Institution**

LAW01

**Subject area**

LAW

**Catalog Number**

863S

**Course Title**

Workers' Rights Clinic (WRC) Seminar

**Department(s)**

CUNY Law School

**Description**

This course is a co-requisite to the Workers' Rights Clinic (WRC). It explores a range of substantive, doctrinal, policy-based, theoretical, and advocacy-related topics pertaining to the representational, community building and policy reform work of the WRC. The course includes units on professional role and responsibility in the context of representing vulnerable and oppressed individuals and communities; interviewing and counseling in this space; advocacy skills, including skills required to prepare and present a case at an adversarial evidentiary proceeding; substantive doctrinal classes in those areas of labor law most pertinent to the cases the WRC is handling; and classes that explore the broader social, political, racial justice and economic contexts of labor law and workers' rights.

**Academic Career**

Law

**Liberal Arts**

No

**Permission Type**

Department Consent Required

**Credits****Minimum Units:**

4

**Maximum Units:**

4

**LAW 864 - Family Defense Clinic****Overview****Academic Institution**

LAW01

**Subject area**

LAW

**Catalog Number**

864

Course Title

Family Defense Clinic

Department(s)

CUNY Law School

Description

The Family Defense Clinic is a 12-credit semester-long clinic that supports communities targeted by family policing through representation and advocacy. Student attorneys will be assigned to one of FDP’s current dockets. FDP’s work falls into three broad categories: direct representation and community support and complex litigation. Our direct representation docket currently includes: representing parents in hearings before administrative tribunals to remove their names from the SCR; families seeking to invoke their right to legal representation during an ACS investigation and families in Article 10 neglect proceedings in family court. Our community support work includes working with community-based partners and law firms on Freedom of Information Law requests and litigation seeking information regarding ACS’ investigation practices and delivery of a Know Your Rights workshop focusing on ACS investigations and home searches. Our complex litigation includes representing parents in a Federal Tort Claims Act case involving the US State Department’s seizure of a child abroad and subsequent placement in foster care in New York City.

Academic Career

Law

Liberal Arts

No

Permission Type

No Special Consent Required

Credits

Minimum Units:

10

Maximum Units:

12

## LAW 864 - Family Defense Clinic

Overview

Academic Institution

LAW01

Subject area

LAW

Catalog Number

864

Course Title

Family Defense Clinic

Department(s)

CUNY Law School

Academic Career

Law

Liberal Arts

No

Permission Type

No Special Consent Required

Credits

Minimum Units:

10

Maximum Units:

12

## LAW 865 - Asian Americans and the Law

Overview

Academic Institution

LAW01

Subject area

LAW

Catalog Number

865

Course Title

Asian Americans and the Law

Department(s)

CUNY Law School

Description

The course explores Asian Americans and the law, including in ?civil rights jurisprudence, legal history, and [the United States?] involvement in Asia, through an analysis of the historical and contemporary experiences of Asian Americans. The course uses ?case law, historical materials, legal scholarship, social science research, advocacy documents, commentary, and documentaries.? Although the seminar focuses on Asian Americans,?many themes in the course are applicable to other racial and ethnic groups. Often Asian American history is immigration history; it is also labor history. Thus these themes include citizenship, equal protection, immigration, immigrants’ rights, institutional racism, racial profiling, language access, poverty, and hate crimes.?

Academic Career

Law

Liberal Arts

No

Permission Type

No Special Consent Required

Credits

Minimum Units:

2

Maximum Units:

3

## LAW 866 - Law and the Abolition of Modern Day Carceral Systems

Overview

Academic Institution

LAW01

Subject area

LAW

Catalog Number

866

Course Title

Law and the Abolition of Modern Day Carceral Systems

Department(s)

CUNY Law School

Description

This course is a seminar on law and the abolition of modern day carceral systems. The course aims to facilitate an exploration of topics such as: 1) the brutality and racist nature of the carceral system; 2) the theory and practice of abolition of that system;3) lawyering skills related to legislative/administrative advocacy and litigation in support of abolition; and 4) the prison abolition movement in the context of efforts to end other forms of racist state violence.

Academic Career

Law

Liberal Arts

No

Permission Type

No Special Consent Required

Credits

Minimum Units:

2

Maximum Units:

3

LAW 867 - Poverty Law & Social Change

Overview

Academic Institution

LAW01

Subject area

LAW

Catalog Number

867

Course Title

Poverty Law & Social Change

Department(s)

CUNY Law School

Description

This course examines the relationship between law and poverty, including how legal doctrine, policy, practice, and discourse influence and reinforce economic inequality. The goal of the course is to develop a strong foundation in poverty law by covering core topics and developing critical reasoning skills. This includes examining the law's role in structuring systemic conditions, particularly historic and ongoing racial subordination. The foundational study explores key information, history, doctrine, and concepts about poverty including definitions, social welfare policy arguments, an analysis of intersecting government systems that impact low-income families, thoughtful examination of antipoverty programs, the role of lawyers, and emerging developments.

Academic Career

Law

Liberal Arts

Yes

Permission Type

No Special Consent Required

Credits

Minimum Units:

2

Maximum Units:

3

LAW 868 - Judicial Approaches to Discrimination: Race, Ethnicity, National Origin, and Gender Identities

Overview

Academic Institution

LAW01

Subject area

LAW

Catalog Number

868

Course Title

Judicial Approaches to Discrimination: Race, Ethnicity, National Origin, and Gender Identities

Department(s)

CUNY Law School

Description

This course explores how legal doctrine has been informed by social constructs of personal andcommunity-defining identities, how the doctrine has shaped the rule of law, and whether lawreform may properly be viewed through the prism of historical discrimination and bias. The firstsegment of the course will trace the history of our legal institutions as it relates to racially disparate outcomes in our justice system. We will consider the application of race-based paradigms and racialized legal constructs to other forms of self and community identification. The second segment of the course will look closely at discrete subject areas to determine whether the law as interpreted and applied results in disparate outcomes depending on identity. Students will consider such areas as criminal justice, fair employment legislation and enforcement, school desegregation and equity, fair housing, immigration policy and reform. The course relies on existing texts and supplemental materials assigned by the Professors.Students will be graded on a final paper, class participation, and in-class presentations.

Academic Career

Law

Liberal Arts

Yes

Permission Type

No Special Consent Required

Credits

Minimum Units:

2

Maximum Units:

3

LAW 868 - Judicial Approaches to Discrimination: Race, Ethnicity, National Origin, and Gender Identities

Overview

Academic Institution

LAW01

Subject area

LAW

Catalog Number

868

Course Title

Judicial Approaches to Discrimination: Race, Ethnicity, National Origin, and Gender Identities

Department(s)

CUNY Law School

Description

This course explores how legal doctrine has been informed by social constructs of personal andcommunity-defining identities, how the doctrine has shaped the rule of law, and whether lawreform may properly be viewed through the prism of historical discrimination and bias. The firstsegment of the course will trace the history of our legal institutions as it relates to racially disparate outcomes in our justice system. We will consider the application of race-based paradigms and racialized legal constructs to other forms of self and community identification. The second segment of the course will look closely at discrete subject areas to determine whether the law as interpreted and applied results in disparate outcomes depending on identity. Students will consider such areas as criminal justice, fair employment legislation and enforcement, school desegregation and



equity, fair housing, immigration policy and reform. The course relies on existing texts and supplemental materials assigned by the Professors.Students will be graded on a final paper, class participation, and in-class presentations.

**Academic Career**  
Law

**Liberal Arts**  
Yes

**Permission Type**  
No Special Consent Required

**Credits**

<b>Minimum Units:</b>	<b>Maximum Units:</b>
2	3

**LAW869 - Housing Justice Practicum**

**Overview**

**Academic Institution**  
LAW01

<b>Subject area</b>	<b>Catalog Number</b>
LAW	869

**Course Title**  
Housing Justice Practicum

**Department(s)**  
CUNY Law School

**Description**  
The Housing Justice Practice (HJP) Seminar is designed to familiarize students with New York landlord-tenant legal practice through the lens of issues of access to justice, racial justice, and economic justice. The aim of this course is to help students develop a critical approach to the practice of lawyering for housing justice and to provide students an opportunity to attain knowledge and practical skills and imagine solutions to improve the current system. Classes meet for two-hour sessions each week. Students acquire concrete skills and knowledge to help them prepare for a career in tenant advocacy, a vital and rapidly growing area of public interest law

The course comprises a hybrid of interdisciplinary seminar sessions and a practical component consisting, at the option of the instructor, of some combination of simulated exercises performed during class time, court observations, and external placements with legal services providers for up to eight hours per week. . The practical component of the course provides opportunities for students to develop lawyering skills including client interviewing, motion practice, negotiation, and drafting commonly used in Housing Court practice.

**Academic Career**  
Graduate

**Liberal Arts**  
Yes

**Permission Type**  
No Special Consent Required

**Credits**

<b>Minimum Units:</b>	<b>Maximum Units:</b>
2	3

**LAW870 - Special Education**

**Overview**

**Academic Institution**  
LAW01

<b>Subject area</b>	<b>Catalog Number</b>
LAW	870

**Course Title**  
Special Education

**Department(s)**  
CUNY Law School

**Description**  
This course covers basic areas of the Individual with Disabilities Education Act (IDEA), the federal civil rights law protecting students with disabilities and their families. Examining school districts' responsibility to provide a “free, appropriate public education” (FAPE) and students’ and parents’ right to contest districts’ special education recommendations, it emphasizes special education practice and due process hearings, particularly in New York, where the greatest number and variety of such hearings occur.

**Academic Career**  
Graduate

**Liberal Arts**  
Yes

**Permission Type**  
No Special Consent Required

**Credits**

<b>Minimum Units:</b>	<b>Maximum Units:</b>
2	3

**LAW 7004 - Lawyering Seminar I**

**Overview**

**Academic Institution**  
LAW01

<b>Subject area</b>	<b>Catalog Number</b>
LAW	7004

**Course Title**  
Lawyering Seminar I

**Department(s)**  
CUNY Law School

**Description**  
First-Year Lawyering Seminar teaches legal reasoning, professional responsibility, legal writing, and other lawyering skills by integrating clinical methodology with substantive, theoretical, and doctrinal material. Using simulation exercises and hypothetical cases, students role-play lawyers, clients, judges, or legislators confronted by legal issues arising from material in their other first-year courses. For example, in conjunction with their Criminal Law course, students may be assigned the roles of lawyers representing or prosecuting persons in a criminal case, or, in Law and Family Relations, they may role-play lawyers representing or prosecuting various parties in a child abuse case in Family Court.

**Academic Career**  
Law

**Liberal Arts**  
No

Permission Type  
Department Consent Required

Credits

Minimum Units:	Maximum Units:
2	4

LAW 7004PTA - Lawyering Seminar 1A

Overview

Academic Institution  
LAW01

Subject area	Catalog Number
LAW	7004PTA

Course Title  
Lawyering Seminar 1A

Department(s)  
CUNY Law School

Description  
First-Year Lawyering Seminar teaches legal reasoning, professional responsibility, legal writing, and other lawyering skills by integrating clinical methodology with substantive, theoretical, and doctrinal material. Using simulation exercises and hypothetical cases, students role-play lawyers, clients, judges, or legislators

Academic Career  
Law

Liberal Arts  
No

Permission Type  
Department Consent Required

Credits

Minimum Units:	Maximum Units:
2	4

LAW 7004PTB - Lawyering Seminar 1B

Overview

Academic Institution  
LAW01

Subject area	Catalog Number
LAW	7004PTB

Course Title  
Lawyering Seminar 1B

Department(s)  
CUNY Law School

Description  
First-Year Lawyering Seminar teaches legal reasoning, professional responsibility, legal writing, and other lawyering skills by integrating clinical methodology with substantive, theoretical, and doctrinal material. Using simulation exercises and hypothetical cases, students role-play lawyers, clients, judges, or legislators

Academic Career  
Law

Liberal Arts  
No

Permission Type  
Department Consent Required

Credits

Minimum Units:	Maximum Units:
2	4

LAW 7005 - Lawyering Seminar II

Overview

Academic Institution  
LAW01

Subject area	Catalog Number
LAW	7005

Course Title  
Lawyering Seminar II

Department(s)  
CUNY Law School

Description  
First-Year Lawyering Seminar teaches legal reasoning, professional responsibility, legal writing, and other lawyering skills by integrating clinical methodology with substantive, theoretical, and doctrinal material. Using simulation exercises and hypothetical cases, students role-play lawyers, clients, judges, or legislators confronted by legal issues arising from material in their other first-year courses. For example, in conjunction with their Criminal Law course, students may be assigned the roles of lawyers representing or prosecuting persons in a criminal case, or, in Law and Family Relations, they may role-play lawyers representing or prosecuting various parties in a child abuse case in Family Court.

Academic Career  
Law

Liberal Arts  
No

Permission Type  
Department Consent Required

Credits

Minimum Units:	Maximum Units:
4	4

LAW 7005PTA - Lawyering Seminar II A

Overview

Academic Institution  
LAW01

Subject area	Catalog Number
LAW	7005PTA

Course Title  
Lawyering Seminar II A

Department(s)  
CUNY Law School

Description

First-Year Lawyering Seminar teaches legal reasoning, professional responsibility, legal writing, and other lawyering skills by integrating clinical methodology with substantive, theoretical, and doctrinal material. Using simulation exercises and hypothetical cases, students role-play lawyers, clients, judges, or legislators

Academic Career

Law

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units:

2

Maximum Units:

4

LAW 7005PTB - Lawyering Seminar II B

Overview

Academic Institution

LAW01

Subject area

LAW

Catalog Number

7005PTB

Course Title

Lawyering Seminar II B

Department(s)

CUNY Law School

Description

First-Year Lawyering Seminar teaches legal reasoning, professional responsibility, legal writing, and other lawyering skills by integrating clinical methodology with substantive, theoretical, and doctrinal material. Using simulation exercises and hypothetical cases, students role-play lawyers, clients, judges, or legislators

Academic Career

Law

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units:

2

Maximum Units:

4

LAW 7043 - Liberty, Equality, and Due Process

Overview

Academic Institution

LAW01

Subject area

LAW

Catalog Number

7043

Course Title

Liberty, Equality, and Due Process

Department(s)

CUNY Law School

Description

This course provides legal and historical perspectives on liberty and equality by examining the law's impact on racial and gender equality and sexual orientation. The historical, social, political, and economic context - particularly the development of the Bill of Rights, slavery, the anti-slavery movement and Reconstruction, the rise and fall of white supremacy, the labor movement, and the emergence of gender equality - provides the backdrop against which students trace the development of the interpretation and application of the standards of equal protection and due process. Studying the moral and political theories that have been used to shape and justify these Constitutional doctrines provides both a framework for understanding and a springboard for critique. This course challenges students to analyze their own experiences through the lens of the law and to understand how the law may have shaped their values and perceptions -or how it might be used to shift society's values and perceptions.

Academic Career

Law

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units:

3

Maximum Units:

3

LAW 7053 - Advanced Legal Research

Overview

Academic Institution

LAW01

Subject area

LAW

Catalog Number

7053

Course Title

Advanced Legal Research

Department(s)

CUNY Law School

Description

Advanced Legal Research will reinforce and expand the skills learned in the first year required Legal Research course. It aims to enhance student legal research skills for future internships and practice. Subjects may include researching municipal, state, federal or international law as well as specialized research topics. In addition to using resources available through the major legal research vendors, students will gain experience with a variety of other specialized and low cost research products that are used by lawyers in small firms and solo practice.

Academic Career

Law

Liberal Arts

No

Permission Type

No Special Consent Required

Credits

Minimum Units:	Maximum Units:
2	3

LAW 7131 - Criminal Law: Responsibility for Injurious Conduct

Overview

Academic Institution  
LAW01

Subject area	Catalog Number
LAW	7131

Course Title  
Criminal Law: Responsibility for Injurious Conduct

Department(s)  
CUNY Law School

Description  
These two courses, I and II together analyze society's focus on individual rights over collective responsibilities and examine adjudication, guilt, punishment, and deterrence. Each course provides a perspective on the central theme of the function and content of the prevailing legal standards for civil and criminal responsibility: malice and intent, causation and fault (including negligence), protected and unprotected interests, the legal duty to act, and several exceptions to accountability when an action causes harm. Each course covers the legal concepts and categories that shape these doctrinal areas. The Torts course explores theories of negligence, intentional torts, and strict liability, including in-depth study of status, causation, assumption of risk, contributory and joint liability, defenses, and remedies. The Criminal Law course covers both the common law and statutory elements of misdemeanors and felonies, while also exploring the legal implications of status, causation, conspiracy and accomplice liability, defenses, and sentencing. In both courses, students identify and assess the political sources and social implications of the ways in which responsibility is defined and allocated, and consider the efficiency and/or justice of varying allocations of risk, cost, and harm.

Academic Career  
Law

Liberal Arts  
No

Permission Type  
Department Consent Required

Credits

Minimum Units:	Maximum Units:
3	3

LAW 7141 - Torts-Rsp Inj Conduc

Overview

Academic Institution  
LAW01

Subject area	Catalog Number
LAW	7141

Course Title  
Torts-Rsp Inj Conduc

Department(s)  
CUNY Law School

Description  
These two courses, I and II together analyze society's focus on individual rights over collective responsibilities and examine adjudication, guilt, punishment, and deterrence. Each course provides a perspective on the central theme of the function and content of the prevailing legal standards for civil and criminal responsibility: malice and intent, causation and fault (including negligence), protected and unprotected interests, the legal duty to act, and several exceptions to accountability when an action causes harm. Each course covers the legal concepts and categories that shape these doctrinal areas. The Torts course explores theories of negligence, intentional torts, and strict liability, including in-depth study of status, causation, assumption of risk, contributory and joint liability, defenses, and remedies. The Criminal Law course covers both the common law and statutory elements of misdemeanors and felonies, while also exploring the legal implications of status, causation, conspiracy and accomplice liability, defenses, and sentencing. In both courses, students identify and assess the political sources and social implications of the ways in which responsibility is defined and allocated, and consider the efficiency and/or justice of varying allocations of risk, cost, and harm.

Academic Career  
Law

Liberal Arts  
No

Permission Type  
Department Consent Required

Credits

Minimum Units:	Maximum Units:
3	4

LAW 7151 - Property: Law and a Market Economy III

Overview

Academic Institution  
LAW01

Subject area	Catalog Number
LAW	7151

Course Title  
Property: Law and a Market Economy III

Department(s)  
CUNY Law School

Description  
This course gives students a thorough grounding in all aspects of real property law - the concept of ownership, present and future estates in land, easements and covenants, adverse possession, and landlord-tenant law, as well as an exploration of the constitutional and social policy dimensions involved in zoning regulations and the concept of eminent domain. Approaching the study of each of these legal concepts from a public interest perspective, the course focuses on the primary dilemma of property law - the conflict between private ownership and public interest in proper and effective land use, environmental protection, controlled development, and the needs of society as a whole.

Academic Career  
Law

Liberal Arts  
No

Permission Type

No Special Consent Required

Credits

Minimum Units:  
4

Maximum Units:  
4

LAW 7161 - Law and Family Relations

Overview

Academic Institution  
LAW01

Subject area  
LAW

Catalog Number  
7161

Course Title  
Law and Family Relations

Department(s)  
CUNY Law School

**Description**  
This course examines the ways in which the law reflects and reinforces fundamental premises about how families are defined, and how they are constituted and dissolved. The course surfaces vexing questions about the effect of the law on private autonomy, the distinction between public and private law, and the interaction between law and race, gender, sexual orientation, and class. It requires students to grapple with difficult, often highly-charged issues emerging from conflicts between personal values and lifestyles and legal and social norms. Students are challenged to reveal and explore their own values to develop an awareness of cultural differences, and to use these insights to develop a professional identity that honors the spirit and the letter of the ethics of the lawyer/client relationship. Using New York law as a touchstone, students learn the law of marriage and divorce, guardianship, custody, and support.

Academic Career  
Law

Liberal Arts  
No

Permission Type  
Department Consent Required

Credits

Minimum Units:  
2

Maximum Units:  
2

LAW 7181 - Advanced Torts

Overview

Academic Institution  
LAW01

Subject area  
LAW

Catalog Number  
7181

Course Title  
Advanced Torts

Department(s)  
CUNY Law School

Description

This course will cover products liability and medical malpractice as they relate to women's health, particularly their reproductive health. Theories of liability based in tort for harm caused by products and medical malpractice will be examined in detail. Particularly thorny issues in products liability and medical malpractice litigation, such as the connection between scientific evidence and the proof of causation and harm, will be addressed. The doctrinal content of the course will be studied in the context of the law's relationship to the social and economic demands of the market economy. To place the effects of products and medical malpractice on women's lives in context, the course will employ methodological techniques emerging from feminist jurisprudence, such as the use of personal narrative. For example, when studying the development of legal theories of liability for diethylstilbestrol (DES), we will read and discuss the personal experiences of women who have suffered the harmful effects of this product. A sample of other products that will be covered in class are, The Dalkon Shield intrauterine device and tobacco. A sample of the medical malpractice cases includes sterilization abuse and prescriptions for birth control pharmaceuticals and devices.

Academic Career  
Law

Liberal Arts  
No

Permission Type  
No Special Consent Required

Credits

Minimum Units:  
2

Maximum Units:  
3

LAW 7186 - Advanced Torts: The Law of Medical Malpractice

Overview

Academic Institution  
LAW01

Subject area  
LAW

Catalog Number  
7186

Course Title  
Advanced Torts: The Law of Medical Malpractice

Department(s)  
CUNY Law School

**Description**  
Addressing the full range of the law of medical malpractice, this course describes the process from jurisdiction to judgment and covers physician liability, informed consent, causation and vicarious liability of hospitals, medical groups, and HMOs. In addition to examining substantive legal issues, students develop a "road map" for prosecuting or defending a medical malpractice case, from drafting complaints and answers to discovery, motion practice, and trial of a medical malpractice action.

Academic Career  
Law

Liberal Arts  
No

Permission Type  
No Special Consent Required

Credits

Minimum Units:	Maximum Units:
2	2

LAW 7192 - Constitutional Structures

Overview

Academic Institution  
LAW01

Subject area	Catalog Number
LAW	7192

Course Title  
Constitutional Structures

Department(s)  
CUNY Law School

Description  
This course examines federalism as a core value and primary structural element of the U.S. Constitution. It scrutinizes the separation of powers within the federal government, as well as the distribution of powers among local, state, and federal governments. Students examine the public-private distinction and "state action," and consider the emergence of federal power from the Commerce, Tax, and Spending Clauses of the Constitution. Contemporary issues include the rise of the "new federalism" and its devolution of power to the states, and the role of, and limits on, public regulation in the marketplace. The course includes focus on other core constitutional concepts central to public interest practice, including mootness, standing, ripeness, and the 11th Amendment.

Academic Career  
Law

Liberal Arts  
No

Permission Type  
No Special Consent Required

Credits

Minimum Units:	Maximum Units:
3	3

LAW 7232 - Mortgages

Overview

Academic Institution  
LAW01

Subject area	Catalog Number
LAW	7232

Course Title  
Mortgages

Department(s)  
CUNY Law School

Description  
This course examines the law of conveyances, assignments of mortgages, description of land, recording statutes, including application and priorities, foreclosure, equity of redemption, also in REM and In Personam interest.Attendance in class is mandatory. The class will involve reading

assignments in advance. During the class, we will review the assigned material and apply the information to various fact patterns. There is an in-class multiple choice final.

Academic Career  
Law

Liberal Arts  
No

Permission Type  
No Special Consent Required

Credits

Minimum Units:	Maximum Units:
1	1

LAW 7251 - Public Institutions/Administrative Law

Overview

Academic Institution  
LAW01

Subject area	Catalog Number
LAW	7251

Course Title  
Public Institutions/Administrative Law

Department(s)  
CUNY Law School

Description  
This course offers an overview of administrative law, the legal rules and procedures that govern administrative agencies. The course will cover the creation and functions of federal and state administrative agencies, their rulemaking, adjudicatory and policymaking functions, executive and legislative oversight and judicial review of agency actions. Depending on the instructor, students may study this material through the lens of a particular field of regulation, such as environmental law, education law or public benefits law. This course satisfies the CUNY School of Law's administrative law graduation requirement.

Academic Career  
Law

Liberal Arts  
No

Permission Type  
No Special Consent Required

Credits

Minimum Units:	Maximum Units:
3	3

LAW 7252 - Court Administration

Overview

Academic Institution  
LAW01

Subject area	Catalog Number
LAW	7252

Course Title

Court Administration

Department(s)

CUNY Law School

Description

This course examines the management of judicial processes in the United States. It reviews the constitutional status of the judiciary, the operation of the judiciary within the criminal justice system and role played by courts in civil disputes. It explores the strategic and logistical problems facing the court system and the existing mechanisms for addressing these problems. It considers the efficiency and effectiveness consequences of recent innovations in arraignment, calendaring and judicial assignment.

Academic Career

Law

Liberal Arts

No

Permission Type

No Special Consent Required

Credits

Minimum Units:

3

Maximum Units:

3

LAW 7261 - Federal Courts

Overview

Academic Institution

LAW01

Subject area

LAW

Catalog Number

7261

Course Title

Federal Courts

Department(s)

CUNY Law School

Description

The course examines both the historical and current role of the federal judicial system - and the Supreme Court, in particular - in resolving political, social, and economic conflicts. Issues scrutinized include the original and appellate jurisdiction of the Supreme Court, the control that Congress exercises over the lower federal courts through the creation of Article I "legislative courts" and jurisdiction-stripping legislation, and conflicts between state and federal courts as manifested by civil rights removal, federal injunctions against state court proceedings, and federal habeas corpus. Federal suits against governmental abuses of rights and the restraints imposed upon the litigants in such suits by the Constitution, by legislation and by self-imposed judicial doctrine, are also examined.

Academic Career

Law

Liberal Arts

No

Permission Type

No Special Consent Required

Credits

Minimum Units:

3

Maximum Units:

3

LAW 7292 - Evidence: Lawyering and the Public Interest

Overview

Academic Institution

LAW01

Subject area

LAW

Catalog Number

7292

Course Title

Evidence: Lawyering and the Public Interest

Department(s)

CUNY Law School

Description

This course centers on three areas: evidence, advocacy skills, and a theoretical understanding of dispute resolution. In each area, students acquire practical skills necessary to the lawyering role and examine litigation in a broader context, encouraging in-depth understanding of the structure of evidentiary rules, as well as the possibility of alternatives. Doctrinal coverage includes the Federal Rules of Evidence, as well as the common law and New York statutes defining the scope of privileges. Students are challenged not only to master this thicket of rules and their many exceptions, but also to develop an understanding of how they affect the fact-finding process, the development of a theory of the case, the viability of litigation, and the unfolding of the story if the case finally reaches the courthouse.

Academic Career

Law

Liberal Arts

No

Permission Type

No Special Consent Required

Credits

Minimum Units:

4

Maximum Units:

4

LAW 7351 - Health and Environmental Practice Clinic

Overview

Academic Institution

LAW01

Subject area

LAW

Catalog Number

7351

Course Title

Health and Environmental Practice Clinic

Department(s)

CUNY Law School

Description

The Health and Environmental Justice Practice Clinic provides students the opportunity to advocate for underserved and historically marginalized communities and individuals, and to support governmental efforts for environmental justice and health justice. The core of the Clinic's work is student advocacy for environmental and health equity. Students work on either health access or environmental justice issues. Students are placed in externships with community and government partners where they work to dismantle legal barriers



that negatively impact the health and well-being of vulnerable communities and individuals. Clinic students also act as advocates for community, non-profit, educational, faith-based, and other organizations and groups engaged in work designed to further environmental and health justice. Coursework for the Health and Environmental Justice Practice Clinic examines how the Constitution, statutes, and the common law frame these issues. Class time focuses on advanced practice skills needed to transition from law students to practice-ready attorneys. Classroom discussions are designed to help students connect theory to practice, and frequently include guest lectures from practicing attorneys. Health-focused students immerse themselves in the right to adequate health care, access to insurance and government-supported health programs, immigrant access to health services, challenging discrimination, and the ways in which government authorities can promote the public health and health equity. Students focus on those who are denied access, coverage, or quality of care due to race, citizenship, gender, LGBTQIA+ identities, disability, or lack of financial resources. Classroom discussions examine how the law determines access to health care and regulates the quality of patient care. Areas of law included in this examination include the federal Affordable Care Act, Medicaid, and Medicare, and the responsibilities of medical professionals, drug companies, and government entities to promote and protect health. Environmental-focused students immerse themselves in the right to a safe, healthy, clean, and sustainable environment. Working alongside underserved communities, students advocate for community access to renewable energy, pollution prevention and enforcement in frontline communities, and healthy, lead-free homes. Students learn from experienced practitioners about building the skills they will need to advocate for environmental and climate justice. Classroom discussions identify the justice gaps in existing environmental laws and prepare students to engage with all levels of government in pursuit of environmental equity. Students devise strategies to facilitate effective community participation in environmental decision-making under NEPA, SEQRA, and CERCLA, with a special emphasis on environmental justice communities in New York City.

**Academic Career**  
Law

**Liberal Arts**  
No

**Permission Type**  
Department Consent Required

Credits

Minimum Units:	Maximum Units:
6	6

LAW 7401 - Equality and Justice Practice Clinic

Overview

**Academic Institution**  
LAW01

Subject area	Catalog Number
LAW	7401

**Course Title**  
Equality and Justice Practice Clinic

**Department(s)**  
CUNY Law School

**Description**  
The Equality and Justice Practice Clinic examines the meaning of equality, the ways the law promotes or limits equality, and whether the professional role of the lawyer enhances equality for the client and for society. The substantive areas of focus include civil rights, the fourteenth amendment, section 1983 actions, police brutality, and employment discrimination. Issues of race and sex are examined in depth, for example, racial and sexual harassment in the workplace. In addition,

issues relating to sexual orientation and disability discrimination are explored. The course emphasizes procedural questions, such as exhaustion, standing, mootness, and abstention, and their tactical significance in state and federal litigation.

**Academic Career**  
Law

**Liberal Arts**  
No

**Permission Type**  
Department Consent Required

Credits

Minimum Units:	Maximum Units:
8	16

LAW 7415 - Constitution & Foreign Affairs

Overview

**Academic Institution**  
LAW01

Subject area	Catalog Number
LAW	7415

**Course Title**  
Constitution & Foreign Affairs

**Department(s)**  
CUNY Law School

**Description**  
A research and discussion seminar examining constitutional issues of the foreign relations of the United States. Topics include the powers of the President and Congress, separation of powers, war powers, covert action, treaties, executive agreements, participation in international organizations, the role of the courts and justiciability of foreign affairs controversies, state and local government actions affecting federal conduct of foreign relations, and individual rights (including freedom of expression, right to travel, rights of foreign nationals, extraterritorial constitutional issues). Since the attack on the World Trade Center, there have been rapid developments in the courts and Congress affecting the balance between national security and civil liberties. The seminar will examine some of the legal issues this era generated such as indefinite detention, torture, extraordinary rendition, military tribunals, warrantless wiretapping and state secrets. Contemporary legal problems of targeted killing, use military force on the cold battlefield and intelligence agencies undertaking special operations roles will also be discussed. Grading will be based on a 72-hour take home final examination, an in-class presentation and on class participation throughout the semester.

**Academic Career**  
Law

**Liberal Arts**  
No

**Permission Type**  
No Special Consent Required

Credits

Minimum Units:	Maximum Units:
2	3

# LAW 7452 - Civil Rights Survey

## Overview

Academic Institution  
LAW01

Subject area  
LAW

Catalog Number  
7452

Course Title  
Civil Rights Survey

Department(s)  
CUNY Law School

**Description**  
This course examines the development of the primary federal statutory causes of action for violations of civil rights, including deprivations of rights by state actors and private conspirators, racially based abridgments of contractual and property rights, and selected issues which arise in structural reform litigation. We will also look at some of the obstacles to the enforcement of such rights, examining judicially created, and common law, immunities, as well as doctrines designed to limit access to the courts. There will be a mid-term and final exam.

**Academic Career**  
Law

**Liberal Arts**  
No

**Permission Type**  
No Special Consent Required

## Credits

Minimum Units:  
3

Maximum Units:  
3

# LAW 7454 - Adv. First Amendment

## Overview

Academic Institution  
LAW01

Subject area  
LAW

Catalog Number  
7454

Course Title  
Adv. First Amendment

Department(s)  
CUNY Law School

**Description**  
This advanced course will systematically explore in depth the religious clauses of the First Amendment of the Federal Constitution. These are the guarantee of freedom of religion and the prohibition of establishment of religion. The resulting issues controversies are both provocative and exemplify competing visions of how America should evolve in an increasingly multicultural era. The unpacking of the landmark doctrine will include historical, political and social contexts. Attention will also be given to materials setting forth theoretical contexts, including modes of constitutional and jurisprudential analysis.

**Academic Career**  
Law

**Liberal Arts**  
No

**Permission Type**  
No Special Consent Required

## Credits

Minimum Units:  
3

Maximum Units:  
3

# LAW 7464 - Pre-Trial Discovery

## Overview

Academic Institution  
LAW01

Subject area  
LAW

Catalog Number  
7464

Course Title  
Pre-Trial Discovery

Department(s)  
CUNY Law School

**Description**  
This course focuses on practice issues that arise before trial, with a particular focus on discovery and pre-trial investigation. The course will address both forms of discovery and the methodologies for carrying out the discovery process.

**Academic Career**  
Law

**Liberal Arts**  
No

**Permission Type**  
No Special Consent Required

## Credits

Minimum Units:  
3

Maximum Units:  
3

# LAW 7465 - Public Interest/Public Service

## Overview

Academic Institution  
LAW01

Subject area  
LAW

Catalog Number  
7465

Course Title  
Public Interest/Public Service

Department(s)  
CUNY Law School

**Description**  
Designed to accompany a student's internship in public interest practice settings or judicial clerkships, the course covers research, writing, professional responsibility, and other lawyering issues. The student may work in a not-for-profit organization, in the court system, or with a private lawyer on pro bono cases (which must be approved by the professor), and is expected to work a minimum of 20 hours per week for 2 credits. No payment can be received for work attributed to the course.

Academic Career

Law

Liberal Arts

No

Permission Type

No Special Consent Required

Credits

Minimum Units:

2

Maximum Units:

3

LAW 7472 - Gov & Legis Concentr

Overview

Academic Institution

LAW01

Subject area

LAW

Catalog Number

7472

Course Title

Gov & Legis Concentr

Department(s)

CUNY Law School

Description

Through the Government and Legislative Concentration students are able to do internships with state government agencies. This concentration also includes a classroom component dealing with issues of professionalism, professional responsibility, state government, and the legislative process.

Academic Career

Law

Liberal Arts

No

Permission Type

No Special Consent Required

Credits

Minimum Units:

12

Maximum Units:

12

LAW 7485 - Citizenship

Overview

Academic Institution

LAW01

Subject area

LAW

Catalog Number

7485

Course Title

Citizenship

Department(s)

CUNY Law School

Description

This is a course that will broadly examine citizenship. It will include the theoretical and practical aspects of having, acquiring and losing citizenship. This course will cover the basic notions of citizenship on a broad base and then will focus on the law regarding United States Citizenship including the practicalities of naturalization. Further topics covered will be shaped through student interest. Students will do a research and writing project and through their selection of topics will structure a substantial portion of the course. Some potential topics include: Dual citizenship; Women and Citizenship; International Concepts of Citizenship; Puerto Rican Citizenship Rights; The Constitutionality of Distinctions Between Native born and Naturalized Citizens; Losing Citizenship; The History of Asian-American Citizenship in the United States; Comparative Concepts of Citizenship; Personal and Historical Notions of Citizenship; The Legal Personal and Practical Consequences of Naturalization; Citizenship and the Right to Vote; Reasons for Increased Interest in Naturalization. Students will be expected to actively participate in class and will be required to make a class presentation on their selected topic. Students must also submit a substantial paper on their topic. The course will be worth two credits. There has been an increased interest in applying for naturalization and an ensuing backlog for those seeking to help individuals apply for naturalization. Students in this course will be offered the opportunity to assist individuals interested in naturalization.

Academic Career

Law

Liberal Arts

No

Permission Type

No Special Consent Required

Credits

Minimum Units:

2

Maximum Units:

2

LAW 7531 - New York Practice

Overview

Academic Institution

LAW01

Subject area

LAW

Catalog Number

7531

Course Title

New York Practice

Department(s)

CUNY Law School

Description

Knowledge and strategic use of rules governing civil procedure are essential for any attorney to be successful. This course is designed to provide a foundational understanding of the Civil Practice Law and Rules (CPLR) governing New York Supreme Court Practice. The class will roughly follow the course of a civil matter as it moves through the court system, from the initiation of an action to the taking of an appeal. Topics covered include: personal jurisdiction; statute of limitations; service; pleadings; venue, third-party practice; provisional remedies; motion practice; discovery; and relief from judgments. We will also cover two articles of the CPLR often relied on by counsel representing disadvantaged clients; Article 78 (challenging administrative actions) and Article 4 (governing actions under the RPAPL). The final grade will be based on low stakes, in class, quizzes, drafting projects, a final exam and class participation.

Academic Career

Law

Liberal Arts

No

Permission Type

No Special Consent Required

Credits

Minimum Units:

3

Maximum Units:

4

contexts, we will refine our skills at statutory interpretation. The material will be taught via the "problem method"; i.e. emphasis will be on application of the rules to resolve problems raised by hypotheticals.

Academic Career

Law

Liberal Arts

No

Permission Type

No Special Consent Required

LAW 7552 - Ucc/Sales

Overview

Academic Institution

LAW01

Subject area

LAW

Catalog Number

7552

Course Title

Ucc/Sales

Department(s)

CUNY Law School

Description

The course will cover the commercial sale of goods, including sales with negotiable instruments and sales under letters of credit. Although this course will build upon material covered in LME II, duplication will be minimized.

Academic Career

Law

Liberal Arts

No

Permission Type

No Special Consent Required

Credits

Minimum Units:

3

Maximum Units:

3

Credits

Minimum Units:

3

Maximum Units:

3

LAW 7554 - UCC:Survey

Overview

Academic Institution

LAW01

Subject area

LAW

Catalog Number

7554

Course Title

UCC:Survey

Department(s)

CUNY Law School

Description

This course covers the commercial sale of goods (including sales with negotiable instruments and sales under letters of credit), and the law of commercial paper, secured debt, and banking. Designed as a survey, it provides familiarity with the structure, policy, and approach of the Uniform Commercial Code to these areas of the law.

Academic Career

Law

Liberal Arts

No

Permission Type

No Special Consent Required

LAW 7553 - Ucc/Articles 3,4,9

Overview

Academic Institution

LAW01

Subject area

LAW

Catalog Number

7553

Course Title

Ucc/Articles 3,4,9

Department(s)

CUNY Law School

Description

This course covers the law of commercial paper and banking and of secured debt from the perspective of lawyers who will be representing consumers, small businesses and charitable corporations. The course will focus primarily on the Uniform Commercial Code but will also deal with Bankruptcy Law. In these

Credits

Minimum Units:

3

Maximum Units:

4

LAW 7561 - Environmental Law

Overview

Academic Institution

LAW01

Subject area

LAW

Catalog Number

7561

Course Title

Environmental Law

Department(s)  
CUNY Law School

**Description**  
This seminar introduces students to the basic concepts and principles of environmental law. We will study the major federal environmental statutes, and will examine the roles that state and local governments, as well as non-governmental actors play in environmental protection. Themes such as environmental justice, scientific uncertainty, and globalization will be explored throughout the course. We will examine how activists have attempted to bridge these distinct legal discourses in the context of advocacy and social movements.

**Academic Career**  
Law

**Liberal Arts**  
No

**Permission Type**  
No Special Consent Required

Credits

Minimum Units:	Maximum Units:
2	2

LAW 7565 - Adv Environmntl Law

Overview

Academic Institution  
LAW01

Subject area	Catalog Number
LAW	7565

Course Title  
Adv Environmntl Law

Department(s)  
CUNY Law School

**Description**  
This seminar will explore selected domestic and international issues in environmental law and policy, with an emphasis on the links between environmental quality and human health and welfare, and how various groups have used environmental litigation and policy in response to problems that affect them. Topics include asbestos as an occupational disease, hazardous wastes, global warming, petroleum development in the Amazon Rainforest, and environmental justice issues in New York City.

**Academic Career**  
Law

**Liberal Arts**  
No

**Permission Type**  
No Special Consent Required

Credits

Minimum Units:	Maximum Units:
3	3

LAW 7572 - Business Associations

Overview

Academic Institution  
LAW01

Subject area	Catalog Number
LAW	7572

Course Title  
Business Associations

Department(s)  
CUNY Law School

**Description**  
Corporations, both large and small, are the major structures through which business is carried out in the United States today. The influence of business corporations on politics, the environment, and the health of communities is immeasurable. This course is designed to give students a basic understanding of the structure, and rights and responsibilities of the American corporation. While focusing on small business, attention is also paid to large corporations, and to charitable, religious, and other uses of the corporate form. Students learn about shareholder rights and duties, the duties and responsibilities of corporate directors and officers, the capital structures of corporations, and are introduced to sole proprietorships, partnerships, and other non-corporate forms of doing business.

**Academic Career**  
Law

**Liberal Arts**  
No

**Permission Type**  
No Special Consent Required

Credits

Minimum Units:	Maximum Units:
3	3

LAW 7692 - Critical Race Theory

Overview

Academic Institution  
LAW01

Subject area	Catalog Number
LAW	7692

Course Title  
Critical Race Theory

Department(s)  
CUNY Law School

**Description**  
This required survey course provides a foundation for students to critically engage with how the U.S. system of laws has installed, reinforced, or responded to systems of racial oppression, and to consider how racial hierarchy in the law could be disrupted and dismantled, and racial harms remediated. Its pedagogic approach includes providing historical context for understanding how the ideology of white supremacy influenced the development of law in the U.S., addressing critical theory, and surveying relevant legal doctrinal topics that illustrate the operation of structural racism and racial inequality in the law.

**Academic Career**  
Law

Liberal Arts

No

Permission Type

No Special Consent Required

Credits

Minimum Units:

2

Maximum Units:

2

LAW 7707 - Int'L Commc'L Trnsac

Overview

Academic Institution

LAW01

Subject area

LAW

Catalog Number

7707

Course Title

Int'L Commc'L Trnsac

Department(s)

CUNY Law School

Description

This seminar is designed to prepare students to deal with legal issues that arise as a result of the ever-increasing globalization of markets. How is business done across international and national boundaries? Who regulates international trade and through which legal mechanisms? What impact is is NAFTA (North American Free Trade Agreement) going to have on the economics of Canada, Mexico and the United States? How do domestic laws respond to import competition? What is the legal framework that governs licensing, theft and protection of intellectual property; and how are international economic disputes settled? We will also engage in an exercise in international commercial arbitration. These are some of the areas we will examine during the course of the semester. The only prerequisite for enrollment in this course is that you come with determination to work hard to understand how the economic forces unleashed by multinational business corporations are likely to change our world.

Academic Career

Law

Liberal Arts

No

Permission Type

No Special Consent Required

Credits

Minimum Units:

3

Maximum Units:

3

LAW 7708 - International Trade

Overview

Academic Institution

LAW01

Subject area

LAW

Catalog Number

7708

Course Title

International Trade

Department(s)

CUNY Law School

Description

This course introduces the legal, legislative and regulatory issues involved in international trade and transactional business. Beginning with an analysis of why nations trade and the laws that govern trade between nations, the course surveys the issues related to international and regional trade agreements. Topics will include issues not covered in the International Commercial Transactions: the North American Free Trade Agreement (NAFTA) and regional efforts to expand the agreement; trade wars and international economic dispute settlement; embargoes and expropriation; the Uruguay Round agreement on trade in intellectual property and the World Trade Organization (WTO).The course will examine a series of case studies in theories of trade conflict as well as practical issues in the sale of goods, how small businesses trade, and commercial arbitration with developing nations. We will also explore how international trade affects New York's economy and U.S. commerce.Students will work on a collaborative writing project on how immigrant New Yorkers can establish a trading entity and conduct international trade which the students began in International Commercial Transactions entitled, DOING INTERNATIONAL BUSINESS IN NEW YORK CITY: A LEGAL GUIDE FOR IMMIGRANTS.

Academic Career

Law

Liberal Arts

No

Permission Type

No Special Consent Required

Credits

Minimum Units:

3

Maximum Units:

3

LAW 7723 - Teaching Assistant

Overview

Academic Institution

LAW01

Subject area

LAW

Catalog Number

7723

Course Title

Teaching Assistant

Department(s)

CUNY Law School

Description

Teaching Assistant 1, 2, or 3 credits (Faculty Permission Required) A student may TA for any required or elective, except Clinics or Concentrations. No student may enroll in more than 3 credits of TA, except students who are TAs for both semesters for LME I and LME II who may earn up to 2 credits for LME I TA and up to 2 credits for LME II TA. All TAs must meet at least one hour per week with the course teacher. All TAs must have at least one contact hour per credit per week with students. To earn credit, each TA must submit at least one written work product. Examples of such work product include a journal, teaching observations, lesson plans, periodic submissions, and an independent research paper. TA's do not take part in grading students. Grading in any course that utilizes TA's, grading remains the responsibility of the course teacher. TAs may not grade student work product, nor may the teacher substantially rely on a TAs feedback in grading. Regarding grading in any course which utilizes TAs, in compliance with our policy requiring at least two graded evaluative devices in each course and encouraging faculty

feedback (either individual feedback or group feedback) on all evaluative devices, in addition to any feedback given by TAs, the course teacher must grade and give feedback on at least one evaluation device other than the written work product.

**Academic Career**  
Law

**Liberal Arts**  
No

**Permission Type**  
Department Consent Required

**Credits**

<b>Minimum Units:</b>	<b>Maximum Units:</b>
1	3

**LAW 7726 - Topics In Law**

**Overview**

**Academic Institution**  
LAW01

<b>Subject area</b>	<b>Catalog Number</b>
LAW	7726

**Course Title**  
Topics In Law

**Department(s)**  
CUNY Law School

**Description**  
Topics in Law is a variable topic course designation utilized by CUNY School of Law to denote a new class offered on an experimental basis, that has not been approved by the CUNY Board of Trustees.

**Academic Career**  
Law

**Liberal Arts**  
No

**Permission Type**  
No Special Consent Required

**Credits**

<b>Minimum Units:</b>	<b>Maximum Units:</b>
1	4

**LAW 7729 - Topics In Law**

**Overview**

**Academic Institution**  
LAW01

<b>Subject area</b>	<b>Catalog Number</b>
LAW	7729

**Course Title**  
Topics In Law

**Department(s)**  
CUNY Law School

**Description**  
Topics in Law is a designation utilized by CUNY School of Law to denote a new class that has not yet received Board of Trustees approval.

**Academic Career**  
Law

**Liberal Arts**  
No

**Permission Type**  
No Special Consent Required

**Credits**

<b>Minimum Units:</b>	<b>Maximum Units:</b>
4	4

**LAW 7751 - Mediation Clinic**

**Overview**

**Academic Institution**  
LAW01

<b>Subject area</b>	<b>Catalog Number</b>
LAW	7751

**Course Title**  
Mediation Clinic

**Department(s)**  
CUNY Law School

**Description**  
This clinic focuses on the diverse range of intervenor and advocacy skills involved in mediation practice. Students serve as mediators in a broad range of settings, including disputes referred to local court-annexed mediation programs and the New York State Division of Human Rights. Students mediate cases involving workplace discrimination claims, public accommodations and disability issues, as well as landlord-tenant, family, neighbor and consumer disputes. For students interested in labor and worker-centered practice, the clinic includes both the study and practice of mediation in union and non-union employee/employer disputes. In addition to individual mediations, clinic students have worked in projects that advance mediation practice, including child welfare mediation, preparation of bench memos for mediators on a variety of legal topics and drafting guidelines for not-for-profits' use of internal dispute resolution mechanisms.

**Academic Career**  
Law

**Liberal Arts**  
No

**Permission Type**  
Department Consent Required

**Credits**

<b>Minimum Units:</b>	<b>Maximum Units:</b>
8	16

**LAW 7753 - Fdls Of Mediatn Th&P**

**Overview**

**Academic Institution**  
LAW01



**Subject area**  
LAW

**Catalog Number**  
7753

**Course Title**  
Fdls Of Mediatn Th&P

**Department(s)**  
CUNY Law School

#### Description

This course explores the dynamics, benefits, constraints, and skills related to third party intervention in the settlement of disputes within legal processes and as an adjunct to legal processes. This course examines mediation as a collaborative process of resolving conflict and considers the legislative, ethical, and practical restraints on its use. Through discussions, simulations and role playing, the course focuses on the skills a mediator must have to facilitate a constructive resolution to a dispute. Topics to be covered include: getting the mediation process started; fact investigation and active-listening skills; conflict analysis; framing mediatable issues; tackling distortions due to bias/prejudice; understanding differences; generating movement; concluding the mediation process; clarifying role differences between advocate and mediator; and exposure to some of the current issues in the Dispute Resolution field.

**Academic Career**  
Law

**Liberal Arts**  
No

**Permission Type**  
No Special Consent Required

### Credits

**Minimum Units:**  
2

**Maximum Units:**  
2

## LAW 7801 - Crim Pro/Trial Phase

### Overview

**Academic Institution**  
LAW01

**Subject area**  
LAW

**Catalog Number**  
7801

**Course Title**  
Crim Pro/Trial Phase

**Department(s)**  
CUNY Law School

#### Description

This course is the sequel to Criminal Procedure 780. One need not to have taken Criminal Procedure first semester in order to take this course, but those who did will benefit from the previous exposure. The trial Phase will cover the following areas: identification procedures, pretrial release and preventive detention; the decision whether to prosecute; the preliminary hearing; grand jury review; joinder and severance; the right to a speedy trial; guilty pleas; double jeopardy; post conviction review.

**Academic Career**  
Law

**Liberal Arts**  
No

**Permission Type**  
No Special Consent Required

### Credits

**Minimum Units:**  
3

**Maximum Units:**  
3

## LAW 7809 - Adv. Criminal Proced

### Overview

**Academic Institution**  
LAW01

**Subject area**  
LAW

**Catalog Number**  
7809

**Course Title**  
Adv. Criminal Proced

**Department(s)**  
CUNY Law School

#### Description

This course will examine legal and constitutional issues that bear on the litigation of a criminal case from arrest and arraignment through the Grand Jury stage, discovery, motion practice, plea negotiations, trial and sentence. Areas such as suppression issues, speedy trial, jeopardy and other constitutional subjects will be examined in depth, but always within the context of the realities of criminal practice from a prosecutorial and defense perspective.

**Academic Career**  
Law

**Liberal Arts**  
No

**Permission Type**  
No Special Consent Required

### Credits

**Minimum Units:**  
3

**Maximum Units:**  
3

## LAW 7881 - Legal Analysis

### Overview

**Academic Institution**  
LAW01

**Subject area**  
LAW

**Catalog Number**  
7881

**Course Title**  
Legal Analysis

**Department(s)**  
CUNY Law School

#### Description

In this course we concentrate on strengthening and perfecting core legal skills and acquitting and extending doctrinal knowledge in a variety of areas. These skill include the following: identifying key facts; issue-spotting; selecting and applying rules; interweaving of key facts with the elements of an applicable rule (and tests); understanding and using legal policy; making subtle distinctions of fact and law; and doing all of the above with succinct lawyerly writing. Stress will be placed on applying these skills in the context of answering essay problems and some multiple-choice questions. The extensive doctrine to be applied will come from diverse substantive and procedural areas including commercial law. Packets

detailing substantial doctrinal materials will be distributed weekly. Students are responsible, outside class for absorbing this assigned core doctrine essential for practicing the above specified skills in class.

**Academic Career**  
Law

**Liberal Arts**  
No

**Permission Type**  
No Special Consent Required

Credits

<b>Minimum Units:</b>	<b>Maximum Units:</b>
3	3

LAW 7882 - Com Tops In Leg Anal

Overview

**Academic Institution**  
LAW01

<b>Subject area</b>	<b>Catalog Number</b>
LAW	7882

**Course Title**  
Com Tops In Leg Anal

**Department(s)**  
CUNY Law School

**Description**  
This course is designed to teach advanced substantive and procedural doctrine derived from commercial and related law, including contracts and sales, commercial paper, Civil Practice Law and Rules (CPLR), and property. The course materials are arranged to foreground the structure of the hierarchy of rules in each doctrinal area, emphasize the main policy considerations that shape legal intervention, and highlight recent, significant cases (particularly Supreme Court and New York cases). Presented with essay questions in each area, students draw on this substantive foundation to spot and formulate issues, identify key facts, select and state legal rules, tests and standards with precision, and develop cogent analyses. The repetitive use of legal analysis and legal writing skills, combined with ongoing individual feedback and evaluation, provides a rich and structured opportunity for the mastery of these core legal skills while reinforcing comprehension of these key doctrinal areas.

**Academic Career**  
Law

**Liberal Arts**  
No

**Permission Type**  
No Special Consent Required

Credits

<b>Minimum Units:</b>	<b>Maximum Units:</b>
3	3

LAW 7893 - New York Domestic Relations Law

Overview

**Academic Institution**  
LAW01

<b>Subject area</b>	<b>Catalog Number</b>
LAW	7893

**Course Title**  
New York Domestic Relations Law

**Department(s)**  
CUNY Law School

**Description**  
Students investigate the full range of issues affecting the family, focusing on the New York law of marriage, divorce, custody, abuse and neglect, and family offense proceedings. Examining core doctrinal concepts encountered by practitioners representing clients with family law problems, the class includes the study of how these issues are framed and resolved in the context of the New York State court system and the social and political context in which these laws operate. Students test and deepen their understanding through drafting petitions and other court papers. The focus on emerging doctrine and issues, as well as lawyering skills and ethical considerations, helps prepare students for practice in this challenging area.

**Academic Career**  
Law

**Liberal Arts**  
No

**Permission Type**  
No Special Consent Required

Credits

<b>Minimum Units:</b>	<b>Maximum Units:</b>
3	3

LAW 7912 - Gender and the Law

Overview

**Academic Institution**  
LAW01

<b>Subject area</b>	<b>Catalog Number</b>
LAW	7912

**Course Title**  
Gender and the Law

**Department(s)**  
CUNY Law School

**Description**  
Explores the meanings and uses of gender in the law through examination of constitutional and doctrinal law. Classes examine legal theories, strategies and doctrine aimed at challenging gender-based subordination and analyze competing legal philosophies and strategies.

**Academic Career**  
Law

**Liberal Arts**  
No

**Permission Type**  
No Special Consent Required

Credits

Minimum Units:	Maximum Units:
2	3

LAW 7983 - Welfare Rights

Overview

Academic Institution  
LAW01

Subject area	Catalog Number
LAW	7983

Course Title  
Welfare Rights

Department(s)  
CUNY Law School

**Description**  
This course covers the legal rules, regulations, and administration of certain federal and state welfare programs. In addition to covering the relevant law and legal doctrine, the course explores the theory underlying the laws, as well as the institutional, economic, political, and social contexts in which these welfare systems operate. The study of particular legal and administrative frameworks will be complemented by advanced study of the general administrative law concepts of judicial review of agency action, including Article 78 proceedings and other state and federal causes of action. In addition to its theoretical and doctrinal comonents, the course include a practical component. The range of programs studied and the dimensions of the practical component will vary from year to year to permit special focus on recently-enacted legislative change and administrative initiatives. The practical component may include statutory and regulatory drafting, the development and delivery of information about the welfare system in educational settings, work with lawyers and agencies representing those seeking welfare benefits, and/or the representation of clients.

Academic Career  
Law

Liberal Arts  
No

Permission Type  
No Special Consent Required

Credits

Minimum Units:	Maximum Units:
3	3

LAW 7984 - Rights of Low Wage Workers

Overview

Academic Institution  
LAW01

Subject area	Catalog Number
LAW	7984

Course Title  
Rights of Low Wage Workers

Department(s)  
CUNY Law School

Description

Today's U.S. workforce is comprised of ever-expanding numbers of workers in low-wage jobs, often non-unionized, and lacking the most basic protections and benefits. Employers rely increasingly on contingent, immigrant, and workfare workers, but attempt to circumvent laws on wages and hours, anti-discrimination, unemployment insurance, workers' compensation, and the right to organize. The course examines the laws governing employment relationships and details the legal obstacles that can exclude such workers from many protections, even when they are covered by employment and labor laws but are victims of weak enforcement. Students investigate litigation strategies and legislative proposals for extending and expanding employment protections to this group, including the Fair Labor Standards Act, the National Labor Relations Act, Title VII, Age Discrimination in Employment Act, Family Medical Leave Act, and selected unemployment insurance and workers' compensation statutes.

Academic Career  
Law

Liberal Arts  
No

Permission Type  
No Special Consent Required

Credits

Minimum Units:	Maximum Units:
2	3

LAW 8054 - Defenders Clinic

Overview

Academic Institution  
LAW01

Subject area	Catalog Number
LAW	8054

Course Title  
Defenders Clinic

Department(s)  
CUNY Law School

**Description**  
The Defenders Clinic provides legal representation to indigent teenagers and adults through relationships with the Criminal Defense Practice of the Legal Aid Society and Prisoners' Legal Services of New York State. Practice areas may include:\*representing clients charged with misdemeanor offenses in the New York City Criminal Court,\*representing clients seeking clemency or a pardon, \*representing and assisting clients at parole proceedings, \*representing clients on appeal of their criminal convictions, \*representing clients placed in solitary confinement for long periods of time as a result of alleged prison disciplinary infractions, \*representing clients at school suspension hearings, and\*representing clients at civil forfeiture hearings. Student Defenders in the Clinic are supervised by Law School faculty who are assisted by the support staff of Main Street Legal Services (the Law School's clinical program). Student Defenders represent clients pursuant to the Student Practice Order authorized by the Supreme Court, Appellate Division for the Second Department, in effect for both Main Street Legal Services and for the Legal Aid Society. In addition to direct client representation, students will be assigned to work with a community-based organization on a policy or practice issue relevant to the criminal justice system, or may work with outside organizations and practitioners on another case, such as a trial, a direct appeal, or a post-conviction matter. Students are also expected to research and write on an issue of significance to criminal defense practice. Field visits and presentations by guest speakers comprise part of the Clinic.

Academic Career

Law

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units:

8

Maximum Units:

16

## LAW 8102 - Immigrant and Non-Citizen Rights Clinic I

Overview

Academic Institution

LAW01

Subject area

LAW

Catalog Number

8102

Course Title

Immigrant and Non-Citizen Rights Clinic I

Department(s)

CUNY Law School

Description

The Immigrant & Non-Citizen Rights Clinic (INRC) trains future social justice lawyers to help close the growing legal divide between citizens and non-citizens of the United States. Clinic objectives are carried out through direct legal representation and defense as well as advocacy and lawyering in support of communities and movements. Students practice at all levels of the federal judiciary, and before administrative agencies and courts, military tribunals, and international bodies. INRC utilizes a holistic and collaborative approach to client representation, often working in concert with medical professionals and others to ensure immigrant and/or detained clients receive access to housing, healthcare, education, and public benefits. To hone the full panoply of advocacy skills, students also participate in projects involving legislative advocacy, community education, organizing support and community intake clinics both through in-house projects and external placements.

Academic Career

Law

Liberal Arts

No

Permission Type

No Special Consent Required

Credits

Minimum Units:

8

Maximum Units:

8

## LAW 8121 - Family Law Clinic 2

Overview

Academic Institution

LAW01

Subject area

LAW

Catalog Number

8121

Course Title

Family Law Clinic 2

Department(s)

CUNY Law School

Description

This clinic will introduce students to the representation of women who have been victims of assaults, batteries and other forms spousal abuse. The students will be trained to represent women in court who are seeking orders of protection and will also involve students in the representation of women in legal issues that flow from a battery situation. These may include; representation of women in legal issues that flow from a battery situation. These may include: housing; government benefits, including access to medical and social services; and issues of custody and/or visitation of children. The clinic will work closely with battered women's shelters in Queens County and students will become familiar with the range of support services available to women who have been battered. Students will engage in the full range of activities necessary for the representation of their clients. These may include interviewing, counseling, case planning; drafting of legal documents including, complaints, motions, orders, and briefs. Students will be selected for the clinic based on screening criteria developed by the Law Clinic faculty. Enrollment will be limited and will vary from year to year depending on the Clinic budget and other restraints.

Academic Career

Law

Liberal Arts

No

Permission Type

No Special Consent Required

Credits

Minimum Units:

8

Maximum Units:

8

## LAW 8152 - Disability and Aging Justice Clinic (DAJC)

Overview

Academic Institution

LAW01

Subject area

LAW

Catalog Number

8152

Course Title

Disability and Aging Justice Clinic (DAJC)

Department(s)

CUNY Law School

Description

The Disability and Aging Justice Clinic (DAJC) advocates to enhance and promote the civil rights, autonomy, and self-determination of low-income individuals with disabilities, aging adults, and their families and support networks. The DAJC facilitates access to justice through direct legal representation, advocacy projects, and community outreach and education with the mission of empowering our clients as they navigate and challenge systems that seek to exclude, oppress, dehumanize, and disenfranchise. Students may represent clients in court and administrative proceedings in a variety of civil legal matters, including securing eligibility for government benefits and services, adult guardianships, prisoners' rights, and discrimination in access to programs and services. Students may also work to assist parents and families who are vulnerable to arrest, detention, and

removal due to immigration status in protecting their children through advance planning documents. Clinic students take the lead as the student-attorney in every aspect of their assigned cases and projects. Practice areas in the DAJC may include:-drafting an amicus or other appellate brief on issues that impact the disability and/or aging community,-representing clients to remove an adult guardianship, -a court-appointed role as guardian ad litem in Surrogate's Court to ensure due process protections are strengthened for persons subject to indefinite adult guardianships, -engaging in advocacy for deaf and hard of hearing incarcerated individuals, -representing clients in filing civil rights complaints before the New York City Commission on Human Rights, -advocating for incarcerated individuals to ensure accessibility and access to programs and services,-representing clients in administrative hearings before the Office for People with Developmental Disabilities or other agencies, and -engaging in advance planning, including the drafting of wills, powers of attorneys, and health care proxies. Students in the DAJC are supervised by Law School faculty who are assisted by the support staff of Main Street Legal Services (the Law School's clinical program). Students represent clients pursuant to the Student Practice Order authorized by the Supreme Court, Appellate Division for the Second Department, in effect for Main Street Legal Services. In addition to direct client representation, students may be assigned to work with a community-based organization on a policy or practice issue relevant to disability and/or aging justice. Students are also expected to research and write on an issue of significance to disability and aging justice advocacy. Presentations by guest speakers comprise part of the Clinic.

**Academic Career**  
Law

**Liberal Arts**  
No

**Permission Type**  
Department Consent Required

Credits

<b>Minimum Units:</b>	<b>Maximum Units:</b>
8	16

LAW 8161 - Human Rights and Gender Justice Clinic II

Overview

**Academic Institution**  
LAW01

<b>Subject area</b>	<b>Catalog Number</b>
LAW	8161

**Course Title**  
Human Rights and Gender Justice Clinic II

**Department(s)**  
CUNY Law School

**Description**  
HRGJ involves students in cutting-edge work in international human rights generally and, more particularly, the rights of women and girls. Interns critique and explore human rights as a tool for social change. By representing clients and/or partnering with activists, students can engage directly in legal advocacy projects and litigation in international and U.S. forums. The work of clinic students has contributed to the International Criminal Tribunals in Rwanda and the former Yugoslavia, negotiations and monitoring of the International Criminal Court, the Inter-American human rights system and various UN conferences, treaty bodies and rapporteurs. Students utilize international and human rights norms in domestic litigation through HRGJ's Immigrant Domestic Workers Project, other Alien Tort Claims Act cases, and amicus curiae briefs in courts, including the U.S.

Supreme Court. This clinic experience sharpens skills in fact development, legal research and analysis, writing oral advocacy and strategic thinking, as well as client-centered and collaborative law-reform lawyering.

**Academic Career**  
Law

**Liberal Arts**  
No

**Permission Type**  
Department Consent Required

Credits

<b>Minimum Units:</b>	<b>Maximum Units:</b>
8	8

LAW 8162 - Human Rights and Gender Justice Clinic

Overview

**Academic Institution**  
LAW01

<b>Subject area</b>	<b>Catalog Number</b>
LAW	8162

**Course Title**  
Human Rights and Gender Justice Clinic

**Department(s)**  
CUNY Law School

**Description**  
The Human Rights and Gender Justice Clinic will undertake a variety of advocacy projects designed to advance the recognition of women's rights as human rights in both international and domestic legal and public policy arenas. The projects will focus on topics involving violence against women and reproductive health care. We will undertake specific advocacy projects in conjunction with other women's and human rights organizations here and in Latin America and the Caribbean. These will include drafting and analyzing treaties and other international documents, preparing factual, legal and policy analyses for legislative and administrative reform efforts, filing petitions and briefs before courts or commissions, as well as developing educational and background materials for public education and grass roots advocacy. This work will entail both formal and informal advocacy before committees and other bodies of the United Nations and the regional international institutions such as the Organization of American States as well as in legislative, judicial or administrative bodies at the state level. We will not be representing individual clients but rather expect to work collaboratively with other groups, both domestic and international, seeking to advance particular goals.

**Academic Career**  
Law

**Liberal Arts**  
No

**Permission Type**  
No Special Consent Required

Credits

<b>Minimum Units:</b>	<b>Maximum Units:</b>
12	12

# LAW 8601 - Elder Law

## Overview

Academic Institution  
LAW01

Subject area  
LAW

Catalog Number  
8601

Course Title  
Elder Law

Department(s)  
CUNY Law School

Description  
A survey course covering the major issues in Elder Law including benefits and entitlements, health care and end of life decision making, guardianship and less intrusive models for assisting impaired elderly persons, intergenerational equity, elder abuse as well as the legal and policy implications of a "greying" society.

Academic Career  
Law

Liberal Arts  
No

Permission Type  
No Special Consent Required

## Credits

Minimum Units:  
2

Maximum Units:  
3

# LAW 8603 - Health & Environment Practice Clinic

## Overview

Academic Institution  
LAW01

Subject area  
LAW

Catalog Number  
8603

Course Title  
Health & Environment Practice Clinic

Department(s)  
CUNY Law School

Description  
This clinic provides participation in the dynamic, growing and challenging area of health law issues, including access to healthcare and the effect of the law on the quality of care. Students work as interns two days a week in a variety of public interest settings, including governmental agencies like the Health and Hospitals Corporation, legal services offices, HIV advocacy centers and plaintiff medical malpractice firms. Utilizing both the classroom setting and supervised field placements, students study and critique health-care programs such as Medicaid and Medicare, legal mechanisms that monitor the quality of care, doctor-patient relationships, bioethics and issues of privacy and civil liberties. In addition to legislative and policy work, the concentration provides students with opportunities to enhance their legal writing and litigation skills.

Academic Career  
Law

Liberal Arts  
No

Permission Type  
Department Consent Required

## Credits

Minimum Units:  
6

Maximum Units:  
6

# LAW 8604 - Health & Environment Practice Clinic Placements

## Overview

Academic Institution  
LAW01

Subject area  
LAW

Catalog Number  
8604

Course Title  
Health & Environment Practice Clinic Placements

Department(s)  
CUNY Law School

Description  
This clinic provides participation in the dynamic, growing and challenging area of health law issues, including access to healthcare and the effect of the law on the quality of care. Students work as interns two days a week in a variety of public interest settings, including governmental agencies like the Health and Hospitals Corporation, legal services offices, HIV advocacy centers and plaintiff medical malpractice firms. Utilizing both the classroom setting and supervised field placements, students study and critique health-care programs such as Medicaid and Medicare, legal mechanisms that monitor the quality of care, doctor-patient relationships, bioethics and issues of privacy and civil liberties. In addition to legislative and policy work, the concentration provides students with opportunities to enhance their legal writing and litigation skills.

Academic Career  
Law

Liberal Arts  
No

Permission Type  
Department Consent Required

## Credits

Minimum Units:  
6

Maximum Units:  
6

# LAW 8605 - Emerging Needs Clinic

## Overview

Academic Institution  
LAW01

Subject area  
LAW

Catalog Number  
8605

Course Title  
Emerging Needs Clinic

Department(s)  
CUNY Law School

Description

The 2023 Fall Emerging Needs Clinic is an opportunity for students to develop lawyering and leadership skills by engaging in one of the most salient issues facing local communities and nations: the migrant crisis. Through a unique partnership with the Mayor’s Office of Immigrant Affairs, Clinic students will provide frontline legal assistance to preserve the rights of migrants who have been transported from other states to New York City. The Clinic’s comprehensive coursework and fieldwork will equip students to become proficient in the knowledge and application of substantive immigration law. For example, on a weekly basis, students will provide limited scope representation, including filing asylum applications, motions for change of venue, prosecutorial discretion applications, Special Immigrant Juvenile petitions, and work authorization applications among other legal tools.

Academic Career

Law

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units:  
10

Maximum Units:  
12

LAW 8606 - Professional Development Time

Overview

Academic Institution

LAW01

Subject area

LAW

Catalog Number

8606

Course Title

Professional Development Time

Department(s)

CUNY Law School

Description

The Professional Development Time (PDT) program builds on the foundational knowledge from orientation to support students in their ongoing legal education and career readiness. PDT offers access to essential academic and professional support services, guidance on navigating law school policies and expectations, and resources for bar admission preparation, such as character and fitness. Emphasizing student well-being, the program also provides strategies to help students maintain a balanced and resilient approach to both academic and professional challenges.

Academic Career

Law

Liberal Arts

Yes

Permission Type

Department Consent Required

Credits

Minimum Units:  
0

Maximum Units:  
0

LAW 8607 - Environment Justice & Health Law Practice Clinic

Overview

Academic Institution

LAW01

Subject area

LAW

Catalog Number

8607

Course Title

Environment Justice & Health Law Practice Clinic

Department(s)

CUNY Law School

Description

Seminar classes will focus on health law and Social Determinants of Health, which are the conditions that affect health and contribute to disparate health outcomes. The class will introduce you to basic concepts in health law, such as how health care is accessed, administered, and paid for in the United States, with a focus on how these systems impact low-income communities. We explore what role the government can play in exacerbating the problems or reducing disparities. For example, the course will look at public programs including Medicaid, Medicare, and the Affordable Care Act, and look at issues of population health such as immigrant access to health care, prisoner health, and LGBTQ+ health. Furthermore, we will explore the impact of community organizing and movement building in relation to health/environmental justice and the roles lawyers can play in support of that movement.

Academic Career

Law

Liberal Arts

Yes

Permission Type

Department Consent Required

Credits

Minimum Units:  
10

Maximum Units:  
12

LAW 8608 - Advocacy on the Frontlines: Immigrant Rights and Legal Aid

Overview

Academic Institution

LAW01

Subject area

LAW

Catalog Number

8608

Course Title

Advocacy on the Frontlines: Immigrant Rights and Legal Aid

Department(s)

CUNY Law School

Description

Advocacy on the Frontline: Immigrant Rights and Legal Aid is an immersive, experiential, and expeditionary, approximately one-to-two-week course where students work under supervision outside of New York City to assist clients seeking entry into the United States and/or immigration relief, often while those clients are in ICE custody. Given rapidly changing immigration policies, this course enables students to offer legal services and support to individuals who have limited access to legal representation and due process. The course provides students an



opportunity to learn how to represent individuals in the most challenging and constantly shifting legal environments while also helping to provide representation for those who are detained in remote locations and most in need. Depending on community needs, student work may include client intake and screening; Know Your Rights presentations; credible fear and reasonable fear interview preparation; accompaniment to ICE interviews; client representation at hearings before an Immigration Judge and administrative appeals; witness testimony preparation and preparation of documents for other types of immigration relief.

**Academic Career**

Law

**Liberal Arts**

Yes

**Permission Type**

No Special Consent Required

**Credits**

**Minimum Units:**

1

**Maximum Units:**

3

**LAW 72923 - Advanced Evidence**

**Overview**

**Academic Institution**

LAW01

**Subject area**

LAW

**Catalog Number**

72923

**Course Title**

Advanced Evidence

**Department(s)**

CUNY Law School

**Description**

This course will further examine and reinforce evidence doctrine covered in Evidence and Lawyering in the Public Interest. Doctrinal areas may include the use of expert testimony and opinions, hearsay exceptions, scientific and forensic evidence, and related rules and privileges. Students will have the opportunity to apply evidence doctrine in lawyering exercises which will assist them in preparing for their roles as advocates.

**Academic Career**

Law

**Liberal Arts**

No

**Permission Type**

No Special Consent Required

**Credits**

**Minimum Units:**

2

**Maximum Units:**

3

**LAW 74812 - Immigration and Citizenship Law**

**Overview**

**Academic Institution**

LAW01

**Subject area**

LAW

**Catalog Number**

74812

**Course Title**

Immigration and Citizenship Law

**Department(s)**

CUNY Law School

**Description**

This course is designed to give students an overview of immigration and citizenship and to provide an opportunity for more in depth understanding of a particular topic in this area. It will cover in a broad way the following topics: immigration and citizenship, citizenship by birth and naturalization, dual nationality, family-based immigration issues (including domestic violence and sexual orientation), employment-based immigration issues, refugees and asylees, legalization, exclusion, and deportation (including post-9/11 restrictions and proposals). Our study of each of these topics will include focus on the underlying race, ethnicity, gender and sexual orientation themes of immigration and citizenship laws. Throughout the course, we will be referring to the statutory and regulating schemes that control in this area; students will be required to become familiar with the Immigration and Nationality Act and regulations interpreting the statute.

**Academic Career**

Law

**Liberal Arts**

No

**Permission Type**

No Special Consent Required

**Credits**

**Minimum Units:**

2

**Maximum Units:**

3

**LAW 77210 - Directed Study**

**Overview**

**Academic Institution**

LAW01

**Subject area**

LAW

**Catalog Number**

77210

**Course Title**

Directed Study

**Department(s)**

CUNY Law School

**Description**

Enrollment in this course is limited to students who are repeating a required course and who have the permission of the Associate Dean of Academic Affairs. The requirements for this course will include the requirements for the course which is being repeated, and the course will be graded on the same basis as that course. Additional requirements will be added by either the teacher or the Associate Dean. 1 through 4 credits, 1 through 4 hours.

**Academic Career**

Law

**Liberal Arts**

No

**Permission Type**

Department Consent Required

Credits

Minimum Units:	Maximum Units:
1	4

LAW 77214 - Moot Court

Overview

Academic Institution  
LAW01

Subject area	Catalog Number
LAW	77214

Course Title  
Moot Court

Department(s)  
CUNY Law School

Description  
Students enhance their advocacy skills through participation in a moot court competition. Presented with a lower court decision in an area of unsettled law, students do legal research on complex issues, write an appellate brief, and advocate in an oral argument against students from other law schools before a panel of judges. Judges score the quality of the appellate briefs, the use of citations to legal authority, and the oral argument skills of the participants. The course requires the completion of a brief and oral argument of professional quality prepared for an external competition or the equivalent thereof with students gaining experience in oral argument through critiques and feedback from several practice rounds.

Academic Career  
Law

Liberal Arts  
No

Permission Type  
Department Consent Required

Course Sets

Required Core Mathematical and Quantitative Reasoning

Flexible Core Scientific World

Flexible Core - Any Area

College Option

Required Core Life and Physical Sciences

Credits

Minimum Units:	Maximum Units:
2	2

LAW 77215 - Academic Legal Writing

Overview

Academic Institution  
LAW01

Subject area	Catalog Number
LAW	77215

Course Title  
Academic Legal Writing

Department(s)  
CUNY Law School

Description  
This course provides structured assistance to students in producing a 40-page publishable law review note or comment. While students meet regularly as a group and individually with the instructor, each student is expected to work independently toward his/her note or comment. Offering students an opportunity to pursue topics of their own choosing, this course fosters the development of legal writing and research skills on a sophisticated and professional level.

Academic Career  
Law

Liberal Arts  
No

Permission Type  
Department Consent Required

Credits

Minimum Units:	Maximum Units:
2	2

Required Core English Composition

Flexible Core World Cultures and Global Issues

Flexible Core Creative Expression

Writing Intensive

Flexible Core U.S. Experience in Its Diversity

Flexible Core Individual and Society