Welcome to the adjunct faculty of Fordham University School of Law.

As a member of the adjunct faculty you play an important role in the legal education of the student body, bringing substantive expertise, enthusiasm, and a generous commitment of your time. The Law School's adjunct professors help enrich the breadth of courses we can offer our students and enhance the diversity of perspectives to the academic curricula and legal community.

This handbook is designed to help acquaint you with the policies and procedures of the Law School, and to assist you as you prepare for and conduct class. If you have any questions, please do not hesitate to contact us or our designated administrators. The motto of Fordham Law School is "In the Service of Others," and your participation in the Law School's faculty helps us fulfill this imperative. We wish you a stimulating academic year and a wonderful experience with us.

Matthew Diller
Dean and Paul Fuller Professor of Law

Linda Sugin
Associate Dean for Academic Affairs
Professor of Law
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Curriculum Overview

Below are excerpts from the Registrar’s Academic Regulations intended to provide some background to the Fordham Law School curriculum. Please defer to the Academic Regulations on the Registrar’s webpage for the most complete and current information.

Juris Doctor Degree Requirements

The Juris Doctor (J.D.) requires the successful completion of at least 83 credit hours. Generally, the full-time program in the day division extends over 3 academic years. The part-time program in the evening division extends over 4 academic years. Full-time is defined as 12-16 credit hours during a day division regular semester; part-time is defined as 8-12 credit hours during an evening division regular semester.

No student in the day division may take fewer than 12 hours or more than 16 hours per semester without special permission. No student in the evening division may take fewer than 8 hours per semester, or more than 12 hours per semester, without special permission. In each case, permission must be sought and may be granted by the dean, the dean’s delegate [in this instance, the associate dean]. To graduate, students must receive residence credit for 6 full-time semesters or 8 part-time semesters, or the equivalent. Additional credits earned in one academic year or summer session will not permit a student to take fewer than the minimum credit hours per semester thereafter.

Students are required to complete a total of 83 credits over 6 full-time or 8 part-time semesters. At least 64 of the 83 credits must be completed in classroom courses. Courses that count toward the 64 credit requirement include all first-year required courses, upper level required and elective courses, in-house clinics, and their associated fieldwork (total of 5 credits) and externship seminars (usually 1 credit). Work for journals, independent studies, or externship fieldwork are not considered “courses.” Thus the credits received for this work do not count toward the minimum 64 credits required to be taken in classroom courses. Such credits do, however, count toward the 83 credits required to graduate.

Full-time students must schedule classes principally between the hours of 8:00 a.m. and 6:00 p.m. Classes for first year day students may meet over five days a week. A student may not engage in employment for more than 20 hours per week in any semester in which the student is enrolled for more than 12 class credit hours.

The New York Court of Appeals requires that the course of study for the J.D. degree be completed no later than 60 months after a student has commenced law study at the law school or a law school from which the school has accepted transfer credit. Our requirements are designed to meet or exceed the requirements of the New York Court of Appeals, the American Bar Association, and the Association of American Law Schools. Thus any student seeking a waiver of the Law School's requirements should realize that such a waiver may violate one or more of the accreditors' rules. This could mean that the student would not be eligible for admission to practice law. Students are responsible for a thorough knowledge of the requirements for eligibility for practice in each jurisdiction in which they plan to apply for admission.

J.D. Required Courses: All required first year courses must be completed by the end of a student’s second year. Corporations, a three credit Professional Responsibility course and a minimum of 6 credits of experiential courses must be completed for the completion of the J.D. degree.
Professional Skills Requirement

The American Bar Association Standard 302 requires that “each student receive substantial instruction in other professional skills generally regarded as necessary for effective and responsible participation in the legal profession”.

Prior to graduation each student must complete and receive a passing grade in at least 6 credits of courses that have been designated by the academic dean as satisfying the Law School Professional Skills Requirement. The academic dean or designee may designate courses as satisfying the professional skills requirement that provide substantial instruction in professional skills related to the various responsibilities that lawyers are called upon to meet. Courses designated as satisfying the requirement must engage each student in skills performances that are assessed by the instructor.

Writing Requirement

As a prerequisite to graduation, each student must complete a program of supervised analytic writing subsequent to the first year curriculum. Unless the academic dean otherwise permits, a student must complete this requirement no later than the end of the first semester of the student’s graduation year.

To satisfy the upper class writing requirement, the student must complete a significant research and writing project under faculty supervision. The student must present a topic proposal for faculty approval, submit an outline and rough draft for faculty comment, and submit a final paper that (1) demonstrates significant research and original analysis; and (2) is well organized, carefully presented, and clearly written. The final paper must be at least 25 double-spaced typewritten pages including footnotes or, at the discretion of the supervising faculty member, another single work of equivalent magnitude in an electronic medium. All papers must be submitted no later than the last day of classes for the respective semester.

A student may complete the research and writing project in connection with: (1) a course or seminar that has a paper requirement or paper option and is offered by a member of the full time faculty or by an adjunct professor who has been approved to supervise writing projects for that academic year; or (2) an "Independent Study" with a member of the full time faculty or approved adjunct. A student enrolled in a two credit seminar may, with the faculty member’s permission, receive one independent study credit (in addition to the two credits for the seminar) for submitting a paper that the faculty member certifies has (a) satisfied the writing requirement and (b) involved substantially more work than was required to satisfy the course. The student is required to submit the independent study form for the additional 1 credit prior to the end of the second week of classes.

Registration for Writing Requirement: A student must file with the registrar, within 2 weeks of the start of semester classes, a Notice of Intent to Satisfy the Research and Writing Requirement that must be approved by the supervising faculty member. Once a student has approval from a professor for the writing requirement and submits the online form, the Registrar's Office will register each student for the writing requirement.

Faculty Certification: For writing credit to be granted, the supervising faculty member must certify that the student (1) presented a topic proposal and received comments from the faculty member on interim work, including an outline and rough draft; and (2) submitted a final paper that, in the faculty member's independent judgment, meets the standards of the writing requirement. Upon certification by the
supervising faculty member, the faculty member must submit the completed appropriate credit to the online grading application, which will be recorded as “S” (satisfied) or “U” (not satisfied).

*Submission of course or seminar paper that fails to satisfy the requirement:* Should a student’s course or seminar paper fail to satisfy the writing requirement, in the judgment of the supervising faculty member, the student shall be ineligible to receive writing credit but may at the discretion of the instructor receive course credit. In such event, the student may, at the discretion of the instructor, continue to work on the research and writing project in the following semester to satisfy the upper class requirement provided that such additional work not be counted toward course credit or toward the grade for the course.

*If you are interested in supervising any writing requirement projects, please contact Audrey Glassman at aglassman@fordham.edu.*

**Independent Study**

J.D. students who have completed their first year of law school may earn up to 2 (or 3 with academic dean’s approval) credits per semester by independent research under the supervision of a member of the faculty or an adjunct professor who has been approved to supervise writing projects during the academic year. LL.M. students may complete up to 3 credits of independent research under the supervision of a member of the faculty or an adjunct professor who has been approved to supervise writing projects during the academic year; these credits may be earned in any semester, however LL.M. students are encouraged to pursue these projects only after their first semester of study. Such projects are arranged by consultation between the student and a particular member of the faculty.

To register for credit for independent study, the student must file with the registrar, by the second Friday of the semester, a Request to Register for Independent Study form (available on the Registrar’s webpage) to engage in independent study that is signed by the supervising faculty member. The notice must contain a summary of the proposed study. To receive independent study credit, the supervising faculty member must certify that the student satisfactorily completed the proposed study and must submit a grade for the research paper.

The norm for independent study is 2 credits, and the work should be or should be similar to that required to complete a significant research and writing project in accordance with the upper class or LL.M. writing requirement. Under extraordinary circumstances, students may register for a 3 credit independent study (for J.D.s) or a master’s thesis (for LL.M.s) with the approval of the associate dean of academics (or, in the case of a master’s thesis, with the approval of the director of international and non-J.D. programs). A 3-credit independent study or master’s thesis must involve a more substantial project than would be undertaken to satisfy the upper-class or LL.M. writing requirement.

LL.M. students wishing to enroll in independent studies or master’s thesis projects must first obtain permission from the director of international and non-J.D. programs.
Master of Laws Degree Requirements

The Master of Laws (LL.M) requires successful completion of at least 24 credit hours in no fewer than 2 semesters and no more than 3 years, based on enrollment status. Full-time is defined as 10 or more credit hours during a regular semester; part-time is defined as 2 or more credit hours during a regular semester.

No full-time student may take fewer than 10 hours or more than 15 hours per semester, without special permission. No part-time student may take fewer than 2 hours per semester or more than 9 hours per semester, without special permission. In each case, permission may be granted by the dean or the dean's delegate (in this instance, the assistant dean for international & non-JD programs or the director of the LLM program).

Master of Studies in Law Degree Requirements

The Master of Studies in Law (M.S.L.) Degree requires successful completion of 30 credit hours in a one-year full-time program (two semesters) or a part-time program. Students may begin this master’s program for non-lawyers in the fall or spring semester, beginning in January 2016. Anyone who has earned an undergraduate degree from an accredited university in the United States or abroad is eligible to apply. Applicants with law degrees or who are admitted to practice law in any jurisdiction are not eligible and should instead consider the LL.M. degree.

Students may earn a M.S.L. degree in either corporate compliance or fashion law. Full-time students take between 12–18 credits each semester and part-time students take between 2 – 11 credits per semester. M.S.L. students take most of their classes with J.D. and LL.M. students and may choose from an array of courses designated as open to M.S.L. candidates. M.S.L. students are graded separately from the LL.M. and J.D. students.
Getting Started

New Adjuncts

Around the time that the assistant dean releases the course schedule, new adjuncts will receive a welcome packet of all requisite forms in their email/mail, and should promptly submit them following the instructions. **New adjunct faculty members are required to return their application to Cynthia Lamberty-Cameron in person by appointment only**, and will be asked to present the requisite I-9 Evidence of Identification to be photocopied in the office. To arrange an appointment, please contact Ms. Lamberty-Cameron at clambertycameron@law.fordham.edu

*Please note that all paperwork must be submitted before electronic access to all employee and faculty online tools is created (this usually requires a minimum 2-week processing period).

Below are some of the main required documents new adjuncts may see in their welcome packet:

- Faculty/Instructional Staff Employment Application
- Employee New Hire Form
- I-9 Employment Verification Form
- W-4 Federal Tax Withholding Allowance Certificate
- IT-2104 New York State Tax Withholding Allowance Certificate
- New York State Labor Law Notice of Pay Rate and Payday (Exempt)
- Direct Deposit Form

In addition, new adjuncts are asked to submit the following documents, ideally through email:

- Curriculum Vitae, if they have not submitted one to the assistant dean or associate dean already
- Headshot photo, generally used for ID card and your adjunct web profile

*Please refer to the List of Acceptable Documents following the I-9 Employment Verification Form. Employees oftentimes present a U.S. passport OR a combination of driver’s license plus social security card, but other acceptable options are on the list. The actual documents must be presented in-person to Cynthia Lamberty-Cameron, preferably before the start of the semester and no later than 3 business days after the first day of classes.

Returning Adjuncts

Returning adjuncts (defined as those who have taught within the last two calendar years) generally do not need to resubmit employment paperwork unless there has been a change in your legal or tax information. You can contact Cynthia Lamberty-Cameron to find out more about the relevant forms. Returning adjuncts must confirm the e-contract through the my.fordham.edu portal in the FLAC (Faculty Load and Compensation) system.

Please note that any permanent address changes resulting in a different tax jurisdiction require a Personal Change Form AND a new set of W-4 and IT-2104 tax forms.
Below are the main forms that may be relevant to returning adjuncts:

- Adjunct Instructional Staff E-Contract – for returning adjuncts, and requires a signature
- W-4 or IT-2104 Tax Forms – if you would like to change your tax withholding amounts, or if a change results in a different tax jurisdiction
- Direct Deposit Form – if you would like to change your checking or savings account
- Personal Change Form – use this form to update your name, marital status, social security number, and contact information for HR/Payroll purposes

**Academic Planning and Approximate Deadlines**

Prior to the start of the semester, new adjuncts must coordinate their teaching plans with Assistant Dean of Academic Planning and Curriculum Audrey Glassman around the time of hire to ensure a need for the courses they intend to teach and to have proper placeholders in the course schedule. All new hires must be approved by the dean of academic affairs. Teaching plans are generally finalized before the formal employment process is initiated.

Returning adjuncts have their LawNET access intact from prior semesters and can directly enter their course proposals and teaching plans into LawNET when prompted by the assistant dean of curriculum. For more on how to access and use LawNET, visit the LawNET section in this handbook.

**Current Academic Calendar**

For the current academic calendar, visit: [https://go.activecalendar.com/fordhamuniversity/site/law](https://go.activecalendar.com/fordhamuniversity/site/law)
Adjunct Web Profile

We encourage you to provide brief biographical information to be published on the Fordham Law School Adjunct Profiles webpage, as students often review your work background and areas of expertise before deciding to register for the courses you are teaching. Please contact Owen Grey to create or update your adjunct profile.

We recommend that new adjuncts get started on their adjunct profile soon after submitting employment forms, while waiting for their electronic access to be set up.

Your web biography may include the following:

- Photo
- Office Hours and Location
- Contact Information
- Areas of Expertise
- Courses taught at Fordham Law School
- Work Experience
- Professional Affiliations
- Education
- Publications and Media Appearances
- Curriculum Vitae (please make sure confidential information is deleted)

ID Cards

To ensure a safe learning environment, the security desks at all Fordham campuses will request you scan or show your ID card for entry to any Fordham building. New adjuncts are asked to email a photo to Cynthia Lamberty-Cameron as a part of the employment process. All photos should be in color, a minimum 600 x 600 pixels, and present your full head from the top of your head to the bottom of the chin. The same photo is generally used for both the ID card and your web biography. You will receive an email when your ID card is ready, and you can stop by the Law School to pick it up, generally during the first week of classes.

It is important to protect your ID card in the same way you would a credit or debit card. The Fordham ID card will make a number of future services and features possible, the first of which is card swipe access. Please note that co-teachers should have their own ID card, and guest lecturers can either be signed in by the primary instructor or by contacting Audrey Glassman at 212-636-6803 or Cynthia Lamberty-Cameron at 212-636-6878. If you have a one-time guest lecturer or visitor, please inform the Law Security Desk to arrange clearance in advance at 212-636-6975.
If your ID card is lost or stolen, please report it immediately on my.fordham.edu and contact Cynthia Lamberty-Cameron for a replacement. You cannot receive a new card without first reporting it as lost or stolen via my.fordham.edu, or surrendering your old card. To request and pick up a replacement during business hours, please stop by the Lincoln Center ID Services Office at the undergraduate Lowenstein Building, Room 128-A, and be ready to provide your FID number.

Co-Teachers

If you anticipate having one or more additional instructors co-teaching 25% or more of the class sessions for a particular course, you must obtain approval from the Dean of Academic Affairs Linda Sugin, and contact Assistant Dean Audrey Glassman if it is not reflected on the course schedule.

It is crucial that all co-teachers are listed on the course schedule in order to:

- Allow for proper electronic access for your co-teachers.

  Please note: We strongly encourage you to keep your logins secure and avoid sharing them with your co-teachers, since logins to faculty web tools may be similar if not identical to the employee portal that houses your confidential information. This also ensures accountability particularly with grade submissions and course evaluations.

- Allow for ID cards to be generated for your co-teachers.

  Co-teachers will need their own ID cards if they need to enter the building on a regular basis.

- Ensure accurate faculty data collection and reporting.

  For example, in evaluating faculty teaching activity, the American Bar Association requires that credit hours to be allocated between all co-teachers.

Whether or not they are receiving compensation, all co-teachers must have a teaching contract, and must undergo the same employment process. If there is compensation, it is generally split between all the instructors evenly, or based on their credit hour contribution to the course. Primary adjuncts should instruct their co-teachers to contact Assistant Dean Glassman or Cynthia Lamberty-Cameron to get started.

Guest Lecturers

A co-teacher is distinct from a guest lecturer in that the guest lecturer generally only teaches 1-2 class sessions and has a specialization that serves as a supplement to the course. For example, guest lecturers may include a law librarian or WestLaw or TWEN representative providing a refresher workshop on legal research for a course that requires a paper. Employment forms are not required for guest lecturers. However, in order to allow them access to the building, primary adjuncts should make prior arrangements with the Law Security Desk at 212-636-6975 or with Assistant Dean Glassman.
my.Fordham.edu and Fordham Gmail

Your AccessIT ID

After all your employment paperwork is processed, new adjuncts will receive an email message from Human Resources Information Systems (HRIS) containing an email address, the beginning of which makes up your AccessIT ID. For example, if the email address is jsmith9@fordham.edu, your AccessIT ID would be jsmith9.

Your AccessIT ID is needed to access most Fordham-based web tools, including the my.Fordham.edu employee portal and the LawNET faculty portal. Please note that new adjuncts must activate their AccessIT ID following the instructions on the my.Fordham.edu homepage the first time they login (see below for instructions). If you have any questions regarding your access and general features, please contact the IT Helpdesk at lawhelpdesk@law.fordham.edu or 212-636-6786.

my.Fordham.edu

My.Fordham.edu is the University’s employee portal that houses all personnel information and allows you to:

- view your Fordham ID number
- view/update your basic employee profile such as contact information and emergency contacts
- view your pay stubs and tax forms

Accessing my.Fordham.edu

Visit my.fordham.edu and enter in your AccessIT ID and password.

New adjuncts must first activate their account and create a password, following the instructions for “First Time Users.”

If you forget or lose the email containing your AccessIT ID, you can find it under your listing in the directory at https://411.fordham.edu, or contact Cynthia Lamberty or the Law Help Desk at 212-636-6786. If you forget your password, follow the instructions on the homepage to have it reset.
Payroll Information

On the New Employee or Employee tab in my.Fordham.edu, there is a “My Information” channel that you can use to view your pay stubs and print tax forms.

Salary check payments are only issued when all paperwork is complete. Checks are generally issued in eight (8) payments on a bi-weekly schedule. Provided that all paperwork is submitted before the first payroll deadline:

- Fall Semester: first checks are generally deposited or mailed out in mid-September
- Spring Semester: first checks are generally deposited or mailed out in mid-February

If all necessary paperwork is not received by the first payroll deadline, or if there are any other processing delays, you will receive your first payment for the next available date inclusive of all retroactive payments for the payroll periods missed.

For all payroll questions, please contact Cynthia Lamberty-Cameron, 212-636-6878, who will coordinate with the University Payroll department.

Fordham Gmail Account

All faculty members are issued a Fordham Gmail account (ending in @fordham.edu), whether or not they decide to use it. University employee-related emails are generally sent to this email account by default.

Accessing the Fordham Gmail Account

If you are already logged into my.fordham.edu, you can access your Fordham Gmail account by clicking the icon on the top-right hand corner. You will not be asked to re-enter your login information.

You can also access your Fordham Gmail account directly by visiting: https://login.fordham.edu.

Your login is the same as my.Fordham.edu, and is synchronized. As a result, if you need to change your password, you must first do so on my.Fordham.edu.
Forwarding Your Gmail Account

Most adjunct faculty members prefer to have all emails forwarded from the Fordham Gmail Account to a personal or work email account that they check more frequently.

*If you do not plan on checking your Fordham Gmail Account on a regular basis, we strongly encourage you to set up email forwarding immediately upon receiving your AccessIT ID.* Although email forwarding may cause you to receive general University e-newsletters, it is the best way to ensure that you receive campus-wide notifications of emergencies or class cancellations due to weather conditions.

To set up email forwarding, login to your Fordham Gmail account and follow these steps:

- **Step 1** Click on the wheel icon on the top-right corner, and select Settings
- **Step 2** On the Forwarding and POP/IMAP tab, click on the Add a Forwarding Address button and enter your preferred email address
- **Step 3** Save Changes at the bottom.
LawNET and Course Planning

LawNET is the Law School intranet for faculty, staff, and students. Faculty can log in to publish syllabi and first class assignments, view/print class rosters, email students, and more. LawNET is built using Microsoft SharePoint so many features will resemble those of Microsoft Office products. The Law School’s IT Help Desk will provide your login information as well as guidance on how to operate within the system. They can be reached at lawhelpdesk@law.fordham.edu or 212-636-6786.

Accessing LawNET


- **(Step 2)** Login using your AccessIT ID username and password (the same login you use to access your my.fordham.edu employee portal).

- **(Step 3)** On the dashboard, below the “My Courses” heading, select the semester then the 5-digit CRN number of your course. After selecting the CRN, your course details will be displayed. (If you have any changes to the course details, e.g., description, etc., contact Assistant Dean Glassman.)
Course Plans and Proposals

All faculty are requested to submit a teaching plan and proposal for each semester of the academic year. You will submit your plans using LawNET or you can visit http://law.fordham.edu/teachingplans. Please note the required fields are marked with an asterisk. Prior to the start of the semester registration, you will receive an email requesting confirmation of your course. If you do not see your course as planned, please contact the assistant dean of academic planning at 212-636-6803 or aglassman@law.fordham.edu as soon as possible.

Course Details

View class meeting times, classroom assignment, and current enrollment either in LawNET or the Registrar webpages, https://www.fordham.edu/info/21167/class_schedules. Note that students register in March for the summer session, April for the fall semester and October for the spring and intersession sessions.
Class Caps and Audit Requests

Faculty should not agree to exceed a course cap. All questions regarding a class cap should be forwarded to the assistant dean of planning or the Registrar. From time to time, you may receive a request from alumni, a student, friend, or colleague to audit your class. Assuming there is adequate classroom space, you may exercise your discretion to accommodate a request to attend a particular lecture. All visitors must obtain a temporary pass or obtain clearance from the Law Security Desk. Requests to audit an entire or a significant portion of the semester should be referred to the assistant dean of planning or Registrar. Under no circumstances should a registered student be displaced by an auditor. All auditors must either be a matriculated law student or a law school alum. In certain instances, professionals with a four-year degree may audit a course with the professor’s permission. Fordham alumni are assessed a minimal tuition while others are assessed the current per credit tuition.

Note: Class caps are lowered below standard level for the Fall registration to accommodate incoming International Non-J.D. students. In late June, the class caps are raised to accommodate the incoming non-J.D. students’ ability to register for classes. Once the international students register, all classes are open to all students for any available seats.

Course Syllabus

The syllabus for your course should include your course policies (including the basis on which the course will be graded), contact information, and reading assignments.

Fordham Law School Syllabus Template

Course Name:
Course semester:
Professor:
Time and Room:
Professor contact information and office hours:
Introduction/course description

- Required texts
- Recommended texts
- Electronic courseware
- Learning outcomes
- Attendance policy
- Laptop policy
- Exam/paper/grading policy. List all forms of assessment and how much weight each element receives. Class participation should not count for more than 25% of the grade; it can be used to “bump up/down” a percentage of student grades.
- Assignments by date. Each class date should have a topic listed and the required assignments for that day. If materials are to be distributed via electronic courseware, syllabus should include descriptions/titles of materials.
Posting Your Syllabus and First Class Assignment On LawNET

Please be sure to post your syllabus and first class assignment on the law school’s intranet, LawNET. The students know to look there prior to the start of classes. As an alternative, you may email your syllabus and first class assignment to Owen Grey (ogrey@law.fordham.edu) for posting.

Syllabus

1. To post your syllabus, visit LawNET, http://fordhamlaw.net, and select the semester, then the CRN of the course on the dashboard, (under the “My Courses” heading.)
2. Your course details will be displayed.
3. On the left-hand menu, select “Syllabus.”
4. You can upload your syllabus, fill out the form, or do both.
5. Indicate in the form what web courseware you are using for the class, e.g., Blackboard, if, applicable.

First Assignment

1. To post your first assignment, visit LawNET, http://fordhamlaw.net, and select the semester then select the CRN of the course on the dashboard, (under the “My Courses” heading.)
2. Your course details will be displayed.
3. On the left-hand menu, select “First Assignment.”
4. You can upload your first assignment, fill out the form, or do both.

LawNET Student Roster

You will also utilize LawNET for printing your course roster and emailing your students. You may export the roster in Excel or Word formats. This roster will contain student photos as well as email addresses. You may send an email to individual students. You can also copy and paste email addresses of all students. This is especially important for Class Cancellations, see below.

Class Announcements

Utilize LawNET to post general announcements and additional materials for your course.

Please do not merely rely on the “Announcement” section to notify students of class cancellations. Instead, visit the “Student Roster” section and send an email to your students.

If it is a last-minute cancellation, please inform the registrar immediately and keep calling until you reach someone live (leaving a voicemail or sending an email may cause delays).

Vanessa Garcia 212-636-7025 or vgarcia15@law.fordham.edu or 212-636-6800
Ordering Textbooks

Submitting Textbook Orders

Shortly after the assistant dean for academic planning and curriculum releases the course schedule, all adjuncts will receive an email from Faculty Support regarding your book order with Barnes & Noble College Bookstore at Lincoln Center.

Textbook orders must be submitted each semester, even if you are using the same book(s). Please provide the 13-digit ISBN number to ensure all students obtain the same editions across different purchasing channels.

Textbook orders should be submitted to Barnes & Noble College Bookstore at Lincoln Center, please call them at (212) 636-6080. If needed, Owen Grey of faculty support (ogrey@fordham.edu, 212-636-6890) can assist you.

The Barnes & Noble at Lincoln Center is located on the first floor of the Lowenstein Building, closest to the 60th Street entrance. All faculty members receive a 10% discount (except software titles) by presenting their ID Card. It is open Monday–Thursday, 9:30 a.m.–6 p.m. For store information, visit http://www.fordham.edu/campus_resources/campus_facilities/bookstore_89280.asp.

To confirm that your order has arrived at the Fordham bookstore (Barnes & Noble), follow-up, or general store questions, please contact:

Wilson Leon, Store Manager, 212-636-6080, sm736@bncollege.com
Jason Figueroa, General Manager, gm539@fordham.edu

In making your textbook selections, you may find it helpful to contact legal academic publishing companies for complimentary review copies. Contact information for some of the top publishers is provided below:

  Review copies are available electronically and in hardcopy.
  Jennifer Welchans, Sales Representative for Legal Education
  jennifer.welchans@wolterskluwer.com | 201-888-4865

- **Carolina Academic Press** | www.caplaw.com
  Select your book and click on the link at the bottom of the webpage to request a review copy.

- **LexisNexis**, a division of Reed Elsevier; recently acquired certain Oxford titles, and is affiliated with the National Institute for Trial Advocacy (NITA) | www.lexisnexis.com/law-school-book-central/home.page
  Natalie Timmers Carlson, Publishing Representative
  natalietimmers@lexisnexis.com | 202-340-9721

- **Thomson Reuters** | www.westacademic.com/professors
  Foundation Press: foundation-press@thomsonreuters.com or 877-888-1330
  Gilbert at westacademic@thomsonreuters.com or 800-313-WEST
  West at westacademic@thomsonreuters.com or 800-313-WEST
Posting Assignments to Web Courseware Accounts

Many faculty members use Web Courseware to post assignments and materials electronically. Review each of the courseware options to determine which might be the most appropriate for your class.

**WestLaw's TWEN**

The vast majority of the faculty use TWEN for its faculty and student ease of use.

To request a TWEN login, please contact the Library Reference Desk, 212-636-6908. Once you receive your login, go to [https://lawschool.westlaw.com](https://lawschool.westlaw.com), and click on Register your Password.

For technical assistance, you may contact:

- Owen Grey, ogrey@law.fordham.edu, 212-636-6890
- Estee Waxman, WestLaw Account Manager, 212-548-7431, estee.waxman@thomsonreuters.com
- WestLaw Tech Support at 800-937-8529

**LexisNexis Web Courses**

LexisNexis Web Courses is modeled on Blackboard and so former users of Blackboard may prefer LexisNexis Web Courses instead of TWEN.

To create a LexisNexis account, please contact the Library Reference Desk, 212-636-6908. Once your LexisNexis account has been activated visit: [https://webcourses.lexisnexis.com/](https://webcourses.lexisnexis.com/)

For technical assistance, please contact:

- Laura Fisher, LexisNexis Account Manager, 347-281-1574, laura.fisher@lexisnexis.com *(Laura is available for one-on-one training in person, over the phone, or via the web)*
- LexisNexis Tech Support at 800-45-LEXIS (800-455-3947)
Library Resources for Adjunct Faculty

Research Databases (Bloomberg Law, LexisNexis, and Westlaw)

Bloomberg Law, WestLaw, and LexisNexis accounts should only be used to conduct research directly related to your courses and should not be shared. Bloomberg Law, WestLaw, and LexisNexis does monitor your activity, and any research abuse is subject to account termination. Also, to obtain an account for any of these databases through Fordham, you must use an email address that is not already associated with an existing Bloomberg Law, WestLaw, or LexisNexis account.

Passwords for all three systems may be obtained by contacting Rodman Williams of the Maloney Library (rwilliams47@law.fordham.edu, 212-636-7452). Please note that these passwords are limited to preparing for teaching. The Westlaw password is needed to access TWEN and the Lexis password for WebCourses.

If you require further assistance, please feel free to contact our vendor representatives directly:

   **Bloomberg Law**
   Julia Perdue  
jperdue@bloomberglaw.com

   **LexisNexis**
   Laura Fisher  
347-281-1574  
laura.fisher@lexisnexis.com

   **Westlaw**
   Estee Waxman  
212-548-7431  
estee.waxman@thomsonreuters.com

If you have any questions about how to use TWEN, please contact Rodman Williams (rwilliams47@law.fordham.edu, 212-636-7452) or Alissa Black-Dorward, head of public services (blackdorward@law.fordham.edu), 212-636-7968).

If you would like assistance in actually creating a course or uploading documents, please contact Owen Grey (ogrey@law.fordham.edu, 212-636-6890).

Library Borrowing Privileges

Adjunct faculty may check out circulating materials for one month. If you wish to check out non-circulating material you may do so for 2 hours.

To set up a library account, please visit the circulation desk on the 5th Floor of the Maloney Library or contact David Goodwin, head of circulation and access, (dgoodwin@law.fordham.edu), 212-636-6901.
Sample Exams and Reserve Items

If you would like to make past exams available to students, please contact the Circulation Department of the Maloney Library.

Please provide the Circulation Department with a printed or electronic copy of your exam and instructions indicating whether you want it to be made available to students in paper or electronically. Electronic versions are only available within the Library.

Please send exam requests to:

David Goodwin  
Head of Circulation & Access  
dgoodwin@law.fordham.edu, 212-636-6901

If you would like to make books or other readings available to your students via Course Reserve, please send the materials to the Circulation Department as early in the semester as possible. Please note that, as a rule, the Library does not keep textbooks in its collection.

Research Sessions for your Students

Librarians are available to provide research training to your students. Research training can be oriented toward a specific topic or skill. This service is particularly useful in classes in which students write research papers.

To arrange a training session, contact:

Larry Abraham, Head of Instructional Services  
labraham@law.fordham.edu, 212-636-6909

Alissa Black-Dorward, Head of Public Services  
212-636-7968, blackdorwood@law.fordham.edu  
Room 5-108 in the Law Library  
Finding, obtaining, and reserving course materials  
WestLaw and LexisNexis research support
Classroom Resources

Classroom Technology and Recordings

All of our classrooms are equipped with a computer (with PowerPoint installed), internet/network access, projector pull-down screen, and DVD/VCR players, and Smartboards. If you will be using any classroom technology, please contact our Media Services department with a description of your needs. Media Services can set up a time to train you in the use of the equipment, or if you prefer they can send a representative to set up whatever you need for a particular class session. Media Services can be reached at lawmediaservices@law.fordham.edu or 212-636-7324, Monday through Friday 8:30 a.m.–10 p.m.

Go to: https://echo360.org/media/081adb11-b182-4228-b0e9-3c377d8d01d7/public for a demonstration on “How to use the classroom whiteboard”

In certain instances when not all students may be able to attend class (e.g., religious holidays, class make-up sessions, review sessions, etc.), you can arrange for Media Services to record your class session. Requests must be approved by a faculty member at least 2 business days in advance. Lectures are captured using Echo360 software into an audio-only MP3 format or an audio-video format. A link is then emailed to the professor to be distributed to students. Recordings are generally kept active online for 1 month, unless otherwise requested.

Please note that, following the academic regulations, students are not permitted to tape or record lectures, except with the professor’s written permission. When a professor does grant such permission, students are responsible for providing their own recorders and making their own arrangements for recording of the class.

Classroom Facilities and Temperature Control

If your classroom requires clean-up or temperature adjustments between the hours of 9 a.m.–5 p.m., please contact Aisha Harper at aharper@fordham.edu (email preferred) or 212-636-6870.


Class Schedule Postings

Class schedules are always posted outside the Registrar's Office by the elevators on the 4th floor. If there are any schedule conflicts or errors, please contact the assistant dean of curriculum and academic affairs. The schedules may be viewed electronically at the Registrar webpages, https://www.fordham.edu/info/21167/class_schedules, LawNET, or my.fordham.edu. When on the Registrar webpage, you may select the course CRN to see enrollments and other course details.
Law School Room Reservation Procedures

Fordham students, faculty, and staff should use 25Live, the University's room reservation system, to request Law School event or academic space. Visit the 25Live web page for more information on using the system. For questions regarding academic space at Fordham Law School, contact the Office of CLE and Public Programs at lawevent@fordham.edu or call 212-636-6944.

Organizations outside of Fordham University that are interested in reserving event or academic space at Fordham Law School should contact the Office of CLE and Public Programs.

When requesting academic space, please note the following guidelines and procedures:

- Academic space reservations are confirmed after the Add/Drop Deadline each semester (exception: requests that fall within the Law School window hours: Tuesday/Thursday, 12:30–1:50 p.m. and Wednesday, 4–6:20 p.m.).
- No academic space reservations are accepted during examination periods, unless for weekend use.
- Academic space reservation requests should be submitted at least 2 business days before the event.
- Print the reservation confirmation email and present it to the Public Safety Desk at the main Law School entrance to unlock the room.
- Space is often booked back-to-back. Please begin and end your event on time.

Classroom and Event Space Usage Policies

- No posting is permitted in event spaces or in any venue location. Posters, newsprint, and signs cannot be placed on walls, windows, doors, columns, or furniture. The use of tape, thumbtacks, nails, hooks, or other damaging adhesives is not allowed.
- Do not move tables. If chairs are rearranged, please place them back in their normal configuration.
- Do not remove chairs from a classroom
- If a classroom has chairs missing contact aharper@fordham.edu
- Table setup is not allowed outside classrooms.
- The presence of minors requires additional safeguards. If you expect minors to be in attendance, email lawevent@fordham.edu for more information.
Grading Policy

All grades must be entered online using the grade application, which can be accessed through the Law School’s portal LawNET (http://fordhamlaw.net.) Do not use the University portal, my.fordham.edu, which is used by faculty in other academic departments outside the Law School. Instructions for logging into LawNET and entering grades online can be found in the attached memorandum.

If your class grades involve “class participation” or other factors, please contact aglassman@law.fordham.edu to coordinate your final grade submission.

If your grade roster is not in the correct view (i.e. student name vs. Exam ID or vice versa), please contact the assistant dean of academic planning and curriculum.

Curves

All classes with a minimum of 4 students are subject to a mandatory curve. Required curves are specific to course type and student enrollment. J.D., LL.M., and M.S.L. students are graded on separate curves.

Please keep in mind that the grade curve policy is strictly enforced. There is no rounding. The panels located to the right of your grade roster will display whether or not you are in compliance with the grade curve policy for your course by displaying a blue check √ (in compliance) or red ‘X’ (not in compliance).

J.D. Grading Policies

Standard J.D. Grades and Equivalence

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.333</td>
</tr>
<tr>
<td>A</td>
<td>4.000</td>
</tr>
<tr>
<td>A-</td>
<td>3.667</td>
</tr>
<tr>
<td>B+</td>
<td>3.333</td>
</tr>
<tr>
<td>B</td>
<td>3.000</td>
</tr>
<tr>
<td>B-</td>
<td>2.667</td>
</tr>
<tr>
<td>C+</td>
<td>2.333</td>
</tr>
<tr>
<td>C</td>
<td>2.000</td>
</tr>
<tr>
<td>C-</td>
<td>1.667</td>
</tr>
<tr>
<td>D</td>
<td>1.000</td>
</tr>
<tr>
<td>F</td>
<td>0.000</td>
</tr>
</tbody>
</table>

First Year & Upper-Level J.D. Course Curve Policy

For classes with enrollment of 21 or more J.D. students

All first year courses and upper-level courses with enrollment of 21 or more are required to comply with the following curve:

<table>
<thead>
<tr>
<th>Grade Category</th>
<th>Grade Curve Requirement (first year and courses of 21 J.D. students or more enrolled)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>0 – 3%</td>
</tr>
<tr>
<td>A and above</td>
<td>0 – 12%</td>
</tr>
<tr>
<td>A- and above</td>
<td>15 – 30%</td>
</tr>
<tr>
<td>B+ and above</td>
<td>45 – 60%</td>
</tr>
<tr>
<td>B</td>
<td>30 – 45%</td>
</tr>
<tr>
<td>B- and below</td>
<td>10 – 20%</td>
</tr>
<tr>
<td>C+ and below</td>
<td>0 – 10%</td>
</tr>
</tbody>
</table>
Note: if a particular doctrinal class is taught in a year with multiple sections, and one of those sections is a small section (less than 20), while another is over 20, then each section will be required to comply to the first year curve, but each section will be graded separately.

Upper-Level J.D. Courses

For classes with enrollment of 4 - 20 J.D. students

The mean GPA range of 3.150 to 3.500 will apply to all upper-level courses enrolling between 4 and 20 J.D. students, including summer school courses, winter term courses, summer study abroad programs, drafting and simulation/advocacy courses and seminars (including the seminar components of clinics and externships).

Note: For classes with fewer than 4 J.D. students, no curve applies.

Clinical Casework J.D. Courses

The mean GPA range of 3.150 to 3.667 will apply to all upper-level clinical casework courses enrolling at least 4 students.

Clinical Fieldwork J.D. Courses

All upper-level fieldwork courses are graded as Pass/Fail. (no curve applies)

LL.M. and M.S.L. Grade Curve Policy

LL.M. and M.S.L. students are graded using a mean GPA range approach (similar to what already applies for J.D. students) under which an instructor of any class with 4 or more LL.M. or M.S.L. students respectively assigns grades that generate a mean GPA between 3.1 and 3.4. The grades used remain the same (i.e. H, VG, G, P, F, including plus/minuses). However, the grades now have numerical equivalents assigned to them. The online grade system has been configured so that as you enter grades, the panels to the right of your roster will calculate the mean GPA. LL.M. and M.S.L. students are curved separately, therefore you will see a separate panel for each group. Specific information on the revised curve policy can be found in the attached memorandum.

If you any questions regarding the grade policies and procedures or experiencing any technical difficulties with the online grade system, please contact aglassman@law.fordham.edu or 212-636-6803.

Please defer to the Academic Regulations on the registrar’s webpage for the most complete and most current information.

LL.M. Grading for Examination-Only and Drafting Courses

LL.M. students are graded on a separate curve from J.D. students. This curve is mandatory for examination-only and drafting courses in which 10 or more LL.M./exchange students are enrolled.

In situations in which the curve is not mandatory, professors should differentiate performance among LL.M./exchange students rather than giving them all grades of P (Pass) or H (Honors). Accordingly, the
curve is recommended for: (1) all examination-only or drafting courses in which fewer than 10 LLM students are enrolled; (2) all courses in which students may choose an examination or a paper option; and (3) LL.M. independent study or thesis projects.

The curve to be applied is as follows:

<table>
<thead>
<tr>
<th>% of Students Grades</th>
<th>Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>top 10 to 20%</td>
<td>H (Honors)</td>
</tr>
<tr>
<td>top 40 to 50%</td>
<td>H or VG (Very Good)</td>
</tr>
<tr>
<td>top 80 to 90%</td>
<td>H, VG, or G (Good)</td>
</tr>
<tr>
<td>bottom 10 to 20%</td>
<td>P (Pass)</td>
</tr>
<tr>
<td>no standard</td>
<td>F (Fail)</td>
</tr>
</tbody>
</table>

**LL.M. Student Grading in Legal Writing and Introduction to U.S. Legal System**

LL.M. students enrolled in LL.M. Legal Writing and Research and in Introduction to the U.S. Legal System shall be evaluated using the following curve:

Students Admitted Fall 2011 and Afterwards

<table>
<thead>
<tr>
<th>% of Students Grades</th>
<th>Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>0% to top 20%</td>
<td>HP (High Pass) (outstanding)</td>
</tr>
<tr>
<td>60% to 100%</td>
<td>PA (Pass) (good or acceptable)</td>
</tr>
<tr>
<td>0% to bottom 20%</td>
<td>LP (Low Pass) (passing, but deficient performance)</td>
</tr>
<tr>
<td>no standard</td>
<td>FA (Fail) (performance unworthy of credit)</td>
</tr>
</tbody>
</table>

Grades received in LL.M. Legal Writing and Research and Introduction to the U.S. Legal System are not factored into Honors determinations.

**Attendance**

Under the Rules of the American Bar Association, the New York State Court of Appeals, and other state high courts governing admission to the bar, a student must be in "regular attendance." Furthermore, it is clear that work in the Law School cannot be satisfactorily carried on by students who are irregular in attendance. **Attendance should be taken in all classes** and faculty should report any student excessive/unexcused absence to the Office of Student Affairs.

Students are advised that a professor may take into account classroom attendance in determining the course grade. In addition, if a professor determines that a student's absences are excessive, the professor may, after consultation with the associate dean of academics and the assistant dean of student affairs, deny the student permission to sit for the final examination or give a failing grade. Special conditions, including withdrawal from all courses for excessive absences from two or more courses, may be imposed in other cases that the associate dean of academics and the assistant dean of student affairs regard as serious.
**Determination of Hours of Classroom or Direct Faculty Instruction**

Please note that the total classroom or direct faculty instruction time, exclusive of written examinations or final papers, is scheduled for 55 minutes per unit of credit over a thirteen-week semester. After each term of instruction, examination periods are scheduled as follows:

- Fall and spring semesters: 2 weeks
- Summer term: 1 week

Every course shall require an examination or alternative assessment methods of at least equivalent magnitude. Examinations ordinarily run three hours.

**Determination of Student Hours of Work Outside of Class**

Courses involving classroom, or direct faculty supervision, including clinical courses, shall require out-of-class student work that approximates a minimum of 120 minutes per course credit each week. Determination of hours of credit for academic activities undertaken in clinic, externship courses and independent studies other than classroom or direct faculty supervision: Faculty will determine the number of hours required for each unit of credit; at a minimum, students must complete 42.5 hours of work for one unit of credit; 85 hours for two units of credit, and 127.5 hours for three units of credit. Students enrolled in clinical courses and externships must complete required hours and submit timekeeping records in accordance with established clinic and externship policies.
Final Papers and Exams

The information below is intended to provide some general guidance on how final exams are administered, and is subject to any updated instructions from the Registrar.

All papers are due on the last day of classes and should be submitted directly to the course professor. Faculty may extend this deadline to the last day of the examination period. For an extension beyond the last day of exams, students must seek the approval of the associate dean of academics.

Final examinations are generally 3 hours long for a 3 or more credit course. At least a significant portion of the exam must consist of essay questions, and you may choose to accompany this with multiple choice or short answer sections. Certain courses may be more conducive to an exam that consists exclusively of essay questions. Professors at law schools sometimes post sample exam questions on their respective sites, and you may wish to peruse them for inspiration. Faculty members are forbidden from re-using old exams or even particular questions from prior exams.

The exam should have a cover sheet containing your name, course name and section (if applicable), the length of the exam (such as Part 1 – Scantron; Part 2 – Essay, etc.), and permissible supplemental materials. Please also number each page of the exam with the last page reading, “End of Examination.” Please proof-read your test carefully to avoid ambiguity and be sure to give clear instructions to students. Proctors are not charged with the interpretation of instructions.

Towards the end of the semester, the Registrar will prompt you to submit a copy of your exam for review and to arrange for secure duplication. Exams must be delivered to the Registrar’s office one week prior to the date it is to be administered. If your exam is not designed to be either completely closed-book or completely open-book, you should inform the Registrar of your restrictions at the time you submit a copy of your exam.

During the exam period, faculty should not communicate with students until the class grades have been entered. If you receive a student inquiry during the exam period, forward the correspondence to either the Registrar or Assistant Dean of Student Affairs Nitza Escalera.

In-Class Exams

For in-class exams, the Registrar will arrange to have an exam proctor, so you do not need to be present in the classroom on the day the exam is administered. However, you must either be at the Law School or reachable by telephone during the hours that your exam is being administered. If you cannot be at the School, you must notify the Registrar and leave a number where you can be reached.

One month prior to the exam date, students will be prompted to download Exam4 software, and be reminded of their Exam ID Number (this is different from their regular Student ID number, and is used to ensure anonymous grading).

Students are asked to arrive at the test room 30 minutes prior to the exam time to ensure proper Exam4 setup. Before distributing the exam, the proctor will have each student present their ID Card and sign in. Students will be asked to label their exam materials with only their Exam ID number, and the proctor will prompt them to begin the exam.
**For Closed-Book Exams**, students will select the corresponding option in the Exam4 software. This closes off access to the internet and all computer files. Selecting any other mode or tampering with the Exam4 security functions will constitute academic dishonesty.

**For Open-Book Exams**, students must bring hard copies of all materials, and will not be allowed to access electronic files of any kind on any device (unless the professor had pre-arranged otherwise with the Registrar).

If a student has trouble with the Exam4 software after the exam has started, an IT Support person will troubleshoot the problem for a maximum of 5 minutes. If the problem continues, the student must complete the rest of the exam in Blue Books provided by the exam proctors.

**Take-Home Exams**

Take-Home Exams are only administered through the Exam4 website. Students are to download the exam, and upload their responses in Microsoft Word, WordPerfect, or PDF format. Students should be reminded to use the Exam4 website (NOT the Exam4 software, which is used for in-class examinations).

The earliest date on which you may make a take-home exam available to students is the first day of the reading period. The earliest date on which take-home exams are due is the third day of the exam period. This helps accord respect to classes conducted by other professors, by ensuring that students do not skip classes in order to write their take-home exams.

Professors generally set word count or formatting restrictions for the students, and give students a maximum of 48 hours to take the exam. Students must submit their answers before the professor’s deadline or the Registrar’s deadline, whichever comes first.

**Postponing Final Exams**

From time to time, professors receive requests from students to be excused from regularly scheduled exams or to arrange to take such exams at on an alternative date and time. Professors may not change a scheduled exam date.

If the request is due to either (1) religious observance or (2) an Exam Conflict, in which a student has two examinations are scheduled to start within 16 hours of each other, the student must complete the Exam Conflict Form on the registrar’s website at https://www.fordham.edu/info/21646/forms. If permission is granted, the registrar will decide which of the exams will be postponed and notify the student of the decision prior to the last day of class.

Take-home exams do not constitute a conflict. For all other requests to postpone an exam, only the associate dean for academic affairs or assistant dean of student affairs may grant permission to the students to do so.
Administration

Adjunct Faculty Office

The Adjunct Faculty Office is located in Room 7-174. It is open Monday to Friday from 8 a.m. to 8 p.m. Owen Grey is the main office manager, and he can provide you with computer and office equipment assistance.

The office contains 8 cubicle-style workstations fully equipped with computer/internet access and telephones. There is also a copier available in the office for printing, copying, scanning, and faxing. The office also houses the adjunct faculty mailboxes.

Scanning

On the office copier display screen, select the “Send” tab, and choose an email address from the directory or manually type in an email address. Place your documents face-up on the feeder tray, or facedown on the top-left corner of the glass display, and hit “Start.”

Copy Cards & Copying Assistance

As we have limited staff available, we would greatly appreciate any efforts our faculty can afford in completing smaller photocopying projects. Copy cards are required to use any of the multi-function machines on campus, and can be borrowed from Owen Grey in Room 7-174.

For more substantial photocopying projects, please contact Owen Grey to send your documents and specifications. Please keep in mind that most projects require at least a 48-hour turnaround. Once completed, Owen will notify you and the project will be available for pickup in the Adjunct Faculty Office in Room 7-174.

Notary Public

Occasionally faculty members may need to get documents notarized, particularly bar exam affidavits. Please ask for Jenny Dumet or Michael Twum in Room 8-140 for complimentary notary services. Be sure to bring your Fordham ID Card or driver’s license, and refrain from signing beforehand.

Mailboxes & Outgoing Mail

Law School Mailroom: All adjunct mailboxes are located in the Law School Adjunct Mailroom in 7-149. Contact Ed Matthews at 212-636-6805 if you have any questions.

General outgoing mail (whether regular stamped or interoffice envelopes) can be left in the appropriate mail bins in the Adjunct Mailroom in 7-149. Fordham-related correspondence need not be stamped, but for all personal outgoing envelopes and packages, you are responsible for the correct postage.

United States Post Office: The closest post office is located at 27 West 60th Street, between Broadway and Columbus Ave. It is open Monday–Friday, 9 a.m.–5:30 p.m.

UPS Drop Box: There is a UPS drop box in the lobby of the undergraduate Lowenstein Building at Lincoln Center next to the main escalators in Lowenstein.
Adjunct Faculty Resources

Faculty Director of Adjuncts

The faculty director is available to provide curriculum and general academic guidance to the adjunct faculty, and also addresses any suggestions or concerns to the adjunct faculty committee. The current faculty director is Professor Howard Erichson who can be found in Room 7-144 or contacted at 646-312-8233 or erichson@law.fordham.edu.

Faculty Adjunct Committee

Each academic year, a group of full-time faculty serve as advisors to adjuncts. Each semester faculty on this committee visit adjunct faculty classes to observe and offer support and/or recommendations. Adjunct taught classes are chosen at random each semester and faculty are notified in advance of a faculty visit. If you would like to have a faculty visit your class, please contact aglassman@law.fordham.edu

Adjunct Professor Advisor Program

Each May, the director of adjuncts and the assistant dean for career planning send an email to all adjunct professors, inviting them to an informational, social meeting. In our hope to support all adjunct faculty, full-time faculty may visit an adjunct’s class during the semester to offer advice and support. Any classroom visit will be announced in advance and a follow-up meeting will be scheduled between the adjunct and the visiting faculty member.

Student Employment Opportunities and Advising Students

Many of the Law School’s adjunct professors are practitioners or have current or recent ties to the practitioner community. Students frequently benefit from discussions with adjunct professors about career options. This is one of the many ways in which the School’s adjunct faculty serves a valuable function to the student body.

If you become aware of employment opportunities or are yourself in a position to offer employment to a Fordham Law student, please contact the Career Planning Center at careers@fordham.edu, or visit www.law.fordham.edu/postajob to post a job online. The Career Planning Center can assist you by posting information about the position, thereby alerting prospective candidates of the opening. Information about the position is of enormous benefit to students seeking employment.

Adjunct professors may volunteer as an advisor to a graduating J.D. student. But if you consult with students, particularly to the extent you are in a position to guide or recommend for employment only certain members of your class, please consider whether it may be appropriate to wait until the semester concludes and grades for the class have been submitted so as to ensure parity amongst all students. Please keep in mind that a day division student may not be employed for more than 20 hours per week in any semester in which the student is enrolled in more than 12 credits. Full-time students must sign a statement to this effect every time they register, and students who violate this regulation are subject to disciplinary action.
Continuing Legal Education (CLE)

If you wish to obtain a certificate of credit for Continuing Legal Education, please contact the Office of Public Programming by contacting Shanelle Holley at 212-636-7885 or sholley@law.fordham.edu.
Campus Logistics

Cafeterias

The Law School Cafe is located on the second level of the law school, and is open Monday–Thursday, 8:30 a.m.–8 p.m., and Friday, 8:30 a.m.–3 p.m. Also, at the rear of the Law School first floor, there is an undergraduate cafeteria available to faculty.

As an alternative, Ram Café is located in the undergraduate Lowenstein building. From the 60th Street entrance, take the escalators up one level. It is open Monday–Friday, 8 a.m.–8 p.m., Saturday, 8 a.m.–2 p.m., and Sunday, 10 a.m.–6 p.m.

Food and Beverage Policies

- Food/beverages are prohibited in the Moot Courtroom and Trial Courtroom.
- Alcoholic beverages are prohibited in all classrooms.
- For events authorized to use outside catering services, an official catering agreement and liability insurance are required. For more information, email lawevent@fordham.edu.
- Food/non-alcoholic beverages are allowed in classrooms, but it is your responsibility to clean the room before your reservation ends. If you use Fordham’s campus caterer, Aramark, they will handle food clean-up. If you do not use Aramark, you are required to complete a Facilities Work Order for the Lincoln Center Campus one business day in advance to request garbage removal.

Lost and Found

Lost items in classrooms and other Fordham facilities are generally turned over to the Security Desk in the Law School lobby. The Law School Security Staff may be reached at 212-636-6975.

Fordham Directory

Visit https://411.fordham.edu to find contact information for administrators, faculty, and students.

Fordham Campus Maps

Visit www.fordham.edu/discover_fordham for maps of the Rose Hill, Lincoln Center, and Westchester campuses.

Transportation & Parking

The main entrance to the Law School is located at 150 West 62nd Street, between Amsterdam and Columbus Avenues. An alternative entrance is through the Lowenstein Building entrance at the corner of 60th Street and Columbus Avenue.

By subway, the closest stations are:

- 59th Street-Columbus Circle (the A, B, C, D, 1 trains)
- 66th Street-Lincoln Center Station (the 1 train)
By car: Discounted daily parking to the Lincoln Center campus is available at various private locations listed below. Please be prepared to show your Fordham ID Card and make sure your parking ticket is validated at the security desks in the Lowenstein or Law School buildings in order to get these discounted rates.

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone Number</th>
<th>Address</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allied Garage</td>
<td>212-246-7220</td>
<td>425 W. 59 St. (between 9th/10th aves)</td>
<td></td>
</tr>
<tr>
<td>Central Parking System</td>
<td>212-246-4256</td>
<td>1 West End</td>
<td></td>
</tr>
<tr>
<td>Central Parking</td>
<td>212-582-7110</td>
<td>345 W. 58th St. (bet 9th/Broadway)</td>
<td></td>
</tr>
<tr>
<td>GGMC Parking</td>
<td>212-996-6363 ext. 32</td>
<td>161 W. 61 St. (between Amsterdam/Columbus)</td>
<td></td>
</tr>
<tr>
<td>Lincoln Center Garage</td>
<td>212-874-9021</td>
<td>138 W. 62nd St. (between Columbus/Amsterdam)</td>
<td></td>
</tr>
<tr>
<td>Prior Parking</td>
<td>212-245-9594</td>
<td>40 W. 61st St. (between Columbus/Broadway)</td>
<td></td>
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</tbody>
</table>
Emergency Procedures

Class Cancellations & Emergency Closings

If you need to cancel a class session due to illness or personal emergency, please send a message to your class through LawNET immediately. For last-minute cancellations, contact the Registrar's Office at 212-636-7025 or 212-636-6800 to get a notification posted online and/or assistance in notifying your class. Please note that all cancelled classes should have a rescheduled make-up session.

In rare cases of emergencies or poor weather conditions, you can check for campus-wide closing notifications on the general website, in your email inbox, or using the hotlines below:

Fordham University Campus-Wide Emergency Hotline: 877-375-HELP (4357)
Weather-Related Closings: You may call 800-280-SNOW (7669) or 212-636-7777 for more information or tune into the radio stations WFUV-90 FM or WINS-1010 AM.

Student Well-Being

Please contact Nitza Escalera, assistant dean for student affairs, at nescalera@fordham.edu or 212-636-6818, for any of the following situations:

- A student has not been attending class regularly.
- A student wishes to postpone the final exam date for medical reasons, documented medical emergency of a family member, or other unexpected disruptions. (Please note that the Registrar’s Office handles requests related to exam conflicts.)
- If a student informs you of personal issues that may be affecting their studies or general well-being, you should encourage them to reach out to the Student Affairs Office, 212-636-7155 or 212-636-6818.
- Students with disabilities
- Students seeking accommodations for disabilities should be referred to Abel P. Montez, director of student affairs, at amontez@fordham.edu or 212-636-7955.

We would appreciate any feedback and suggestions for this guide, which may be forwarded to aglassman@law.fordham.edu

Thank you for all you do for our students!
Primary Administrative Contacts

**Linda Sugin**  
Associate Dean for Academic Affairs  
Room 8-149  
212-636-7866 | lsugin@law.fordham.edu

**Professor Howard Erichson**  
Adjunct Faculty Committee Chairperson  
212-636-8233 | erichson@law.fordham.edu

**Audrey Glassman**  
Assistant Dean of Academic Planning and Curriculum  
Room 8-146  
212-636-6803 | aglassman@law.fordham.edu

**Suzanne Endrizzi**  
Assistant Dean Career Planning  
Lower Level 100S  
212-636-7157 | sendrizzi@fordham.edu

**Darin Neely**  
Assistant Dean of Administration  
Room 8-140A  
212-636-7289 | dneely@fordham.edu

**Nitza Escalera**  
Assistant Dean of Student Affairs  
Room 4-101F  
212-636-6818 | nescalera@fordham.edu

**Cynthia Lamberty-Cameron**  
Administrative Assistant to Associate Dean of Academic Affairs  
Room 8-145  
212-636-6878 | clcameron@law.fordham.edu

**Vanessa Garcia**  
Registrar  
Room 4-102D  
212-636-7025 | vgarcia15@law.fordham.edu

**Christian Steriti**  
Director of Faculty Support  
Room 7-171  
212.636.6897 | csteriti@law.fordham.edu

**Owen Grey**  
Adjunct Faculty Support Assistant  
Room 7-174 in the Adjunct Faculty Office  
212-636-6890 | ogrey@fordham.edu

**Alissa Black-Dorward, Adjunct Research Liaison**  
212-636-7968 | blackdorward@fordham.edu

**Estee Waxman, WestLaw Account Manager**  
212-548-7431 | estee.waxman@thomsonreuters.com

**Aisha Harper, Administration**  
212-636-6870 | aharper@fordham.edu

**Laura Fisher, LexisNexis Account Manager**  
347-281-1574 | laura.fisher@lexisnexis.com

**IT Help Desk**  
Lower Lever Room 125  
212-636-6975

**Media Services**  
150 West 62nd Street, Room 3-103  
212-636-7324 | lawmediaservices@law.fordham.edu