

Spring 2024 Registration Instructions and Guide

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I. THE PROCESS OF REGISTRATION

A. Priority Registration Deadlines

1. Dates of Registration

| | |
|---|----------------------|
| Spring 2024– Priority Period WEB Registration: | November 6- 10, 2024 |
| Spring 2024- Last Day to Register or Drop/Add on Web: | January 15, 2024 |
| Spring 2024- Add/Drop in person or email with the Registrar’s Office | January 16-23, 2024 |

2. Other Important Dates

| | |
|----------------------------------|-----------------|
| Spring 2024 Tuition Payment Date | January 16,2024 |
|----------------------------------|-----------------|

Students with Bursar, Health Office or Undergraduate Transcript HOLDS will not be allowed to register during priority registration week.

ALL HOLDS MUST BE CLEARED BY OCTOBER 23, 2023

B. Priorities in Registration

1. Eligibility for Priority Registration

All matriculated Pace Law students who have a clear balance with no holds from the previous semester are eligible for priority registration.

2. Priority in Day and Evening Classes

All students may register for all courses **beginning** on November 6, 2023 in accordance with the chart on the next page.

C. How to Register

1. How to Register on the WEB

To access the Registration system, go to <https://portal5.pace.edu> and log in to MyPace portal by entering your user name and PIN. Once logged on to the portal, click the student tab, then click “Registration, Grades and Tuition Schedule,” and then click “Register, Add or Drop Classes.”

If you have questions about logging on to MyPace or using the registration system, please visit: <http://www.pace.edu/its/account-access-and-help/account-services#s-portal>

2. When You May Register

Please refer to the Registration Chart below for your date to register. You may not register before your assigned date, but you may register or drop/add any time thereafter until the last day of WEB registration. Please note that, even after priority registration, a course is subject to cancellation for low enrollment. The system **may** block you from registering for a course if you have not fulfilled the prerequisites. There are no waiting lists.

Priority Registration Chart – Spring 2024

| Registering for: Credits as of August 2023 | DATE/TIME WEB PRIORITY REGISTRATION BEGINS |
|---|---|
| Third Year FT and Fourth Year PT Credits 54 and above | Monday, November 6th 8:00 a.m. |
| Third year PT Credits 36-53 | Tuesday, November 7th 8:00 a.m. |
| Second Year FT, Second Year PT Credits 16-35 | Wednesday, November 8th 8:00 a.m. |
| First Year Credits 0-15 | Thursday, November 9 th 8:00 a.m. |
| LLM and SJD Students Division 06 and 09 | Friday, November 10th 8:00 a.m. |

3. Confirming Your Course Selections

After completing your registration, make sure you confirm your course selection by printing the screen on your computer.

4. Registration During Non-Priority WEB Registration

Any student may register during this time. Keep in mind, however, that some courses may be closed or cancelled.

5. Registering During Late, In-Person Registration

Students who do not register on the WEB during “priority” or “non-priority” weeks must register in person at the Registrar’s Office during “Late, In-Person Registration.” **A late fee of \$200.00 will be assessed at the time of late registration.**

Under University policies, a student who has not registered by the end of the late registration period will not be permitted to register for the semester. The Law School is not authorized to waive or vary this University policy on late registrations.

D. Registering for Courses that Require Permission

If you would like to register for a course that requires permission (e.g., clinics, externships, Guided Research, Directed Research, law review, moot court, Federal Judicial Honors Program), you must register for that course in person at the Registrar’s Office, or by sending an email to the Registrar once you have been granted permission.

E. Drop/Add Policies (See Academic Rule 7.D)

1. Spring 2024

Students may drop and add courses online from the first day of their appointed WEB priority registration through January 15th for Spring courses.

Spring – After January 23, 2024, when the in-person drop/add period ends, a student can drop/add courses only if the student completes a drop/add form from the Registrar’s Office. Students must have that form signed by the professor and the Academic Dean. **Students who drop a class after the fourth week of classes beginning on February 6, 2024 will receive a “W” on their transcript.** No student may withdraw from a class after the last day of classes.

2. First Year Courses

First year students MAY NOT withdraw from a first year course and may not transfer from a section to which they are assigned. The Registrar's Office will check all registrations to ensure that students are enrolled in their assigned sections. **Full-time students must complete all first year requirements before taking upper-class courses.** Part-time and transfer students must complete all required courses for full-time first year students as quickly as possible.

II. REQUIREMENTS THAT AFFECT REGISTRATION

A. Normal Course Load for Both Divisions (See Academic Rule 7.B)

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.

B. Overloads and Underloads (See Academic Rule 7.C)

Although a normal full-time course load is 13-16 credit hours, full-time students may register for 10-12 credits as an underload and may register for 17 credits as an overload, with the permission of the Academic Dean.

Although a normal part-time course load is 9-12 credit hours, part-time students may register for 8 credits as an underload or 13 credits as an overload, with the permission of the Academic Dean.

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, is significantly ahead of his or her class in credits or if, in the case of final semester part-time 4L students, only 8 credits are needed to graduate.

Students in the full-time program may not carry fewer than 10 credit hours in a semester and part-time students may not carry fewer than 8 credit hours in a semester.

During the summer semesters a full-time student may take no more than 8 credits and a part-time student may take no more than 6 credits.

C. Graduation Requirements (See Academic Rule 4.A)

To graduate, students must earn 88 Academic credits, 6 Professional Development credits, a minimum GPA of 2.30 and must pass all required courses. More information can be found on the Graduation Requirements Worksheet available online at <https://law.pace.edu/academics/registrarbursar/graduation-information> or in the Registrar's Office.

1. First Year Required Curriculum --

Entered Fall 2019 or later

Full-Time:

| Fall Semester (15) | Spring Semester (15) |
|---------------------|------------------------|
| Civil Procedure (4) | Property (4) |
| Criminal Law (4) | Contracts (4) |
| Torts (4) | Constitutional Law (4) |
| Skills I (3) | Skills II (3) |
| Legal Methods | Legal Methods |

Part-Time

| First Semester (11 credits) | Second Semester (11 credits) | Third or Fourth Semester (4 credits) |
|-----------------------------|------------------------------|--------------------------------------|
| Skills I (3) | Skills II (3) | Property (4) |
| Civil Procedure (4) | Criminal Law (4) | |
| Torts (4) | Contracts (4) | Third or Fourth Semester (4 credits) |
| Legal Methods | Legal Methods | Constitutional Law (4) |

First year students may not withdraw from any course or switch sections in any course.

2. Limitations on Allocation of Credits: Of the 88 Academic credits required to graduate, no more than 24 Academic credits may fall into the following categories:

- 1. Experiential:** Credits designated as “Field Placement” in externships, practicums, and continued clinical work, not including credits earned from any seminar accompanying externships;
- 2. Non-law graduate school:** A maximum of 12 credits taken at a non-law graduate school after matriculation in law school, either as a joint degree candidate or otherwise;
- 3. Co-curricular:** A maximum of 6 credits designated as “Co-curricular” in non-classroom based, co-curricular activities such as Moot Court or other Student Competition teams, and Law Review (a max of 2 credits in the first year and a max of 4 in the second and third year of membership; and
- 4. Guided Research/Directed Research:** A maximum of 4 credits of Guided Research and Directed Research.
- 5. Faculty Guided Writing Project** (for the Federal Judicial Honors Program): 1 credit.

Students may not receive credit for taking the same externship twice.

Distance Education: Under the Rules of the New York Court of Appeals for the Admission of Attorneys and Counselors at Law, “[d]istance education is an educational process in which more than one-third of the course instruction is characterized by the separation, in time or place, or both, between instructor and student, and the instruction involves the use of technology to support regular and substantive interaction among students and between students and the faculty member, either synchronously or asynchronously.” Also under New York’s rules, a student may earn no more than 15 credits from Distance Education courses, and none can be earned until the student has completed 28 credits (i.e., none in the first year of study). Classes that qualify as Distance Education courses shall be designated as “Distance” by the Registrar’s Office.

All courses completed in the spring 2020, summer 2020, fall 2020, spring 2021, summer 2021, fall 2021 and spring 2022 semesters do NOT count towards your distance education credit limits.

Note: JDs with fewer than 28 completed credits are not allowed to register for distance courses.

L.L.M. students seeking to sit for the N. Y. Bar Exam may not count any distance credits towards the 24 required credits.

3. Required Upper-Level Courses (See Academic Rule 4.E(1))

a. Professional Responsibility: All full-time students are required to take Professional Responsibility during their second year of law school. All part-time students 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.

b. Administrative Law/Regulatory Process Requirement: All students who entered in the Fall 2015 semester or thereafter must successfully complete a course offering in-depth exposure to administrative law, legislation, and/or the regulatory process, either by way of general principles or as applied in a specific context. Approved courses fulfilling this requirement (to be revised from time to time by the Curriculum Committee) are:

Administrative Law
Environmental Skills and Practice/Clean Water Act

Environmental Law Survey
Federal Income Taxation I
Health Law in America
Immigration Justice Clinic
Labor Law (3 credit version)
Law and Education (if taught by Prof Morris)
Legislative and Regulatory Process
Natural Resources Law
Securities Regulation

c. 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.

i) 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) Seminars taught by **full time** faculty members
- 2) The Federal Judicial Honors Program, Fall Semester Faculty Guided Research Only
- 3) Advanced Appellate Advocacy
- 4) Guided Research or Directed Research (2 credits) 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 3.33 or higher in the specialty area of their proposed project are eligible for Guided Research or Directed Research)
- 5) Pre-trial Civil Litigation Simulation
- 6) Any other upper-level course, including clinics, provided that a full-time or adjunct professor teaching the course and the Academic Dean agree that the student may use the course in question to satisfy the requirement.

ii) Law Review Notes: Students enrolled in any of the three law reviews (Pace Law Review, Pace Environmental Law Review and Pace International Law Review) 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. Please be sure to fill out a ULWR permission form before September 30th so that the Academic Dean can assign you a professor to work with.

iii) 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 well-organized and clearly written, and ordinarily it must be at least 25 double-spaced pages long, exclusive of footnotes. 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.

Spring 2024 list of approved ULWR:

| | |
|--|----------------|
| Access to Justice | Prof Diamond |
| Adv Crim Law: Prosecutorial Best Practices | Prof Barry |
| Climate Change | Prof Kuh |
| Children & the Law | Prof Denman |
| Env Law Sem: Climate Migration | Prof Bustos |
| Env Law Sem: Env Rights | Prof Robinson |
| Env Law Sem: Human Rights | Prof Narula |
| Env Law Sem; Health & the Environment | Prof Bratspies |
| Pretrial Civil Litigation | Prof Hatcliffe |
| Poverty Law | Prof Atwell |
| Sustainable Bus & Env | Prof Czarnezki |

The following courses, clinics and externships offered in Spring 2024 may satisfy the upper level writing requirement as stated in §4.E(2)(a)(5) of the Academic Rules assuming that the Professor and the Academic Dean agree at the beginning of the semester that the student may use the course to satisfy the upper-level writing requirement:

| | |
|-------------------------------------|------------------|
| Clinic – Criminal Defense | Prof Dorfman |
| Clinic - Environmental Litigation | Prof Ommen |
| Clinic- Immigration Law | Prof Jung |
| Clinic – Fairbridge Investor Rights | Prof Marasciullo |
| Clinic- Food & Farm Business Law | Prof Brown |

It is the student’s responsibility to obtain the permission of the Professor and Academic Dean (at the beginning of the semester), and to submit the completed **permission form** to the Registrar’s Office during the first three weeks of classes. It is also the student’s responsibility to make sure the “**Faculty Authorization for Fulfillment of ULWR**” form has been submitted and entered on the student’s transcript.

d) Required Research and Citation Workshop: As part of the Upper Level Writing Requirement, all students must complete a Research and Citation Workshop with the Law School’s Reference Librarians some time during the second, third, or fourth year of Law School. Alternatively, completion of the Advanced Legal Research course will satisfy this requirement. In addition, some upper level seminars used to fulfill the Upper Level Writing Requirement that also incorporate a Research and Citation Workshop will satisfy the requirement. All students must submit a Certificate of Completion, signed by a Reference Librarian, in order to complete successfully this research and citation component of the Upper Level Writing Requirement.

D. Upper Level Skills Requirement: Students must successfully complete the two components of the ULSR:

1. A **minimum of 6 credits of coursework in courses approved by the Faculty Curriculum Committee as upper level skills courses and**
2. **The NY State Skills Competency Requirement for admission to the NY Bar as part of fulfilling the 6 credit minimum.**

1. Approved upper level skills courses are:

Direct Representation Clinics

- Amelia Gould Representation in Mediation Clinic
- Barbara C. Salken Criminal Justice Clinic

Equal Justice America Disability Rights Clinic
Environmental Litigation Clinic
Food & Farm Business Law Clinic
Immigration Justice Clinic
Fairbridge Investor Rights Clinic

Externships/Field Placements

Corporate Law Externship
Criminal Justice (Prosecutorial) Externship
Environmental Law Externship (NY and DC)
Family Court Externship
Federal Judicial Honors Program (Spring Semester Chambers Placement)
Legal Services Externship
Mediation Practicum
Pro Bono Scholars Program
Prosecution Honors Externship
Real Estate Externship
Semester-in-Practice
Social Justice Advocacy Externship

Simulations

Advanced Appellate Advocacy
Advanced Legal Research
Advanced Real Property
Advanced Trial Advocacy
Commercial Real Estate Transactions & Skills
Drafting Legal Documents
Environmental Commercial Transactions
Environmental Dispute Resolution
Environmental Skills
Federal Criminal Pre-Trial Simulation
Healthcare Lawyering Skills
Intellectual Property Agreements and Licensing
Law Practice Management
Lawyering
Matrimonial Practice
Mediation
Negotiations
Patent Practice and Procedure
Pre-trial Civil Litigation Simulation (PCLS)
All Skills Workshops
Trial Advocacy

2. Second, students entering the Law School in the Fall 2016 semester or thereafter, in connection with the New York State Skills Competency Requirement for admission to the NY Bar, must include at least ONE of the following in their course(s) satisfying the ULSR:

1. The Pro Bono Scholars Program
2. The Semester-in-Practice Program (Track I, II, or III)
3. Any clinic (Environmental Litigation; Disability Rights; Food & Farm Business Law; Immigration Justice; Investor Rights; Criminal Justice; or Representation in Mediation)
4. One of the following externships:
 - a. Corporate Law Externship
 - b. Criminal Justice (Prosecutorial) Externship
 - c. Environmental Law Externship (NY only)

- d. Family Court Externship
 - e. Federal Judicial Honors Program (Spring Semester Chambers Placement)
 - f. Legal Services Externship
 - g. Mediation Practicum
 - h. Prosecution Honors Externship
 - i. Real Estate Externship
 - j. Social Justice Advocacy Externship
5. Advanced Environmental Certificate
 6. Lawyering Course

All students must establish that they have acquired the skills and are familiar with the professional values necessary to competently practice law. See <https://www.nybarexam.org/Skills/skills.htm>. JD students entering in the Fall 2016 semester or thereafter who complete the ULSR will qualify for Pathway 1 of the five possible Pathways for meeting this requirement. With the permission of the Academic Dean, students who have earned 15 skills credits may satisfy Pathway 2.

Contact the Registrar or Academic Dean if you have any questions.

Students may not satisfy both the Upper Level Skills requirement and the Upper Level Writing requirement with the same course except that for a 2-semester clinic, a student may use the Fall semester of the clinic to satisfy one requirement and the Spring semester to satisfy the other requirement. For purposes of this rule, the seminar component of a clinic or externship is considered the same course as such clinic or externship, even if the seminar component bears a separate course number.

E. Professional Development Requirement: All students entering in the Fall 2015 semester or thereafter are required to fulfill a Professional Development Requirement in order to graduate. Students will satisfy the requirement by:

- a) Meeting in person with a Center for Career and Professional Development (“CCPD”) counselor by December 1st [or June 1st for Spring Admits] of their first year of Law School;
- b) Participating in at least one counseling session with a CCPD counselor in their final year of law school;
- c) Earning six (6) professional development (“PD”) credits, in addition to their 88 academic credits, before graduating from law school; **for students entering Fall 2022 and later, 1 of the 6 credits must be in a diversity-based PD program;** and
- d) Completing the post-graduation employment form before graduation, as requested by the CCPD.

Examples of programs, attendance at any one of which will earn students one (1) PD credit, can be found at <https://law.pace.edu/academics/registrarbursar/professional-development-program>.

Reminders:

All law students seeking admission to the New York State (NYS) Bar after graduation must perform 50 hours of qualifying pro bono work. Like all components of the NYS Bar application, completion and certification of these pro bono hours is your responsibility. The Public Interest Law Center (PILC) is eager to help you understand the 50-hour requirement so that you can plan ahead and easily comply. The 50-hour requirement and accompanying information from the NYS Unified Court System is on its website. After reviewing the website, please email the PILC at publicinterest@law.pace.edu with any specific questions and continue to watch for email announcements from PILC.

F. Required Courses for Students who have below a 2.80 GPA after the first two semesters (See Academic Rules 4.G(1)(2) & (3))

III. GENERAL GUIDELINES IN SELECTING ELECTIVES

A. Advisement and Mandatory Advisement Program

If you have questions, please make an appointment to see either the professor to whom you were assigned for advisement or any professor with whom you feel comfortable. If you are in the ASAP program, it is mandatory to meet with your advisor.

B. Courses on the Bar Examination

For information on subject areas that are frequently tested on the Bar Examination, please contact Danielle Kocal, Director of Academic Success or go to the Academic Success website <https://law.pace.edu/campus-life/academic-resources/academic-success-program> which contains detailed information about the Bar Examination.

C. Timing of Courses

In choosing electives, be aware of the scheduling assumptions underlying when particular courses are offered during your upper class years. Core MBE-tested courses are offered at least twice a year, and often in different semesters. Subjects frequently tested on the UBE are typically offered at least once a year. Required courses for Advanced Certificates are offered once a year. Highly specialized, non-required electives may only be offered once every other year. Assembling your schedule will be easier if you bear those assumptions in mind. In addition, keep in mind that some courses have prerequisites that must be taken first. In addition, full-time students interested in a litigation-oriented clinic in their third year must take Evidence in their third semester and Trial Advocacy in their fourth semester.

D. The following John Jay Legal Services Clinics and Externships are offered in the Spring 2024 semester:

Clinics

Amelia A. Gould Representation in Mediation Clinic (1 semester)
Barbara C. Salken Criminal Justice Clinic (full year)
Equal Justice America Disability Rights Clinic (1 semester)
Fairbridge Investor Rights Clinic (full year)
Food and Farm Business Law Clinic (1 semester)
Immigration Justice Clinic (full year)
Mediation Practicum
Pace Environmental Litigation Clinic (1 or 2 semesters)

Externships (one semester)

Corporate Law Externship
Family Court Externship
Honors Prosecution Externship
Legal Services Externship
Prosecution Externship
UN Environmental Diplomacy Practicum

Course descriptions are available at <https://law.pace.edu/courses>. Additional information about the JJLS course offerings is available on the web (follow the links at <https://law.pace.edu/john-jay-legal-services>). Please read this information carefully before applying for a JJLS course.

Application Process for JJLS Courses

Before registering for these courses, you must first apply, be accepted and be given permission by JJLS to register. Once accepted, you must register for these courses in person at the Registrar's Office, or by e-mail (jwolf@law.pace.edu; mserena@law.pace.edu or jscambia@law.pace.edu). In order to obtain permission for these courses you must do the following:

You must apply by completing an application. Applications and instructions are available at <https://law.pace.edu/john-jay-legal-services/student-applications>. Please follow the instructions carefully.

E. Registering for Directed Research, Guided Research, Law Review and Moot Court (See #2 - Limitations on Allocation of Credits (Academic Rule 4.C))

Guided Research/ Directed Research: If you want to register for a one or two credit Guided Research/ Directed Research project, you must present your proposal to a faculty member who agrees to supervise you, together with a form that you can get from the Registrar's Office. Once the faculty member signs the form to approve your proposal, you must submit the form and proposal to the Registrar's Office. The Registrar will get the approval of the Academic Dean and will then register you. Papers should be 25 pages or more for 2 credits and 15 pages or more for one credit. **Final paper, after grading, must be filed with the Registrar.**

Law Review: If you are want to earn credit for law review, the Registrar's Office will get a list from the Law Review Editor-in-Chief with your name and the number of credits you may register for. Students must email the Registrar's Office or come in person to register for these credits.

Moot Court: Students receive 2 pass/fail credits for moot court competitions. At the beginning of each semester, the Registrar's Office will get a list of approved students from the Director of Advocacy Programs. Students must email the Registrar's Office or come in person to register for the course.

F. Federal Judicial Externship Honors Program

Entry into the Federal Judicial Honors Program is highly competitive. Students apply during spring of their first year of law school. Students accepted into the program complete a faculty-mentored writing project in the fall of their second year and extern with a federal judge in the spring of their second year. Students receive 1 credit in the fall of their second year and 4 credits in the spring of their second year.

G. For information on all Paths to Practice, including Advanced Certificate programs, see

<https://law.pace.edu/paths-to-practice>

H. Prerequisites: It is your responsibility to make sure that you have fulfilled the prerequisites that are required for a course. Prerequisites are listed on the "Course Descriptions" and on the far right of the "Printable Schedule," both on the Registrar's website.

IV. Other Important Policies

A. Policy on Regular and Punctual Attendance (See Academic Rule 4.H)

The School of Law requires all students to regularly and punctually attend classes. A student's right to continue attending a course or to take examinations in a course is conditioned upon regular attendance of classes in that course. In the event that a student persistently violates this policy, the professor, at his/her/their discretion may impose sanctions including the disqualification of the student from taking the final examination or from receiving credit for the course.

B. Rescheduling Final Examinations: Only the Registrar Can Reschedule an Examination (See Academic Rule 10.C)

1. Anonymity Rule: It is a violation of the Honor Code to contact a professor to reschedule an examination because it breaks anonymity. It is mandatory that you contact the Registrar, not the professor, for this purpose.
2. Conditions for Rescheduling of an Examination: Examinations will be rescheduled only if the student:
 - a) has **two** or more exams that **are being given on the same calendar day or in the evening and in the morning of the following day**. Students must notify the Registrar's Office of this conflict two weeks before the end of classes. The Registrar will determine which examination will be rescheduled, although the student may indicate a preference.

- b) is ill on the examination day. The student must notify the Registrar's Office that because of illness he/she cannot sit for a particular exam on that day. The student must present a signed note from his or her physician to the Registrar's Office attesting to the illness before he/she is allowed to schedule a makeup exam.
- c) has a business emergency on the examination day. Prior to the exam day, the student must present a signed note (on company letterhead) from his or her employer attesting to the emergency before he/she is allowed to schedule a makeup exam. If travel is involved, student must show proper documentation.
- d) has an emergency in his or her immediate family on the examination day. The student must notify the Registrar's Office that because of an emergency he/she cannot sit for a particular exam on that day. The student must present a note that attests to the emergency before he/she is allowed to schedule a makeup exam.
- e) has previously submitted a letter from a member of the clergy verifying religious grounds for deferment.

3. Vacation travel plans are NOT a valid excuse to miss an exam. Please do not make any travel plans during the exam period, including the make-up date for each semester. No exceptions will be made.

Make-up exams must be taken on the day(s) assigned each semester by the Registrar.

V. Law School Tuition and Fees and Payment Information

A. LAW SCHOOL TUITION AND FEES

| Pace Law Tuition Rates 2023/2024 | | |
|----------------------------------|--------------|-------------|
| Tuition Rate name | Description | 2023/2024 |
| Tuition: JD | | |
| FT JD Yearly Tuition: | Yearly | \$52788 |
| FT JD Semester Tuition: | Per Semester | \$26389 |
| PT JD Yearly Tuition: | Yearly | \$39604 |
| PT JD Semester Tuition: | Per Semester | \$19802 |
| JD Credit Tuition | Per Credit | \$1818 |
| Tuition: Graduate | | |
| LL.M/SJD Tuition: | Yearly | \$45000 |
| LL.M/SJD Semester Tuition: | Per Semester | \$22500 |
| LL.M Credit: | Per Credit | \$1875 |
| SJD Credit | Per Credit | \$1875 |
| Graduate Program Fees | | |
| Fee name | Per Semester | |
| SJD Continuing Student Fee | | \$1500/ Sem |
| LLM Continuing Student Fee | | \$1500/ Sem |
| Visiting Scholar Fee | | \$2500/Sem |
| SJD Continuing Student Fee | | \$1500/ Sem |

| | |
|----------------------------|-------------|
| LLM Continuing Student Fee | \$1500/ Sem |
| Visiting Scholar Fee | \$2500/Sem |

| Law General Institution Fees Per Semester | | |
|---|--|--|
|---|--|--|

| Fee name | Description | |
|---|----------------------------------|------------|
| Law Institutional Fee | FT JD and FT LLM | \$329/Sem |
| Law Institutional Fee | PT JD and PT LLM | \$318/ Sem |
| Student Technology Fee | Full time students per semester | \$105/ Sem |
| Student Technology Fee | Part- time students per semester | \$60/ Sem |
| Law Student Activities Fee FT JD & LLM | for student activities on campus | \$45/ Sem |
| Law Student Activities Fee PT JD & PT LLM | for student activities on campus | \$30/ Sem |
| University Health Care Service Fee * | FT Students | \$75/ Sem |

***Provides unlimited sick visits for Fulltime Undergraduate and Graduate students - the fee is per semester and includes mental health fee**

B. LAW SCHOOL TUITION CANCELLATION POLICY

1. Tuition and special course fees are cancelled fully when a student drops all courses before the start of the second week of classes. For first year students, orientation is considered your first week of classes. A week is defined as 7 calendar days.
2. Tuition and special course fees are cancelled fully when a student is dismissed from the University prior to the end of a semester.
3. Tuition may be subject to a prorated cancellation when a student officially withdraws from all courses due to a medical condition by filing a written notice with the Registrar's Office and then filing for a medical leave of absence with Pace University. The cancellation will take affect once the medical leave of absence has been approved by the university. Please be aware that any Financial Aid awarded the student will also be readjusted according to the federal guidelines for withdrawal.

Please note: Application, technology, general institution, university health care, student activity and non-course fees are not refundable under any circumstance.

Note: It is the student's responsibility to withdraw from courses for which the student has registered. Failure to officially withdraw will result in tuition liability. Non-attendance of classes, informing the instructor of withdrawal, or stopping payment on a check does not constitute official withdrawal and does not relieve the student of his or her financial obligation, nor entitle the student to a refund. A student who registers for class and does not attend class remains fully responsible for all financial obligations. Federal financial aid recipients who cease attending classes for a semester, but do not officially withdraw, will be deemed to have unofficially withdrawn and will have a portion, or all, of their federal aid cancelled, after the close of the term when their failure to complete their courses is recorded.

Students registered for a monthly payment plan are responsible for completing all payments if a balance exists after cancellation of tuition. **Application, technology, general institution, university health care, student activity, and non-course fees are not refundable.**

TUITION INSURANCE

Tuition insurance is a type of insurance policy that can assist in the financial protection of monetary loss due to a student's involuntary withdrawal from their studies. Different providers and policies provide varying levels of reimbursement for the cost of tuition and housing not covered by the University's [refund policy](#) and [tuition cancellation schedule](#). Pace University does not endorse a specific provider or policy and recommends the careful review of the terms and conditions of any policy prior to enrollment. To learn more information on tuition insurance, please review the following resources: [Consumer Reports](#), [Wall Street Journal](#), and [US News](#).

C. METHODS OF PAYMENT:

Payment is due by the opening date of the semester.

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*Payments received *after* the due date will be assessed one late fee in the amount of \$200. **Assessment of fees: one week after the start of the semester. A Registration Void will be run on the fourth week of classes for all students who have not paid their tuition.**

On-line:

You can make payment under "Registration and Grades", "Pay Your Tuition and Fees Online". You will have the option of paying by web check or credit card. Pace accepts Visa, MasterCard, American Express, and Discover/Novus. If you wish to pay in monthly installments, you must enroll through a Pace Payment Plan.

By Mail:

Payment may be made via check or money order. Please include your Student ID number. Please make your check or money order payable to Pace University and send to Pace University Law School, Office of the Registrar/Bursar, 78 North Broadway, White Plains, NY 10603.

In Person:

Payment may be made by check at Office of the Registrar/ Bursar on the first floor in Aloysia Hall during regular office hours.

D. BILLING INFORMATION

Student billing dates are determined by the student registration date. Please note: Students are responsible for all charges, whether or not a University bill is received. Semester charges and payments/financial aid are available on line, through your MyPace Portal by choosing "Student's Records" in "Student's tab" and then "Account Summary".

Please be sure to look up your bill in your pace portal before the semester begins.

Directions on how to look up your bill:

To Access your bill:

- (1) Log in to MyPace Portal (<https://portal5.pace.edu>)
- (2) Click on Students
- (3) Scroll down to billing, payment and account summaries
- (4) Click bill on demand

E. PAYMENT OPTIONS

Monthly Payment Plans:

Pace University offers monthly payment plans accessible through the MyPace Portal. These plans enable students or their families to pay monthly installments on their account toward tuition, fees, and housing. Many students and families find monthly installments more manageable than a single lump sum payment each semester. These interest-free payment plans are not loans; therefore, there are no credit checks. These plans are available for the fall and spring semesters in three, four, or five monthly installments. There is also a weekly plan option available for the summer terms.

All students are eligible to take advantage of these payment plans. Please note there is a non-refundable enrollment fee each term, and students must re-enroll in a plan each semester. The link to the Payment Plans will detail payment due dates, type of payments accepted, (credit cards, web checks, ACH payments), as well as fees associated with late payments.

Authorized Users:

For students who wish to grant access to an “authorized” user, the portal will provide the option for students to send an invitation email to whomever the student “authorizes”. The invitation will include access to the student account information and the ability to submit a payment on the student’s behalf.

Please note: Payment Plans are *only* available online.

F. International Students:

Pace University is now a partner with *FlyWire* to streamline the tuition payment process for our international students. With *FlyWire*, you are offered excellent foreign exchange rates, allowing you to pay in your home currency (in most cases) and save a significant amount of money compared to traditional banks. You will also be able to track where your payment is in the transfer process via a student dashboard and an email confirmation will be sent to you when your payment is received by the school.

G. Full Payment

Full payment, less validated financial aid, is due on the opening date of the semester.

- E-Check or credit payment through MyPace Portal at <https://portal.pace.edu>
- Direct payment by check or money order to Pace Law School, Bursar’s Office, 78 N. Broadway, White Plains, NY 10603. Checks and money orders must be payable to Pace University.

H. Deferral of Payment Utilizing Financial Aid

If you filed your FAFSA, the law school financial aid office will send you via Pace Email your Financial Aid Award notice. Awards are usually divided in half for Fall & Spring. Once you have completed [the necessary requirements](#), your [Financial Aid](#) (scholarship, loans, and/or grants) will be applied directly to the cost of your education and deducted from your tuition payments. If [your aid is](#) not sufficient to cover full payment, you can apply for the Graduate Plus Loan or a Private Educational Loan. You may also opt to use the University Payment Plan, with the understanding that you are responsible for the enrollment fee, and may use any remainder or other funds for the next payment. Refunds are permitted if an account is paid in full and a credit balance exists.

If you are seeking Federal loans and have not filed a FAFSA as of yet, you must apply online [immediately](#) at www.fafsa.gov **Students who fall below good standing (2.30 GPA) are not eligible for federal aid unless a waiver is granted by the Financial Aid Office for extenuating circumstances.**

If you are obtaining tuition benefits from your employer and those benefits are paid at the time grades are released, you will be responsible for paying your tuition obligation at the time of registration. Students are then reimbursed directly by their employer.

I. REGISTRATION VOID DUE TO NONPAYMENT

Full payment of tuition and fees is due on the first day of each new semester. If by the fourth week of school you have not completed making payment (other than students enrolled in the University Tuition Payment Plan), your registration will be voided. You must stop attending classes and you will not receive academic credit.

We will allow you to be reinstated only if you make full payment within one week of the void.

J. DELINQUENCY OF OUTSTANDING BALANCES

Delinquent outstanding balances, including those from installment payment plans, are subject to collection by the University or, at the University’s option, its designated agent. Late charges and interest may be added to a delinquent outstanding balance. In addition, the actual collection expenses, including attorneys’ fees, if any, incurred by the University

will be added to the delinquent outstanding balance. The amount of the actual collection expenses and fees may exceed fifty percent of the delinquent outstanding balance (including any late charges and interest).

Any student who has a delinquent outstanding balance is not eligible to enroll at the University. The University will not provide copies of transcripts to or on behalf of any student with a delinquent outstanding balance. A delinquent outstanding balance will be reported to all national credit bureaus and may significantly and adversely affect the student's credit history. The University may pursue legal action to recover the amount of the delinquent outstanding balance, plus any late charges, interest, actual collection expenses, court costs, and attorneys' fees.

K. STUDENT REFUNDS

Students may be eligible to receive a refund when payments posted to their respective student account exceed the cost of tuition, fees, dorm, meal charges, and any other allowable ancillary charges. Payments may include disbursed financial aid (including scholarships and loans), check payments, and other payments resulting in a credit balance. The refunding process starts approximately ten business days after the opening date of the semester. Refunds are generated once per week. Students may review the status of their accounts through the MyPace portal, Account Summary.

Refunds from accounts paid by cash, check, money order, or financial aid awards/loans are sent from Pace University to BankMobile, for distribution to the student, in accordance with the student's selected refund preference. For more information about BankMobile, visit this link <https://bankmobiledisbursements.com/refundchoices/>.

If a credit card has been used to pay all or part of a semester's charges, any credit resulting from any source will be refunded first to the credit card, up to the amount charged on the card, but not in excess of the original charged amount. If a credit balance still exists after refunding to the credit card, that credit will be refunded to the student in accordance with the BankMobile information above.

Note: If a student withdraws from a course, or all courses, the level of financial aid eligibility may be recalculated, based on the date of withdrawal and the amount of the tuition credit cancellation, if any. When a recipient of federal funds withdraws or stops attending classes during the first sixty percent of a semester, a recalculation in compliance with the federal Return to Title IV Funds regulation will be done: any unearned aid will be returned appropriately to the source, e.g., U. S. Department of Education or federal loan lender. If, after review, a student is deemed ineligible for any or all financial aid, any balance due to Pace University becomes the responsibility of the student. This policy is subject to change without prior notification. All questions should be directed to the Office of Student Assistance/Financial Aid.

A SCHEDULE OF COURSES, COURSE DESCRIPTIONS, GRADUATION REQUIREMENTS AND CLASSROOM ASSIGNMENTS FOR SUMMER AND FALL MAY ALSO BE FOUND ON-LINE ON THE REGISTRAR'S WEBPAGE