



PACE LAW SCHOOL
P A C E U N I V E R S I T Y

ACADEMIC RULES AND REGULATIONS

Revised as of 9/9/10

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ACADEMIC RULES AND REGULATIONS

1. APPLICABLE RULES AND REGULATIONS

Law students are required to observe both Law School and University Rules and Regulations. Violations of University Rules and Regulations may result in the imposition of sanctions in addition to sanctions for violation of Law School Rules and Regulations.

A. Obligations of Law Students: Law students are required: 1) to be familiar with Law School and University Rules, Regulations and Policies; 2) to read e-mails and other communications from the University and Law School Administrators and the Law School Faculty; and 3) to keep their addresses and other contact information current with the Registrar.

2. AUTHORITY OF THE DEAN

The Dean is authorized to review any law school decision, action or policy upon allegation that it is arbitrary or capricious and to overturn any law school decision, action, or policy found by the Dean to be demonstrably arbitrary or capricious.

3. THE HONOR CODE OF PACE UNIVERSITY SCHOOL OF LAW

All members of the academic community have an affirmative duty to report to the Registrar any credible information, knowledge, or reasonable belief of a known or suspected violation of the Honor Code. Upon receipt of the report of a violation, the Registrar shall inform one or both of the Faculty Investigators assigned by the Nominating Committee to investigate allegations of Honor Code violations, the Chair of the Academic Standing Committee and the President of the Student Honor Board. When reported Honor Code violations involve a paper, examination or other matter affecting a student's grade in a course, no final grade shall be given in the course to that student until the Honor Board proceeding regarding the reported violation has been concluded. See Rule 6F.

The Investigator shall determine whether a violation has occurred and determine whether to attempt to resolve it without formal adjudication. If the Investigator determines a violation has occurred, but does not resolve it informally, the allegation of violation shall be resolved by formal adjudication. Formal adjudication shall be conducted by a panel of students, drawn from the Honor Board and members of the Academic Standing Committee. Penalties for violations of the Honor Code may include suspension and expulsion.

All law students are required to read and know the contents of the Honor Code. It can be found on the Website by going to the tab for Current Students and from there to the Registrar, and from there to Policies and Procedures. A link to the Honor Code will appear. Students may block and paste the link - <http://www.law.pace.edu/files/honorcode.pdf> - into their browsers

4. REQUIREMENTS FOR THE J.D. DEGREE

A. Hours of Credit and Academic Course Requirements

1. Graduation Requirements: Candidates for the J.D. degree matriculating before the fall semester of 2007 must successfully complete 84 credits to qualify for graduation. Candidates for the J.D. degree matriculating in or after the fall semester of 2007 must successfully complete 88 credits to qualify for graduation. The degree is awarded upon certification by the Faculty of satisfactory completion of the degree requirements, including satisfactory completion of all required courses and the upper level writing and skills requirements. No credit is given for any course for which a grade of "F" is received, except as provided in Rule 6E. Candidates must achieve a final grade point average of at least 2.30 in order to receive a J.D. degree. A candidate who has fulfilled the requisite number of credits but has not, at the time of graduation, achieved a GPA of at least 2.30, will not receive a J.D. degree. No student can graduate in less than 24 months or more than 84 months after first matriculating into law school, whether at Pace or at another law school. See also Rule 7J.

2. Certification by Faculty: The Faculty of the Pace University School of Law semiannually shall approve certification of those students who have completed all of the requirements for their degrees in the preceding semester, subject to the following provisos:

a) The Law School shall only provisionally certify any student against whom an Honor Code investigation or an Honor Board proceeding is pending.

b) The Law School shall only provisionally certify any student who has received a disciplinary sanction as the result of an Honor Code investigation or an Honor Board proceeding until all terms of such sanction have been satisfied.

c) The Law School shall withdraw its certification of any student against whom an Honor Code investigation or Honor Board proceeding is commenced after the certification date, based on events alleged to have occurred during the preceding semester, and shall replace the original certification with a provisional certification.

d) A student provisionally certified pursuant to any of these provisos is unconditionally certified without further faculty action immediately upon termination of all Honor Code investigations or Honor Board proceedings without sanction, or upon satisfaction of the terms of any Honor Code investigation or Honor Board sanction, provided that the student has otherwise completed all degree requirements and is qualified to graduate.

For purposes of this rule, "preceding semester" means the fall semester at the end of which a December certification occurs or a spring semester at the end of which an April or May certification occurs.

3. Academic Honors at Graduation:

Summa cum laude 3.80 - 4.0

Magna cum laude 3.60 - 3.79

Cum laude 3.25 - 3.59

B. Residence Rules: The American Bar Association and the New York Court of Appeals require that a student spend the equivalent of three full years in residence to obtain a J.D. degree

and be certified to take the bar examination.

1. Full-time Students can satisfy this requirement by spending 6 full time semesters in residence. A student is full-time if the student is paying full-time tuition and taking 10-17 credit hours. If employed, a full-time student must certify that he or she is working no more than 20 hours per week.

2. Part-time Students can satisfy the requirement by spending 8 part-time semesters in residence. A student is part-time if the student is paying part-time tuition and taking 8-13 credit hours.

3. Summer School Students may earn partial residency units by taking 4 or more credits in summer school. A student is a summer school student if the student is taking 4 or more credits in the summer and is paying for all of those credits.

4. Calculating Residence Units: To graduate, students must have the equivalent of 6 units of residence. Residence is calculated as follows:

a) **Full-time:** Students receive 1 unit of residence for every full-time semester.

b) **Part-time:** Students receive 0.75 units of residence for every part-time semester

c) **Summer School:** Students who take 4 credits in summer school receive 0.375 units of residence (half a part-time semester). Students who take 5 or more credits receive 0.5 units of residence (half a full-time semester). Students who take fewer than 4 credits receive no residence units.

C. Limitations on Allocation of Credits: Under the Rules of the New York Court of Appeals and the ABA, of the 84 or 88 credits required to graduate, no more than an aggregate of 19 of the 84 credits or 20 of the 88 credits may fall into the following categories:

1. "Experiential credits" in live client clinics, externships and simulation courses, not including "academic credits" awarded in those courses;

2. A maximum of 10 credits taken at a non-law graduate school, either as a joint degree candidate or otherwise, may be substituted for "experiential credits"; and

3. A maximum of 4 credits in co-curricular activities (Moot Court, Law Review), guided research, or continued clinical fieldwork may be substituted for "experiential credits."

D. First year Required Curriculum

1. Students Matriculating in or before the Fall Semester of 2009

a. Full-Time Students

Fall Semester	Spring Semester
Civil Procedure (3)	Civil Procedure (3)

Contracts (4)	Constitutional Law (4)
Torts (4)	Property (4)
Criminal Law/Legal Writing I (3)	Criminal Law/Legal Writing II (3)

b. Four-Year Program: Evening Division*

Fall Semester	Spring Semester
Civil Procedure (3)	Civil Procedure (3)
Torts (4)	Contracts (4)
Criminal Law/Legal Writing I (3)	Criminal Law/Legal Writing II (3)

*Part-time Evening Division students must take Property and Constitutional Law in the evening during the fall semester of their second year of studies.

c. Four-Year Program: Day Division*

Fall Semester	Spring Semester
Civil Procedure (3)	Civil Procedure (3)
Torts (4)	Contracts (4)
Criminal Law/Legal Writing I (3)	Criminal Law/Legal Writing II (3)

*Part-time Day Division students must take Property and Constitutional Law in the day during the spring semester of their second year of studies.

2. Students Matriculating in or after the Fall Semester of 2010

a. Full-Time Students

Fall Semester	Spring Semester
Civil Procedure (3)	Civil Procedure (3)
Contracts (4)	Constitutional Law (4)
Torts (4)	Property (4)
Legal Skills I (4)	Criminal Law (3)
	Legal Skills II (1)

b. Four-Year Program: Evening Division*

Fall Semester	Spring Semester
Civil Procedure (3)	Civil Procedure (3)
Torts (4)	Contracts (4)
Legal Skills I (4)	Criminal Law (3)
	Legal Skills II (1)

*Part-time Evening Division students must take Property and Constitutional Law in the evening during the fall semester of their second year of studies.

c. Four-Year Program: Day Division*

Fall Semester	Spring Semester
Civil Procedure (3)	Civil Procedure (3)
Torts (4)	Contracts (4)
Legal Skills I (4)	Criminal Law (3)
	Legal Skills II (1)

*Part-time Day Division students must take Property and Constitutional Law in the evening during the fall semester or the day during the spring semester of their second year.

3. No student may transfer from an assigned section of a required first year course to another section of that course.

E. Upper Level Required Courses

1. Federal Income Tax I: All full-time day students are required to take Federal Income Tax during their second year of law school. All part-time students are required to take Federal Income Tax during their second or third years of law school. To defer taking the course to the last year of Law School, a student must receive permission from the Vice or Associate Dean for Academic Affairs ("Academic Dean") on a form available from the Registrar's office or website.

2. Professional Responsibility: All full-time students matriculating in or after the fall semester of 2007 are required to take Professional Responsibility during their second year of law school. All part-time students matriculating in or after the fall semester of 2007 are required to take Professional Responsibility during their second or third year of law school. To defer taking the course until the last year of law school, a student must receive permission from the Academic Dean on a form available from the Registrar's office or website.

3. Upper-Level Writing Requirement: All students must complete a writing project under the supervision of a Professor. It is the student's responsibility to inform the Professor at the beginning of the semester that the student is taking the course to satisfy the upper level writing requirement. The Professor must certify to the Registrar at the end of the semester that all of the elements of the requirement have been met. Only faculty-supervised writing may satisfy the requirement. Participation in Moot Court competitions or contests does not satisfy the requirement. The required [permission forms](#) are available from the Registrar's office or website.

a) Courses that Satisfy the Requirement: Any course that is certified by the Academic Dean as satisfying the requirement may be taken to satisfy it. A list of courses that have been certified will be included in the Registration materials each semester. This list includes:

- 1) All seminars,
- 2) The Federal Judicial Honors Program,
- 3) Advanced Appellate Advocacy,
- 4) Guided Research with a full-time faculty member (only students with advanced

permission of the professor and the Academic Dean and a cumulative GPA of 3.0 or higher or with 3.0 or higher in the specialty area of their proposed project are eligible for guided research), and

5) Any other upper-level course, provided that a full-time or adjunct professor teaching the course or the clinic and the Academic Dean agree that the student may use the course in question to satisfy the requirement.

b) Law Review Notes: Students enrolled in any of the law reviews may satisfy the requirement by writing their notes or comments, provided, however, that a full-time professor assigned by the Academic Dean reviews and certifies that each student note or comment meets the substantive requirements of the upper level writing requirement.

c) Requirements of the Writing Project: The written project must be in the form of a scholarly article, a legal memorandum, or a trial or appellate brief. The written product must be at least 25 double-spaced pages. It must demonstrate an appropriate level of legal research and analysis, and contain ample and correct citations to legal authority. Journals, diaries, and other writings that do not reflect research and analysis do not meet this requirement. Except for the suggestions of editors and faculty, the written product should reflect the individual work of the student.

1) To satisfy the upper-level writing requirement, a course *must* contain the following elements:

- i. submission of a draft;
- ii. feedback on the draft in any combination of the following forms: oral, written, checklists, audiotapes; and
- iii. submission of a final product.

2) To satisfy the upper-level writing requirement, a course *should* contain the following elements:

- i. a required writing text;
- ii. research agenda and logs (not necessarily graded);
- iii. an outline (not necessarily graded);
- iv. a self-critique or peer-critique experience; and
- v. either (1) a minimum of two hours of class time devoted to the teaching of writing, or (2) individual student-teacher conferences, with feedback on further drafts at the option of the professor.

4. Upper Level Skills Requirement: Students matriculating in the fall of 2007 or later must successfully complete a course approved by the Faculty Curriculum Committee as an upper level skills course. Approved upper level skills courses are:

Live-Client Clinics

Barbara C. Salken Criminal Justice Clinic
Criminal Justice Clinic: Post-Conviction Project
Environmental Litigation Clinic
Equal Justice America Disability Rights Clinic

Immigration Justice Clinic
Investor Rights Clinic

Externships

Criminal Justice (Prosecutorial) Externship
Environmental Law Externship (NY only)
Family Court Externship
Federal Judicial Honors Externship
Legal Services/Public Interest/Health Law Externship

Simulations

Advanced Appellate Advocacy
Advanced Legal Research
Advanced Real Property
Advanced Trial Advocacy
Drafting Legal Documents
Environmental Commercial Transactions
Environmental Skills
Interviewing, Counseling and Negotiation (ICN)
Law Practice Management
Matrimonial Practice
Mediation and Arbitration (3 CR option only)
Pre-trial Civil Litigation Simulation (PCLS)
Trial Advocacy

Students may not satisfy both the Upper Level Skills requirement and the Upper Level Writing requirement with the same course.

5. Required Course for Students with a 2.5 or Lower GPA: All students who, at the end of their first year, have a GPA of 2.50 or lower are required to enroll during the next semester in a class designated by the Academic Dean as appropriate for students in need of academic assistance. The purpose of this course is to give students special assistance in analytical and examination taking skills.

6. Transfer Students: For purposes of required upper level courses, transfer students matriculate when they matriculated at their original law schools.

F. Attendance Requirement: The New York State Board of Law Examiners requires that each application for admission to the Bar be supported by a law school certificate of the applicant's "good and regular attendance." Similar requirements are made by other state bar examining committees. Accordingly, the Law School requires that all students regularly and punctually attend classes. The right to continue registered in a course or to take examinations in a course is conditioned upon regular attendance. In the event that a student persistently violates this policy, the Professor, in her discretion, may impose sanctions, including the disqualification of the student from taking the final examination or from receiving credit for the course.

5. ELIGIBILITY TO REMAIN IN THE J.D. PROGRAM

A. Good Standing: To be in good standing a student must achieve and maintain a cumulative grade point average of at least 2.30.

B. Calculating GPAs: The grade point average for a student is calculated by dividing the numerical total of grades for each credit taken by the total of credits attempted, including grades of “F and “I- F,” but not grades “W,” “I,” or “P.”

C. Academic Dismissal:

1. Students Who Have Completed Their First Semester:

a) All students who complete the first semester with a GPA of less than 1.50 are academically dismissed with no opportunity to petition the Academic Standing Committee for readmission and no right of appeal.

b) All students who complete the first semester with a GPA of at least 1.50, but less than 2.30, must participate in a program of Mandatory Academic Support designated by the Academic Dean.

2. Students Who Have Completed Two or More Semesters:

a) All students who complete their second semester or any subsequent semester with a cumulative GPA of less than 1.50, are academically dismissed, with no opportunity to petition the Academic Standing Committee for readmission and no right of appeal.

b) All students who complete their second semester or any subsequent semester with a cumulative GPA of at least 1.50, but less than 2.0, are academically dismissed from the Law School, but may petition the Academic Standing Committee for readmission to proceed to the next semester.

1) For a student in this category to be readmitted, he or she must establish to the satisfaction of the Academic Standing Committee that his or her unsatisfactory performance was due to extraordinary and nonrecurring circumstances and that, if readmitted, he or she is likely to attain a cumulative GPA of at least 2.30 at the end of his or her next semester.

2) The petition should be addressed to the Chair of the Academic Standing Committee.

3) The Academic Standing Committee may consider the written record and may grant readmission on the basis of the written record alone.

4) Any student not granted readmission on the written record will be afforded an opportunity for a personal appearance before the Committee and the Committee may offer a student a personal appearance prior to acting on the written

record.

5) In making its determinations, the Committee may speak with the professors in whose classes the student was enrolled and with any other persons whom the Committee believes may have relevant information about the student.

6) If the student is readmitted, and then fails at the end of his or her next or any subsequent semester to attain or maintain a cumulative GPA of at least 2.30, the student is academically dismissed from the law school, with no opportunity to petition the Academic Standing Committee for readmission and no right of appeal.

c) All students who, complete their second semester or any subsequent semester with a cumulative GPA of at least 2.0, but less than 2.30, are automatically placed on academic probation, unless they have been placed previously on academic probation, in which case they are academically dismissed from the Law School with no opportunity to petition the Academic Standing Committee for readmission and no right of appeal. If, by the end of his or her probationary semester, the student fails to attain a cumulative GPA of at least 2.30, or in any subsequent semester fails to maintain a cumulative GPA of at least 2.30, the student is academically dismissed from the law school, with no opportunity to petition the Academic Standing Committee for readmission and no right of appeal.

3). Transfer Students

a) All transfer students who complete their first semester or any subsequent semester with a cumulative GPA of less than 1.50 are academically dismissed, with no opportunity to petition the Academic Standing Committee for readmission and no right of appeal.

b) All transfer students who complete their first semester or any subsequent semester with a cumulative GPA of at least 1.50, but less than 2.0, are academically dismissed from the Law School but may petition for readmission, under the procedures described above in 5C2b.

c) All transfer students who complete their first semester or any subsequent semester with a cumulative GPA of at least 2.0, but less than 2.30, will be placed on academic probation. If, by the end of his or her probationary semester, the student has failed to attain a cumulative GPA of at least 2.30, or in any subsequent semester fails to maintain a cumulative GPA of at least 2.30, the student is academically dismissed from the Law School with no opportunity to petition the Academic Standing Committee for readmission and no right of appeal.

6. GRADING SYSTEM

A. Letter Grades: Students will be marked on the following grading scale, using both letter grades and letter designations:

A (4.00) Excellent

A- (3.67)

B+ (3.33)

- B (3.00)
- B- (2.67) Good
- C+ (2.33)
- C (2.00)
- C- (1.67)
- D (1.00) Poor
- F (0) Failing
- P Pass in a pass/fail course
- W Authorized withdrawal
- I Incomplete or unauthorized withdrawal; becomes I-F if not completed within six weeks; becomes F if not complete within six months.
- AUD Auditor-no course credit

NOTE: An A+ is awarded in an exceptional circumstance and the grade will appear on the student's transcript as an A+. However, it is an honorary designation that is calculated as an "A" in the GPA. An A+ is not awarded for class participation.

B. Class Rank: A student's class rank is compiled at the end of every semester after all grades for all students have been entered. Students are ranked within their separate divisions throughout their three or four years of law school. In a student's final semester of law school, the two divisions are merged into one graduating class with a combined ranking. The combined ranking for students graduating in January is determined at the end of the following Spring semester.

C. Grading Guidelines:

1. Grading Policy for 1st Year Courses: The following curve applies to courses normally taught in the first-year day division and those same courses whenever they are offered in the evening division, with the exception, in both divisions of Crim/LAW I & II for students matriculating in and before the fall of 2009 and Legal Skills for students matriculating in and after the fall of 2010. The range and norm for each grade are recommended, not mandatory. However, the mean GPA for every first-year courses, except for Crim/LAW, or Legal Writing must fall between 2.50 and 2.95.

Grade	Numerical Equivalent	Range	Norm
A	4.0	0- 7%	5%
A-	3.6	5- 15%	10%
B+	3.33	10-20%	15%
B	3.0	15-25%	20%
B-	2.67	15-20%	18%
C+	2.33	10-20%	15%
C	2.0	05-15%	10%

C-	1.67	0-8%	4%
D & F	1.0	0-6%	3%

2. Grading Policy for Upper Level Classes: The following recommended upper level curve applies to all upper level courses except for courses having an enrollment of twenty or fewer students and courses evaluated primarily on the basis of research and writing or other lawyering skills. The range and norm for each grade are recommended, not mandatory. However, the mean GPA for every required course that is not taught in the first-year day division must fall between 2.65 and 3.10. For all other upper-level courses, the recommended mean GPA is between 2.65 and 3.10.

Grade	Numerical Equivalent	Range	Norm
A	4.00	5-15%	10%
A-	3.67	5-15%	10%
B+	3.33	10-20%	15%
B	3.00	20-30%	25%
B-	2.67	10-20%	15%
C+	2.33	10-14%	12%
C	2.00	5-15%	10%
C-	1.67	0-4%	2%
D & F	1.0 & 0	0-2%	1%

3. Compliance with Mandatory Mean GPA Policies: If the mean GPA for a course subject to the mandatory grading policies is outside the required range, the Registrar shall notify the Academic Dean before posting the grades and the Academic Dean shall give the professor an opportunity to re-grade the papers. If the professor refuses to bring the mean GPA to within the required range, the Academic Dean will then assign grades to bring the class average within that range.

4. Grades Deviating from Recommended Norms of Grading Guidelines: When grades in courses subject to the recommended upper level curve deviate from the recommended mean GPA, the Registrar shall notify the Academic Dean before posting the grades and the Academic Dean may ask the professor to justify the grades. If the Academic Dean makes such a request, the Academic Dean and the professor shall make such arrangements as are necessary to preserve grading anonymity. Following their consultation, the Academic Dean may suggest that a change in the grades would be appropriate, although the professor is not required to follow any suggestion for change made by the Academic Dean. Grades will be posted only after such review is complete.

5. Grading Policy for J.D. Courses with LL.M Students: In a course taken by both LL.M. and J.D. students, the professor should give all examinations numerical scores. The

professor should give all numerical scores and their corresponding examination numbers to the Registrar, who will prepare and return to the professor a chart showing the distribution of numerical scores achieved by J.D. students. The instructor will then construct the J.D. grading curve and assign letter grades to J.D. students based on that distribution. The professor will then assign letter grades to the LL.M. students based on the J.D. grading curve.

D. Grading of Auditor's Exams: Persons registered to audit a course may, with the permission of the instructor, take the final examination in the course provided that the examination is identified as such and provided that the grade is not taken into account in determining the grades of the matriculated students in the course.

E. Failed Courses: A student who fails a required course must take the final examination in the same course at the next regularly scheduled examination period for that course, regardless of whether the same professor teaches the course both semesters. The student must consult with the professor teaching the course for which the second exam will be given to determine if the professor will require the student to attend classes. If the student obtains a passing grade for the second examination in the required course, a "P" will be recorded alongside the "F" on the student's record and the student will receive the assigned credits for the course.

A student who fails an elective course may take the final examination, but only at the next regularly scheduled period for that course, regardless of whether the same professor teaches the course both semesters. The student must consult with the professor teaching the course for which the second exam will be given to determine if the professor will require the student to attend classes. If the student obtains a passing grade for the second examination in the elective course, a "P" will be recorded alongside the "F" on the student's record and the student will receive the assigned credits for the course.

In either case, the original failing grade is computed in the student's cumulative quality point average. The Academic Dean may, for sufficient academic reasons, waive the requirement of completion of a failed required course as described above upon the substitution of such other courses or programs as the Academic Dean may prescribe.

F. Grades of Incomplete: If a student does not submit a paper by the end of the semester in a course requiring a paper, the professor may submit a grade of "I" (Incomplete). An "I" is not factored into the student's GPA. If the student submits the paper within six weeks after grades are due for the semester (the "six week period"), the "I" is replaced by the grade given for the paper or the course. It is the student's responsibility to contact the Professor and the Registrar to resolve the "Incomplete" within the six week period. From the end of the six week period, the "I" becomes an "F" and is so calculated in the student's GPA, unless the professor in the course extends the six week period in writing to the Registrar, to a date certain, but no more than six months after grades were due for the semester. If the professor extends the six week period, the "I" becomes and "I/F," until the end of the extended period. If the student has not submitted the paper by the end of the extended period, the "I/F" becomes a permanent "F" and can no longer be changed.

If a student is excused from an examination (See Rule 10C), the student will receive an

"I" in the course. The "I" is not factored into the student's GPA. The student must arrange to take the examination in that course during the scheduled examination period for the next full semester. If the student fails to take the examination at that time, the "I" becomes a permanent "F" and the exam can no longer be taken. The "F" is factored into the student's GPA.

If an Honor Board proceeding is pending against a student regarding a paper, examination or other matter affecting the student's grade in the course, the student's grade in that course shall be recorded as an "I" until the Honor Board proceeding is concluded. See Rule 3.

G. Dean's List: Students who achieve a 3.33 or above in a semester will be on the Dean's List for that semester.

H. Grading Deadlines: Professors shall submit grades in their courses to the Registrar no later than three weeks after the last day of the examination period in the spring semester and no later than four weeks after the last day of the examination period in any other semester.

7. RULES REGARDING STATUS

A. Timing of Courses

1. 3-Year Full Time Division: Classes in the full-time division are scheduled principally between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday, with some electives beginning at 8:00 a.m. and others running to 6:00 p.m. Classroom capacity or class format may occasionally require limitation of the number of students who may register for specific elective courses or sections.

2. 4-Year Part Time Division (Evening): Classes in the part-time evening division are scheduled principally between the hours of 6:00 p.m. and 10:00 p.m., Monday through Thursday. Classroom capacity or class format may occasionally require limitation of the number of students who may register for specific elective courses or sections.

B. Normal Course Load for Both Programs: In both programs the first year course of study is required. Thereafter, the normal course load is 13 to 16 credit hours per semester for full-time students and 9 to 12 credit hours per semester for part-time students.

C. Overloads and Underloads: Although a normal course load is 13-16 credit hours, full-time students may register for 10-12 credits as an underload with the permission of the Academic Dean. Full-time students matriculating before the fall semester of 2007 may not register for more than 16 credits. Full time students matriculating in or after the fall semester of 2007 may register for 17 credits as an overload with the permission of the Academic Dean. Although a normal course load is 9-12 credit hours, part-time students may register for 8 credits as an underload with permission of the Academic Dean. Part-time students may register for 13 credits as an overload with the permission of the Academic Dean, which can be given only if the student works no more than 20 hours a week. Overload permission will normally be granted only if the student has a strong law school academic record. Underload permission will normally be granted only if the student, through summer school attendance or otherwise, is significantly ahead of his

or her class in credits. Students in the full-time program may not, however, carry fewer than 10 credit hours per semester and part-time students may not carry fewer than 8 credit hours per semester. [Request forms are available in the Registrar's website.](#)

D. Summer School. The normal load for summer school is 5-8 credit hours for full-time students and 4-6 credit hours for part-time students. All students may take underloads without permission of the Academic Dean. No students may take an overload. Full-time students with GPAs of less than 3.0 and taking an 6 credit externship or clinic may not take another course without the permission of the Executive Director of John Jay Legal Services.

E. Dropping and Adding Courses: All students must register during the official registration periods preceding each semester. Late registrants will be required to pay a late registration fee of \$100.00.

Any student seeking a change from an initial registration, including the addition of a course, the withdrawal from a course or a change in course section, must file a drop/add form with the Registrar's Office during the first week of a semester; provided, however, that no student may change sections assigned in a required first year course. No permission for the change is required during that time. After the first week of classes, approval of the Academic Dean and the professor must be obtained to add or drop a course. After the fourth week of classes, approval of the Academic Dean and the professor must be obtained to add or drop a course, and if the student drops a course during that time period, the student will receive a W on the student's transcript. After seven weeks, permission of the Academic Dean and will be granted only for good cause shown. No student may withdraw from a class after the last day of classes. First year students may not withdraw from or switch sections in first year courses. All first year requirements must be completed before taking upper-class courses, except during the second year for part-time students.

F. ABA Rule on Accelerating Graduation: In accordance with the American Bar Association Accreditation Standards, by registering for and taking a sufficient number of credit hours of summer school classes a student may, with permission, accelerate graduation by not more than one semester. Thus, a full-time student who attends summer school may graduate in two and a half years and a part-time student who attends two summer school sessions may graduate in three and a half years. See Rule 4B.

G. Change of Status Between Full-time and Part-time Divisions: After the first year of law school, students may change from the full-time division to the part-time division (day or evening) or from the part-time division (day or evening) to the full-time division but only with permission of the Academic Dean, who has sole discretion to grant or deny a transfer request. It is the student's responsibility to keep track of weeks in residence, whether he/she remains in one division or switches from one division to another. Change of Status forms must be completed before the Late Registration Week.

H. Taking Courses at Other ABA Approved Law Schools: Students wishing to pursue courses in other law schools must obtain the prior written approval of the Academic Dean. The Academic Dean may approve such courses only if they are: 1) given by an ABA accredited law

school, 2) critical to a student's career goals and Pace does not offer the course or a reasonably similar educational opportunity or 3) if they are justified by an extenuating circumstance, such as severe illness of a family member or a work transfer. Extenuating circumstances do not include more convenient commuting, less expensive tuition, or other such matters predictable at the time of the student's matriculation. A maximum of 30 credit hours taken as a visiting student (or transfer) may be transferred to Pace and applied to the Pace degree requirement. All courses must be approved by the Academic Dean prior to registration at the visiting school. Grades of "D" or better will be accepted by Pace for credit towards the Juris Doctor degree.

I. Taking Graduate Courses at a Graduate School at Pace University: Students may take up to 10 credits towards their J.D. degree at any of Pace University's Graduate Schools. Except as provided in Rule 8, only graduate courses taken after the student has completed the first year of law school can be applied to the J.D. degree. All graduate courses must be approved by the Academic Dean prior to registration at the visiting school and must be related to the law course of study.

J. Withdrawal from Law School: If a student finds it necessary to withdraw from the School of Law, he/she must file a written application with the Associate Dean for Student Affairs for permission to withdraw. A student withdrawing without approval of the Associate Dean for Student Affairs will automatically receive a failing grade in all uncompleted courses. A student who withdraws in good standing may be readmitted at the discretion of Dean for Students. In the event that the requirements for graduation were different when the student was first admitted and when the student is readmitted, the Academic Dean will determine what the requirements are for the student. Students must complete their J.D. degree within 84 months after matriculating. . See also Rule 4A1.

8. SPECIAL PROGRAMS OF STUDY AND JOINT DEGREE PROGRAMS

A. Summer Session Courses: Please note that a student must register for 6 credits in summer school in order to receive federal loans. See Rule 4B(3)(c) for calculating residency units in summer school and Rule 7D for summer school course loads.

B. Certificate Programs

1. Environmental Law Certificate: Students need 12 specialized credits to receive the [Environmental Law Certificate](#) with an average grade of B in those courses (and no grade lower than a C), and an overall GPA of 2.50 or above. Students matriculated in 2007 or before are required to take Environmental Law: Skills and Practice, and either Survey of Environmental Law or Hazardous Waste. Students matriculating after 2007 are required to take Environmental Law: Skills and Practice and Survey of Environmental Law. No more than three credits from the Environmental Law Clinic, an Environmental Externship or the Environmental Diplomacy Practicum may be applied to the Environmental Certificate.

2. International Law Certificate: Students need 12 specialized credits to receive the [International Law Certificate](#) with an average grade of B in these course (and no grade below a C) and an overall GPA of 2.50 or above. Students are required to take International Law.

C. London Law Program: The Law School provides a unique opportunity for American law students to expand the scope of their legal education to include a full semester of study abroad. [The London Law Program](#) is in operation for the spring semester each year. Students must apply for and be admitted to this program to enroll in London courses.

D. J.D./Pace M.B.A. Program: The School of Law and the [Lubin Graduate School of Business](#) of Pace University offer a combined program of studies in law and graduate-level business administration. To be admitted to the program, the student must apply to both schools and meet the independent admissions requirements of each school before admission to joint degree candidacy is approved. Only M.B.A. courses taken after the student has matriculated at the School of Law may be applied to the J.D. degree. No more than 10 graduate credits may be applied to the J.D. degree.

E. J.D./Pace M.P.A. Program: The School of Law and the [Department of Public Administration of the Graduate Division of the College of Arts and Sciences](#) offer a combined program of studies in law and graduate level public administration. To be admitted to the program, the student must apply to both schools and meet the independent admissions requirements of each school before admission to joint degree candidacy is approved. Only M.P.A. courses taken after a student has matriculated at the School of Law may be applied to the J.D. degree. No more than 10 graduate credits may be applied to the J.D. degree.

F. J.D./Yale M.E.M. Program: The School of Law and [Yale University School of Forestry and Environmental Science](#) offer a combined program of studies in law and graduate-level M.E.M in Environmental Science. To be admitted to the program, the student must apply to both schools and meet the independent admissions requirements of each school before admission to a joint degree candidacy is approved. Only Yale graduate courses taken after the student has matriculated at the School of Law may be applied to the J.D. degree. No more than a total of 10 credits (either Yale graduate credits or Yale law school credits) may be applied to the J.D. degree.

G. J.D./Bard M.S. Program: The School of Law and [Bard College](#) offer a combined program of studies in law and graduate level Master of Science in Environmental Policy. To be admitted to the program, the student must apply to both schools and meet the independent admissions requirements of each school before admission to a joint degree candidacy is approved. Only Bard graduate courses taken after a student has matriculated at the School of Law may be applied to the J.D. degree. No more than 10 graduate credits may be applied to the J.D. degree.

H. J.D./ Sarah Lawrence M.A. Program: The School of Law and [Sarah Lawrence College](#) offer a combined program of studies in law and graduate-level Masters of Arts in Women's History. To be admitted to the program, the student must apply to both schools and meet the independent admissions requirements of each school before admission to a joint degree candidacy is approved. Only Sarah Lawrence graduate courses taken after a student has matriculated at the School of Law may be applied to the J.D. degree. No more than 10 graduate credits may be applied to the J.D. degree.

I. LL.M in Environmental Law: LL.M candidates with J.D. degrees from a U.S. law school must complete 24 credits of environmental law and related courses with a grade point average of at least 2.67. LL.M. candidates with J.D. degrees from law schools outside of the U.S. must complete 24 credits of environmental law and related courses with a grade point average of at least 2.33. The required courses for all candidates are: 1) Environmental Law Survey, 2) Environmental Skills and Practice (except for students on Climate Change Track), and 3) Science for Environmental Lawyers. The Science requirement may be waived at the discretion of the Assistant Dean of Graduate Programs if the student demonstrates that she or he has completed significant course work in the sciences. The Skills or Survey requirement may be waived at the discretion of the Assistant Dean if the requesting student has taken a substantially similar course at an ABA accredited law school within the last five years. LL.M. candidates on the Climate Change Track must complete courses designated from time to time for that track. The Environmental Law LL.M. requires completion of three papers that would fulfill the upper level writing requirement. In unusual cases the Assistant Dean has the discretion to permit a student to substitute a 6 credit LL.M. thesis for the three paper requirement. Degree requirements may be completed in one year of full time study or two years of part- time study with a three year maximum for all.

Students with a J.D. from Pace and admitted to the LL.M. program may apply up to 12 credits of environmental law courses taken as part of the J.D. program toward the 24 credits required for the LL.M.

J. LL.M in Comparative Legal Studies: This degree is available exclusively for lawyers with law degrees from a school outside of the United States. LL.M candidates must complete 24 credits with a grade point average of at least 2.33 to receive the degree. The course requirements are: 1) Introduction to U.S. Law and Legal Research (a LL.M. only course), and 2) one paper that would satisfy the upper level writing requirement. See Rule 4E4. The degree must be completed within two years.

K. LL.M. in Real Estate Law. This degree is available to students with a J.D. degree. LL.M candidates must complete 24 credits in real estate related courses with a grade point average of at least 2.67 to receive the degree. The course requirements are: Real Estate Transactions and Finance, Federal Income Tax Aspects of Real Estate, Finance and the Real Estate Business, Environmental Commercial Transactions, and Commercial Leasing. No degrees for the LL.M. in Real Estate Law shall be conferred after the spring semester of 2011.

Students with a J.D. from Pace and admitted to the LL.M. program may apply up to 12 credits of Land use and real estate law courses taken as part of the J.D. program toward the 24 credits required for the LL.M.

L. S.J.D. in Environmental Law: This degree prepares legal scholars for the teaching of environmental law in the United States and abroad. Admission is highly competitive and requires completion of an LL.M. in Environmental Law with distinction. More information can be found at www.law.pace.edu/academics/juridical.html.

1. S.J.D. Thesis Criteria

a) The S.J.D. thesis is a substantial piece of research, including use of diverse primary and secondary materials, evidencing a workmanlike grasp of the subject matter covered and demonstrating the legal research and writing skills expected of entry-level teachers of law. There is no page requirement, but it should ordinarily approach the length of a short book or lengthy law review article.

b) The thesis must contain analysis, not just reporting; contain original thought and analysis, not just reflect the thoughts and analysis of others. It may be controversial and challenge accepted thinking.

9. ADMISSION TO THE BAR

A. Rules Governing Admission to the Bar: At an early date students should familiarize themselves with the character and fitness and other qualifications for admission to the bar in the states in which they intend to practice. Several states require that a student, shortly after beginning the study of law, register with the board of bar examiners in that state. Some states prescribe particular law school courses or course loads as requirements for admission to the bar.

New York has no early registration requirement. In general, the requirements for admission to and graduation from the School of Law reflect the rules of the New York State Court of Appeals which govern admission to the Bar of the State of New York. Detailed information with respect to the New York bar examination may be obtained from New York State Board of Law Examiners, 7 Executive Centre Drive, Albany, NY 12203-5, phone (518) 452-8700 or (800) 342-3335 (Within NY state only), Fax: (518) 452-729 and the official Web Site: <http://www.nybarexam.org> for information about the bar exam and bar admissions. The Director of Academic Support maintains some information regarding bar admission requirements in other states. The most complete and up-to-date information regarding requirements in other states may be obtained by looking at the Web site of the board of bar examiners in the state in question. [Frequently asked questions](#) about the bar exam can be found on the law school's Academic Support website.

10. RULES AND PROCEDURES FOR FINAL EXAMINATIONS

A. Requirement of a Final Examination: Final examinations are required in all courses in the School of Law except as otherwise provided by the professor. Unexcused absence from a final examination will result in a failing grade in the course, and the failure will be counted in computing the student's cumulative grade point average. Absence may be excused only by the Registrar. See Rule 6F.

Violations of these examination rules constitute violations of the Honor Code. Violation of examination rules must be reported to the Honor Board. See Rule 3.

1. Maintaining Academic Honesty During Exams: No student may give or receive

assistance in answering examination questions at any time, at any place, or in any manner during the course of the examination. No student may consult any papers, books, notes, outlines, tapes or other material during the course of an examination unless expressly authorized by the professor teaching the course and then only to the extent of the authorization. During open book examinations in a classroom, a student may have only the materials authorized by the professor. Students may use calculators only if authorized by the professor. Laptop computers are not allowed unless the student is taking an exam using secure exam software in a computer exam room.

It is the responsibility of all proctors to safeguard against cheating. Students should comply with any requests by a proctor pertaining to the exam (seat assignments, scrap, unnecessary noise, snacks, etc.). During the course of the examination, the proctor is the person in authority in the examination room and should be treated as such.

Upon reporting to the assigned examination rooms, students must occupy alternate seats. Any unauthorized books, materials, cell phones, electronic devices or other personal belongings which the student brings into the examination room must be stored, during the examination, at the front of the room.

B. Scheduled Exam Times: All students enrolled in a course must take the examination at the scheduled date and time unless the exam is rescheduled under Rule 10C. Room assignments for examinations will be posted on the website and at the Registrar's office before the commencement of the examinations. Students must take the examination in the assigned room and must be in the assigned room at the scheduled time. A student who arrives late will not receive any extra time to take the examination. Only the Registrar can grant exceptions to any of these rules.

C. Rescheduling Final Examinations:

1. Only the Registrar can reschedule an examination.

2. Conditions for Rescheduling an Examination: Examinations will be rescheduled only if the student

- a) has two or more examinations scheduled on the same calendar day;
- b) is ill on the scheduled examination day;
- c) has a business emergency on the scheduled examination day;
- d) has a family emergency within the immediate family on the scheduled examination day;
- e) observes a religious holiday on the scheduled examination day; or
- f) must be removed from the examination room for medical reasons; and complies with the requirements of paragraph 10C3.

Unless manifestly impossible, the Registrar will reschedule examinations on one of the days assigned for makeup examinations for the semester during which the course was given or during the examination period for the next semester. The examination cannot be taken thereafter. See Rule 6F.

3. Requirements for Rescheduling an Examination: A student desiring to reschedule an examination must notify the Registrar of the justification for rescheduling it prior to the commencement of the examination, unless manifestly impossible. In case of a rescheduling under Rule 10C2a, the student must notify the Registrar at least two weeks in advance of the last day of classes for the semester. The Registrar will determine which examination to reschedule, although the student may indicate a preference. In case of a rescheduling under Rule 10C2b, c, d, or e, the student must provide to the Registrar, in advance of the examination, a written communication from the student's doctor, employer, family member or religious advisor, respectively, attesting to the justification for the rescheduling.

4. Unexcused Absence from an Examination: Except as specified in Rules 10C2 and 3, a student who fails to take an examination on the regularly scheduled day, or on the day set for the rescheduled examination, without notifying the Registrar, fails to complete work in the course in question and will receive the grade of "F" for the course.

D. Examination Procedures: Each student will receive an examination booklet and exam questions. The questions are to be kept face down until the proctor announces the beginning of the examination. Specific exam instructions will be given by the proctor. Any questions or problems during the examination should be addressed to the proctor, who will then, if necessary, consult the faculty member whose examination is being administered. Examinations must be written in pen, except as specified in Rule 10E.

1. Examination Numbers: Students must get examination numbers for every semester from the Registrar prior to their first examinations. The Registrar cannot give a student an examination number until the student has completed on line SCATES evaluations of professors in each course taken by the student.

2. Examination Booklets: Pages may not be removed from or added to the examination booklet. Pages or booklets used for outlines or rough drafts must be marked with the student's exam number and submitted to the proctor with all other exam materials in the envelope provided. No answers should be written on scrap paper.

3. Leaving the Exam Room: Examination questions and booklets may not be removed from the examination room. During the examination, a student may leave the room, only to go to the bathroom, with the proctor's permission. Only one student may be out of the room at a time. The student must sign in and out of the room and must turn all papers and booklets over to the proctor during the student's absence. Proctors will announce the designated bathrooms to be used during the exam. Under no circumstances are students allowed to go anywhere else. Students may never use telephones for any reason at all, while taking an examination.

4. Completing Exam before Expiration of Scheduled Time: When a student has completed the examination before the expiration of the scheduled time, or when the proctor announces the close of the examination, the students should quietly collect all materials and put them into the envelope provided. All exam materials, whether used or not, must be submitted to the proctor, i.e., a) the exam questions; b) all booklets used; c) all scrap paper; d) any other handouts. It is an honor code violation for a student to retain examination materials. A student who observes another student remove exam materials from the examination room must report the incident to the Honor Board. Before leaving the room, students must sign out on the sheet kept by the proctor. A student will sign his or her name and accurately record the time of signing out. Failure to submit the above papers promptly to the proctor at the close of the examination may result in a lowering of the grade or refusal on the part of the professor to accept the student's paper as fulfillment of the examination requirement.

E. Computerized Exam Program: If a student is taking an exam on a laptop as part of the computerized exam program, that student must be registered for the program and undergo the required training in every semester in which the student uses a computer to take an exam. Students choosing this option must arrive in the examination room no later than one half hour before the examination is scheduled to begin. The required examination software must be installed on the computer and functioning properly. If the software is not functioning properly, the student may not take the exam on the computer and must take it by hand. If a student has difficulty with the computer during the exam, the student must immediately begin to complete the exam by hand in the bluebook. Students are expected to charge laptop batteries before coming to the exam in case of a power emergency. All other rules relating to exam procedures and anonymity apply to students using computers.

F. Take Home Examinations: If a professor gives a take-home exam instead of a regular examination, the following rules apply:

1. Students must pick up and drop off exams at the Registrar's office. If the exam is distributed in class or electronically from the professor, students must return it as required by the professor or to the Registrar's office. Before the exam is distributed, the Professors will announce to the students, in writing, pick up and drop off information.

2. Examinations will not be accepted by e-mail or fax.

3. If a student has a question during a take-home exam, the student should call the Registrar's office which, if necessary, will contact the professor and act as a liaison between student and the professor. It is a violation of the anonymity policy for a student to call a professor with a question about an examination while taking the examination

G. Anonymous Grading: The Law School maintains a strict policy of anonymity in the administration and grading of final examinations. A student shall not under any circumstances reveal the student's identity on his examination papers other than by the student's examination number. Only the Registrar can reschedule exams. Under no circumstances may a student discuss with a professor the possibility of taking a make-up examination and under no

circumstances may a student tell a Professor that he or she is taking a make-up examination. Such actions violate the Law School's anonymous grading policy. If a Professor becomes aware that a specific student is taking the exam on a different date, the Professor must prohibit the student from taking the exam, as that information will violate the anonymity rule. Actions by a student to defeat the anonymity policy violate the Honor Code.

1. Anonymous Number System: The anonymous number system consists of three attached labels, labeled "Bluebook," "Registrar" and "Student Receipt." A student must affix the label marked "Blue-book" to the student's blue book, unless the student is otherwise instructed. A student is to give the label marked "Registrar" to the Proctor before the exam begins. A student is to keep label marked "Student" in a safe place. Students will need the examination number marked on this label in order to review their exams. The Registrar's Office does not provide students with lost exam numbers. It is the student's responsibility to keep exam numbers available in order to find out their grades and review their exams.

2. Only the Registrar Knows the List of Student Exam Numbers: The Registrar will keep the list of student numbers in a secure place. No one other than the Registrar will have access to the list during the examination and grading periods.

H. Guidelines for Review of Graded Exams by Students: After every examination period, a review period will be scheduled during which students may discuss examinations with the faculty member in whose course the examination was taken. Students should contact faculty members directly to determine how an individual faculty member is conducting exam review. Students must have their exam numbers with them to see exams. A professor may not change a grade except for mechanical or transcription error and then only with the permission of the Academic Dean. See subsection I.

1. Faculty members may choose to keep their exams in their offices and arrange for individual review with students thereafter. In that case, students should contact the faculty member directly for an appointment to review exams.

2. Faculty members may choose to have exams reviewed in a central reviewing room on review days announced by the Academic Dean or the Registrar. These reviews will take place under exam conditions with a proctor in the room. Students may review as many exams as they desire.

I. Grade Changes: A faculty member may change a student's examination grade, subject to the approval of the Academic Dean, but only in the event of:

1. computation error (e.g. a mistake in addition).

2. a clerical error (e.g. failing to include the score for one or more parts of an examination in the student total score, or miscopying one or more scores on the examination).

3. if the faculty member overlooked part of an examination, e.g., pages of a bluebook became stuck together so that the instructor did not read one or more page. This does not

authorize the faculty member to re-evaluate any portion of an examination that the faculty member has already read and graded.

J. Posting of Grades: Grade distributions for all courses are in binders and are available at the Registrar's counter. Individual grades are available on the Web on the Registrar's website.

11. TUITION, FEES AND EXPENSES

A. Tuition: Every effort is made by the University to minimize increases in tuition and fees; however, the University must reserve the right to change or add to its tuition and fees at its discretion. Incoming students should be aware, however, that tuition will probably rise during their course of study.

Under flat rate tuition, tuition depends on the program in which the student registers and not directly upon the number of credits taken. Students who register as part-time pay the semester rate for that program and receive .75 units of residency of the 6 units required for graduation. Students who register as full-time pay the semester rate for that program and receive 1 unit of residency of the 6 units required for graduation. Tuition for summer school, however, is paid on a per credit basis. Tuition for the semester must be paid in full at registration unless the student elects to pay tuition on the installment plan, in which case one-half of the semesters tuition and all fees are payable at registration. The balance of tuition is payable in one installment later in the semester. All fees for each semester must be paid in full at the time of registration for that semester. The student is advised of the installment payment date at the time of his or her registration.

B. Failure to Pay Tuition: University policy requires that at least half of the semester's tuition be paid on or before the first day of classes. Payment can be made by credit card, personal check, scholarship awards and federal or private loans or a combination of any of these forms of payment. Students who have not paid made the minimum payment by the first day of classes will be assessed a \$100 late fee. Students who have not paid by the end of the sixth week of classes will have their registrations voided.

If a registration is voided, it may be reinstated with permission from the Academic Dean, when payment is made. If registration is not reinstated prior to the second payment due date, the student will be assessed an additional \$100 late fee. Additional fees may be attached as required by University policy.

Before registrations are cancelled, students will be notified at least once by the [Dean of Students](#). Every effort will be made to assist students in meeting tuition obligation to the Law School.

C. Tuition Cancellation Policy: Students who withdraw from Law School, see Rule 7I, may apply for cancellation of tuition in accordance with the table below.

Time of Withdrawal	Tuition Cancelled

Before second week of semester	100% (excluding deposit)
Second week of semester	70%
Third week of semester	25%
Fourth week of semester	20%
During and after fifth week of semester	0%
Before opening of Summer Semester	100%
First week of Summer Semester	75%
Second week of Summer Semester	25%
During and after third week of Summer Semester	0%

Calendar weeks will be used in determining elapsed weeks from the opening day of the semester. For first year students, the first day of Orientation Week instruction is the opening date of the semester. The effective date of withdrawal for computing any cancellation due to the student, is the day when the written application is granted by the Dean of Students. Application, reactivation and installment fees, deposits, and the other miscellaneous fees listed on this page are not refundable.

Students who have elected to pay on the installment plan are responsible for completing all payments if a balance exists after tuition cancellation.

1. Military Service: Any student required to discontinue attending classes because of induction into a United States military service may be given a complete refund of all tuition and fees, except the application and general institutional fees, if orders to report for active duty are received within the first two weeks of class. Thereafter, students may choose either a pro rata refund or an application of full credit of tuition and fees, excluding the application and general institutional fees, to a possible future enrollment.

2. Serious Illness: If a student withdraws from all his/her classes during the first half of the semester due to serious illness, a pro-rated cancellation of tuition and special course fees will be permitted. The policy applies to the student's personal illness only, and must be documented with an original copy of a physician's diagnosis and recommendation and, if working, disability papers. Any resulting credit balance may be refunded to the student. If the withdrawal takes place during their first two weeks of the semester, a one hundred percent tuition cancellation will be allowed, provided the resulting credit remains on account to be used within a one year period. If withdrawal takes place after two weeks, a pro-rated cancellation will be permitted but any resulting credit must be held on account to be used within a one-year period.

3. Business Transfer: A student who is forced to discontinue attendance because of a permanent business transfer out of the New York City metropolitan area will receive a pro rata refund of the semester's tuition if the transfer takes place at any time during the first eight weeks of class. Written substantiation of the transfer from the employer must be presented at the time of

withdrawal.

D. Federal Student Financial Aid

1. Satisfactory Academic Progress Standards: For continuing students there are certain minimum academic progress standards which must be met to maintain eligibility for the federal student aid programs. A detailed description of those standards will be provided by the Financial Aid Office upon request. Generally, a minimum 2.3 cumulative quality point average must be maintained, although students on academic probation are considered to be in good standing for the duration of their probation semester, and the program must be completed in six semesters for students in the day program and eight semesters for students in the evening program.

2. Refund on Federal Aid: If a student withdraws from school and receives a refund on tuition costs, it may be necessary to return some portion of federal aid. Please see the Financial Aid Office for details.