Dear Fordham Law Graduate Student:

Welcome to the Fordham University School of Law.

This Handbook for LL.M. and M.S.L. Students is designed to better acquaint you with Fordham Law School and our graduate programs. Following some general information, this Handbook sets forth course selection and other useful information for LL.M. and M.S.L. students. Please read it carefully, and refer to it whenever you have a question.

We are thrilled to welcome you to Fordham University School of Law and to our very talented and special community of graduate students. We are sure that each of you will have a most wonderful and fulfilling academic, intellectual, and personal adventure.

Toni Jaeger-Fine
Assistant Dean for International and Non-J.D. Programs

Kandice Thorn
Director of International and Non-J.D. Programs

Martin Slavens
Graduate Admissions Officer/Enrollment Specialist
For questions or appointments, please contact:

Kandice Thorn
Director, International and Non-J.D. Programs
kthorn1@law.fordham.edu

Marty Slavens
Graduate Admissions Officer/Enrollment Specialist
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\(^1\) The office is closed Fridays in the summer and may close occasionally at other times.
ABOUT THE HANDBOOK FOR LL.M. AND M.S.L. STUDENTS

This Handbook is designed to address many of the questions you will have as a student at Fordham Law School. You should keep this book handy and refer to it whenever you have a question before consulting program staff.

This Handbook is intended to supplement the rules and policies of Fordham Law School\(^2\) and Fordham University\(^3\) as set forth on their official websites. While the Handbook highlights some of the rules and policies that may be of particular import to LL.M. and M.S.L. students, it is not a substitute for a careful reading of these policies. Students are expected to have read all policies on these websites, specifically the following:

- Student Handbook for Fordham University\(^4\)
- Academic Regulations of the Law School\(^5\)
- Student Conduct and Grievance Procedures\(^6\) and
- Code of Academic Responsibility\(^7\)

Throughout this Handbook, you will find numerous references to websites. In the electronic version of this Handbook, the text will be hyperlinked to the relevant website; if you are using a print version of the Handbook, you will find the web addresses in footnotes. The electronic version of the Handbook can be found at law.fordham.edu/llm_msl_handbook.

\(\)\(^2\) [http://law.fordham.edu](http://law.fordham.edu)
\(\)\(^3\) [http://www.fordham.edu](http://www.fordham.edu)
\(\)\(^5\) [http://law.fordham.edu/registrar/2763.htm](http://law.fordham.edu/registrar/2763.htm).
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APPENDIX A: FORDHAM LAW SCHOOL AND UNIVERSITY CONTACT INFORMATION 44
I. GENERAL INFORMATION FOR LL.M. AND M.S.L. STUDENTS

A. Communication

Members of the Fordham Law School faculty and administration contact students in a variety of ways. Students are required to read and respond (as appropriate) to all information sent to them, regardless of the method of communication. In order to ensure that they receive all of these important communications, students are required to update their contact information on my.fordham.edu as necessary to reflect any changes in name, address, etc.

1. Email

The Law School and the University use email as a primary means of communication for contacting students. All LL.M. and M.S.L. students have been assigned Fordham Law School (@law.fordham.edu) and Fordham University (@fordham.edu) email addresses, which they can access through a single account on the Gmail platform on my.fordham.edu or by going to gmail.fordham.edu.

Students are reminded that they must check their Fordham email often (at least once per day) as all Law School and University related emails will be sent to those accounts. Students are responsible for the information sent via these accounts. If you wish, you may forward your Fordham email to a personal email account that you check regularly; the Law School Help Desk can assist you with this.

Additional information about Fordham email can be found on the Law School’s Information Technology webpage.

2. Electronic Newsletters

Students are expected to read all e-newsletters on a timely basis and follow all instructions in them as applicable. Students who do not receive these newsletters during the first week of classes should contact Kandice Thorn to ensure that they are on the distribution lists.

a. The Graduate & International Student eNewsletter

Approximately once per week (generally on Mondays), the Office of International and Non-J.D. Programs sends students an electronic newsletter containing important, time-sensitive information for graduate and international students. It is critical that you read these eNewsletters in a timely manner so that you do not miss important events or deadlines. You

8 http://law.fordham.edu/it.
9 http://law.fordham.edu/information-technology/27901.htm.
will be responsible for reading and understanding the information in the eNewsletter. Current and past editions of the newsletters\(^\text{10}\) are posted on the Fordham Law website.

Students may submit notices of events that they are organizing, as well as personal or professional news (e.g., marriages, births of children, job promotions, publications), for publication in the newsletter by emailing kthorn1@fordham.edu.

\textbf{b. The Weekly Brief (Student Affairs)}

The Office of Student Affairs distributes a weekly e-newsletter called The Weekly Brief to all law students listing important information and deadlines, as well as upcoming events.

\textbf{c. PIRCUp!}

Students who have an interest in public sector employment or volunteer opportunities (including opportunities that may help LL.M. students fulfill the \textit{50 hour pro bono requirement for admission to the New York bar}\(^\text{11}\)) should be sure to review the Public Interest Resource Center’s weekly e-newsletter, PIRCUp!

3. \textbf{Academic Calendar}

The Law School Academic Calendar\(^\text{12}\) is available on the Fordham Law website. Additionally, a calendar of dates particularly relevant to LL.M. or M.S.L. students will be provided at Orientation. Students should note, however, that the calendar is subject to change. Students should be aware of emails and bulletins throughout the academic year that may announce changes.

4. \textbf{Class Cancellations Hotline}

The University's Office of the Executive Vice President determines when weather conditions require cancellation of classes. The University's special weather information number for Lincoln Center (212.636.7777 or 800.280.SNOW) will have a recorded message if classes are cancelled. Closings will also be announced on WFUV 90.7 FM. For \textit{individual class cancellations}\(^\text{13}\) refer to the Registrar's website or call the Registrar’s Office at 212.636.6801, then press 2.

5. \textbf{Meetings with Faculty and Staff}

\textbf{a. Professors}

Professors generally welcome individual meetings with students by appointment or during established office hours. Office hours will usually be noted on the course syllabus or posted on the professor's door.

\(\text{10}\) Go to http://law.fordham.edu/llmnews.
\(\text{11}\) Go to http://law.fordham.edu/llm/barexam.
\(\text{12}\) Go to http://law.fordham.edu/registrar, then click on “Academic Calendar” in the “Quick Links” menu.
\(\text{13}\) Go to http://law.fordham.edu/registrar, then click on “Class Cancellations” in the “Quick Links” menu.
b. Office of International and Non-J.D. Programs

Most questions relating to the LL.M. and M.S.L. program can be answered by the members of the International and Non-J.D. Programs staff. They are located in Room 8-131, which is generally open Monday through Friday, 9:00 a.m. to 5:00 p.m. They are reachable by email at llm@law.fordham.edu or msl@law.fordham.edu.

c. Kandice Thorn

For questions relating to academic or career counseling or advice, you may contact Kandice Thorn. Ms. Thorn will hold regular office hours to assist students with such issues and can also be reached via email at kthorn1@law.fordham.edu. You can sign up for her office hours by going to bit.ly/ktofficehours.

d. Assistant Dean Jaeger-Fine

Assistant Dean Jaeger-Fine can be consulted for questions about the Introduction to the U.S. Legal System course. Students may sign up for office hours by going to bit.ly/tjfofficehours. Assistant Dean Jaeger-Fine's office is in Room 8-131 and, absent a genuine emergency, she is available by appointment only. Students should see the course syllabus instructions for how to schedule an appointment outside of office hours. Please note that due to Assistant Dean Jaeger-Fine's schedule, appointments within a day or two or even a week of a request are often unavailable.

e. Career Advising

For questions relating to career counseling or advice, you may contact our Career Consultant, Olga Statz. She can be reached at olgastatz@gmail.com. She will hold regular office hours, for which you can sign up by going to bit.ly/olgaofficehours.

B. Updating Personal Information

1. Updating Contact Information/Address Changes

Students with changes to their contact information must update it on my.fordham.edu. This is important for a number of reasons, including that tuition bills are sent to the address listed in the my.fordham.edu record. Students who are in the U.S. on a visa issued by Fordham University must also advise the Office for International Services of any address changes.14

2. Name Changes

In the case of a name change, students should update their information on my.fordham.edu as noted above, and should submit a Status/Address Change Form, available on LawNET, along with proof of the name change (e.g., a marriage certificate or court order), to the Registrar's Office. Students who are in the U.S. on a visa issued by Fordham University must

also advise the Office for International Services of any changes to their name (you may email ois@fordham.edu for additional information).

C. Technology

1. General Information

   Students have access to a number of IT resources and services, including wireless access, remote access through a virtual private network (VPN), network storage, computer-based examinations, and printing. Students who require assistance with any IT-related issue may contact the Law Help Desk, which is open seven days a week and can be reached at 212.636.6786 or lawhelpdesk@law.fordham.edu.

   For comprehensive information on these services and how to access them, please visit the Fordham Law Information Technology website.¹⁵

2. my.fordham.edu (the Fordham University Portal)

   My.fordham.edu is the Fordham University portal and the gateway to the University's online services for students, faculty, staff, and alumni. It contains the Gmail interface, as well as a number of important and helpful services. These include course registration and grades, Blackboard (which many professors use to post course information and materials), file storage, and forms to request transcripts.

   Your AccessIT ID is used to access the my.fordham.edu portal. Instructions on how to claim an AccessIT ID are sent to all incoming students prior to their first semester registration.

3. LawNET

   LawNET is Fordham Law School's Intranet. LawNET is for faculty, students, and staff. Resources available on LawNET include course syllabi and first assignments, class announcements, course evaluations, and many commonly used forms for submission to various law school offices. To access LawNET, go to fordhamlaw.net. For general information about LawNET, you may visit the Fordham Law IT website.¹⁷

4. Westlaw (including TWEN), LexisNexis, and Bloomberg

   Fordham Law School provides students with access to all three of the premiere online databases of legal documents, LexisNexis,¹⁸ Westlaw,¹⁹ and Bloomberg.²⁰ Log-in information and detailed information regarding the use of these online databases is provided during Orientation.

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¹⁵ http://law.fordham.edu/it.
¹⁶ http://my.fordham.edu.
¹⁷ http://law.fordham.edu/it.
TWEN is a service of Westlaw used by some professors to manage courses online (similar to Blackboard). This may include distribution of reading assignments, electronic assignment drop boxes, online discussions, and other resources. To access TWEN, log onto Westlaw and click on "Courses."

D. Bar Examination (LL.M. Students Only)

All incoming LL.M. students are given an information session on applying to sit for the New York bar exam, either before (via webinar) or during orientation. For information about the bar examination, including specific information about NY bar requirements, visit the LL.M. website.21

NOTE: The M.S.L. degree does NOT lead to eligibility to sit for a bar exam in any U.S. jurisdiction.

E. Services for LL.M. and M.S.L. Students

1. Career Planning

The Graduate Professional Development Program in the Office of International and Non-J.D. Programs offers comprehensive career planning services for LL.M. and M.S.L. students. In this capacity, we assist students in articulating, developing, and attaining their professional goals. However, we do not obtain employment for students. Please click here22 for additional information about career planning services for LL.M. and M.S.L. students. Industry-specific career advising for M.S.L. students will be provided by Gerald Manwah (for Corporate Compliance) and the Fashion Law Institute (for Fashion Law).

2. Business Cards

We are pleased to offer Fordham Law School business cards to LL.M. and M.S.L. candidates. We will take orders for business cards at any time, up until the end of the 4th week of your final semester of study in the LL.M. or M.S.L. program. For information about ordering procedures and prices, visit the Graduate Professional Development Program website.23

3. Academic Enrichment Program

The Academic Enrichment Program comprises a series of lectures designed to help M.S.L. and international LL.M. students succeed in their studies. Sessions cover topics such as study skills, time management, exams, and scholarly writing. Attendance is mandatory for all M.S.L. students and all international LL.M. students in their first semester of study. Recordings will be made available to part-time students who are unable to attend due to work commitments.

21 http://law.fordham.edu/llm/barexam
22 http://law.fordham.edu/llm/gpdp
23 http://law.fordham.edu/international-non-jd-programs/businesscards.htm
4. **Graduate and International Student Academic Support Program**

   The Graduate and International Student Academic Support Program provides academic support for LL.M. and M.S.L. students during the fall and spring semesters. Graduate students may seek academic support or resources during the Program’s office hours.

   The Program also provides academic and writing support through drop-in workshops on various topics.

   Details regarding workshops and office hours will be announced in the *eNewsletter.*

F. **Campus Resources**

1. **Law Library**

   The Law Library is an open-stack collection comprising several hundreds of thousands of volumes and equivalents, including all essential sources of U.S. and public international law, many foreign legal sources, and a wide range of related materials. In addition, the Law Library has numerous electronic subscriptions and access to the electronic resources of the Fordham University libraries. The library is staffed with professional librarians, including reference librarians who can be found at the Reference Desk. For information on the library, including hours and policies, please [click here](http://tinyurl.com/fordlawlib).

2. **The Public Interest Resource Center**

   The Public Interest Resource Center (PIRC) provides support to public interest student groups at Fordham Law School and to students seeking public interest employment. PIRC provides career support for LL.M. students complementary to that of the Graduate Professional Development Program by organizing events and providing counseling to students seeking legal careers in the public sector. For more information, please [click here](http://law.fordham.edu/pirc.htm). Some opportunities may be appropriate for M.S.L. students, but most will be specific to J.D. and LL.M. students.

3. **Transcripts**

   For an unofficial transcript, go to [my.fordham.edu](http://my.fordham.edu) to easily access and print your grades. To request an official transcript or an unofficial PDF transcript that is in the same format as your official transcript, follow the instructions set forth on the [Registrar’s website](http://law.fordham.edu/registrar/2766.htm).

4. **Lockers**

   The Office of Student Affairs assigns lockers and locks to all students living off-campus. Locker assignments are distributed during Orientation. Lockers are assigned randomly; a student’s preference for a particular locker location will not be accepted (except for students...
with a documented disability). Students are not allowed to remove the school-issued lock; locks that are not school-issued will be clipped and removed.

Graduating students must empty their lockers by a date announced at the end of each semester. Any contents remaining after that date will be removed and discarded.

Students who withdraw or take a leave of absence must empty their lockers within one week of the effective date of their withdrawal or leave. Any contents remaining after that date will be removed and discarded. A new locker will be assigned to these students upon their return.

The Office of Student Affairs may need to access a student’s locker to perform routine or emergency repairs/maintenance of lockers; they will make every effort to contact the student before such access. Questions regarding lockers should be directed to the Office of Student Affairs, Room 4-101 or lawstudentaffairs@fordham.edu.

5. Recorded Lectures

In certain situations such as religious holidays or weather-related emergencies, classes are recorded and made available online. In such circumstances, passwords to access each recording are emailed to students.

6. Free Movie Tickets

The Office of Student Affairs gives free movie tickets to students on a "first come, first served" basis. Each student is allowed one pass every other month. There are 100 movie tickets available each month, except during the summer. Students must present their Fordham ID card to obtain a free movie pass. Students should contact the Office of Student Affairs in Room 4-101 of the Law School for additional information.

7. Fordham University Writing Center

LL.M. and M.S.L. students are welcome to use the Fordham University Writing Center, located in Room 302E of the Lowenstein Building. Students may consult the center to improve their writing skills outside of the context of a particular assignment or paper, or may consult the Writing Center on a seminar or course paper; however, LL.M. students may not consult the Writing Center on an assignment for the Legal Writing and Research for LL.M. Students course without prior written authorization from their instructor.

8. Health Services

The Health Center is located in McMahon Hall, Room 203. For hours and available services, please contact the Health Center at 212.636.7160 or visit their website. Appointments are generally required for visits, but walk-ins are accepted and will be triaged.

27 http://www.fordham.edu/writingcenter.
28 http://www.fordham.edu/health.
and attended to in order of severity. The services of the Health Center at the Rose Hill Campus are also available to LL.M. and M.S.L. students. When the Health Center at Lincoln Center is closed, students may visit the Rose Hill Health Center by obtaining free Ram Van passes from the Residential Life Office in McMahon or in the Student Activities Office, Lowenstein Building, Room 408. For additional information about the Ram Van, see Subsection 15 below.

Students with emergencies should call 911 or University Security at 212.636.6075 or go to a hospital emergency room. The closest emergency room is at St. Luke's Roosevelt Hospital on 59th Street, just south of the University.

9. **Food Services**

Fordham University offers a number of dining options on campus, including a dining hall in the law school building. For more information, please visit [www.fordhamudining.com](http://www.fordhamudining.com).

For off-campus dining suggestions from our International and Non-J.D. Program Staff, see [law.fordham.edu/llm_msl_staff](http://law.fordham.edu/llm_msl_staff).

10. **Counseling and Psychological Services (CPS)**

Counseling and Psychological Services is a comprehensive mental health service within the Department of Student Affairs at Fordham University. CPS provides free, confidential, high quality counseling to all students. Various services are available, including individual and group counseling, referrals, and workshops. CPS is staffed by licensed clinical psychologists, a consulting psychiatrist, and doctoral candidates in clinical and counseling psychology. Students may arrange for confidential short or intermediate term counseling at no charge. CPS is located in McMahon Hall, Room 211. Students in need of services should call 212.636.6225 for an appointment. For more information and a complete list of available services, please [click here](http://www.fordham.edu/info/20031/counseling_and_psychological_services).²⁹

11. **Discounted Parking**

Daily parking near the Law School is available at preferential rates at any of the several local garages. [Click here for more information](http://www.fordham.edu/info/20144/parking_facilities).³⁰

12. **Fitness Center**

The Fordham Fitness Center is located on the second floor of McMahon Hall and is open to all Fordham students. Guests are not allowed. Students must present their Fordham IDs for access to the Fitness Center.

Tennis and basketball courts are also available for student use; reservation forms for these courts are available in the Fitness Center or at the security desk in McMahon Hall. The courts are located at 60th Street and Amsterdam Avenue, next to the McMahon Hall dorms.

²⁹ [http://www.fordham.edu/info/20031/counseling_and_psychological_services](http://www.fordham.edu/info/20031/counseling_and_psychological_services)

³⁰ [http://www.fordham.edu/info/20144/parking_facilities](http://www.fordham.edu/info/20144/parking_facilities)
Questions regarding the Fitness Center can be directed to the Office of Residential Life at 212.636.7100.

13. **Bookstore**

Barnes & Noble operates the Fordham bookstore, located on the street level of the Lowenstein Building. The bookstore carries textbooks and other course materials, law study aids, and stationery supplies, as well as t-shirts, sweaters, mugs, and other Fordham memorabilia. Visit the [bookstore's website](http://www.fordham.edu/bookstore) for information and store hours.

14. **Disability Services**

Students with a disability in need of services or accommodations are required to register with the [Office of Student Affairs](http://law.fordham.edu/office-of-student-affairs/2821.htm) by a date early in their first semester of study. A brochure outlining the policies, procedures, and deadlines for seeking accommodation is distributed during Orientation. Any questions about disability services should be directed to [Abel Montez](mailto:amontez@law.fordham.edu), Director of Student Affairs, in the Office of Student Affairs, Room 4-101.

15. **Ram Van**

The Ram Van is a regularly scheduled express van service connecting the Lincoln Center and Rose Hill campuses. For information, including fares, please [click here](http://www.fordham.edu/ramvan).

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31 http://www.fordham.edu/bookstore.
33 amontez@law.fordham.edu.
34 http://www.fordham.edu/ramvan.
II. THE LL.M. DEGREE: CREDITS, PROGRAMS, AND COURSE SELECTION

A. Number of Credits

1. Number of Credits for Degree

To fulfill the requirements of the Master of Laws degree, all students must complete a minimum of 24 credits of work in approved courses. Except as noted in this Section II, all approved courses taken by a student count toward the completion of the 24-credit minimum required for graduation. There is a 27-credit maximum load for students completing the degree in two-full time semesters.

In general, one "credit" signifies one hour of in-class time per week for the duration of a semester. Thus, for example, a typical 2-credit course would meet for two hours during each week of a semester.

Students may not exceed 27 credits in total, except that full-time students who begin their studies in the spring term and enroll in courses at Fordham Law School over the summer may exceed the credit limit by the number of credits they earn over the summer. For additional information about summer courses, see Subsection 5 below.

2. Full-Time Students

Full-time students complete their degrees in two semesters (excluding the summer term for students who begin their programs in January). Students may take as few as 10 or as many as 14 credits each semester. Most students take 11-13 credits each semester.

Students who enroll in more than 14 credits in a particular semester, or who enroll in more than 27 total credits (not including credits earned during the summer term, as described above and below), should adjust their schedules to comply with these rules or they may be automatically dropped from some or all of their courses.

3. Part-Time Students

Part-time students may take 2-9 credits per semester during the fall and spring terms. For information about summer enrollment, please see Subsection 5 below. Part-time students must complete all degree requirements within two years of their initial enrollment. Tuition for part-time students is calculated at the posted per-credit rate, which can be expected to increase each academic year. A part-time student who does not register for at least 2 credits during any fall or spring semester must request a leave of absence (see Section IV(D)(2)).
4. **Summer Courses**

   a. **Full-Time Students**

   Full-time LL.M. students who commence their studies in January are permitted to enroll in up to 4 credits of courses during the summer term between the spring and fall semesters. Such students pay only a small administrative fee for these credits ($200 per credit in 2015, but this amount may be subject to increase in 2016), provided they are enrolled as full-time students in both the spring semester before and the fall semester after the relevant summer term. In addition, such students may exceed the 27-credit maximum by the number of credits they complete in the summer.

   b. **Part-Time Students**

   Part-time students may, but are not required to, take courses during the summer term. Part-time students who are admitted to the New York bar or who hold a J.D. from a U.S. law school may take up to 6 credits in each summer term. Part-time students who are not admitted to the New York bar and who do not hold a J.D. from a U.S. law school may take a maximum of 4 summer credits cumulatively (adding together all credits earned during all summer terms). Part-time students pay the usual per-credit fee for courses taken during the summer term.

5. **Residence Requirement/Summer Study Abroad**

   All LL.M. students are required to be in residence for the duration of their studies. LL.M. students may not receive credit for any summer or semester study abroad program.

B. **Course Requirements and Selection**

1. **Required Courses for International Students**

   a. **Introduction to the U.S. Legal System**

   Students who do not hold a J.D. degree from a U.S. law school are required to take Introduction to the U.S. Legal System (2 credits) during their first semester of study in the LL.M. program. Students who are admitted to the New York bar may seek a waiver from this requirement.

   Introduction to the U.S. Legal System is offered on an intensive basis during Orientation, and continues through the first weeks of the semester. Multiple sections of this course are offered; each student should register for the section that best fits his or her schedule. A written examination will be given at the conclusion of the course. Because this course is offered intensively during Orientation, it is crucial that students attend all Orientation sessions. Missing even a half day during Orientation may be equivalent to missing an entire week's worth of material.

   Note: This course meets the requirements of Section 520.6(b)(3)(vi)(c) of the New York Court Rules for Admission of Attorneys and Counselors at Law.
**b. Legal Writing and Research for LL.M. Students**

LL.M. students who do not hold a J.D. from a U.S. law school are required to enroll in Legal Writing and Research for LL.M. Students (2 credits) during their first semester of study in the LL.M. program. Students who are admitted to the New York bar may seek a waiver from this requirement.

There are multiple sections of Legal Writing and Research for LL.M. Students offered at different times each semester. Each student should register for the section that meets at the time that best suits his or her schedule.

Note: This course meets the requirements of Section 520.6(b)(3)(vi)(b) of the New York Court Rules for Admission of Attorneys and Counselors at Law.

**c. Introduction to the U.S. Legal Profession**

Students who do not hold a J.D. degree from a U.S. law school are required to take Introduction to the U.S. Legal Profession (2 credits). This course is typically offered in both the fall and spring semesters; students may choose which semester works best with their schedule. Students who are admitted to the New York bar or who do not ever intend to sit for the New York bar may seek a waiver from this requirement (except for students in the U.S. Law program).

Students may choose to substitute a 3-credit Professional Responsibility course offered by the law school in order to fulfill this requirement. Students often take advantage of this option in order to attend a Professional Responsibility course that is related to their specific program. For example, a student in the International Dispute Resolution might choose to substitute “Professional Responsibility: Alternative Dispute Resolution.” Students are not encouraged to substitute the three-credit course called simply “Professional Responsibility.”

Note: This course meets the requirements of Section 520.6(b)(3)(vi)(a) of the New York Court Rules for Admission of Attorneys and Counselors at Law.

**d. Content Outline Courses**

Foreign-trained LL.M. students are required to complete at least 6 credits of what we refer to as "Content Outline" courses. These are courses in subjects tested on the New York State Bar Examination, where a principal focus of the courses includes material contained in the Content Outline for the New York State Bar Examination. The list of courses that have been approved by the New York Court of Appeals for this requirement can be found on our website by clicking here. Students should note that a course that counts in fulfillment of a program-specific requirement may simultaneously fulfill the Content Outline requirement. For example,

35 http://law.fordham.edu/llm/contentoutline.
Corporations fulfills the Core Course requirement for students in the Banking, Corporate, and Finance Law program and will also count toward the Content Outline course requirement.

Students who are admitted to the New York bar or who do not intend to sit for the New York bar may seek a waiver from this requirement.

Note: This meets the requirements of Section 520.6(b)(3)(vi)(d) of the New York Court Rules for Admission of Attorneys and Counselors at Law.

2. Program-Specific Requirements

To view the requirements for each LL.M. concentration, please see the website that corresponds to each program, as follows:

- Banking, Corporate, and Finance Law: law.fordham.edu/llm/bcf
- Corporate Compliance: law.fordham.edu/llm/compliance
- Fashion Law: law.fordham.edu/llm/fashion
- Intellectual Property and Information Technology Law: law.fordham.edu/llm/ipit
- International Business and Trade Law: law.fordham.edu/llm/ibt
- International Dispute Resolution: law.fordham.edu/llm/idr
- International Law and Justice: law.fordham.edu/llm/ilj
- U.S. Law: law.fordham.edu/llm/uslaw

3. Writing Requirement or Professional Skills Option

Students wishing to be eligible to receive magna cum laude graduation honors must complete either the Writing Requirement or a Professional Skills course.

**Writing Requirement**

To satisfactorily complete the Writing Requirement, students must first enroll in a course designated a “Writing Requirement” or “WR” course in the course schedule. (Courses that fulfill the Writing Requirement are designated “Writing Requirement” in the “Administrative Notes” column of the schedule posted on the [website of the Registrar](http://law.fordham.edu/registrar) under the “Class Schedules” tab.)

Students who wish to complete the Writing Requirement and who have a particular research agenda that does not fit with any Writing Requirement course offering may consult with Kandice Thorn about the possibility of completing the Writing Requirement with an Independent Study or Graduate Master's Thesis.

Within two weeks of the start of the semester in which a student plans to satisfy the Writing Requirement, a student must file with the Office of the Registrar a Notice of Intent to
Satisfy the LL.M. Writing Requirement, available on LawNET. Students who fail to submit a Notice of Intent to Satisfy the LL.M. Writing Requirement form (or who fail to write a paper that satisfies the Writing Requirement) will not be eligible for magna cum laude honors on the basis of having completed the Writing Requirement, regardless of their grades.

For additional information about the requirements to fulfill the Writing Requirement, please view the information printed on the Notice of Intent to Satisfy the LL.M. Writing Requirement.

Professional Skills Courses

Professional Skills courses are noted on the schedule that is available on the registrar's website. Many skills courses are initially closed to LL.M.s, but open up on a space available basis toward the end of registration. If you wish to register for a course that is not open to LL.M. students, you may request registration using the request form available at LawNET.

4. Dual-Concentration Option

The Dual-Concentration option for the LL.M. program gives students the opportunity to remain at Fordham Law for an additional semester of full-time study (or the equivalent for part-time students) to complete 12 credits in a second LL.M. discipline, at the end of which time the student would receive the LL.M. degree in two disciplines (for example, “LL.M. Degree in International Business and Trade Law and International Dispute Resolution”). Any two of our eight LL.M. concentrations can be combined in this way, provided that the student is able to meet the requirements of both programs. Both current students and alumni are eligible to pursue this option.

Students who participate in this program must complete a minimum of 36 credits in total, over three full-time semesters (or the part-time equivalent). Specialized credits cannot be double counted between the two concentrations; students must separately fulfill the requirements of each program and a course that is counted for one specialization may not be simultaneously counted toward the second specialization.

In addition to giving students the opportunity to fully explore a second area of study, we anticipate that the addition of a third semester will give students greater flexibility to pursue opportunities such as externships and clinics that may be difficult to complete in just two semesters. Note that students who wish to take a bar examination may opt to do so after two semesters of study as long as they have completed all of the requirements for one of the degree programs at the end of two semesters (and provided that they fulfill all the requirements imposed by the relevant bar authority). International students on a student visa who select this option would complete the third semester during the Optional Practical Training period.

37 http://fordhamlaw.net
38 http://fordhamlaw.net.
Students who are interested in pursuing the dual-concentration option should schedule a meeting with Kandice Thorn\(^{39}\) for advising.

5. **Switching LL.M. Programs**

Students select their programs at the time of application, and are admitted to that particular program. However, students occasionally want to switch from one program to another. Students wishing to make such a change should submit the form, available on LawNET.\(^{40}\)

6. **General Information about Courses**

Information about courses, including descriptions and course call numbers (which are necessary for registration) can be found on the Registrar’s webpage and on my.fordham.edu. Students planning their first semester course schedules should consult the tentative list of courses for the following semester (if available) on the Registrar’s website.\(^{41}\) Although subject to change, this list should help students plan their course of study.

Apart from the degree and program requirements discussed above, students may choose from among the broad range of courses open to LL.M. students. Questions about course selection should be directed to Kandice Thorn. Other questions about registration should be sent to the LL.M. Program Office at llm@law.fordham.edu.

7. **Courses Not Approved for LL.M. Students**

Certain categories of courses are not open to LL.M. students. These include first-year J.D. classes (except for first-year courses offered during the summer term) and J.D. drafting courses. In addition, each semester there may be specified courses that are not open to LL.M. students.

If you wish to enroll in one of these closed courses, you may submit the Request to Enroll in a Closed Course form, available on LawNET. Students will be admitted into these classes on a space available basis provided they have met all prerequisites for the course. Please do not use this form for courses that are open to LL.M. students, but that are closed at capacity. For those courses, you should continue to check back until the end of the Add/Drop period to see if a spot opens up.

8. **Pre-Requisites and Co-Requisites**

Some courses have a prerequisite or a co-requisite noted in their course descriptions. A prerequisite is a course that students must take before they can enroll in the specified course.

\(^{39}\)kthorn1@law.fordham.edu.
\(^{40}\)http://fordhamlaw.net.
\(^{41}\)Please note that course lists for past semesters "roll over" automatically to future semesters in my.fordham.edu before the schedule has been created. Therefore, the most accurate information about future semesters can be found on the Registrar’s website at http://law.fordham.edu/registrar, not on my.fordham.edu.
A co-requisite is a course that students must take at the same time as their desired course, unless they have already completed it.

If you wish to take a course with a pre-requisite you have not taken, but you believe nevertheless that you possess sufficient requisite knowledge to follow the course, you may request a waiver of the prerequisite. Written requests for waivers of prerequisites may be directed to the professor. Requests must include a detailed explanation of the basis for the request and any relevant supporting material, including your resume or CV or proof of having taken a similar course (e.g., a course syllabus and transcript). Such requests should be made as far in advance of registration as possible to ensure a timely response.

9. Helpful Courses for Students Planning to Sit for the New York State Bar Examination

Fordham Law School offers courses that are designed to introduce international LL.M. students to subjects that are tested on the New York Bar Examination. Although we cannot guarantee that any particular course will be offered in any particular semester, we do our best to ensure that students have the opportunity to take one of these courses at some point during their LL.M. studies. When offered, these courses will be highlighted in the registration memo that goes out to students in advance of registration for each semester. For more information on the bar examination, please click here.42

10. Independent Studies and Master’s Theses

Students wishing to complete a 2-credit independent study or 3-credit master’s thesis must consult with Kandice Thorn43 before approaching a professor regarding their proposed project. Students may not receive credit for more than one such course. For students who do not hold a J.D. from a U.S. law school or who are not admitted to the New York bar, credits earned in these courses do not count toward the 24-credit minimum required for graduation.

LL.M. students in the Fashion Law program are required to complete a 3-credit Thesis/Capstone course in fulfillment of their program requirements.

11. Clinical Courses

LL.M. students may apply to enroll in our clinical courses. Fordham Law clinics give students the opportunity to get hands-on training, working on matters involving real clients and on other projects, under the supervision of an outstanding member of our clinical faculty. Students considering enrolling in a clinical course should keep in mind the following:

- Admission to clinics is conditioned on applying to the clinic and being accepted, sometimes following an interview process, similar to a job interview. Demand is

42 http://law.fordham.edu/llm/barexam.
43 kthorn1@law.fordham.edu.
very high for clinics and admission is very competitive. Application to a clinic is not a guarantee of admission.

- Each clinic lasts one semester. Most clinics give students five credits, comprising three credits for fieldwork or casework and two credits for a related seminar. Students who take a clinic must enroll in both the seminar and fieldwork/casework components. For students who do not hold a J.D. from a U.S. law school, only four of those credits may be applied toward the 24-credit minimum for the program; however, students who do not intend to sit for the New York bar exam may request to have more than four credits apply toward their 24-credit minimum by submitting a Request for Waiver from LL.M. Program Requirement form, available on LawNET.  

- Clinical offerings vary each semester. LL.M. students are only eligible to take a clinic after one semester of LL.M. study.

- Most clinics have certain prerequisites or recommended courses; however, those may be waived at the discretion of the professor. If you believe that your professional background makes you a good candidate for a clinic notwithstanding that you are missing a prerequisite (or co-requisite), you may apply for that clinic.

- The application process for clinics occurs several months before the start of the semester for which you are applying. Keep your eyes open for deadlines throughout your first semester. Late applications will not be accepted. Deadline information can be found by clicking here. It is your responsibility to be aware of these deadlines.

- Work in most clinics fulfills the 50 hour pro bono requirement for admission to the New York bar, but you should verify this with the professor who teaches the clinic.

12. Externships

The LL.M. Externship Program gives LL.M. students the opportunity to engage in for-credit externships with a wide variety of host organizations, including non-profit organizations, corporate legal and compliance departments, government organizations, and law firms. Such placement experiences are intended to enrich the educational experience students receive in the Law School’s doctrinal courses and to promote students’ professional development by assisting them in integrating legal theory with skills and professional values.

Students must secure externship placements themselves; the LL.M. Externship Program does not place students into externships. The process to find an externship is similar to the process you would go through to secure any type of employment. To that extent, we recommend that students utilize the services and resources available through the Graduate Professional Development Program. In addition, we encourage you to look at the list of

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44 http://fordhamlaw.net
45 http://law.fordham.edu/clinical-legal-education/12019.htm
46 http://law.fordham.edu/llm/gpdp.htm
organizations that have previously hosted LL.M. externs, as they may be willing to host other interns in the future. We also frequently post externship opportunities in the Graduate and International Student eNewsletter.

Students who participate in externships will be enrolled in the following courses:

- Law Externship Fieldwork (1 credit); and
- Law Practice Seminar for LL.M. Students (1 credit).

Credits earned in the Law Externship Fieldwork course do not count toward the 24-credit minimum for students who do not hold a J.D. from a U.S. law school or are not admitted to the New York bar. Credits earned in the Law Practice Seminar for LL.M. Students do count toward this 24-credit minimum.

For information about procedures and policies related to the LL.M. Externship Program, including important deadlines, please see the LL.M. Externship Program webpage.

13. Advice about Course Selection

Students with questions about their academic program should contact Kandice Thorn. Students should discuss their academic plans and questions with Ms. Thorn well in advance of the start of the registration period, as her schedule does not always permit her to respond to questions immediately.

It is important to note that course selection varies from one semester to the next. Many courses are offered only once per academic year, or less frequently. With few exceptions, you should generally not count on any particular course being offered in a given semester.

14. Waivers

Requests for waivers of any LL.M. program requirement may be made by submitting the Request for Waiver from LL.M. Program Requirement form, available on LawNET. Please be sure to include any and all relevant information necessary to support your request.

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47 [http://law.fordham.edu/llm-program/30361.htm](http://law.fordham.edu/llm-program/30361.htm).
48 [http://law.fordham.edu/llm/extern](http://law.fordham.edu/llm/extern).
III.
THE M.S.L. DEGREE: CREDITS, PROGRAMS, AND COURSE SELECTION

A. Number of Credits

1. Number of Credits for Degree

To fulfill the requirements of the Master of Studies in Law degree, all students must complete at least 30 credits of work in approved courses. All approved courses taken by a student count toward the completion of the 30-credit minimum required for graduation.

In general, one "credit" signifies one hour of in-class time per week for the duration of a semester. Thus, for example, a typical 2-credit course would meet for two hours during each week of a semester.

2. Full-Time Students

Full-time students complete their degrees in two semesters (excluding the summer term for students who begin their programs in January). Students may take as few as 14 or as many as 17 credits each semester. Most students take 14-16 credits each semester.

3. Part-Time Students

Part-time students may take 2-11 credits per semester during the fall and spring terms. Part-time students should aim to complete all degree requirements within three years of their initial enrollment. Tuition for part-time students is calculated at the posted per-credit rate, which can be expected to increase each academic year. A part-time student who does not register for at least 2 credits during any fall or spring semester must request a leave of absence (see Section VI(D)(2)).

4. Summer Courses

a. Full-Time Students

Full-time M.S.L. students who commence their studies in January are permitted to enroll in up to 8 credits of courses during the summer term between the spring and fall semesters. Such students pay only a small administrative fee for these credits ($200 per credit), provided they are enrolled as full-time students in both the spring semester before and the fall semester after the relevant summer term. Such students are encouraged to take advantage of this opportunity in order to offset the course load of the spring and fall terms.

b. Part-Time Students

Part-time students may, but are not required to, take courses during the summer term. M.S.L. students may take up to 8 credits in each summer term. Part-time students pay the usual per-credit fee for courses taken during the summer term.
5. Residence Requirement/Summer Study Abroad

All M.S.L. students are required to be in residence for the duration of their studies. M.S.L. students may not receive credit for any summer or semester study abroad program.

B. Course Requirements

1. Required Courses for all M.S.L. Students

   a. Introduction to the U.S. Legal System

      All M.S.L. students are required to take Introduction to the U.S. Legal System (2 credits) during their first semester of study in the M.S.L. program.

      Introduction to the U.S. Legal System is offered on an intensive basis during Orientation, and continues through the first weeks of the semester. Multiple sections of this course are offered; each student should register for the section that best fits his or her schedule. A written examination will be given at the conclusion of the course. Because this course is offered intensively during Orientation, it is crucial that students attend all Orientation sessions. Missing even a half day during Orientation may be equivalent to missing an entire week's worth of material.

   b. U.S. Law and Legal Institutions

      All M.S.L. students are required to enroll in U.S. Law and Legal Institutions (1 credit) during their first semester of study in the M.S.L. program. This course is offered intensively over two Saturdays at the start of the semester.

2. Program-Specific Requirements

   To view the requirements for each M.S.L. concentration, please see the website that corresponds to each program, as follows:

   - Corporate Compliance: law.fordham.edu/msl/compliance
   - Fashion Law: law.fordham.edu/msl/fashion

3. Thesis/Capstone

   All M.S.L. students must enroll in a 3-credit capstone/thesis course in their final semester of study. The capstone/thesis course will require a substantial research paper or other project, completed under the supervision of the program director for your concentration.

4. General Information about Courses

   Information about courses, including descriptions and course call numbers (which are necessary for registration) can be found on the Registrar's webpage and on my.fordham.edu. Students planning their first semester course schedules should consult the tentative list of
courses for the following semester (if available) on the Registrar's website. Although subject to change, this list should help students plan their course of study.

5. Pre-Requisites and Co-Requisites

Some courses have a prerequisite or a co-requisite noted in their course descriptions. A prerequisite is a course that students must take before they can enroll in the specified course. A co-requisite is a course that students must take at the same time as their desired course, unless they have already completed it.

If you wish to take a course with a pre-requisite you have not taken, but you believe nevertheless that you possess sufficient requisite knowledge to follow the course, you may request a waiver of the prerequisite. Requests for waivers should be directed to Kandice Thorn.

6. Advice about Course Selection

M.S.L. students should work closely with their respective program directors to select an appropriate course of study.

It is important to note that course selection varies from one semester to the next. Many courses are offered only once per academic year, or less frequently. With few exceptions, you should generally not count on any particular course being offered in a given semester.

7. Waivers

Requests for waivers of any M.S.L. program requirement may be made by submitting a written request to your respective program director with a copy to Kandice Thorn. Please be sure to include any and all relevant information necessary to support your request.

49 Please note that course lists for past semesters "roll over" automatically to future semesters in my.fordham.edu before the schedule has been created. Therefore, the most accurate information about future semesters can be found on the Registrar's website at http://law.fordham.edu/registrar, not on my.fordham.edu.
50 kthorn1@law.fordham.edu.
IV.  
REGISTRATION

A. Timing and Manner of Registration

Fall semester registration takes place in June. Spring semester registration takes place in October. Students should check the academic calendar\(^{51}\) to confirm registration dates.

Course and examination schedules are available on the Registrar’s webpage.\(^{52}\) Please note that “R” on course schedules refers to “Thursday.”

After registering, students may adjust their schedules, subject to space availability, until the end of the Add/Drop period noted on the academic calendar (typically at the end of the first week of classes). Any changes students wish to make to their schedules after the end of the Add/Drop period must be approved by the Associate Dean of the Law School. Please be aware that such approvals are not pro forma but will require a showing of good cause, and are granted at the discretion of the Associate Dean. Courses that are "dropped" after the end of the Add/Drop period (with the permission of the Associate Dean) will be reflected on the transcript as "Withdrawn," with a "W" designation.

Questions about registration should be directed to lirm@law.fordham.edu or msl@law.fordham.edu, as appropriate.

B. Registration Procedure

Students register for courses using the my.fordham.edu web portal. Click here\(^{53}\) for information on registering for classes using my.fordham.edu.

C. Registration Holds

Students with holds on their accounts will not be permitted to register for classes or receive diplomas or transcripts. Holds can be imposed for failure to make tuition or other payments, noncompliance with immunization requirements, or other reasons. Students are responsible for ensuring that their accounts are free of holds in advance of registration. The Office of International and Non-J.D. Programs does not have the authority to remove holds, even if placed by mistake.

D. Closed Courses

Students are strongly urged to register on the initial date of registration in order to maximize the chances of getting into their chosen courses. After the first day of registration, many courses may close due to enrollment limits.

\(^{51}\) http://law.fordham.edu/registrar/765.htm
\(^{52}\) http://law.fordham.edu/registrar
\(^{53}\) http://law.fordham.edu/registrar/681.htm
Students are responsible for checking the status of courses and registering for an available seat. If a course is closed, it may reopen for registration on my.fordham.edu if seats become available. Once seats are filled, the course will close again unless additional seats open up. This process will continue until the Add/Drop period closes. Students interested in registering for a closed course should check its status regularly, especially during the first week of classes, as many seats open up near the end of the Add/Drop period. Students may not approach a professor to attempt to get into a closed class; faculty cannot override the registration process.

E. Wait List

A few courses (including Legal Research and Writing for LL.M. Students) allow interested students to place their names on a wait list if the course reaches capacity. The wait list is available on my.fordham.edu; students should register for the class as usual and check "yes" on the notice that appears asking if they want to be placed on the wait list. The wait list on my.fordham.edu is the official wait list, and any other list (such as one kept by the professor) will not be used. Students must not approach a professor to attempt to get into a wait-listed class; faculty cannot override the wait list process.

Selection from a wait list is based on class priority, but within each class, selection is random, not "first come, first served." As spots become available, the Registrar's office notifies students by e-mail if they have been selected for a seat. Students then have a limited period of time in which to respond to the email and claim their seat; therefore, students who are hoping to claim a spot on a wait list should be particularly attentive to email.

The wait list process is ongoing until two weeks prior to the start of the semester, unless the Registrar posts a different date. After that date, as seats become available in closed wait listed courses, the courses will reopen for registration and students are responsible for checking the status of courses and registering for any available seats.

F. Initial Assignments

The First Assignments page allows students to access messages from professors, first assignments, syllabi, and lists of required and recommended text books for each course in advance of the start of each semester. This page is password protected and can be accessed using your AccessIT ID (the same credentials you use to log into my.fordham.edu). Students are urged to check this website early and often, as it may be updated. Also, note that not all professors post assignments here. If an assignment for a class is not listed, it most likely means that the professor will give the first assignment in class.

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54 https://go.lawnet.fordham.edu/
G. **Textbooks**

After registering for classes and prior to the start of each semester, students should visit the bookstore to purchase the required textbooks for their classes. The [bookstore](http://www.fordham.edu/bookstore), located on the Ground Floor of the Lowenstein Building at the Lincoln Center Campus, maintains a list of the textbooks that are required for each class and can assist students in locating the books they need. This list is also available on the bookstore’s website. The bookstore carries new and, when available, discounted used textbooks. Some students prefer to purchase their textbooks from other vendors such as Amazon.com; however students should be aware that textbooks are updated frequently, and they should ensure that they purchase the correct edition.

H. **Auditing Courses**

M.S.L. students are generally not permitted to audit courses.

LL.M. students are generally not permitted to audit courses, except in the following two specific circumstances:

- Students are permitted to audit courses that are specifically designed to introduce international LL.M. students to subjects tested on the New York Bar Examination (see Section II(B)(9)).

- Students who have been granted a waiver from the Introduction to the U.S. Legal System course requirement are encouraged to audit this course on a space-available basis.

Any LL.M. student interested in auditing one of the courses described above should submit the LL.M. Course Audit Form, available on [LawNET](http://fordhamlaw.net), no later than the last day of the first week of classes for the corresponding semester. Requests will be considered in the order in which they are received. Students will be advised as to whether their audit requests have been approved as soon as possible after the end of the registration period. Students who wish to audit Introduction to the U.S. Legal System only during the orientation period need not submit an audit form.

The audit form is the sole mechanism by which students may seek to audit a course. Students may not contact any faculty member directly to discuss an audit. Students may not take for credit in a subsequent semester a course that they audited in a prior semester. Students who audit courses are observers in the class and do not participate or otherwise detract from faculty or student time in the class.

There is no charge for auditing a course. Audited courses will not appear on the student’s transcript.

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55 [http://www.fordham.edu/bookstore](http://www.fordham.edu/bookstore).
V.
EXAMINATIONS, PAPERS, AND GRADING

A. Examinations and Papers

Prior to the start of the examination period, students must read the Rules Governing Examinations, Grades and Honors.57

1. General Information about Examinations and Papers

All courses require students to write an in-class or take-home examination or one or more papers during the semester. Course descriptions on my.fordham.edu and the Registrar's website frequently indicate what will be required of each course. If the course description is not clear, please check the tentative examination schedule58 on the Registrar's website to see whether a final examination has been scheduled. If an examination is not listed, the course probably requires a take-home examination or one or more papers. The professor's syllabus (which will either be available on the First Assignments page described above or distributed by the professor to students during the first week of class) should clarify what is required of students and the basis on which grades will be determined.

2. Using a Computer for Examinations

For most courses with an in-class examination, students have the option to write their examinations by hand or on their personal laptop computers. To take examinations on a computer, students must register to use the Exam4 software59 (the method by which computer-based exams are administered) each semester.

3. Illness During Exam Period

Requests for permission to be excused from an examination may be granted for documented medical incapacity. Students needing to be excused from an examination for medical reasons must contact the Office of Student Affairs at 212.636.7155 prior to the start of the exam to speak with a counselor and to discuss the necessary documentation. Students must not contact their professors directly with such requests, as this would compromise the anonymous nature of the grading process.

4. Examination Conflicts or Excusals for Religious or Other Reasons

Students who have absolute examination conflicts (i.e., two examinations scheduled for the same day and time) or who have examinations scheduled within 16 hours of each other may request that one examination be rescheduled. Students may also request that an examination be rescheduled for religious observances or under other very limited

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58 http://law.fordham.edu/registrar/19645.htm.
circumstances. Students should review the Rules Governing Examinations, Grades and Honors 60 prior to requesting that an examination be rescheduled.

Students who wish to request that an examination be rescheduled for one of the reasons stated above must submit to the Office of the Registrar an Examination Conflict Form no later than the date specified on the Law School Academic Calendar 61 (typically late September in the fall and late February in the spring). Any student with an absolute examination conflict may elect to take the two conflicting exams on the same day if, before the end of the seventh week of class, he or she notifies the Registrar of his or her election to do so. The examinations will then be scheduled so that there is a short interval between the end of the first examination and the beginning of the second examination. Students who must reschedule an examination for religious reasons will be required to take these examinations earlier on the day scheduled or on the previous day, if practical.

Students seeking to be excused from an exam for any other reason must seek permission from the Office of Student Affairs prior to submitting the Examination Conflict Form to the Registrar's office. Requests for excusals based on travel, vacation, personal, or social plans will always be denied. Other reasons may be considered; a partial list of possible acceptable reasons can be found in the Rules Governing Examinations, Grades and Honors. 62 Requests for such deferrals must be made in writing with documentation.

Any student who does not take an examination during the examination period and who is eligible to take it during the make-up period will be required to make up the examination on a scheduled date during the examination make-up period. The date will be determined by the Registrar after the end of the regularly scheduled examination period.

5. **Closed/Open Book Exams; Use of Dictionaries in Examinations**

Examinations may be “open book,” meaning you can bring written materials into the exam room for use during the exam, or “closed book,” meaning all materials are off-limits during the exam.

Students are generally permitted to use dictionaries in open book examinations. However, if an examination is “closed book,” students are not permitted to use any outside materials on that examination, including dictionaries.

B. **Grading and Honors Policy**

The grading policy below applies to all courses beginning Fall 2014. To view the grading policy prior to Fall 2014, see the Law School Academic Regulations. 63

61 [http://law.fordham.edu/registrar/765.htm](http://law.fordham.edu/registrar/765.htm).
63 [http://law.fordham.edu/registrar/2763.htm](http://law.fordham.edu/registrar/2763.htm).
1. **Grading System**

Except as set forth below, all grades for LL.M., M.S.L., and foreign exchange students are reported as "HONORS"; "VERY GOOD"; "GOOD"; "PASS"; or "FAIL." Descriptions of grades are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HONORS (H)</td>
<td>Outstanding performance</td>
</tr>
<tr>
<td>VERY GOOD (VG)</td>
<td>Excellent performance</td>
</tr>
<tr>
<td>GOOD (G)</td>
<td>Performance above average</td>
</tr>
<tr>
<td>PASS (P)</td>
<td>Performance worthy of credit</td>
</tr>
<tr>
<td>FAIL (F)</td>
<td>Performance unworthy of credit</td>
</tr>
</tbody>
</table>

2. **Grading Curve**

**LL.M. and Exchange Students:** LL.M. and foreign exchange students are graded on a separate curve from J.D. students and M.S.L. students. This curve is mandatory for all courses in which 4 or more LL.M. or foreign exchange students are enrolled where final grades are awarded primarily on the basis of examinations; for all other courses enrolling 4 or more LL.M. or foreign exchange students, the curve is recommended but not required.

**M.S.L. Students:** M.S.L students are graded separately on their own curve. This curve is mandatory for all courses in which 4 or more M.S.L. students are enrolled where final grades are awarded primarily on the basis of examinations; for all other courses enrolling 4 or more M.S.L. students, the curve is recommended but not required.

In either case, the curve to be applied is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>% of Students on the Curve</th>
</tr>
</thead>
<tbody>
<tr>
<td>H</td>
<td>up to top 25%</td>
</tr>
<tr>
<td>H or VG</td>
<td>up to top 50%</td>
</tr>
<tr>
<td>H, VG, or G</td>
<td>up to top 75%</td>
</tr>
<tr>
<td>P or F</td>
<td>remainder (F’s given only if warranted)</td>
</tr>
<tr>
<td>F</td>
<td>0, up to 25% if warranted</td>
</tr>
</tbody>
</table>

With regard to either group of students (LL.M./exchange or M.S.L.), for courses enrolling 1 to 3 students where grades are awarded primarily on the basis of examinations, instructors may give no more than one H grade. For all courses (whether curved or not) an instructor may
award grades of H, VG, G, or P with a plus or minus if the total number of plus grades awarded equals the total number of minus grades awarded (e.g., one H+ and one VG-, and so forth) within each curve group; provided that a professor may not award more than one H+ grade in any course.

Independent study projects are graded credit/no-credit.

Master’s Thesis and Capstone projects are graded using the grading scale described in Section (V)(B)(1) above.

3. Grading in Introduction to the U.S. Legal System, U.S. Law and Legal Institutions (M.S.L. Only), and Legal Research and Writing for LL.M. Students (LL.M. Only)

All students enrolled in Introduction to the U.S. Legal System, U.S. Law and Legal Institutions, or Legal Writing and Research for LL.M. Students are evaluated using the following curve for these courses only:

<table>
<thead>
<tr>
<th>Grades</th>
<th>% of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIGH PASS (HP)</td>
<td>up to top 20%</td>
</tr>
<tr>
<td>PASS (PA)</td>
<td>remainder</td>
</tr>
<tr>
<td>LOW PASS (LP)</td>
<td>no more than 20%</td>
</tr>
<tr>
<td>FAIL (FA)</td>
<td>no standard (professor’s discretion)</td>
</tr>
</tbody>
</table>

Grades received in these courses are not factored into class standing and honors determinations. LL.M. and foreign exchange students are graded on the same curve for these classes; M.S.L. students are curved separately from the LL.M. and exchange students.

4. Grading in LL.M. Externships

The LL.M. Externship Fieldwork course is graded on a Credit/No Credit basis. The Law Practice Seminar for LL.M. Students, which is also required of students who participate in externships, is also graded on a Credit/No Credit basis.

5. Class Standing/GPAs

Grade point averages (GPAs) are not calculated for LL.M. or M.S.L. students. LL.M. and M.S.L. student standing is calculated as being in the top 10%, 25%, or 50% of the class (including all August/September, February, and May graduates for a given academic year). Each year in June, the Director of International and Non-J.D. Programs will send a letter to each graduate in the top 50% of the class from the previous academic year to indicate his or her placement in the class.
6. **Honors**

Latin Honors are awarded to graduating students as follows:

- **Magna cum laude:**
  - LL.M.: Awarded to students whose grades place them in the top 10% of graduating LL.M. students and who have completed either the Writing Requirement or a Professional Skills course.
  - M.S.L.: Awarded to students whose grades place them in the top 10% of graduating M.S.L. students.

- **Cum laude:** Awarded to students whose grades place them in the top 25% of graduating LL.M. or M.S.L. students.

Note: LL.M. students who rank in the top 10% but have not completed the Writing Requirement or a Professional Skills course will receive *cum laude* honors.

All students who graduate in a given academic year (August/September, February, or May) will be included in honors calculations made each May.
VI.
FORDHAM UNIVERSITY SCHOOL OF LAW RULES AND POLICIES

A. Ethical Standards and Student Discipline

1. Overview

All students are responsible for reading and understanding the Rules and Regulations of Fordham Law School, including:

- the Law School's Academic Regulations;\(^4\)
- the policies governing Student Conduct and Grievance Procedures;\(^5\)
- the Code of Academic Responsibility.\(^6\)

All students are required to follow every rule on those pages and elsewhere. For students' convenience, several of the most important and relevant rules for LL.M. and M.S.L. students have been summarized below. However, students are responsible for reading the Rules and Regulations in their entirety.

Students enrolled in the Law School are subject to the disciplinary powers of Fordham University. The University reserves the right at any time to cancel a student's registration, refuse to award academic credits, or deny a certification or degree. All students in the School of Law are governed by the applicable provisions of the University Code of Conduct. For additional information on the rules, regulations, and disciplinary powers of the University, including the Code of Conduct, click here\(^6\) to view the University's Graduate Guide.

The rules and policies referenced in this Handbook are not exhaustive, and students are advised to judge their conduct not only by the specifics listed, but also the high standards of ethical behavior required by the legal profession. The rules detailed below are not complete; they serve merely as an introduction to the rules and policies of Fordham Law School. Two specific violations of ethical standards are discussed below: cheating and plagiarism.

2. Cheating

The Code of Academic Responsibility defines cheating to include, but not be limited to:

i. acquiring, using, or providing any unauthorized assistance in taking any examination;

ii. using or providing sources beyond those authorized by the faculty member in writing papers or carrying out other assignments, including the submission of work

\(^4\) http://law.fordham.edu/registrar/2763.htm.
\(^6\) http://tinyurl.com/fordham-grad-guide.
done for one assignment or course for another assignment or course without the permission of both faculty members; or

iii. acquiring, using, or providing, without permission, tests or other academic material belonging to a faculty member or any University official.

3. Plagiarism

Plagiarism constitutes a serious academic offense. Disciplinary proceedings will be brought against any student who is suspected of committing plagiarism. Any student found to have committed, or to have induced another to commit, plagiarism will be subject to academic sanctions. These sanctions may take several forms but often include not receiving a grade for that class, suspension, or expulsion from the Law School.

Plagiarism is defined in the Law School's Code of Academic Responsibility as follows: "The term 'plagiarism' includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another, without full and clear acknowledgement. It also includes the use of materials prepared by another engaged in the selling of term papers or other academic materials." Plagiarism can be committed by failing to properly attribute someone else's words or ideas or by failing to use quotation marks or attribute the source of a quotation. For additional information, students should carefully read the Law School's Code of Academic Responsibility.68

When using the work of another, students should cite sources carefully (using footnotes or endnotes) to the original author using the Bluebook citation format (from The Bluebook: A Uniform System of Citation) or whatever format is prescribed by the professor. Examples of proper citation are shown below.

- Direct Quotation.

  Incorrect: First, the U.S. governmental structure is marked by divisions of power, both vertical and horizontal.

  Correct: "First, the U.S. governmental structure is marked by divisions of power, both vertical and horizontal." TONI JAEGGER-FINE, AN INTRODUCTION TO ANGLO-AMERICAN LEGAL SYSTEMS 1 (2006).

- Paraphrasing.

  Incorrect: The U.S. governmental structure is marked by both vertical and horizontal divisions of power.

  Correct: The U.S. governmental structure is marked by both vertical and horizontal divisions of power. TONI JAEGGER-FINE, AN INTRODUCTION TO ANGLO-AMERICAN LEGAL SYSTEMS 1 (2006).

Any student with questions about proper citation to authority or the appropriate use of source materials should contact Kandice Thorn, his or her Legal Writing instructor, or the professor for whom he or she is writing the paper. Students may also seek guidance from the Fordham University Writing Center. For information about the Writing Center, see Section I(F)(7) of this Handbook.

B. Class Attendance

Regular class attendance is required and expected. The class dialogue is extremely important to the learning process, and information conveyed in class discussions is generally not replicated in the assigned readings. Failure to attend class on a regular basis may negatively affect a student's grade and may result in a professor refusing to allow a student to sit for a final examination or a failing grade.

Students who are in the U.S. on a student visa should be aware that members of the faculty are required to monitor student attendance and report unexcused absences to the U.S. government under the Student Exchange and Visitor Information System (SEVIS). Students who are prevented from attending classes regularly for a period of time due to illness or for any other reason must contact Kandice Thorn.

C. Failing Grades

Students do not receive credit for any courses in which they receive a grade of "F" or "FA" (Fail). Any student receiving a grade of "F" or "FA" in a required course must, in consultation with the Director of International and Non-J.D. Programs, take additional courses as necessary to complete the degree requirements. The "F" or "FA" will remain on a student’s transcript. The Law School may dismiss from the program any student receiving a grade of "F" or "FA" in two or more courses.

Full-time students who fail a course and who must make up the course or credit in a subsequent semester outside of the regular program must pay the per-credit rate for credits earned in those courses. Part-time students must pay the per credit rate to retake the course or credit.

D. Select Other Rules

1. Employment

Full-time students may be employed for no more than 20 hours per week during the semester. Note that additional restrictions may apply to students with F-1 or J-1 visas (contact the Office for International Services69 for more information).

69 www.fordham.edu/ois.
2. Leaves of Absence

In appropriate circumstances, a leave of absence of up to 18 months may be granted. Students needing to take a leave of absence should contact Kandice Thorn and fill out the leave of absence form, available on LawNET. If a leave is granted, a student may receive a whole or partial tuition refund as detailed on the leave of absence form. To return from a leave of absence, a student must notify the Registrar and the Office of International and Non-J.D. Programs as far in advance as possible of his or her planned return.

LL.M. students who do not hold a J.D. from a U.S. law school or who are not already admitted to the New York bar should note that a leave of absence may affect eligibility to sit for the New York State Bar Examination, as the New York Court of Appeals requires students to complete their LL.M. programs within 24 months in order to be eligible to sit for the bar.

3. Transfer from One Division to Another (Part- or Full-Time)

Students may transfer from one division to another (i.e., full-time to part-time or vice versa) by submitting the Request for Status or Program Change form, available on LawNET. For more information about the process for transferring divisions, contact Kandice Thorn.

4. Recording Classes

Students are permitted to tape or record lectures only if the professor gives permission. If given permission, students are responsible for making their own arrangements for the taping of the class, including providing their own recorders. Any recordings made should be used by that student alone for purposes of review and must be destroyed at the end of the relevant semester.

70 http://fordhamlaw.net.
71 http://fordhamlaw.net.
VII. 
FINANCE AND FINANCIAL AID

A. Tuition

Information about tuition for part-time and full-time students is posted on the Fordham Law website. This website also lists information about fees that may be applicable to international students. A sample expense budget with the cost of attendance can be found on the Law School's Financial Aid website. Additional information on tuition related issues may be found on the University's Financial Aid website and the website of the Office for International Services.

B. Making Payments

The Fordham University Enrollment Services Office, located in the Lowenstein Building, Room 214, handles all tuition and fee payments. For office hours or questions about tuition or payments, visit the Enrollment Services website or call 212.636.6700.

Tuition and fees are due several weeks prior to the beginning of each semester. Students should check their accounts on my.fordham.edu regularly to view their invoices and determine the date by which tuition and fees are due. In addition, the University sends bills by regular mail approximately one month prior to the due date. Even if you do not receive a paper statement by mail, you will be expected to check your account on my.fordham.edu regularly and you will be responsible for timely payment of all charges. Grant and loan credits should appear on the bills and on my.fordham.edu. If any expected credits do not appear, students should contact the Financial Aid Office.

For all other information, including information about methods of payment, late charges, or our monthly tuition payment plan, please visit the Enrollment Services website.

C. Financial Assistance

For information on Financial Aid for law students, please visit the Law School Financial Aid office website.

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75 www.fordham.edu/ois/.
76 http://www.fordham.edu/info/21359/enrollment_services.
77 http://law.fordham.edu/financialaid.
78 http://www.fordham.edu/info/21359/enrollment_services.
79 http://law.fordham.edu/financialaid.
1. Government Loan Programs

a. General Information

Some students may be eligible to receive funds through various government loan programs such as the Federal Subsidized and Federal Unsubsidized Stafford Loan programs. To be eligible for federal government loan programs, a student must be a U.S. citizen/national or eligible non-citizen.

Students are not eligible for federal aid if they are in the U.S. on an F-1 or F-2 student visa, a J-1 or J-2 exchange visitor visa, or a G-series visa. Students who believe they are eligible for these loan programs or who would like more information should contact Fordham Law School's Financial Aid Office at 212.636.6815 or lawfinaid@law.fordham.edu.

b. Satisfactory Academic Progress

Students who fail to attain satisfactory academic progress will lose federal financial aid eligibility. If the student resumes satisfactory academic progress, the student will regain federal financial aid eligibility as long as he/she maintains satisfactory academic progress. Appeals may be granted through Assistant Dean Jaeger-Fine in the Office of International and Non-J.D. Programs.

To maintain Satisfactory Academic Progress, a full-time Fordham Law School LL.M. student must do the following:

- Attempt at least 10 credits per semester (including any repeated course in the event of a failed course in a previous semester);
- Pass at least 75% of the credits for which the student is registered each semester (rounded down to the nearest whole number) with no more than 1 grade of F or FA; and
- Complete the program in no more than 3 semesters.

To maintain Satisfactory Academic Progress, a part-time Fordham Law School LL.M. student must do the following:

- Attempt at least 2 credits per semester (including any repeated course in the event of a failed course in a previous semester);
- Pass at least 75% of the credits for which the student is registered each academic year (rounded down to the nearest whole number) with no more than 1 grade of F or FA; and
- Complete the program in no more than 6 semesters.

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80 http://law.fordham.edu/financialaid.
To maintain Satisfactory Academic Progress, a full-time Fordham Law School M.S.L. student must do the following:

- Attempt at least 11 credits per semester (including any repeated course in the event of a failed course in a previous semester);

- Pass at least 75% of the credits for which the student is registered each semester (rounded down to the nearest whole number) with no more than 1 grade of F or FA; and

- Complete the program in no more than 3 semesters.

To maintain Satisfactory Academic Progress, a part-time Fordham Law School M.S.L. student must do the following:

- Attempt at least 2 credits per semester (including any repeated course in the event of a failed course in a previous semester);

- Pass at least 75% of the credits for which the student is registered each academic year (rounded down to the nearest whole number) with no more than 1 grade of F or FA; and

- Complete the program in no more than 8 semesters.
VIII.
STUDENT ORGANIZATIONS, EVENTS AND ACTIVITIES

A. School-Wide Student Programs and Activities

Fordham Law School offers a wide range of activities for students. While it would be impossible to list the many activities that take place in the Law School on a daily basis, some of the key organizations and activities that form an important part of student life at the Law School are set forth below.

Students should regularly check the postings on the various bulletin boards around the Law School, as well as e-newsletters and other email notifications, for specific events and activities that may be of interest to them. For the most up to date information, students should regularly consult the Law School calendar,

1. Student Bar Association (SBA)

The Student Bar Association (SBA)

is the elected student government of Fordham Law School. The SBA organizes extracurricular activities, oversees and funds student groups, communicates student opinion on academic and other matters to the faculty and administration, selects the student members of and liaisons to faculty committees, and organizes events throughout the year. All LL.M. and M.S.L. students are members of the SBA.

2. The Global Law Society

The Global Law Society (GLS) aims to bring a greater international focus to the Fordham Law community and to help integrate the law school’s domestic and international student bodies in order to maximize the educational opportunities for all. The group hosts speakers on international legal issues, sets up receptions with law firms that practice international law, and coordinates social events for its membership. GLS is open to all Fordham Law students. For additional information, please contact fordhamgls@gmail.com.

3. Law Journals (LL.M. students only)

Foreign-trained LL.M. students may apply for special staff positions on certain Fordham Law School student-edited law journals. LL.M. staff members assist in analyzing and editing journal materials, reviewing scholarly works from outside the United States, researching laws of their respective country/region, and other tasks. LL.M. staff members do not receive academic credit for work on journals. Students are eligible to apply for journal membership only during their first semester of study. Information about journal applications and deadlines will be distributed to students during Orientation or shortly thereafter.

81 http://law.fordham.edu/calendar.
82 http://www.fordham.edu/info/20677/student_bar_association.
4. Other Student Organizations

Fordham Law School hosts a large number of student-run organizations that address a variety of interests and appeal to different groups of students at the Law School. At the beginning of the school year, a fair is held so that students can get acquainted with all the student organizations at the Law School. Information on group meetings is also posted throughout the Law School. LL.M. and M.S.L. students are welcome and encouraged to join student organizations at the Law School. A detailed list of organizations is available on the [Fordham Law School website].

5. Conferences and Other Programs

LL.M. and M.S.L. students are welcome to attend conferences and other programs hosted by Fordham Law School. These programs, often hosted by the Law School's numerous outstanding centers and institutes, provide excellent opportunities for students to learn about cutting edge issues within their areas of expertise and may also provide useful networking opportunities. For more information, visit the [centers and institutes] website. We encourage students to consider not only attending these conferences, but also volunteering to help organize and staff the conferences.

B. International and Non-J.D. Programs Activities and Opportunities

The Office of International and Non-J.D. Programs offers a number of special activities for graduate students geared toward making each student's experience both professionally and personally rewarding. Students will be informed of these activities and events by email or via the [Graduate & International Student eNewsletter]. Some of these activities and programs are set forth below. We welcome the input and participation of all students in these activities and encourages students to suggest new programs and activities for students.

1. The "Buddy" Program

Each incoming LL.M. and M.S.L. student is assigned a J.D. and/or returning LL.M. or M.S.L. student to be his/her "buddy" — someone who can answer questions and give advice. The goal of this program is to make the transition to Fordham Law and New York City easier, and many close friendships have emerged from these buddy arrangements. Students will receive their buddy assignments prior to Orientation.

2. Student Lunches with Assistant Dean Jaeger-Fine

Assistant Dean Jaeger-Fine invites all LL.M. and M.S.L. students to lunch in small groups during the academic year. Students may sign up using the online form. Students should not sign up for lunch on the same day as another student from the same country. Additional dates will be posted from time to time to accommodate all LL.M. and M.S.L. students. If you wish to attend a lunch and there are no available times that suit your schedule, please contact Bernard

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83 http://www.fordham.edu/info/24770/student_organizations.
84 http://www.fordham.edu/info/20649/centers_and_institutes.
Daraz indicating some dates and times that work for you. Dean Jaeger-Fine will do her best to accommodate all students.

3. Legal Language Classes (LL.M. Student Language Instructors)

A number of LL.M. students teach non-credit classes in the legal language of their native languages to interested students. The classes end before the beginning of finals and resume the following semester. Their goal is to provide students with some skill in communicating legal terms and concepts to clients in the language being taught. The classes are taught at three levels—beginner, intermediate, and advanced. The specific language courses offered depends on student interest. LL.M. student instructors are given modest payment for their participation. LL.M. students who are interested in teaching one of these non-credit courses may contact lawstudentaffairs@law.fordham.edu with questions and/or send their resume or CV to the Office of Student Services in Room 4-101.

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88 bdaraz@law.fordham.edu.
IX.
COMMENCEMENT AND RELATED ACTIVITIES

For complete information on graduation, please visit the website of the Office of Student Affairs. 87

A. Graduation Application and Audit

All graduating students must complete a two-step process just prior to the start of their final semester in order to be confirmed to graduate. The steps may be completed in any order, but it is important that both steps be completed within the specified timeframe. If any of the dates below falls on a weekend, the relevant date will be the following Monday.

<table>
<thead>
<tr>
<th>Graduation Date</th>
<th>Timeframe for Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>February (end of fall term)</td>
<td>July 15 – August 1</td>
</tr>
<tr>
<td>May (end of spring term)</td>
<td>December 15 – January 1</td>
</tr>
<tr>
<td>August/September (end of summer term)</td>
<td>April 15 – May 1</td>
</tr>
</tbody>
</table>

1. Step One: Graduation Application

The Graduation Application must be submitted online via my.fordham.edu. Students can access the Graduation Application by selecting “Banner Self Service” on the “Student” tab in my.fordham.edu, then clicking “Student Records,” then “Apply to Graduate.”

2. Step Two: Graduation Audit Form

All students must submit the Graduation Audit Form, available on LawNET. 88 Prior to filling out the form, students should review the requirements for their program as set forth in Section II of this Handbook.

B. Ceremonies

Commencement ceremonies, also known as graduation ceremonies, are the ceremonies at which students are officially awarded their degrees in the U.S. Commencement exercises are splendidly formal events, complete with academic regalia. While attendance at graduation ceremonies is optional, these events provide a great opportunity for students to celebrate their achievements with classmates, family, and friends.

There are two graduation ceremonies in which LL.M. and M.S.L. students may participate: the University Commencement exercises and the Law School Diploma Ceremony.

87 http://law.fordham.edu/graduation.
88 http://fordhamlaw.net.
1. University Commencement

The University Commencement is a ceremony for all schools of and students in Fordham University. It takes place at the University's Rose Hill campus, accessible by subway or Metro North railway. This ceremony is followed by a reception at Rose Hill for graduating students and their families. Both the ceremony and the reception are open to all graduating students and their families and friends. Tickets are not required; students may invite as many guests as they like. Typically, few law students attend this event, but students are urged to consider attending; it is a ceremony full of pomp and circumstance and school pride and takes place on one of the most scenic campuses in the United States. Detailed information about the ceremony is available at law.fordham.edu/graduation.

2. Law School Diploma Ceremony

The Law School Diploma Ceremony is for Law School students only, and most graduating students attend this ceremony.

Attendance at the Law School Diploma Ceremony requires a ticket. Each student receives a set number of tickets (typically 3-5 tickets, determined each year based on capacity constraints). Additional tickets may be available through a lottery system. Tickets and invitations are distributed by the Office of Student Affairs. Students who will not be in New York during the spring semester should make arrangements with the Office of Student Affairs before they leave to receive their invitations and tickets. Students who have any health, financial, or other holds on their accounts will not receive tickets for the Diploma Ceremony.

Any questions regarding commencement, including academic attire and invitations, should be directed to the Office of Student Affairs.

C. Timing

Both the University Commencement and the Law School Diploma Ceremony take place in May of each year. Students who complete their degree requirements in the preceding February or August/September are welcome and encouraged to participate in these commencement ceremonies in the May following their degree completion date. Information regarding the specific dates of the ceremonies will be on the Law School calendar online once available.

D. Academic Attire

Students participating in commencement exercises are required to wear academic attire (i.e., caps, gowns, and hoods). In the spring semester, the Office of Student Affairs will provide information on academic attire. Students who do not plan to be in New York during the spring semester but plan to attend commencement exercises must monitor their Fordham Law School email carefully throughout the spring in order to be sure they complete all steps necessary to participate in the commencement activities.
E. Diplomas

Diplomas will be distributed shortly after the Law School Diploma Ceremony to all students who have completed the degree requirements and are in good standing. Students who are not in the New York area when diplomas are distributed may submit a Mailing Request form, available on LawNET, requesting that their diplomas be mailed to them.

F. Awards for LL.M. and M.S.L. Students

A number of awards are presented to students at each graduation ceremony. A few of these awards, which are particular to LL.M. or M.S.L. students, are listed below; other prizes may also be awarded to LL.M. or M.S.L. students.

Note: We expect awards for M.S.L. students, as well as LL.M. students in the Fashion Law program, to be forthcoming.

1. The Actum Foundation Prize

The Actum Foundation Prize is awarded to a graduating LL.M. student who, in the judgment of the administration, has done distinguished work in the Banking, Corporate and Finance Law Program. The prize was established through the generosity of Pierre Charpie of Switzerland, a 1995 and 1996 graduate of the Fordham LL.M. program.

2. The Edward J. Hawk Prize

The Edward J. Hawk Prize is awarded to the graduating LL.M. student in the International Business and Trade Law program who attains the highest cumulative grades. It was established through the generosity of Professor Barry E. Hawk.

3. The Emily C. and John E. Hansen Award

The Emily C. and John E. Hansen Award is awarded to the graduating LL.M. student in the Intellectual Property and Information Technology Program who attains the highest cumulative average. It was established through the generosity of Professor Hugh C. Hansen in honor of his parents.

4. The James Leitner Award

The James Leitner Award is given to the graduating LL.M. student in the International Law and Justice Program who attains the highest cumulative average. This award is established by faculty and alumni of the Leitner Center for International Law and Justice and is named for James Leitner.

89 http://fordhamlaw.net.
5. William Michael Treanor Award for Excellence in U.S. Law Studies

The William Michael Treanor Award for Excellence in U.S. Law Studies is awarded to the graduating LL.M. student in the U.S. Law Program who attains the highest cumulative average. This prize, named for former Fordham Law School Dean William Michael Treanor, was established through the generosity of Professor Thomas Lee and Assistant Dean Toni Jaeger-Fine in recognition of the extraordinary contributions made by Dean Treanor to the development of the Law School's LL.M. and international programs.

6. The Robert Schuman Prize

Established through the generosity of Professor Roger Goebel, this prize is awarded to the graduating J.D. and LL.M. students who have achieved the highest grades in courses in European Union Law. The prize is named in honor of the distinguished former Foreign Minister of France who was one of the leading statesmen inspiring the creation of the European Union.

7. The John D. Feerick Award in International Dispute Resolution

The John D. Feerick Award in International Dispute Resolution is established through the generosity of Dennis Kenny '61. It is awarded to the graduating LL.M. student in the International Dispute Resolution program who attains the highest cumulative average.

8. The Carlos Hawker Award

Awarded to the graduating LL.M. student in the Corporate Compliance program who attains the highest cumulative average. Established through the generosity of Carlos Hawker, a 2008 graduate of Fordham's LL.M. program.
## APPENDIX A:
### FORDHAM LAW SCHOOL AND UNIVERSITY CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Issue/Office</th>
<th>Contact Information</th>
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| Academic Advice | Kandice Thorn  
International and Non-J.D. Program Office  
150 West 62nd Street, Room 8-131  
Tel: 212.636.6917 or 212.636.6883  
Fax: 212.636.6922  
kthorn1@law.fordham.edu |
| Admissions and Other Administrative Matters (except as noted below) | Marty Slavens  
International and Non-J.D. Program Office  
150 West 62nd Street, Room 8-131  
Tel: 212.636.6883  
Fax: 212.636.6922  
llm@law.fordham.edu |
| Bookstore | Barnes & Noble[^90]  
Lowenstein Building, Ground Floor  
113 West 60th Street  
Tel: 212.636.6080 |
| Career Planning | Kandice Thorn  
International and Non-J.D. Program Office  
150 West 62nd Street, Room 8-131  
Tel: 212.636.6917 or 212.636.6883  
Fax: 212.636.6922  
kthorn1@law.fordham.edu |
| Commencement and Diploma Ceremony (including attire and tickets) | Office of Student Affairs  
150 West 62nd Street, Room 4-101  
Tel: 212.636.7155  
Fax: 212.636.7167  
lawstudentaffairs@law.fordham.edu |
| Computer-Assisted Legal Research (Lexis and Westlaw) | Law Library[^91]  
Tel: 212.636.6900 |
| Disability Accommodations | Abel Montez  
Office of Student Affairs  
150 West 62nd Street, Room 4-101  
Tel: 212.636.7155  
Fax: 212.636.7167  
lawstudentaffairs@law.fordham.edu or amontez@law.fordham.edu |

[^90]: [http://www.fordham.edu/bookstore](http://www.fordham.edu/bookstore)
[^91]: [http://law.fordham.edu/library](http://law.fordham.edu/library)
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| Financial Aid                                   | **Financial Aid Office**[^92]  
150 West 62nd Street, Room 4-105  
Tel: 212.636.6815  
Fax: 212.636.6018  
lawfinaid@law.fordham.edu                       |
| Health Center (vaccinations, medical issues)    | **Student Health Services**[^93]  
McMahon Hall  
155 West 60th Street, Room 203  
Tel: 212.636.7160                                    |
| Health Insurance (domestic students)            | **Student Health Services**[^94]  
McMahon Hall  
155 West 60th Street, Room 203  
Tel: 212.636.7160                                    |
| Housing                                         | **The Office of Residential Life at Lincoln Center**[^95]  
McMahon Hall  
155 West 60th Street, Room 108  
Tel: 212.636.7100  
reslifelc@fordham.edu  
Michelle Costantino  
Graduate Housing[^96]  
gradhousing@fordham.edu                             |
| International Student Issues (health insurance waives, visas, work permits, Social Security numbers) | **Office for International Services**[^97]  
45 Columbus Avenue  
3rd Floor  
New York, NY 10023  
Tel: 212.636.6270  
Fax: 212.636.7368  
ois@fordham.edu                                    |
| Lockers                                         | Office of Student Affairs  
150 West 62nd Street, Room 4-101  
Tel: 212.636.7155  
Fax: 212.636.7167  
lawstudentaffairs@law.fordham.edu                  |

[^92]: [http://law.fordham.edu/financialaid](http://law.fordham.edu/financialaid)
[^93]: [http://www.fordham.edu/health](http://www.fordham.edu/health)
[^94]: [http://www.fordham.edu/campus_resources/student_services/student_health_servi](http://www.fordham.edu/campus_resources/student_services/student_health_servi)
[^95]: [http://www.fordham.edu/info/20423/living_on_campus_at_lincoln_center](http://www.fordham.edu/info/20423/living_on_campus_at_lincoln_center)
[^96]: [https://www.fordham.edu/info/21875/graduate_housing](https://www.fordham.edu/info/21875/graduate_housing)
[^97]: [http://www.fordham.edu/ois](http://www.fordham.edu/ois)
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| Network and Technology Issues   | **Law School Help Desk**
(email, VPN, Blackboard, wireless) | 150 West 62nd Street, Room LL-125  
Tel: 212.636.6786  
Fax: 212.636.6762  
lawhelpdesk@law.fordham.edu |
| Tuition Payments and Fees       | **Enrollment Services**
|                                 | Lowenstein Building, Room 214  
Tel: 212.636.6700  
studentaccts@fordham.edu    |

For additional contact information, please visit the [Law School Directory](http://law.fordham.edu/directory).

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98 [http://law.fordham.edu/it](http://law.fordham.edu/it)  
99 [http://www.fordham.edu/info/21359/enrollment_services](http://www.fordham.edu/info/21359/enrollment_services)  
100 [http://law.fordham.edu/directory](http://law.fordham.edu/directory)