

Hofstra University  
Office of Academic Records and Registrar

**SUMMER 2024**

CLASS SCHEDULE AND  
REGISTRATION INFORMATION  
*Maurice A. Deane School of Law*

JURIS DOCTOR AND LL.M.

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### ***Degree Audit – through DegreeWorks***

It is the responsibility of each student to check their degree audit. You can access your degree audit through *DegreeWorks*, which is accessible through the My Hofstra Portal – [my.hofstra.edu](http://my.hofstra.edu). Your degree audit shows the requirements for your degree and indicates which requirements have been fulfilled and which requirements still need to be fulfilled. If you have any questions about your degree audit, please contact the Office of Academic Records and Registrar at (516) 463-5917 or by e-mail at [lawaor@hofstra.edu](mailto:lawaor@hofstra.edu).

### ***Registration***

Registration for the Law School's 2024 Summer Session will be available on-line through the My Hofstra Portal (Hofstra Online Information System). **Registration begins at 10:30 p.m. on Wednesday, February 28, 2024.** You can also register for the Summer Session in person by coming into the Office of Academic Records and Registrar (located in Room 207, Memorial Hall) and filling out a registration form. **On-line registration ends at 11:59 p.m. on Tuesday, May 28, 2024 and after that date students will no longer be able to add/drop courses without being charged.** If you want to register for one of the intensive experiential courses after Tuesday, May 28, 2024 please visit the Office of Academic Records and Registrar and you can fill out a registration form. **PLEASE NOTE:** The Intensive Experiential courses have separate add/drop and withdrawal policies (with deadlines). **You will not be able to drop any intensive experiential courses using the on-line system.** The intensive experiential courses are listed on page 8 along with their respective withdrawal deadlines.

### ***Withdrawal***

Beginning on Wednesday, May 29, 2024, if a student finds it necessary to discontinue plans to attend a course for reasons that were not foreseeable at the start of classes, **the student must apply in writing at the Office of Academic Records and Registrar for permission to withdraw. The deadline to withdraw from a non-intensive experiential course is Friday, June 28, 2024.** If a student fails to request such permission, the student will be billed for the full tuition. If the withdrawal does not result in reducing the size of a class below the required enrollment and if the reason for withdrawal is acceptable, the University will remit tuition and fees as noted in **Table 1.** **PLEASE NOTE:** This **DOES NOT APPLY to the Intensive Experiential courses.** See the Intensive Experiential course section for dropping and withdrawal policies (with deadlines) for these courses.

**Table 1: Withdrawal Fee Schedule**

<b>Percent of Refund</b>	<b>From</b>	<b>To</b>
100% Refund of tuition	February 28, 2024	May 28, 2024
75% Refund of tuition	May 29, 2024	June 4, 2024
50% Refund of tuition	June 5, 2024	June 11, 2024
25% Refund of tuition	June 12, 2024	June 18, 2024
0% Refund of tuition	June 19, 2024	End of Term

A “W” will be entered on the transcript; if no notice of a student’s intention to withdraw is received by the Office of Academic Records and Registrar prior to the final examination, and if the student fails to appear for the final exam, an “F” will appear on the student’s transcript.

### ***Course Descriptions***

The course descriptions can be found in the on-line catalog (select the Law Catalog from the drop down menu on the right):

<http://bulletin.hofstra.edu/>

### ***Office of the Bursar/Student Accounts Information: Billing Information***

All courses are charged at the per-credit rate of \$2,340.00 (except for the Summer Externship course, which is charged at the per-credit rate of \$1,170.00).

Any questions regarding billing or financial aid eligibility should be directed to the Law School’s Office of Financial Aid, which is located in Joan Axinn Hall. The office phone number is (516) 463-5916.

### ***Maximum Credit Load***

Full-time law students may not register for more than eight (8) credits in Summer Session I. Part-time law students may not register for more than six (6) credits in Summer Session I. There is no maximum credit load for full-time or part-time students who enroll in Summer Session III courses. Please note that in order to qualify for federal student loans, students must be registered for a minimum of five credits in Summer Sessions I and III combined. The Law School does not offer any courses during Summer Session II.

***Summer Externship Program  
(Hofstra University School of Law Students Only)***

The Summer Externship Program will be offered for three (3) credits at a cost of \$1,170.00 per credit. This program is designed for law students who have successfully completed their first year of law school and wish to gain valuable professional experience in a legal setting during the summer through an approved field placement. For many students, this may be the first opportunity to engage in an array of lawyering skills under the supervision of a licensed attorney. In addition, students will have weekly interaction with a faculty member and other students enrolled in the program throughout the summer. Common placements include positions with state and federal judges, state and federal government agencies, public interest and non-profit organizations, and, with prior approval, for-profit entities such as corporations or law firms.

In the Summer Externship Program, each student is required to work in the field placement for a total of 200 hours over eight weeks. In order to receive credit for the externship, all students must attend a mandatory orientation at the Law School on *Wednesday, May 15, 2024 from 9:00am-1:00pm*, which will focus on issues of professionalism, ethics, cross-cultural competency, and how to capitalize upon the externship experience. During the course of the eight-week placement, students will be expected to: (1) submit weekly written assignments, (2) submit a weekly time record, and (3) submit a final essay reflecting on the externship experience and the issues discussed during the program. In connection with their work in the placement, students will be required to produce a minimum of 15 pages of written legal work. Students are required to participate in an individual zoom conference mid-way through the externship with Professor Franca Sachs to review the student's performance and ensure that all of the requirements of the program are being met. The Summer Externship Program is graded on a P/F basis. Please note that the Summer Externship program does not satisfy either Writing I or II, but it does qualify for 3 experiential course credits towards your graduation requirement.

For a student to receive externship credit, the field placement must be approved prior to the orientation on *Wednesday, May 15, 2024*. To obtain approval, the student must submit via email or hard copy to Luciana DeCarlo, Director of Externships and Pro Bono Programs, (Room 203) the following two forms: (1) Request for Field Placement Approval, and (2) Memorandum of Understanding. These forms may be picked up in Room 203.

A student with a GPA below 3.0 must have permission from the Office of Academic Success before they can be approved to participate in the Externship Program. A student who has a GPA below 2.33 is not eligible to participate in the Externship program.

Students may seek advisement regarding potential externship placements from the Office of Career Services or from Luciana DeCarlo, Director of Externships and Pro Bono Programs. Students are also encouraged to review externship and job postings on Symplicity.

Registration for the externship program is by approval only.

If you have any questions about the externship program, field placement opportunities, or the approval and registration process, please contact Luciana M. DeCarlo, Director of Externships and Pro Bono Programs, via email at [lawexperientialprograms@hofstra.edu](mailto:lawexperientialprograms@hofstra.edu) to set up an appointment to discuss.

*Pre-Requisites –*

**COURSE**

**PRE-REQUISITE**

Trial Techniques (Summer Session 3)

Evidence

*Intensive Experiential Courses*  
*Withdrawal deadlines and penalties*

**PLEASE NOTE: You may withdraw from an intensive experiential course without penalty up to three weeks prior to the start date of the course.**

**You will not be able to drop any intensive experiential courses using the on-line system.**

**Summer Session 3 2024**

**Discovery Skills I: Written Discovery**

If you drop the course before July 15, 2024, the course will be deleted from your record and you will not be charged any tuition. If you withdraw from the course on July 15, 2024, or later, you will receive a “W” on your transcript and you will be charged the full tuition.

**Discovery Skills II: Depositions**

If you drop the course before July 17, 2024, the course will be deleted from your record and you will not be charged any tuition. If you withdraw from the course on July 17, 2024, or later, you will receive a “W” on your transcript and you will be charged the full tuition.

**Trial Techniques**

If you drop the course before July 22, 2024, the course will be deleted from your record and you will not be charged any tuition. If you withdraw from the course on July 22, 2024, or later, you will receive a “W” on your transcript and you will be charged the full tuition.



## Academic Calendar\*

### **Summer Session 1 2024**

First Day of Classes	Tuesday, May 21, 2024
Memorial Day – Holiday – No Classes	Monday, May 27, 2024
Monday Class Schedule	Tuesday, May 28, 2024
Juneteenth – Holiday – No Classes	Wednesday, June 19, 2024
4 <sup>th</sup> of July – Holiday – No Classes	Thursday, July 4, 2024
Last Day of Classes	Thursday, July 11, 2024
Reading Day	Friday, July 12, 2024
Final Exam Period	Monday, July 15, 2024 - Wednesday, July 17, 2024

### **Summer Session 3 2024**

Sunday, July 21, 2024 – Sunday, August 18, 2024

**\*Calendars are subject to change.**

***Summer Session 2024 – Final Examination Schedule (Schedule subject to change)***

Monday, July 15, 2024	1:00pm	Administrative Law – Colesanti Evidence - Caffarone Intro to Stat and Reg Interpret - Lane
Tuesday, July 16, 2024	1:00pm	Lawyers' Ethics – Liebmann Property - Ostrow
Wednesday, July 17, 2024	1:00pm	Business Organizations – Colombo