



**SUFFOLK**  
**UNIVERSITY**  
**BOSTON**

**LAW**  
**SCHOOL**

# **New Student Information Guide**

## **Fall 2017**



**Congratulations!**  
**Welcome to Suffolk University Law School**

**Important Dates**

- June 8:** Access to New Student Site
- June 8:** Suffolk.edu Email addresses assigned
- July 20:** Fall 2017 tuition due in full
- July 28:** Confirmation of class section and course registration
- August 1:** Required Health Form with Immunization Records due
- August 7 – September 1:** Obtain Student IDs (120 Tremont St, 1<sup>st</sup> floor)
- August 8:** MBTA Fall 2017 Pass Form due
- August 14:** Certificate of Disclosure due to Law Admissions, 1<sup>st</sup> Floor
- August 14:** Notification of Need for classroom accommodations due to Dean of Students Office, 4<sup>th</sup> floor, Dean’s Suite.
- August 14:** Begin Locker Requests
- August 21:** Official transcript due to LSAC
- August 21-28:** Orientation for all students
- August 29:** Classes begin for day students
- August 30:** Classes begin for evening students
- September 1:** Opt Out of Student Directory Form due (Office of Academic Services, 1<sup>st</sup> floor)
- September 30:** Waive out of the Suffolk Student Health Insurance Plan

**Becoming a Law Student can be overwhelming...**

The Office of Academic Services is here to assist you as you progress from Admitted to Law Student to Law Graduate. We provide numerous services (see page 38 for a list). This New Student Information Guide contains most of what you need to know as you start your journey, but remember that our friendly staff is available to answer your questions in person, via email, or by phone.

We are located on the first floor of Sargent Hall in Room 130. Our office is open from 8:45 – 5:30 M – Th and 8:45 – 4:45 F during the summer. During the school year, we are open from 8:45 – 6:00 M – Th and 8:45 – 4:45 F. Stop by and say hello!

You can reach us at (617) 573-8160 or at [AcadServLaw@suffolk.edu](mailto:AcadServLaw@suffolk.edu).

**Orientation Information**

Orientation will consist of both on-line and live programming. Both portions are mandatory.

On-line portions will be conducted in August, with students having the freedom to complete any online requirements at their own pace. Incoming students are advised to plan to dedicate approximately ten hours to the online portions of orientation.

Live orientation programming will occur prior to the first week of classes.

Further information will be forthcoming in June. Please note that participation in the Orientation programming is **MANDATORY**.

## **What to Expect at Orientation**

Orientation is intended to give our new students the information they will need to start off successfully as a law student in general, and as a Suffolk student in particular. Orientation will include:

Introduction to the offices, services and resources at Suffolk,

Introduction to the deans, administrators and student leaders,

Information on administrative details and deadlines for new students,

Expectations of professionalism,

Introduction to academic expectations and support,

Introduction to skills necessary to be successful in Law School and the legal profession,

Introduction to student organizations, student government and extracurricular activities,

Information on rules, regulations and policies of Suffolk University Law School,

Opportunities to meet and socialize with other new students, upperclassmen, professors and alumni

## **Campus Cruiser Portal**

The Campus Cruiser portal is designed to assist students in managing their academic, personal and campus life. Students have access to general campus information relating to events, announcements, and calendars but also to the “My Cruiser” section which provides the ability to manage personal calendars, assignments, courses, appointments, tasks, free time and clubs.

Students have access to administrative services including course schedule, examination numbers, locker assignments, registration, financial aid, grades, tuition information and the ability to request transcripts and certification of enrollments online.

By mid-June 2017 you will have access to the Campus Cruiser portal. Your confirmation of section assignments and the Fall 2017 course schedule, professors, meeting times, classroom assignments, and the Fall 2017 examination schedule will be available on July 28, 2017.

Your login name and password for Campus Cruiser will be sent out to you in June to the personal email address we have on file for you.

Training guides will be available to you online and training sessions will be offered during orientation.

You are welcome to access the non-member section of Campus Cruiser now at:

<https://prod.campuscruiser.com/suffolk-law>

## SUFFOLK UNIVERSITY LAW SCHOOL ACADEMIC CALENDAR 2017-2018

<b>AUGUST</b>	21-28	Monday-Monday	Orientation
	29	TUESDAY	Fall 2017 Classes begin
<b>SEPTEMBER</b>	4	MONDAY	Labor Day - University Holiday
	5	TUESDAY	Monday Schedule
	6	WEDNESDAY	Last day to add/drop
<b>OCTOBER</b>	6	FRIDAY	Last day to file Legal Writing Requirement
	9	MONDAY	Fall Holiday - University Holiday
<b>NOVEMBER</b>	1	WEDNESDAY	Last day to apply for January 2018 graduation
	10	FRIDAY	Veteran's Day (observed)- University Holiday
	17	FRIDAY	Evening Make Up classes
	18	SATURDAY	Class Make-up Day
	22-24	WEDNESDAY-FRIDAY	Thanksgiving recess
<b>DECEMBER</b>	7	THURSDAY	Fall 2017 classes end - Friday Class Schedule
	8--10	FRIDAY-SUNDAY	Reading days
	11	MONDAY	Fall 2017 examinations begin
	20	WEDNESDAY	Fall 2017 Examinations end
	21	THURSDAY	Examination snow Make-up Day
<b>JANUARY</b>	8--12	MONDAY-FRIDAY	January Intersession
	13	SATURDAY	Intersession Make Up day
	15	MONDAY	Martin Luther King Jr. Day - University Holiday
	16	TUESDAY	Spring classes begin
	23	TUESDAY	Last day to add/drop
<b>FEBRUARY</b>	16	FRIDAY	Last day to file Legal Writing Requirement
	19	MONDAY	President's Day - University Holiday
	21	WEDNESDAY	Monday Schedule
<b>MARCH</b>	12--16	MONDAY - FRIDAY	Spring recess
<b>APRIL</b>	16	MONDAY	Patriots Day - University Holiday
	17	TUESDAY	Monday class schedule
	21	SATURDAY	Class Make-up Day
	25	WEDNESDAY	Spring 2018 classes end
	26-29	THURSDAY-SUNDAY	Reading Days
	30	MONDAY	Spring 2018 Exams begin
<b>MAY</b>	10	THURSDAY	Spring 2018 semester examinations end
	11	FRIDAY	Exam Make-up Day
	19-20	SATURDAY-SUNDAY	Commencement Weekend
	21	Monday	Summer Session Begins
	28	Monday	Memorial Day - University Holiday
<b>JUNE</b>			
<b>JULY</b>	4	WEDNESDAY	Independence Day - University Holiday



### Requirements for the Juris Doctor Degree

1. All students must complete 84 credits
2. All students must complete the following courses: Contracts, Civil Procedure, Criminal Law, Property, Legal Practice Skills, Constitutional Law, and Torts
3. All students must complete the course in Professional Responsibility
4. All students must **complete at least 3 of the 5 Base Menu** subjects list, except for those students on Academic Warning or subject to the Guided Curriculum program who should follow the requirements listed in Guided Curriculum or Academic Warning.

Administrative/Regulatory Law  
 Business Entity Fundamentals  
 Basic Income Tax  
 Commercial Law  
 Evidence

5. **Guided Curriculum:** Any student who completes their first year **during the 2016-2017** academic year or later with a cumulative GPA of 2.67 or higher but less than 3.00 must complete all of the following courses in order to be eligible to graduate:

Evidence;  
 Trusts and Estates;  
 Business Entity Fundamentals (formerly Corporations);  
 Commercial Law Survey, or Commercial Paper, or Commercial Sales, or Secured Transactions;  
 Constitutional Law/Criminal Procedure;  
 Family Law; and  
 Advanced Survey of Core Legal Principles (should be taken in the student's final semester).

[Revision to Rule I. A. 5. approved by law faculty on 5/19/16]

6. Students placed on **Academic Warning** must complete the following courses:

Legal Analysis & Methods (must be taken no later than the fall semester of the student's second year)

Evidence  
Trusts and Estates  
Business Entity Fundamentals (formerly Corporations);  
Commercial Law Survey, Commercial Paper, Commercial Sales, or Secured Transactions  
Constitutional Law/Criminal Procedure  
Family Law (Mass Practice is no longer required)  
Fundamentals of Law (must be taken in the student's final semester)

With the exception of Legal Analysis & Methods (which must be taken no later than the fall semester of the second year) and Fundamentals of Law (which must be taken in the student's final semester), these courses may be taken at any time prior to graduation and they serve as a substitute for the Base Menu requirements that are applicable to students who are not on Academic Warning. Students on Academic Warning remain subject to all other graduation requirements.

7. All students must complete six credits of upper-level [experiential courses](#)
8. All students must complete two continuing legal education seminars. Students must submit certification of completion to the Academic Services Office.
9. All students must complete a minimum of 50 hours of practice-based learning in any of the following ways: (i) a clinic; (ii) externship for credit; (iii) First Year Summer Externship Program placement; (iv) 50 hours of legal work completed through the Pro Bono Program; or (v) 50 hours of legal work completed under the supervision of an attorney. Students must submit certification of completion to the Academic Services Office.  
***Part-time students in the Evening Division are exempt from this requirement, but are encouraged to complete it.***
10. All students must complete the legal writing requirement no later than the fall semester of their final year
11. All students are required to take a Diagnostic Exam and Review Lecture covering bar-related subjects that were taught during their first year of studies (or first two years for evening students). Students may take the exam after their first or second -year in the day division and after the second or third year in the evening division.

**First Year Day Division**

Classes will commence on Tuesday, August 29, 2017. Class times will vary Monday through Friday, but generally meet no earlier than 9:00 a.m. and no later than 3:00 p.m.

**Program of Study**

The first year program consists of two semesters or 30 credits for the year. The entire first year day class is randomly assigned into 3 sections: 1A, 1B, 1C. The Legal Practice Skills course is divided into smaller sections within each section A, B, or C. Your class section and LPS section will be available on Campus Cruiser when section assignments are completed.

Registration for the Fall 2017 semester will be completed by the Office of Academic Services.

**FALL 2017**

Course	Credit Hours
*Contracts	2
*Civil Procedure	4
*Property	2
*Criminal Law	4
Legal Practice Skills	3
<b>TOTAL</b>	<b>15</b>

**SPRING 2018**

Course	Credit Hours
Contracts	3
Torts	4
Property	2
Constitutional Law	4
Legal Practice Skills	2
<b>TOTAL</b>	<b>15</b>

\*The courses in **Criminal Law, Contracts, Property, and Civil Procedure** will have final examinations of 3 hours in duration in December 2017.

Year 1: 30 Credits  
 Year 2: 27 Credits  
 Year 3: 27 Credits



**First Year Evening Division**

First year evening classes will commence on Wednesday, August 30, 2017. Classes meet Monday, Wednesday, and Thursday beginning at 6:00pm.

**Program of Study**

The first year program consists of two semesters or 22 credits for the year. The entire first year evening class is assigned to section 4A. Legal Practice Skills course is divided into smaller groups. Your LPS section will be available on Campus Cruiser when section assignments are completed.

**FALL 2017**

Course	Credit Hours
*Contracts	2
*Civil Procedure	2
*Criminal Law	4
Legal Practice Skills	3
<b>TOTAL</b>	<b>11</b>

**SPRING 2018**

Course	Credit Hours
Contracts	3
Civil Procedure	2
Torts	4
Legal Practice Skills	2
<b>TOTAL</b>	<b>11</b>

\*The courses in **Contracts**, **Civil Procedure** and **Criminal Law** will have final examinations of 3 hours in duration in December 2017.

- Year 1: 22 credits
- Year 2: 20-21 credits
- Year 3: 20-21 credits
- Year 4: 20-21 credits





**Required Course Descriptions**

Civil Procedure (Day & Evening)

Litigation of the modern unitary civil action. Jurisdiction of state and federal courts; law applied in federal courts; pleading, pretrial motions, and discovery; trial by jury and evidentiary law; the binding effects of adjudications.



Constitutional Law (Day)

Survey of the history and development of constitutional law in the United States, including the federal system, the commerce clause, intergovernmental relations, due process, equal protection, police power, taxation. Analysis of selected decisions of the United States Supreme Court.



Contracts (Day & Evening)

Contracts defined and classified; capacity of parties; nature and legal effect of offer and acceptance; consideration; fraud, mistake and undue influence; statute of frauds; types of illegality; interpretation of language; operation of law; effect of express and implied conditions; performance of conditions; waiver of conditions; rescission of contracts; performance; excuses for nonperformance, including novation, alteration and impossibility of performance, breach of contract and remedies; damages, nominal and compensatory; quasi contracts, introduction to the Uniform Commercial Code; professional responsibility of the lawyer in contract law.



Criminal Law (Day & Evening)

The course emphasizes the general principles, sources, and purposes of criminal law, including the following doctrinal issues which apply to crimes in general: the act requirement, the mens rea requirement, causation, liability for attempted crimes, accomplice liability, defenses, and criminal code interpretation.

Additionally, the course studies one or more specific crimes in-depth, including homicide, and repeatedly raises the question: how well does American criminal law fulfill its goals?

Legal Practice Skills (Day & Evening)

The Legal Practice Skills Program is a two-semester, five-credit program for first year students including

- (a) an orientation to law school, the sources of law, and the study of law;
- (b) instruction in the use of the law library and legal research tools;
- (c) practice in issue analysis and the writing of legal memoranda;
- (d) preparation of trial briefs and oral arguments; and
- (e) an introduction to computerized legal research systems. The program is designed to prepare the student for the writing and research work expected of the modern practitioner.

Property (Day)

A study of the acquisition, ownership, and transfer of property both personal and real, including an analysis of ownership concepts, rights of possession, donative transactions, future interests, concurrent interests, landlord and tenant issues, the conveyancing system and governmental regulations.



Torts (Day & Evening)

General principles, sources and policies of modern tort law, including intentional torts (such as assault, battery and false imprisonment), negligence, strict liability, and products liability. Special attention is paid to the elements of recovery in negligence, including the standard of care, duty problems, and causation, to defenses, including comparative negligence and assumption of risk, and to principles of joint liability, contribution, and imputed liability. Recent statutory changes in these tort principles are also addressed.



**Dual Degree Programs**

Students at Suffolk Law School have the opportunity to enhance their professional qualifications by pursuing an advanced degree in a related field while earning a degree in law.

<b>Name of Program</b>	<b>Law Credits Needed</b>	<b>Graduate Credits Needed</b>	<b>Length of Program (day/evening)</b>
<a href="#"><u>Master of Business Administration/JD</u></a>	72	37	4 years/5-6 years
<a href="#"><u>MBA/JD Accelerated</u></a>	72	37	3 years /NA
<a href="#"><u>Master of Laws (LLM) in Taxation/JD</u></a>	96	NA	3 years & 1 summer/ 4 years & 1-2 summers
<a href="#"><u>Master of Public Administration/JD</u></a>	80	24-30	4 years /5 years
<a href="#"><u>Master of Science in Finance/JD</u></a>	78	32-41	4 years /5-6 years
Master of Science in Crime & Justice Studies/JD	80	24	4 years /5-6 years



## **JD/Taxation LLM (Accelerated Dual Degree)**

Federal tax law is complex and detailed. Students who intend to focus their practice in taxation or who wish to practice in the corporate, business planning, estate planning, or financial sectors must have in-depth knowledge of multiple areas of federal tax law. Acquiring an LLM in taxation is typically necessary and certainly always adds value to a student intending to practice in these areas.

### **About the accelerated dual degree program**

The heart of the program is an intensive 12-credit, 10-week summer program that allows Suffolk Law students to obtain a tax LLM and a JD in the same three-year period (day students) or four-year period (evening students) required for obtaining only a law degree. At graduation, successful students receive both a JD and LLM degree.

In addition to the summer session, tax LLM students must take an additional eight credits of required courses and six credits of electives.

### **I. Admission Requirements**

#### **A. Suffolk JD Students**

A student in good standing enrolled in the Suffolk University Law School JD program is eligible for admission to the JD/Tax LLM dual degree program if the student has earned a cumulative grade point average (hereinafter “GPA”) of at least 3.00 in the Suffolk JD program at the time of application to the Tax LLM program and a grade of B or higher in the Basic Federal Income Tax course.

#### **B. Conditional Admission**

Conditional admission is available to either an individual applying simultaneously for admission to the JD program and the Tax LLM program or a student in good standing enrolled in the Suffolk University Law School JD program who has not yet completed both the first year of the Suffolk JD program and Basic Federal Income Tax course.

A first-year day division student who receives conditional admission during the fall semester, will be permitted to take Basic Federal Income Tax during the spring semester of the first year and defer taking Constitutional Law until the second year of that student’s program.

Conditional admission becomes unconditional as soon as the student satisfies the requirements of earning both a cumulative GPA of at least 3.00 in the Suffolk JD program, determined as of the end of the student’s first year of that program, and a grade of B or higher in the Basic Federal Income Tax course. An individual who fails to satisfy both requirements is not permitted to continue in the JD/Tax LLM program, but that circumstance does not have any adverse effect, by itself, on the individual’s academic standing in the JD program.

### **II. Overall Degree Requirements**

A candidate who holds a JD degree at the time of enrollment in the program must satisfactorily complete 24 credits in the Suffolk University Law School (SULS) prescribed Tax LLM

curriculum, see III. below. A candidate in the dual degree JD/Tax LLM program must satisfactorily complete 26 credits in the Suffolk University Law School (SULS) prescribed Tax LLM curriculum, see III. below.

All students enrolled in the Tax LLM program must maintain a cumulative GPA of 3.00 or higher, determined as of the close of each academic year, to remain in the Tax LLM program; however, for students in the JD/Tax LLM dual degree, the 3.00 minimum GPA requirement affects only participation in the Tax LLM portion of the program.

Every candidate for the LLM in Tax is required to complete the ten-week intensive summer tax semester, which consists of two courses: Intensive Summer: Advanced Income Tax Topics (6 credits) and Intensive Summer: Business Entity Tax Topics (6 credits).

Degrees are awarded by the Trustees of Suffolk University on the recommendation of the Law Faculty. Recommendations may be withheld by the Faculty for good cause.

### **III. Course Requirements**

#### **A. Required Courses**

All of the following courses must be taken to earn the Tax LLM degree:

Intensive Summer: Advanced Income Tax Topics (6 credits)

Intensive Summer: Business Entity Tax Topics (6 credits)

International Tax (3 credits)

Estate and Gift Taxation (3 credits)

Tax Practice and Procedure (2 credits)

#### **B. Elective Courses\***

A student who holds a JD at the time of enrollment in the Tax LLM program must take courses totaling at least four credits, and a student enrolled in the dual-degree JD/Tax LLM program must take courses totaling at least six credits, from the following list to earn the Tax LLM degree:

Advanced Legal Research: Tax

Advanced Topics in International Tax

Advanced Topics in Partnership Taxation

ERISA

Estate Planning

Federal Tax Accounting

State and Local Taxation

Taxation of Exempt Organizations

Taxation of Mergers and Acquisitions

Income Taxation of Estates and Trusts

\*Not all electives will be offered every year and others may be added.

**Juris Doctor/ Masters of Business Administration**

A candidate for the JD/MBA program must apply separately to the Law School and to the University Graduate Admissions Office, indicating, on both applications, interest in the JD/MBA. Applicants must meet the general admissions standards of both the Law School and the Sawyer Business School. No student will be considered for admission to the Sawyer Business School until the Law School Admissions Committee has acted favorably. The GMAT requirement is waived with substitution of the LSAT score for those with a favorable Law School admission decision.

A candidate for the four-year JD/MBA program may apply to both schools simultaneously or they may apply during their first or second year of enrollment in the Law School or as a first-year MBA student.

A candidate must obtain a total of 109 credits for the Dual Degree. To qualify for the Dual Degree, a candidate must obtain 72 credits in the Law School and 37 credits in the Sawyer Business School.

The JD/MBA graduate receives two diplomas, which are awarded when all requirements of both degrees have been fulfilled.

The dual JD/MBA program is open to full- and part-time students. JD/MBA students are strongly advised to enroll in the Law School for their first year in the JD/MBA degree and add MBA courses to their course load in the second year of the Dual Degree.

A student in the JD/MBA program must proceed according to either of the following tracks:

Track I- full-time

<b>Year 1</b>	MBA courses	31 credits
<b>Year 2</b>	First Year Law Curriculum	30 credits
<b>Year 3</b>	Law/MBA courses	24-25 credits/3 credits MBA
<b>Year 4</b>	Law/MBA courses	24-25 credits/3 credits MBA

Track II – full-time

<b>Year 1</b>	First Year Law Curriculum	30 credits
<b>Year 2</b>	MBA courses	31 credits
<b>Year 3</b>	Law/MBA courses	24-25 credits/3 credits MBA
<b>Year 4</b>	Law/MBA courses	24-25 credits/3 credits MBA

Full-time students who attend summer sessions may complete the dual JD/MBA program in 3 ½ years.

Track III- part-time evening

<b>Year 1</b>	First Year Law Curriculum	22 credits
<b>Summer</b>	Law Courses	3 credits
<b>Year 2</b>	Law Courses	21 credits
<b>Year 3</b>	MBA courses	19 credits
<b>Year 4</b>	Law/MBA courses	6 credits/15 credits MBA
<b>Summer</b>	MBA courses	3 credits
<b>Year 5</b>	Law Courses	20 credits

Course requirements for the JD/MBA program may be obtained from the Academic Services Office or Law School Office of Admissions.

**Dual Degree Program for Day Students**

<b>JD/MBA (Law)</b>			
109 total credits (72 Law, 37 SBS)			
<b>Year</b>	<b>Fall Credits</b>	<b>Spring Credits</b>	<b>Total Credits</b>
1	14	16	30
2	13-14	13-14	27
3	12-14	12-14	26
4	12-14	12-14	26
<b>JD/MBA (Accel.)</b>			
109 total credits (72 Law, 37 SBS)			
<b>Year</b>	<b>Fall Credits</b>	<b>Spring Credits</b>	<b>Total Credits</b>
1	14	16	30
2	16	15	31
3	16	16	32
10 Summer Law Courses			10
6 Summer MBA Courses			6
<b>JD/MPA</b>			
110 total credits (80 Law, 30 SBS)			
<b>Year</b>	<b>Fall Credits</b>	<b>Spring Credits</b>	<b>Total Credits</b>
1	14	16	30
2	13-14	13-14	27
3	13	13	26
4	13-14	13-14	27
<b>JD/MSMJ</b>			
104 total credits (80 Law, 24 CAS)			
<b>Year</b>	<b>Fall Credits</b>	<b>Spring Credits</b>	<b>Total Credits</b>
1	14	16	30
2	12	12	24
3	12-13	12-13	25
4	12-13	12-13	25
<b>JD/MSF</b>			
110-119 total credits (80 Law, 32-41 SBS)			
<b>Year</b>	<b>Fall Credits</b>	<b>Spring Credits</b>	<b>Total Credits</b>
1	14	16	30
2	14-15	14-15	29
3	14-15	14-15	29
4	14-15	14-15	29



**Dual Degree Program for Evening Students**

<b>JD/MBA (Law)</b>			
109 total credits (72 Law, 37 SBS)			
<b>Year</b>	<b>Fall Credits</b>	<b>Spring Credits</b>	<b>Total Credits</b>
1	11	11	22
2	11	11	22
3	10-12	10-12	22
4	10-12	10-12	22
5	9-12	9-12	21
<b>JD/MPA</b>			
110 total credits (80 Law, 30 SBS)			
<b>Year</b>	<b>Fall Credits</b>	<b>Spring Credits</b>	<b>Total Credits</b>
1	10	11	21
2	11	11	22
3	11	11	22
4	11-12	11-12	23
5	11	11	22
<b>JD/MSJ</b>			
104 total credits (80 Law, 24 CAS)			
<b>Year</b>	<b>Fall Credits</b>	<b>Spring Credits</b>	<b>Total Credits</b>
1	10	11	21
2	10-11	10-11	21
3	10	10	20
4	10-11	10-11	21
5	10-11	10-11	21
<b>JD/MSF</b>			
110-119 total credits (80 Law, 32-41 SBS)			
<b>Year</b>	<b>Fall Credits</b>	<b>Spring Credits</b>	<b>Total Credits</b>
1	10	11	21
2	12	12	24
3	12	12	24
4	12	12	24
5	12	12	24

## **Registering for the Bar as a Student**

### **First Year**

States that require registration while a first year law student are listed below. If you are planning to sit for the bar in any of these states, please complete the State Bar online registration at the links below.

[Alabama](#) – Within 60 days of starting law school

[California](#) – Within 90 days of starting law school

[Florida](#) – Encourages students to register in the first year of law school

[Illinois](#) – By the first day of March following applicant's commencement of law school

[Iowa](#) – By November 1 of the first year of law school

### **Second Year**

[Louisiana](#) – By October 1<sup>st</sup> for applicants in second year of law school

[Mississippi](#) – By October 1<sup>st</sup> for applicants in second year of law school

[North Dakota](#) – Law students must file registration application by October 1<sup>st</sup> of the second year of law school, or 14 months after the first year of law school

[Ohio](#) – By November 15<sup>th</sup> for applicants in second year of law school

[Oklahoma](#) – By October 15<sup>th</sup> of the year following the year in which law study was commenced

## **Other State Bar Examinations**

Each student is advised to check with the Board of Bar Examiners in the jurisdiction in which she or he intends to take the Bar Examination. Notice of any changes in requirements or dates of Bar Examinations sent to the law school will be posted to Campus Cruiser and the law school website. Students may access information for all state Bar Examination Requirements [HERE](#).

## **Bar Certification**

Each student at the time of the bar application will be required to complete the Bar Authorization form, located on Campus Cruiser.

Bar Certificates are prepared by the Office of Academic Services for the Dean's signature. Students are advised to submit Bar Certificates during their final semester of study to allow sufficient time for preparation and submission to the Supreme Judicial Court in Massachusetts, and for other states, the State Board of Bar Examiners. These forms require degree certification and cannot be mailed until after graduation occurs.

**MPRE (Multistate Professional Responsibility Examination)**

In addition to the State Bar Examination, each state requires the successful completion of the Multistate Professional Responsibility Examination. Each state determines the passing score required in that state. In Massachusetts, students must earn a passing score of 85 to be eligible to apply for the Massachusetts Bar. Each student should inquire in the jurisdiction in which he or she plans to take the bar for specific MPRE requirements. Students may inquire directly at the [National Conference of Bar Examiners](#). Testing dates for the MPRE occur in August, November and March each year.

**Tuition Billing Information**

The Office of the Bursar generates student account invoices every semester. All invoices are uploaded to your SU Pay account which is your online billing and payment portal. To access the SU Pay site log into Campus Cruiser and access the site through the My Finances tab.

Fall semester invoices are generated the last week of June and spring semester invoices are generated in the last week of November. All invoices are electronic and are uploaded to SU Pay. An email will be sent to your Suffolk University email address alerting you about the new invoice. If you have set up Authorized users to view and/or pay your bill, they will receive the same notification.

The fall semester bill is due on July 20th and the spring semester on January 3<sup>rd</sup>. Payment in full is required by the due date.

**Payment Information**

Students are encouraged to securely pay any tuition invoice online on SU Pay through their Campus Cruiser account.

Payments can be made online using an electronic check or credit card. All credit card payments are assessed a 2.75% convenience fee.

Personal/Bank/Travelers checks or Money Order payments may be made in person at The Ram Registration and Financial Services Center located on the 6<sup>th</sup> floor of 73 Tremont Street, Boston, MA, during office hours. *No cash or credit card payments are accepted at the window.*

**Semester Payment Plan**

Enroll in the Suffolk University Payment Plan and divide each semester's tuition and fees into up to five monthly payments

(fewer months for late enrollment) over the course of the semester. You have the flexibility to enroll in a budget that is comfortable for you. The enrollment fee for the plan is \$50 per semester. For more information click [here](#).

**Tuition Reimbursement & Third Party Billing**

A payment for tuition reimbursement is generally remitted to the student by the employer upon completion of the course(s) as well as presentation of the grade(s) and a receipt of payment for the course(s). Therefore, the current semester must be paid completely to be eligible for tuition reimbursement from the employer. Our entire reimbursement policy can be found [here](#). Please submit your voucher or letter of authorization to:

Suffolk University  
Office of the Bursar  
8 Ashburton Place  
Boston, MA 02108

**Registration Clearance**

You must pay all charges less any financial aid award(s) by **July 20, or you will not receive registration clearance.** Payments not received by the due date will be assessed a \$70 late fee every month till the balance is paid.

If you indicate on your invoice that you are awaiting an educational loan, but we are unable to verify this with the Office of Financial Aid, you will NOT be given account clearance and your registration will NOT be processed. A late registration fee may be assessed.

*Late Registration Fee* - \$150 for registering after the Add period of a semester

**Tuition Liability**

Tuition liability will be based on the date in which your leave of absence or withdrawal form is received.

**Withdrawal or drop forms must be filed & approved by the following dates:**

<b>Due Date</b>	<b>Student Liability</b>
August 29-September 6	25%
September 7-13	50%
September 14-20	75%
September 21 or after	100%

Non-attendance does not constitute an official withdrawal and does not relieve you of your financial obligation for the classes you registered for. Tuition liability begins the first day of class. To avoid liability you must withdraw prior to the start of classes. Please refer to the schedule shown above.

Delinquent accounts will be assessed collection and attorney fees.

**Refund Information**

Federal regulations prohibit Suffolk University from holding federal loan proceeds in excess of 14 days from the first day of class if it creates a refund.

Federal student loans received after the semester begins will be refunded within 14 days of their receipt.

Refunds due to Stafford, Perkins, Trustee, and private loans will be processed at the beginning of the semester provided you are registered in the appropriate number of credits, have completed all necessary paperwork, and the loan(s) creates a credit balance on your tuition account.

If you want your refund from federal financial aid to be applied towards non-tuition charges such as health insurance, you must complete the Title IV Authorization form that can be found on Campus Cruiser.

Refunds from grants and scholarships will be processed after the fourth week of class.

The refund schedule is posted on the Office of the Bursar [website](#). To receive your refunds please make sure to set up your direct deposit account by logging on to your SU Pay account. This is a safe and easy way to receive your refunds. Refunds will not be mailed.

**Tuition Insurance Plan**

As a supplement to the University's refund policy, Suffolk University offers tuition insurance. Please contact the [Bursar's Office](#) for more information including coverage plans, benefits, and costs:

**Veterans Benefits**

Students initiating benefits or who need to file a Change of Status Form should contact the Registrar's Office directly. Notification of registration /enrollment for the Fall term cannot be sent to the VA earlier than 30 days prior to the commencement of regular classes (August 2017).

To be eligible for a Yellow Ribbon Scholarship, it is necessary to submit the Certificate of Eligibility sent to you by your VA home office as soon as possible.

For more information on Veterans benefits please click [here](#).

**Yellow Ribbon Program for Veterans**

Yellow Ribbon Scholarships are awarded to qualified US veterans approved by the VA

for participation in the program. Award renewal is contingent on continued eligibility as determined by the VA. Suffolk University offers qualified veterans tuition assistance of up to \$25,000 per academic year through the Yellow Ribbon GI Education Enhancement Program. Suffolk's financial commitment—combined with government allowances—enables eligible veterans to cover the full cost of tuition, fees, and books in any University degree program.

The Yellow Ribbon program is a supplement to the Post 9/11 GI Bill that provides education benefits for veterans with at least 36 months of aggregate active duty service on or after September 11, 2001, as well as individuals with at least 30 continuous days of active duty service who have been discharged with a service-connected disability. Candidates must have also received an honorable discharge to qualify for Post-9/11 GI Bill benefits.

Service members have the flexibility to transfer all or part of their earned benefits to family members. Spouses of active duty service members are not eligible for yellow ribbon funds, but dependents are eligible no matter if the service member is on active duty or not.



### **Financial Aid**

Please be sure that you have completed all necessary steps to ensure that your financial aid is in order for the upcoming year.

Students with financial aid awards may deduct the awarded, pending semester aid amount from their semester balance due. Payment of any further due balance, after semester aid has been deducted, must be made by the semester due date. Please view your student account online using Campus Cruiser to determine your charges, pending financial aid and balance due.

**Please Note:** In order to register for classes, students must have made all necessary payment, or have pending aid in place sufficient to cover the semester balance due, *by the due date* in order to receive financial clearance from the Office of the Bursar.

### **Stafford Loan Borrowers**

In order to receive federal loan funds, first time Federal Direct Stafford and Federal Direct Graduate PLUS Loan borrowers must complete two steps:

1. Entrance Counseling : To complete required loan entrance counseling, please click [here](#).
2. Master Promissory Note (MPN): An MPN must be completed to credit your student account with loan funds. The Direct Loan Stafford MPN can be completed [here](#).

Please note, you must complete an MPN for both the unsubsidized and graduate Plus loans if you are participating in both programs.

Master Promissory Note (MPN) and Entrance Counseling should be completed prior to July 20, 2017 to ensure that loan funds will credit.

**Federal Direct Graduate PLUS Loan or Private Loan Borrowers:**

Students planning to apply for additional loan funding should complete the application process sufficiently in advance of the billing due date of July 20, 2017 to allow for processing time, avoid late payment fees, and possible delay in registration clearance. Students may also access this information on this process from [our website](#). Please refer to the sections under “federal loans“ and “alternative loans.”

If you have further questions regarding financial aid, please contact the Student Financial Services Office at 617-573-8470 or at [lawfaid@suffolk.edu](mailto:lawfaid@suffolk.edu)

**Trustee Loan or Perkins Loan Borrowers**

A student awarded a Trustee Loan or Perkins Loan is required to sign a promissory note and other documentation in order for the loan funds to be credited to the student’s tuition account. The Office of the Bursar will notify students regarding this requirement. If you have questions regarding this process, please contact Office of the Bursar at 617-573-8407 or at [bursar@suffolk.edu](mailto:bursar@suffolk.edu).

**Loan Deferment**

Students with prior educational loans may choose to defer loan payments while enrolled at Suffolk University Law School. To defer your loans, contact your current lenders or loan servicer to confirm how they process deferments. If your lender participates in the National Student Loan Clearinghouse, your loan deferment should occur automatically, as Suffolk transmits enrollment records directly to the Clearinghouse. However, if your lender does not participate in the Clearinghouse, you will need to submit a paper deferment form from your lender or loan servicer to the Office of the Registrar for manual processing.

After the semester begins, all certified paper deferment forms are forwarded to the National Student Loan Clearinghouse for enrollment to be manually confirmed. You should continue to make loan payments until you are notified by your lender that the deferment has been approved. Students using the manual process should note they may need to complete new paper deferment forms each semester.

## **Health Insurance**

**The Suffolk Student Health Insurance Plan waiver opens May 1st, 2017 through the deadline September 30<sup>th</sup>, 2017.**

As you prepare for the academic year, we urge you to consider your health insurance coverage a top priority. It's essential that students have access to comprehensive medical care while enrolled at Suffolk University. All full-time and part-time students who are enrolled in at least 75% of a full time program are required by law to participate in a qualifying student health insurance plan, or in a health benefit plan with qualifying coverage.

Upon Fall 2017 semester course registration, all eligible Suffolk students will be automatically enrolled into the Suffolk University Student Health Insurance Plan ("SSHIP") for coverage effective August 21st, 2017 - August 21st, 2018. The 2017-2018 annual enrollment fee for SSHIP is **\$2,570**.

SSHIP is serviced by University Health Plans Inc., and underwritten by Blue Cross Blue Shield of MA, the Blue Care Elect Preferred (PPO) Student Health Plan. To opt out and remove the fee, eligible students must submit an online waiver form before September 30<sup>th</sup> verifying comparable qualifying health insurance provided by a U.S. based insurance carrier.

Near August 21st, your health insurance card will be mailed to the student address that is on record with the university, so please be sure to submit your correct local address through Suffolk's E-Checkin system in order to receive your card and other important coverage information.

**Note:** All eligible students who to choose to waive SSHIP in subsequent years must re-submit the online SSHIP waiver form each academic year before the waiver deadlines.

**IMPORTANT! If you do not submit your SSHIP waiver by the waiver deadline, then your enrollment in SSHIP and corresponding \$2,570 enrollment charge on your student account cannot be reversed. Follow these instructions to complete the Waiver Form for the Suffolk Student Health Insurance Plan for 2017-2018 before September 30<sup>th</sup> 2017:**

1. Go to <http://www.universityhealthplans.com/> and select Suffolk University.
2. Select "*Waiver Form*" located at the left column. Fill in the required information. If your alternative health insurance coverage qualifies then you will immediately receive a confirmation of your SSHIP waiver by email. Print a copy for your record. The health insurance charge will be removed from your Suffolk student account within approx. 5-10 business days.



**MASSACHUSETTS**



**Immunizations****Deadline is August 1<sup>st</sup>, 2017**

All Full-Time students, and all International students, are required by the Massachusetts Department of Public Health to submit certain immunization records to Suffolk University upon registration.

***Follow these instructions to complete your Immunization Requirements:***

1. Print out the Required Immunization Form (Go to <http://www.suffolk.edu/healthrequirements>, select Immunization Requirements on left menu, then select ***Required Immunization Form***)
2. Have a licensed health care provider fully complete and sign the Required Immunization Form.
3. Return the completed form to Suffolk Counseling, Health & Wellness by fax, mail or in person at 73 Tremont St., 5<sup>th</sup> Floor. Visit [www.suffolk.edu/chw](http://www.suffolk.edu/chw) for up-to-date office hours.

**IMPORTANT!**

**Failure to comply with Immunization Requirements will result in a hold on your course registration.**

The following information is intended to assist you in the summer before Law School. You will be introduced to many more resources and policies during orientation. You may also visit the [Student Life portion](#) of the Law School's web site for additional information.



### **Essential Performance Standards Policy**

Suffolk University Law School strives to provide a legal education which ensures that its graduates are capable of functioning as competent and ethical practitioners who work professionally with clients, judges, attorneys, and others in the legal community. Candidates for the degree of Juris Doctor, Doctor of Juridical (SJD), and Masters of Law (LLM) must possess certain minimum cognitive abilities and sufficient mental and emotional stability to participate fully in and satisfy the requirements of the Juris Doctor program of study, with or without reasonable accommodation. The technical standards, set forth below, outline the essential abilities and characteristics required for the completion of the J.D., SJD, and LLM degrees. For purposes of this document, the term “candidate” means candidates for admission to the law school as well as enrolled law students who are candidates for graduation. While these standards delineate the necessary abilities of all candidates, they are not intended to deter or exclude candidates for whom [reasonable accommodations for a disability](#) will allow successful participation in and completion of the program.

I. Time Management Skills: A candidate must be able to meet deadlines, keep scheduled appointments, and manage his/her time to satisfactorily complete all assignments and administrative tasks within the allotted timeframe. A candidate must be able to adhere to the law school's attendance policy and punctually attend classes prepared and ready to participate.

II. Communication Skills: A candidate must be able to communicate civilly and professionally with others in a candid and respectful manner by all forms of communication, including through electronic means and social media. A candidate must be able to receive constructive feedback in a mature manner. A candidate must be able to understand and respond to oral and written directions and feedback, and must be able to communicate effectively and efficiently in oral and written forms. A candidate must be able to participate, be called upon with or without advanced warning, and answer questions in a classroom or other instructional setting. A candidate must be able to communicate with members of the law school faculty and administration without the assistance and intervention of third parties. A candidate must also be able to respond to faculty, administration, and staff emails in a timely manner. Communication skills include public speaking, oral communication, reading, and writing, including by means of computer.

III. Organizational Skills: A candidate must be able to follow directions, make reasonable inferences, and organize and synthesize information. A candidate must be able to organize ideas to communicate either in writing or orally, and must be able to organize large amounts of information.

IV. Behavioral Skills: A candidate must possess the good judgment, honesty, integrity, and interpersonal skills required to work under stressful conditions and to work well with others, including in a classroom or clinical setting. A candidate must be able to tolerate and manage competing demands and workloads as mentally and emotionally taxing as are routinely found in the legal profession. A candidate must be able to adapt to changing circumstances, monitor one's own behavior, conduct oneself in a civil manner, and adhere to all other norms of professional conduct.

V. Intellectual-Conceptual and Integrative Skills: A candidate must have the ability to set goals, formulate a plan to accomplish those goals, and implement the plan over time. A candidate must be able to understand, synthesize and apply complex information, and must have the ability to integrate and process information promptly and accurately.



### **Technology Support Services**

Sargent Hall, 120 Tremont Street, 6<sup>th</sup> Floor  
617 557-2000  
[servicedesk@suffolk.edu](mailto:servicedesk@suffolk.edu)  
[www.suffolk.edu/its](http://www.suffolk.edu/its)

### **Computer Lab Hours**

Monday: Friday 8:00am – 11:00pm  
Saturday and Sunday: 9:00am- 11:00pm

### **Computer Lab Policies**

There shall be no food or drink in the computer labs and the Research Instruction Room.

### **Papercut Printing**

Suffolk provides a printing allotment of 1250 pages per semester to each Law Student.  
Printing Costs: single sided = .05    double sided =.08

## Accounts and Access

### Logging in to Suffolk

Students are given two user accounts; one for the University portal and one for email. Each account requires a username and a password.

### Signing in to MySuffolk Portal

Your second account is to the University portal, MySuffolk. It provides access to campus announcements and essential information about your courses. In addition, it provides access to Blackboard, our learning management system, and convenient links to other university resources.

Login to the MySuffolk portal: [www.suffolk.edu](http://www.suffolk.edu), then choose QuickLinks



### Signing in to your Suffolk Email

Students will receive their email username and temporary password from ITS. You can connect to your Suffolk email via the web at <http://umail.suffolk.edu>

Your User name for your Suffolk Email *is the same as* your Login ID for your MySuffolk portal appended with @su.Suffolk.edu

### Connecting to the Wireless Network

Every member of the Suffolk University community has access to the campus wireless network. You will need to use your Suffolk **email username and password** to sign in.

For more information on your Suffolk email please click [here](#).

### Email Policy

The Suffolk University Law School email system allows students to forward messages to another e-mail account. Please note that if there are problems forwarding messages from a Suffolk University Law School student e-mail address to another address, students remain responsible for official communications sent to their Suffolk University Law School student email address.

Students who choose to send communications (including documents such as take-home exams or papers) from non-Suffolk email addresses assume the risk of non-delivery due to a problem with the non-Suffolk email system.



Your @su.suffolk.edu email account also gives you access to Office 365

Office 365 is a communication and collaboration Cloud service hosted by Microsoft, which provides 50 GB of email storage space online.

### **What are Some of the Main Features?**

- 1TB for each user through OneDrive
- Web and Downloadable version of Word, Excel, and PowerPoint

### **Other Special Offers**

All registered Suffolk students are eligible for special laptop pricing through HP or Apple.



For more information please click [here](#).

In addition to discounted computers, Suffolk University provides the Symantec Antivirus program for **free** to all registered students.

### **Notebook Computing & Network Connection Policy**

You must keep your systems up-to-date with the latest operating system security updates from Microsoft or Apple and current virus definitions from Symantec or your antivirus program.

\*If your laptop causes suspicious traffic over the network, it will be suspended from the network until it is checked by Tech Support Services.



What you need to know about **FERPA**



## Family Education Rights and Privacy Act

### Family Education Rights and Privacy Act

In accordance with the provisions of the Family Education Rights and Privacy Act (Section 438 of the General Education Provisions Act, 20. USC 1232g, commonly referred to as the “Buckley Amendment” or “FERPA”) Suffolk University has adopted the procedures below to protect the privacy rights of its students.

FERPA affords students certain rights with respect to their education records. Education records are defined as records directly related to a student and maintained by the institution or by a party acting for the institution. These rights include:

1. The right to inspect and review your education records (with certain limited exceptions) within 45 days of the day Suffolk University receives your request for access. You should submit any such request to the Registrar’s Office in writing, identifying the records you wish to inspect. The Registrar’s Office will make arrangements for access and notify you of the time and place where the records may be inspected.
2. The right to request the amendment of your education records if you believe them to be inaccurate. You should submit any such request to the Registrar’s Office in writing, clearly identifying the records that you want to have amended and specifying the reasons you believe them to be inaccurate. The Registrar’s Office will notify you of its decision and, if the decision is negative, of your right to a hearing regarding your request for amendment. Additional information regarding the hearing procedures will be provided to you at that time.
3. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Suffolk University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

4. The right to consent to disclosures of personally identifiable information contained in your education records, except to the extent FERPA authorizes disclosure without consent. One such exception permits Suffolk University to disclose personally identifiable information in education records to “school officials” with “legitimate educational interests.” A “school official” is any person employed by Suffolk University in any administrative, supervisor, academic or research, or support staff position; any person or company with whom Suffolk University has contracted (such as an attorney, auditor, or collection agent); any person serving on Suffolk University’s Board of Trustees; or any student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a “legitimate educational interest” if the official needs to review an educational record in order to fulfill the official’s professional responsibility.

Another exception permits Suffolk University to disclose your “directory information” to anyone within the Suffolk University community and to the general public. Suffolk University has designated the following as directory information: name, address, e-mail address, telephone listing, photograph, date and place of birth, grade level, enrollment status, dates of attendance, major field of study, degrees, honors and awards received, participation in officially recognized activities and sports, height and weight of members of athletic teams, and the most recent educational agency or institution attended. All other student information will not be released to students, parents, or outside agencies unless accompanied by a written release of information, signed by the student, which complies with the requirements of FERPA, unless the disclosure of information is authorized by FERPA.

Students may request that directory information not be released to any person without their prior written consent by completing a [Request to Prevent Disclosure of Directory Information form](#), available in the Registrar’s Office.

You may give such notification at any time, but it will be effective only prospectively. Suffolk University also discloses education records without a student’s consent to officials of another school in which a student seeks or intends to enroll. Information on other exceptions authorizing Suffolk University to disclose education records without a student’s consent is available through the Registrar’s Office.

Suffolk University Law School publishes directory information to members of the Law School community in order to foster community and further the educational objectives of the Law School. In particular, the Law School includes directory information in the following internal publications and databases:

**Paper Directory:** Suffolk University Law School publishes an annual paper directory which includes the following information about entering students: name, photograph, year/section, and undergraduate institution. This paper directory is distributed to all law school faculty, administration and staff for internal use only. Please complete a [Student Directory Opt-Out Request form](#) to opt-out of inclusion in the paper directory.

**Campus Cruiser:** Suffolk University Law School maintains Campus Cruiser, a portal accessible through the internet by members of the Suffolk University Law School community. Campus Cruiser contains the following directory information about students: name, class year, day or evening program, dual degree program, area of concentration, area of interest, semester of enrollment and clubs. Only those students who are also members of the same communities will be able to view names and @ccmail.suffolk.edu email addresses within that community. Please complete a [Student Directory Opt-Out Request form](#) to opt-out of inclusion in Campus Cruiser.

**Online Student Directory:** Suffolk University Law School maintains an Online Student Directory which is contained within Campus Cruiser. The Online Student Directory contains digital photographs of students, year/section and undergraduate institution. Only those students who have agreed, in writing, to adhere to the [Online Student Directory Terms of Use](#) will be allowed to access this information.

**Blackboard:** Suffolk University Law School maintains Blackboard, which is a course learning management tool. When students post a message to a discussion board, their name and e-mail address will appear, unless they post anonymously. Students may also choose to include additional information (for example, address or telephone number) and may make this contact information available to members of the class or those in the directory on the Blackboard system. Please complete a [Student Directory Opt-Out Request form](#) to opt-out of inclusion in Blackboard.

We encourage all students to participate in these methods of communication; however, we recognize your right, under FERPA, to “opt-out” from the release of directory information. Please note that, even if you opt-out, photos and all other directory information will always be available to law school faculty, administration and staff with legitimate educational interests as defined by FERPA.

Those wishing to withhold information and/or photos from the above paper and online directories must submit a completed [Student Directory Opt-Out Request form](#) to the Office of Academic Services no later than Friday of the first week of classes. Please note that online information and/or photos may be removed at a later date only in extraordinary circumstances and with permission of the Dean of Students.



## **Communications with Law Students' Relatives, Friends, and Other Third Parties**

In a professional school setting, it is rarely appropriate for school administrators and members of the faculty to communicate with an adult student's relatives, friends or other third-parties about matters pertaining to that student. Thus, the following policy applies to such communications:

Except in the particular circumstances described below, administrators and members of the faculty of the law school will not communicate or meet with relatives or friends of a law student, or other third-parties regarding matters relating to the student's enrollment in the law school including, but not limited to, performance in class, grades, academic standing, registration, disability accommodations (or requests for accommodations), financial aid, disciplinary matters, attendance and use of student services.

### **Exceptions to the above policy include:**

- 1) Communications or advocacy by third-parties specified by other law school policies or procedures (for example, when a student is using an advisor in accordance with the Student Disciplinary Procedure). In such cases, the third-party communications will be limited to what is specifically permitted under the other policy or procedure.
- 2) Third-party communications regarding financial information, provided that the student submits an Authorization to Release Financial Aid Information form to the Financial Aid Office.
- 3) Situations where a student is unable, due to significant illness or injury, to timely communicate important information such as the ability to sit for an exam as scheduled. In such cases, the appropriate law school administrator will accept information from the third-party, but will not share information with the third-party (unless the communication is permissible under applicable privacy laws). Also, in such cases, the student will be expected to resume direct communications with the law school as soon as he/she is able to reasonably do so.
- 4) Extraordinary situations as determined at the discretion of the Dean, the dean's designee, and/or the Dean of Students. In any such situation, the student must adequately waive any privacy rights under applicable laws or the communication must be permitted without waiver under applicable privacy laws.
- 5) Situations where communication with a third-party is deemed appropriate by University Legal Counsel.

### **Exclusions to the above policy:**

This policy does not apply to situations in which

- 1) a student requests, in writing, that the Law School provide information related to potential employers, bar authorities, scholarship providers, other schools (for the purpose of transfer) or professional organizations;

- 2) a student requests, in writing, a letter of good standing, recommendation, enrollment confirmation, student practice confirmation or transcript be sent to a third party;
- 3) communications occur between and among law school and university personnel with legitimate educational interests; and/or
- 4) the information requested is included in the University's Directory Information.

Nothing in this policy prohibits a law school administrator or member of the faculty from accepting information from a third-party or providing a third-party with generally available information on law school policies and procedures.

### **Notice of Non-Discrimination**

Suffolk University does not discriminate against any person on the basis of race, color, national origin, sex, gender identity, sexual orientation, marital status, disability, age, genetic information, or status as a veteran in admission to, access to, treatment in, or employment in its programs, activities, or employment.

**The following persons have been designated to handle inquiries regarding the University's nondiscrimination policies:**

#### **Diversity Services**

8 Ashburton Place, Suite 828  
617-573-8613

#### **Title IX**

Sheila M. Calkins, Esq.,  
Director of Title IX & Clery Act Compliance  
73 Tremont Street, Room 1326  
[Title9@suffolk.edu](mailto:Title9@suffolk.edu) ; [scalkins@suffolk.edu](mailto:scalkins@suffolk.edu)  
617-573-8027

#### **Suffolk University Law School Disability Services**

[Dean of Students](#)  
120 Tremont Street, 4th Floor

#### **Veterans Commission**

73 Tremont Street, 12th Floor

#### **Suffolk University Police and Security Department**

Ridgeway Building, 4th Floor, Cambridge Street  
Non-emergency lines: 617-573-8113 or 617-573-8333

**Inquiries concerning the application of nondiscrimination policies also may be made to:**

Office for Civil Rights, Boston, MA

[OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

[Equal Employment Opportunity Commission \(EEOC\)](#)

## Student ID Cards

First year students must report to the Security Office on the first floor of Sargent Hall to obtain a Suffolk University Law School student photo ID card. The Security Office will be open to first year students from August 7th through September 1st from 8 a.m. to 8 p.m. You must present a photo ID in order to obtain a student ID card. Only students who are officially registered may obtain a student ID card. All first year students must obtain student I.D. cards by September 1, 2017. You are encouraged to stop by early to avoid long lines.

Photos taken for student ID cards will also be used in an online student directory for the first year class and distributed to faculty and administrators. Any student who does not want his or her photo placed in this directory must notify the Law School in writing by September 1, 2017. Opt out Forms are available [here](#).

ID cards must be carried at all times while on University property. ID cards are required to enter the law school.



## Academic Support Program

The goal of the [Academic Support Program](#) (ASP) is for students to make the most out of their abilities. To accomplish this goal, ASP Professors conduct weekly classes on such diverse topics as: Legal Analysis and Writing; Course Outlining; and Time Management. In addition, the faculty will conduct seminars on a variety of topics, such as Legal Writing for Law School Exams and Preparing for Oral Presentations, during the course of the academic year.

The program is staffed by four full-time members of the faculty: [Professor Herbert N. Ramy](#) (director); [Professor Elizabeth Stillman](#); [Professor Philip Kaplan](#), and Professor Sarah Schendel. All four have a great deal of experience in legal education and specialize in assisting students who are struggling in law school. If you are struggling to master any aspect of your legal education, the professors in the Academic Support Program can help. Students are encouraged to contact any ASP Professor to set up an appointment.

Helping  
students reach  
their academic  
potential.

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## Alumni Engagement

Suffolk University Law School's 23,000+ graduates can be found in virtually every area of legal practice. Graduates are represented in 50 states as well as in 40 countries worldwide. They work in private practice, corporations, public interest organizations and the military as well as in the executive, judicial and legislative branches of government.

New students should capitalize on the vast Suffolk Alumni Association and not hesitate to reach out to alumni to seek advice, to learn about opportunities, and to foster relationships with legal experts and professionals. Students will be invited to alumni events and will have the opportunity to participate in the Alumni/Student Mentoring Program starting in their 1<sup>st</sup> year. Don't hesitate to contact the [Alumni Engagement Team](#) in the Advancement Office if you want more information or to reach out to alumni.



## University Bookstore

Sargent Hall, 120 Tremont St.,  
617-305-6220

Shop online anytime [here](#)

Regular Hours M-TH 9-6, F 9-5, Sat 10-3

- Textbooks (New, Used, Rental, Digital)
- Textbook Buyback
- Rotating selection of legal reference and study aids
- Emblematic Clothing and Gift
- Diploma Frames
- Custom Gift options
- Office and School Supplies
- Candy, Snacks, Soft Drinks
- Newspapers
- Seasonal (Summer, Winter Break) hours posted online



## Dean of Students Office

Sargent Hall, 120 Tremont St., Suite 410  
617-573-8157

The Dean of Students is responsible for advising, counseling, and generally meeting with students on issues relating to their enrollment at the law school.

Other reasons you may want to visit the Dean of Students office:

- You have a question, concern, or problem and you are unsure where to go, or with whom to speak.
- You want to find out about [services for students with disabilities](#).
- You need to miss class or an examination due to an illness or another personal problem.
- You need a [letter of good standing](#).
- You want to find out about [English-as-a-second-language services](#).
- You are interested in becoming a [visiting student at another law school](#).
- You want to post a notice in Sargent Hall, on the Law Student daily email newsletter, or set up a table for a school-sponsored activity in the fourth floor commons area.
- You want to publicize a school-sponsored activity in the Law School newsletter or post a notice on the Law School calendar.
- You have a suggestion or idea about improving student life and would like to talk about it.

## Disability Services

Services and supports are available to law students with documented disabilities and medical conditions. With information from you, along with proper clinical documentation, Disability Services provides reasonable accommodations to ensure equal access to course materials, exams, classrooms and other aspects of student life, as appropriate.

Students with various conditions such as learning disabilities, Attention Deficit Disorder, mental health conditions, mobility or sensory impairments and chronic health concerns are encouraged to meet with the Dean of Students Office to discuss academic supports, accommodations, and law school policies regarding enrollment. Disability Services also supports students with temporary medical conditions or injuries. We understand that self-disclosure is a very personal matter. Students who wish to have a confidential conversation about their previous history of using accommodations, their eligibility for services, or any referrals for disability-related needs should contact the Dean of Students Office. All medical and disability records are kept separate from a student's academic record and utilization of accommodations will not be cited on transcripts.

Disability Services evaluates all requests for services and accommodations in conjunction with Suffolk University Law School policies. It is imperative that students seeking accommodations submit, in a timely fashion, comprehensive clinical documentation, which complies with our guidelines. These guidelines are available on the [Disability Services website](#).

Evaluation and service delays may result when documentation is not submitted to

Disability Services by the posted deadlines and/or does not contain the information specified in the documentation guidelines. Disability Services reserves the right to request further information and/or interpretation from your clinician. In addition, evaluation of documentation may include consultation with at least one clinical consultant, as well as meeting with the student before Disability Services makes a final determination regarding accommodations. The provision of services in a previous educational setting does not guarantee that they will be approved here.

If you anticipate needing health or disability-related services, particularly for classroom accommodations, contact the Dean of Students Office by the **second week of August** and submit current clinical documentation. Please note, however, that requests for course materials in digital format for print-related disabilities should be submitted at least 6-8 weeks in advance of the first day of classes and requests for communication access for students who are deaf or hard of hearing should generally be submitted 60 days prior to the start of the semester. Should you have any questions, please call 617-573-8157. Disability Services is located in the Dean of Students Office on the fourth floor of Sargent Hall.

Please note you must send a separate copy of your documentation to Disability Services even if you have already provided such documentation to another Suffolk University office. A personal interview with the Dean of Students Office upon arrival is also necessary before services can be implemented. We look forward to meeting you.

## **Law Library**

The Moakley Law Library occupies floors six and seven of Sargent Hall with its entrance located on the sixth floor and wireless internet access throughout. The Law Library provides comfortable research and study areas, study rooms, and study carrels. Students, faculty, and attorneys have access to an extensive collection of both print and electronic resources.

### **Library Access**

The library is generally open Monday through Friday from 8am to 11pm and Saturday and Sunday from 9am to 11pm. Any changes in library hours will be posted on the library's [home page](#).

### **Library Student Services**

The Law Library offers a wealth of resources and services to Suffolk University Law School students.

- [Treatises and research guides](#) are a good way to begin when you are studying or writing a paper in an area of law that's new to you. Access full-text [West Study Aids](#), including the Hornbook and Nutshell series, online from anywhere.
- Listening to the [Sum and Substance series](#), with detailed lectures in more than 20 areas of law, is a great way to prepare for class and get ready for exams. Access them through our [West Study Aids](#) subscription or borrow the CDs from the library.
- The [Bibliography for Incoming Law Students](#) is a basic guide for students who have asked for reading recommendations and want to learn more about law school and the legal process before they begin their official journey as law students.

- We encourage the use of [CALI lessons](#) to review concepts from class and practice for exams. (New students will get a CALI registration code from the library in August.)
- Many professors post copies of exam questions from previous years in our [past exams database](#). Use these exams to practice test-taking and gauge your knowledge of the subject.
- For group study, use our [online reservation system](#) to reserve a library study room.
- See our [Guide to Student Writing for Publication and Prizes](#) to learn about how to get your papers published or enter them into competitions.
- If a book or article you need is not available at the Moakley or Sawyer library, the librarians can request it from another library through an [interlibrary loan](#).

### **Research Assistance**

Full-time, professional legal research librarians provide research assistance in person at the Reference Desk on the sixth floor of the Moakley Law Library, by email ([lawref@suffolk.edu](mailto:lawref@suffolk.edu)), and by telephone (617-573-8516). See the library's [home page](#) for reference hours.



## **Lockers**

Lockers are assigned at no cost. However each student is required to purchase a padlock for the locker at his or her own expense. Padlocks are not provided by the law school. Lockers are assigned for student use throughout the 2017-2018 academic year beginning August 14, 2017.

Students may use their assigned locker while a student at the law school, provided they keep their lock attached during their three or four years of attendance. Students should not remove their locks during the summer months. Lockers without locks will be considered abandoned, their contents removed, and reassigned to another student.

Any student who withdraws, takes a leave of absence or otherwise chooses not to continue using the assigned locker must notify the Security Office immediately. January graduates must remove the contents of their lockers by March 1, May graduates by June 1, and September graduates by September 1. Contents not removed will be considered abandoned property and will be removed from locker.

Lockers may not be transferred or exchanged with any other student. Unauthorized use of lockers is not permitted. Students should be careful with laptops and other valuable personal belongings. Suffolk University is not insured to cover thefts of students' personal belongings and cannot be responsible for such losses. Please take this into account when storing personal belongings in lockers.

Lockers numbered 1-584 are located on the first floor; lockers numbered 585-1002 are located on the second floor; and lockers numbered 1003-1546 are located on the third floor.

Any student who forgets his or her locker combination and requires the assistance of the Facilities department will be charged a \$20 service fee for padlock removal.

To request a locker click [here](#)



## **Off Campus Housing Office**

Suffolk University's [Off-Campus Housing Office](#) (OCHO) will provide you with the resources you need to successfully find your new home in Boston. The department can offer students roommate listings as well as provide pointers on identifying which neighborhood best suits you, locating available apartments, working with realtors, and signing a lease. Staff members also share advice on budgeting your housing needs and knowing your rights as a tenant in Greater Boston.





**Office of Academic Services**

**Sargent Hall, 120 Tremont St., Suite 130  
617-573-8160**

The Office of Academic Services maintains all official student records and assists students with:

- Unofficial transcripts
- Degree Requirements
- Registration materials
- Course verification
- Concentrations
- Summer School information
- Examinations
- Grades
- Degree audit
- Course Evaluations
- Bar Certificates
- Commencement

**Announcements**

There are a number of methods available to keep students informed of class cancellations, room changes, events, and matters of student concern during the school year. Among them:

- [CampusCruiser](#) for daily events, calendars, and announcements
- Email notices
- Display monitors located throughout Sargent Hall

**Office of Professional and Career Development**

**Sargent Hall, 120 Tremont St., Suite 120  
617-573-8148**

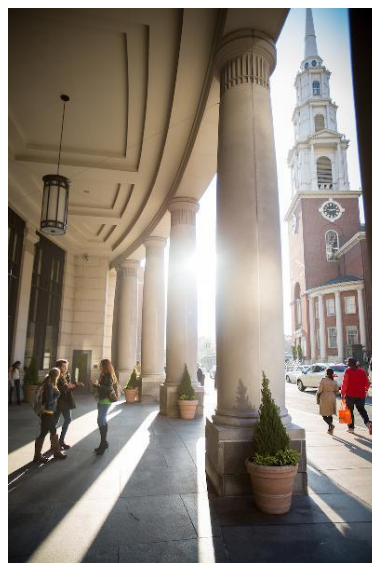
The Office of Professional and Career Development (PCD) supports and guides students in all facets of their professional development. PCD’s professional staff provides foundational training and individual counseling on a wide variety of

career development matters from resume and cover letter writing to individual job search strategies. *PCD On-Demand* (career development tools available through PCD’s website) provides 24/7 resume formatting, interview preparation and job search assistance. PCD also administers a wide array of recruitment programs featuring regional and national employers, and offers myriad career panels, workshops, and networking opportunities for students, featuring SULLS graduates and other legal industry experts. PCD conducts a comprehensive 1L orientation with all first year students early in the fall, after which day students will schedule an initial meeting with a PCD counselor to obtain further information.

**University Registrar’s Office**

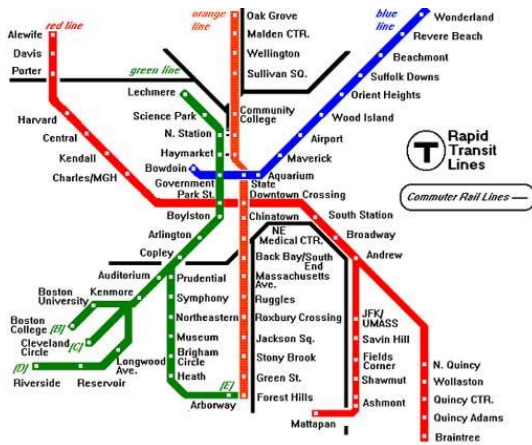
**Stahl Center, 73 Tremont St., Suite 410  
617-573-8430**

- Provides official transcripts
- Certifies veterans
- Assigns classrooms
- Provides degree and enrollment verification
- Processes name changes



## Public Transportation Program and Parking Options

As an urban institution in the heart of Boston, Suffolk University Law School does not provide parking for students. However, the Law School participates in the Semester MBTA Program that offers students the opportunity to prepay for a semester of T-passes at a savings of 11%. Orders can be placed [here](#).



### THE RIDE

For students with disabilities who may need assistance commuting to school, THE RIDE may be a viable option. THE RIDE paratransit service provides door-to-door, shared-ride transportation to eligible people who cannot use fixed-route transit (bus, subway, trolley) all or some of the time because of a disability.



THE RIDE is operated by the Massachusetts Bay Transportation Authority (MBTA) in

compliance with the federal Americans with Disabilities Act (ADA). Under the ADA, paratransit functions as a ‘safety net’ for people whose disabilities prevent them from using public transit. It is not intended to be a comprehensive system of transportation that meets all the needs of persons with disabilities, and it is distinct from medical or human services transportation. You will travel with other customers going in the same general direction. For more information, please click [here](#).

### Parking

The Law School has discounted parking arrangements with several area garages.

For further information on area garages, rates, and early bird specials please click [here](#).

### Bicycles

Bicycles are not allowed inside the building with the exception of the parking garage area. There is a small bicycle rack located in the Suffolk University Law School garage for students and staff members of the law school. All Suffolk University students and staff that wish to use the bicycle rack in the garage will be required to register their bicycle. Registration forms are available in the security office in the garage. A list of bicycle riders will be maintained at the security desk.

Registered bike riders can access this area by utilizing the red emergency call box located on the building off of Hamilton Place. Registered bike riders entering the garage must check in with the security officer assigned to the garage. Bicycles must be properly locked. Any bicycles left for over 30 days will be removed.

## **Public Safety**

Suffolk University is protected and served by its own University police force, which operates 24 hours a day, seven days a week, 365 days a year. For general business, please call extension 8333 on campus; for emergencies call extension 8111. The main office is located in the Donahue Building on the first floor. At the Law School, security offices are located in both the lobby and the basement of 120 Tremont Street.

### **Walking Escort Service**

The Suffolk University Police will provide a walking escort to all members of the Suffolk University Community upon request. The department will provide this walking escort service seven days a week, starting at dusk and ending at 11:30 p.m. Exceptions to these hours of operation will be made only when the Suffolk Law School Library has extended hours of operation during exam periods.

The walking escort will be provided to the following locations only: Park Street T Station, Staniford Street Parking Garage, Government Center T Station, Somerset Street Parking Garage, Charles River Parking Garage

Students are asked to make an effort to inform the Suffolk University Police of an escort in advance. When asking for an escort, please provide your name, destination, and the time of your escort.

A Suffolk University Police Officer will make every effort to accommodate your request; however, there may be times when this service may be delayed because of other duties. During these instances we ask for your patience and understanding. Those persons who remain at the University beyond 11:30 pm are encouraged to call a cab or make arrangements for their own transportation.

