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Student Handbooks

Life @ Cardozo

2003

2003-2004

Benjamin N. Cardozo School of Law

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School of Law



Student Handbook

2003-2004

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INTRODUCTION

The Student Handbook is designed to be your first stop, and, in many cases, your last, when you need information about life at the law school. It provides information on rules, regulations, and formal requirements of the Law School, as well as information that will be helpful in finding your way around and gaining access to services and facilities.

There is a great deal of information here, and it does not all make delightful bedtime reading. However, it is important that you are familiar with the school's regulations. The Handbook is your official notification of those regulations and, as noted in the box on the inside cover, you will be deemed to have read and be familiar with its contents.

We have tried to make the Handbook as helpful as possible. The Office of Student Services welcomes any comments and suggestions you may have for making it more useful.

Academic Calendar 2003 – 2004

Fall Semester 2003

Wed., Aug. 20-Friday, Aug. 22	J.D. & LL.M. Orientation, Elements class begins on Friday
Fri., Aug. 22 & Sun., Aug. 24	Special Session of Introduction to US Law, International LL.M. students only.
Mon., Aug. 25	Classes Begin
Mon., Sept. 1	Labor Day, no classes
Tues., Sept. 2	Monday schedule
Mon., Oct. 6	Yom Kippur, no classes
Fri., Oct. 10	Elements Exam
Mon., Oct. 13	First day of Property
Wed., Nov. 26	Friday schedule
Thurs. & Fri., Nov. 27 & 28	Thanksgiving, no classes
Thurs., Dec. 4	Last day of classes
Mon., Dec. 8-Fri., Dec 19	Examinations. Students should be available during the entire examination period.

Spring Semester 2004

Mon., Jan. 5 - Fri., Jan 20	ITAP (Intensive Trial Advocacy Program)
Wed., Jan. 21	First day of classes
Mon., Feb. 16	President's Day, no classes
Thurs., Feb. 19	Monday schedule
Mon., April 5-Tues., April 13	Passover Break, no classes
Wed., April 14	Monday schedule
Fri., May 2	Tuesday schedule, Last day of classes (classes ending after 4:00 P.M. must be made up)
Mon., May10 – Fri., May 21	Examinations. Students should be available during the entire examination period.

Summer Session 2004 (Tentative)

Mon., May 17	Classes begin
Wed. May 26 –Thurs. May 27	Shavuot, no classes
Mon., May 31	Memorial Day, no classes
Fri., Aug. 13	Last day of classes
Mon. Aug. 16-Fri. Aug. 20	Examinations. Students should be available during the entire exam period.

FACILITIES

A. Brookdale Center -- 55 Fifth Avenue

The Law School occupies the first 11 floors of 55 Fifth Avenue. The upper floors of this building were once, but are not now, owned by Yeshiva University; hence, the building's separate entrances and elevator systems. Below is a general outline of what is located on each floor:

1st floor: Lobby, Moot Court Room, classroom, restrooms, pay phones.

2nd floor: classrooms, bookstore, lockers, student organization offices.

3rd floor: official bulletin boards, classrooms, cafeteria, vending machines, student lounge, student mailboxes, pay phones, lockers

4th floor: faculty offices, classrooms, lockers, Student Bar Association office and other student organization offices, student organization bulletin boards.

5th floor: faculty offices, faculty lounge, classrooms, Faculty Services Office (distribution of duplicated materials such as class materials and take-home examinations)

6th floor: Library; Production & Mail Room (via 12th Street elevators)

7th floor: Library, main entrance (via 12th Street elevators)

8th floor: Library

9th floor: Library, Mediation Clinic, Office of Graduate and International Programs, Tax Clinic, faculty offices, lockers, *Law Review*, *Arts and Entertainment Law Journal*, *Moot Court Honor Society*, *International and Comparative Law Journal*, *Women's Law Journal*, *Journal of Conflict Resolution*

10th floor: CSL Administration (Dean's Office, Office of Student Services/Assistant Dean for Students, Registrar, Student Finance, Alumni Affairs, Development, Public Relations, Business Affairs); Yeshiva University General Counsel

11th floor: Clinics, Office of Career Services and Center for Public Service Law, Admissions Office

B. Hours/Closings and Cancellations

During the academic year, the law school is open as follows:

Monday - Thursday	8:00 a.m. - midnight
Friday	8:00 a.m. - 6:00 p.m. [5:00 in fall and spring; 4:00 in winter]

Saturday	Building Closed
Sunday	9:00 a.m. - midnight

The building closes for various Jewish and national holidays as indicated in the academic calendar and by postings at the building entrances. Changes in hours for Fridays, holidays, vacation periods, and inter-sessions are posted.

Summer Hours:

Monday - Thursday	8:00 a.m. - 10:00 p.m.
Friday	8:00 a.m. - 6:00 p.m.
Saturday	Building Closed
Sunday	9:00 a.m. - 10:00 p.m.

The main entrance at 55 Fifth Avenue is open whenever the building is open.

CSL Administrative Offices are open from 9:00 a.m. to 5:30 p.m. Monday through Thursday, and 9:00 a.m. to 2:30 p.m. on Friday. In addition, the Office of Career Services is open until 8:00 p.m. on Wednesday evenings. Evening meetings are also available by appointment with the Assistant Dean for Students.

If school is closed due to inclement weather or other emergencies, an announcement is recorded at (212) 790-0320. Please call this number for information.

Whenever school is open but an individual class is canceled, an official notice is placed on the third floor bulletin board, the fifth floor bulletin board outside the Office of Faculty Services, and on the door of the classroom. Whenever possible, an email will also be sent to students registered for the class. Students may also call 790-0200 for class cancellations.

C. Bookstore

Assigned texts for all courses are available in the bookstore located in Room 201 (extension 339). The bookstore also carries supplies, study aids, T-shirts, sweatshirts, and other Cardozo merchandise. The bookstore accepts payment by cash, major credit card, debit card, or personal check.

The bookstore is owned and operated by Barnes and Noble Bookstores, not Cardozo. Store policies, hours, and prices are set by the bookstore's management.

D. Computing

1. Services and Facilities

Computers for student use are available in the library and in the Office of Career Services ("OCS"). (See sections on the Law Library and the OCS for further details). The

University Management Information Systems (MIS) Department, which oversees computers throughout the University, has prepared a computer policy handbook, which is distributed to students. Additional copies can be obtained from the Office of Business Affairs.

If you are interested in purchasing a new computer for use while you are a law student, it is recommended that you purchase an IBM-compatible computer. The Law School does not support Macintosh/Apple computers.

2. Use of Computers on Exams

Please see "Typing of Examinations" under "Final Examinations".

3. Computers in the Classroom

Students are permitted to use laptops to take notes during class (unless the professor instructs otherwise). Because the noise is annoying to some students, the professor may attempt to cluster laptop users in one area. Please note that many classrooms have only a few outlets so it's best to bring batteries whenever possible. Rooms 204, 205, 206, 303, 304, 423 and 424 have a power outlet for each seat.

E. Lockers

Every student receives a locker. Entering students are assigned lockers at the beginning of their first semester. Each student is entitled to one locker. Requests for specific lockers cannot be honored. At the end of the year, graduating students must vacate their lockers. Any locks that remain after the designated day are cut off. CSL is not responsible for the locker contents. Questions regarding locker assignments should be directed to the Office of Admissions.

F. Photocopying

The law library has photocopiers on all floors for self-service copying. Three of the copiers are equipped to use coins as well as copy cards. Coin copies cost \$.15 each; card copies are \$.08 - \$.10 each.

Journals, official student groups, and faculty research assistants can have copies made in the Law School's Production Department which is located on the sixth floor by the 12th Street elevators. You must complete a form with your organization's charge number. If you are unsure of the charge number, you can contact Ilene Mates in the Business Affairs Office at extension 316 to obtain it. The Production Department's manager is Oscar Diaz and he can be reached at extension 255.

Three commercial copy centers are located nearby. Kinko's is at 13 Astor Place; The Village Copier is at 20 East 13th Street; and East Side Copy is at 15 East 13th Street. However, please note, if: a) you are a student organization funded by the University (not SBA, primarily journals),

and/or b) wish to be reimbursed by the University for copying fees related to a University event, you **must** first go to the Production Department. In the event that the Production Department cannot meet your needs, they will provide you with an authorization card to go to a designated outside vendor. If this procedure is **not** followed, then you will **not** be reimbursed. Should you have any questions regarding this policy, please contact Ilene Mates in the Business Affairs Office at extension 316.

G. Room Reservations and Special Events

1. Room Use

Student Bar Association (SBA) organizations, and any other student organizations approved by the Office of the Dean, may use CSL space for meetings, speakers, and the like. Although such requests are almost always granted, the law school reserves the right to deny particular requests if a suitable space is unavailable or the event is inappropriate or disruptive to the mission and smooth functioning of the school. Any group or individual who wishes to use a room for a purpose other than a regularly scheduled class should contact Amy Gaudet, Manager of Special Events in Room 1051; Ms. Gaudet's phone extension is 367. Room Requests may also be e-mailed to her at gaudet@ymail.yu.edu. Room requests should be submitted no later than 10 business days before the scheduled date of the meeting, lecture, etc. Room requests submitted less than 10 days prior to when needed will be honored as best as circumstances allow. Please be aware that submitting a request for a particular room does not guarantee that you will get the room requested for the date/time requested. You will be notified as to whether your request has been confirmed or if there is a conflict. Confirmation of a room assignment must be received before the meeting time and room can be published on flyers/notices. This is absolutely necessary to avoid scheduling conflicts. Failure to clear room assignments through Ms. Gaudet may result in a group's inability to continue using CSL space for its meetings.

2. Special Events

Any event of a student organization (including journals) which is larger in scale than a simple meeting (for example, an outside speaker or panel, a symposium, an exhibit, etc.) must be coordinated with Amy Gaudet, Manager of Special Events, room 1051, extension 367. It is important to speak to with her as early as possible to avoid scheduling conflicts and ensure sufficient time to make all arrangements.

Due to the large number of events held at Cardozo, the Office of Special Events has developed the following procedures to ensure the success of those events:

- a) As far in advance as possible, a proposal should be presented describing the event in detail, including the topic and the reason for choosing it, approximate dates, the name of the faculty sponsor, if any, likely

participants, the population likely to be interested in attending, and the expected benefits to CSL

- b) For students/student groups receiving funding from the University (i.e., journals), a meeting must be set up with Ilene Mates in the Business Affairs Office prior to speaking with Amy Gaudet to discuss budgetary constraints. SBA-funded groups should make sure catering requests fall within the budget received from the SBA. Arrangements for catering/food should be made at least one week prior to the meeting to allow for review of appropriate options.
- c) Food or catering arrangements must be made through Amy Gaudet, Manager of Special Events. Menu options may be discussed at the time of the appointment. Only kosher caterers or establishments that have been recognized by Yeshiva University are permitted. For those planning catering for an event, please set up a meeting with Amy Gaudet and, if utilizing University funding (such as co-sponsorship with a journal), Ilene Mates as early as possible. A student group that is holding a meeting without outside attendees may provide its own food and beverages as long as they are kosher and approved in advance by Ms. Gaudet
- d) The date and time of all events must be approved to ensure availability of a room and support services. A Facilities Request Form will be completed indicating how many chairs, tables, and microphones are required, as well as any other special needs, through Amy Gaudet.
- e) Room requests for small, in-house meetings should be made at least ten business days in advance. In-house meetings for more than 25 people, and any meeting requiring catering services or special setups should be planned a minimum of four weeks ahead. Special events involving outside attendees that do not require special publicity and involve minimal food service (e.g., coffee, soda, cookies, etc.) should be planned at least six weeks in advance. Large events (e.g., conferences, symposia, a well-known guest speaker, etc.) and events requiring special set up and/or coordination of various departmental services may require six months to a year of advance planning.
- f) Those planning promotional materials should meet with a member of the Department of Public Relations (Susan Davis or Paulette Crowther, Room 1052, ext. 237 or 246), which can help with advertising and photography. (Also, please see G.3 below for additional information on this topic.)
- g) Any audio-visual needs for an event must be identified and coordinated with the Director of the Law Library (Lynn Wishart, ext. 222) no later than one week prior to the event. Amy Gaudet must be made aware of any coordination with Lynn Wishart.

- h) For those events involving outside guests, please ensure that a list of all attendees from outside the YU community is provided to Amy Gaudet no later than one full business day prior to the event. Amy Gaudet will then be responsible for submitting the list to security. Any last minute changes should be submitted to or brought to Ms. Gaudet's attention as soon as possible.
- i) Any supplies required for an event, such as pens, pencils, paper, and name tags should be ordered through the Business Affairs Office. These requests should be submitted utilizing the 'laundry list' form (available in Business Affairs) to the Business Affairs Office, Room 1021, no later than one week prior to the event.

Easels may be borrowed from the Office of Special Events - please contact Amy Gaudet to arrange this. Student groups are responsible for picking up and returning the easel(s) from/to the Office of Special Events.
- j) For information on travel-related procedures and expenses (including hotel reservations) please contact Ilene Mates either via e-mail at mates@ymail.yu.edu or on extension 316 to set up an appointment to discuss the procedure.
- k) Questions concerning contracts with outside vendors and honorariums should be directed to Ilene Mates in the Business Affairs Office.

3. Publicity/Advertising

Approved student organizations which have cleared their requests for space may place notices of their meetings, lectures, events, etc. on their bulletin board and any "General Notices" bulletin board. Notices may **not** be put on the walls or in the stairwell.

For those events where invitations are required, students should be aware that invitations for all events should be mailed out at least 5 weeks prior to the event. Therefore, it is imperative that students contact Public Relations (Room 1051) as soon as the information for the invitation is readily available. Public Relations will need at least 2-3 weeks prior to the mailing out of the invitations to prepare and have them printed.

All invitations must have an RSVP with a deadline of at least one week prior to the event indicated on the invitation. Students are responsible for monitoring the RSVPs as they come in and for providing a list of attendees from outside the YU community to Amy Gaudet at least one full business day prior to the event. RSVPs are necessary for finalizing catering needs as well as for security purposes.

Students should also discuss advertising options as well as signage for the event with Public Relations. Advertising should be discussed at about the same time as the

invitations are discussed. Signage should be discussed no later than 10 days prior to the event

A copy of all printed materials (including invitations and fliers) must be submitted to Amy Gaudet before being distributed.

H. Smoke-Free Environment Policy

Cardozo is a smoke-free environment. There is no smoking in public areas at the school, including, but not limited to, the lobby, lounges, the third floor food service area, student organization and publication offices, hallways, stairwells, bathrooms, and study areas. Smoking is permitted only in enclosed, private offices such as a faculty member's individual office, and only with the permission of the person in that office. Those who do not have access to a private office must leave the building to smoke.

I. Student Lounge and Food Services

The student lounge is located on the third floor and is generally available for CSL student use at all times that the building is open. Students should demonstrate consideration for others by refraining from loud noise, limiting their consumption of food and beverage to the designated areas, and disposing of their trash before leaving the lounge.

The third-floor food service is open on weekdays when school is in session. In addition, vending machines selling candy, snacks, sandwiches, and ice cream are located on the third floor in the Fay Rotenberg Lounge, Room 306 (the room near the 5th Avenue elevator). Students are free to bring food into the building.

COMMUNICATIONS

A. Accessing Individual Student Records

1. Cardozo students have easy, round-the-clock access to their own Cardozo student records via the web as follows:
 - a) academic records including recently posted grades, schedule, and unofficial transcripts.
 - b) financial aid information including:
 - i. status of financial aid applications including a listing of which documents have been received and which are outstanding
 - ii. financial aid award letter
 - c) any academic or financial holds which may require a response from the student
 - d) current address on file in the Registrar's Office (please be sure to keep this updated)
 - e) the information contained in most recent IRS 1098T, which enables students to claim a Hope Scholarship federal tax

2. In order to access these records, go to www.yu.edu (the Yeshiva University Website). Place the arrow over "Current Student" (while remaining on the YU home page). A list of links will appear on the right of "Current Student". Click on "My YU" from that list. Click on "Faculty and Current Students". This will bring you to the log-in page. Log-in using your Student ID (usually your social security number or a 9-digit number beginning with 999). Finally, click on "Student Information".

B. Change of Student Address and Phone

Students should be sure that Cardozo has their current contact information at all times so that they can receive important information promptly. To update contact information, students should access their records as stated above via the web and change their address online.

C. E-Mail

All students are assigned an email account in the Yeshiva University system ("ymail"), which they should check daily. Students are deemed to have knowledge of all e-mail communication from Cardozo. If you already have an email account that you wish to retain, you should set your

ymail account to automatically forward your ymail to your other address. Inquiries about forwarding your mail, a forgotten password, or problems with a YU account should be directed to the reference librarians.

D. Student Mailboxes

Student mailboxes are located on the third floor and are available for student use (to contact other students) as well as for official communications. Mailboxes are arranged by number. There will be a list of student names and the mailbox to which they have been assigned next to the mailboxes. Please check the number to which you have been assigned. This is the only mailbox you may use. It takes a few days at the beginning of the fall semester to assign mailboxes; your patience is appreciated. You should check your mailbox daily throughout the year since you will be deemed to have knowledge of all official communications distributed to your mailbox.

Solicitations from outside vendors may not be distributed through student mailboxes. Students and student organizations may put messages or flyers in student mailboxes. However, anything put in a mailbox, whether a single item placed in an individual's box or a mass mailing to all students, must be signed or otherwise indicate the identity of the person or organization placing it in the mailbox.

The values of community and mutual respect should be reflected in all communications at the Law School. Any communications via mailbox should also comply with all Cardozo and Yeshiva University regulations and policies, including but not limited to, the Disciplinary Code. No one other than the student to whom a mailbox is assigned, and members of the CSL administration, may remove an item from that mailbox, except in the case of law school officials removing mailings that conflict with these policies. Please be mindful that CSL cannot guarantee the privacy of any communication left in student mailboxes.

Please remember to clean out your mailbox at the end of the academic year. Mailboxes will be reassigned over the summer, and CSL cannot be responsible for lost items left in mailboxes.

Students should not receive personal mail at the law school. CSL is prohibited from placing U.S. mail in student mailboxes.

The nearest post offices are at 10th Street and 6th Avenue, and 11th Street and 4th Avenue. The main post office, open 24 hours a day and 7 days a week, is on 8th Avenue between 31st and 33rd Streets.

E. Bulletin Boards

1. General Information

In an effort to make information more readily accessible, the following rules have been established for the posting of information. More detailed information regarding the posting guidelines will be posted on the bulletin boards.

All postings must include the following information:

- a) Name of the organization/or person issuing the posting and contact information.
- b) On the lower left hand corner, "Date of Issue" and the relevant date.
- c) On the lower right hand corner, "Date of Expiration" and the relevant date.

Official Administrative Notices are posted on the 1st floor and/or on the 3rd floor glass-enclosed boards, near the Fifth Avenue elevators and cafeteria. Other administrative departments and programs have bulletin boards throughout CSL.

There are several bulletin boards open for general use. These are located on the 3rd floor near Room 304, the 3rd floor, near the Fifth Ave. elevator, and the 4th floor across from Room 424. Any board that bears a particular designation is reserved for the designated organization. The designee has the right to remove any notices it did not post, or approve for posting. This shall not limit the ability of the Administration to post notices on any bulletin board, regardless of the designation of the bulletin board. Any notices posted by Administration may only be removed by Administration.

In the interest of promoting free speech and open debate, great latitude is allowed in the tone and substance of postings. However, the values of community and mutual respect should be reflected in all communications at the Law School. The posting of any notice on the student bulletin boards does not connote approval by CSL of the contents or message of the posting, or of the speakers, participants, or message communicated at any meeting or event it announces.

2. CSL Administration

The glass-enclosed bulletin board on the third floor is the official CSL Bulletin Board. Students are urged to check this board on a daily basis and are held responsible for knowing the information posted there. Announcements of class assignments, cancellations, and makeup classes are posted here. All students entering their first semester at CSL should note that assignments will often be posted here prior to the start of a semester, with the expectation that students will prepare before the first day of classes as indicated in the assignment. Professors also have the option of posting class assignments on the CSL website. Please check the CSL website at <https://angel.ac.yu.edu/cardozo>, to determine if your professor has posted any assignments.

The Offices of the Registrar, Student Services and Student Finances post essential information outside of their offices on the 10th floor on matters such as registration, class ranks, bar examinations, financial aid, and the like. Again, students are responsible for

checking these postings regularly. The Office of Career Services maintains the glass-enclosed bulletin board near the student mailboxes on the 3rd floor, and a set of boards outside its offices on the 11th floor.

3. Library

The small glassed-enclosed bulletin board by the 12th Street entrance to the library is reserved for library notices.

F. Messages

1. Personal Messages

CSL cannot transmit personal telephone messages to students except in emergencies. Students should instruct their friends and families not to telephone them at the school. In the event of a true emergency (e.g., family illness or death), students may be contacted through the Office of Student Services (790-0429, 790-0456, or 790-0313) or, failing that, the Office of the Dean (790-0310). Students wishing to communicate with other students should use the student mailboxes or the University email system ("ymail"; see section on email above).

The administrative offices occasionally receive calls from outsiders seeking information about a student or trying to get in touch with a student. The school will not provide any information about a student (address, phone number, or class schedule) to a caller or visitor without the student's permission. While this can be an inconvenience, because many such requests are legitimate, the policy is for students' protection and is adhered to carefully.

2. Contacting Faculty Members

Each faculty member posts office hours during which he or she will be available to students. Most are also happy to set up an appointment at other times. To leave a message for a faculty member, students should either use the telephone (all faculty have access to voice mail) or leave a message with the receptionist at the Office of Faculty Services, Room 527.

G. Pay Phones

Pay phones are located:

- On the first floor, near the 5th Avenue elevator
- On the second floor, to the right as you come off the 12th Street elevators
- On the third floor in the hallway near the 5th Avenue elevator

ACADEMICS - J.D. PROGRAM

The law school's academic rules and regulations are largely dictated by the standards for legal education established by the American Bar Association, with which Cardozo must comply to maintain its accreditation, and the New York State Court of Appeals, with which Cardozo must comply if its graduates are to be permitted to sit for the New York State bar examination. (Interested students can find the ABA standards and the Court of Appeals regulations on reserve in the library and at their respective websites:

<http://www.abanet.org/legaled/standards/standards.html>
<http://courts.state.ny.us/ctapps/520rules.htm>.)

However, the CSL rules also go beyond the particular regulatory requirements, reflecting the faculty and administration's judgment concerning the components of a sound legal education.

A. General Obligation

It is the responsibility of each student to be familiar with and to comply with all rules, regulations and standards, to pay all fees and charges, and to meet the specific requirements of any course for which he or she is enrolled, including prerequisites and corequisites.

B. J.D. Degree Requirements

In order to graduate from CSL with the degree of Juris Doctor (J.D.), a student must satisfy each of the following requirements:

1. Satisfaction of any and all conditions of admission to the Law School
2. Completion of a minimum of 84 credits, including at least 72 academic (i.e. non-clinical) credits
3. A cumulative grade point average of 2.200 or higher
4. Passing grades in all required courses and satisfaction of the course distribution requirements
5. Satisfactory completion of conditions of academic probation, if any
6. Satisfactory completion of course work required for graduation within five (5) years of the date of matriculation at CSL
7. Satisfaction of the full-time residency requirement
 - a) completion of the first-year curriculum as outlined below for each program

- b) completion of 4 full-time upper-level semesters of 12 or more credits per semester.
- 8. Timely completion of a "graduation check" with the Office of the Registrar and submission of an "Application for Degree" packet
- 9. Approbation of the faculty.

Students must familiarize themselves and comply with the details of these and other requirements, as stated in this Handbook.

C. Attendance and Outside Commitments

1. Outside Work

As required by the ABA, Cardozo's J.D. curriculum is designed to take up most of the available time of students. Outside employment for first-year students in the full-time and part-time programs **is strongly discouraged**. Students in the J.D. part-time program should be aware that it is not analogous to an evening program, and should anticipate that they will have to adjust their outside commitments to fit with the Cardozo Law School course schedule. In fact, the ABA actually prohibits outside employment beyond 20 hours per week, for students taking 12 or more credits, while school is in session. (Work experience through a credit-bearing program does not count toward the 20 hours.)

All students should make every effort to organize their lives in a way that leaves them free to focus on their schoolwork. No remedy will be available if a student fails to maintain a minimum GPA of 2.2 due to outside commitments and the student will be dismissed from school.

Regular class attendance is both in your best interest and required by Cardozo's regulations. You should be aware that for a graduate to be allowed to sit for the New York Bar examination, CSL must certify to the Board of Bar Examiners that the graduate was in regular attendance. Other states have similar requirements.

LL.M. students may enroll on a part-time or full-time basis. Part-time students are those who enroll in eight (8) or fewer credits in a semester.

2. Attendance

Regular class attendance is required as a condition of receiving credit for courses. Any student who is not in regular attendance for a course may be prohibited from taking an exam and/or receiving a passing grade for that course. Each instructor may supplement this general attendance requirement by announcing a more specific attendance requirement for a particular course. It is expected that a professor who imposes a more specific attendance policy will do so in writing, explaining the policy and sanctions for its violation, but this is not a flat requirement.

3. Disqualification for Nonattendance

Each faculty member has the prerogative to disqualify a student from taking an examination in a course for which the student has registered, if the student has not been in regular attendance. If the instructor denies a student permission to take the exam because of failure to attend classes regularly, the student shall receive a grade of "F," "N," "G", or "W" at the discretion of the Assistant Dean for Students.

D. J.D. Program Requirements

1. First-Year J.D. Students - required curriculum

- a) All first-year students must take a specified program of courses for a total of 32 credits. Students must maintain a minimum G.P.A of 2.20 at the conclusion of their first year (32 credits). There are no elective courses during the first year. The following is an outline of the sequence of first-year courses in each of Cardozo's programs (credits are indicated parenthetically):

September Entering Students

(1) Full-Time Students

<u>Fall Semester</u> (16 credits)		<u>Spring Semester</u> (16 credits)	
Elements	(2)	Criminal Law	(3)
Property I	(2)	Property II	(3)
Contracts I	(3)	Contracts II	(3)
Civ Pro I	(3)	Civ Pro II	(3)
Torts	(4)	Con Law	(3)
Legal Writing I	(2)	Legal Writing II	(1)

(2) Part-Time Students

<u>Fall Semester</u> (11 credits)		<u>Spring Semester</u> (11 credits)		<u>Summer Semester</u> (10 credits)	
Elements	(2)	Criminal Law	(3)	Civ Pro I and II	(6)
Property I	(2)	Property II	(3)	Constitutional Law	(3)
Contracts I	(3)	Contracts II	(3)	Legal Writing II	(1)
Torts	(4)	Legal Writing I	(2)		

<u>Spring Semester</u> (17 credits)		<u>Summer Semester</u> (17 credits)	
Contracts I and II	(6)	Civ Pro I and II	(6)
Elements	(2)	Con Law	(3)
Torts	(4)	Property I and II	(5)
Criminal Law	(3)	Legal Writing II	(1)
Legal Writing I	(2)		

May AEP Students

(1) Full-Time Students Graduating in 2 ½ years

<u>Summer Semester</u> (15 credits)		<u>Fall Semester</u> (7 credits required 1L courses + electives)		<u>Spring Semester</u> (10 credits required 1L courses + electives)	
Contracts	(6)	Civ Pro I	(3)	Civ Pro II	(3)
Criminal Law	(3)	Property I	(2)	Property II	(3)
Elements	(2)	Legal Writing I	(2)	Legal Writing II	(1)
Torts	(4)			Constitutional Law	(3)

**(2) Full-Time Students Completing First Year over Two Summers
(e.g. LEX students and juniors in college)**

<u>1st Summer Semester</u> (17 credits)		<u>2nd Summer Semester</u> (Students integrated with January AEPs – 15 credits)	
Contracts	(6)	Civ Pro I and II	(6)
Criminal Law	(3)	Constitutional Law	(3)
Elements	(2)	Property I and II	(6)
Torts	(4)		
(Legal Writing I	(2)	(Legal Writing II	(1)
Taken in the following fall semester)		Taken in the preceding spring semester)	

(3) Part-Time Students Beginning in May

<u>Summer Semester</u> (11 credits)		<u>Fall Semester</u> (11 credits)		<u>Spring Semester</u> (10 credits)	
Contracts I and II	(6)	Civ Pro I	(3)	Civ Pro II	(3)
Criminal Law	(3)	Property I	(2)	Property II	(3)
Elements	(2)	Torts	(4)	Legal Writing II	(1)
		Legal Writing I	(2)	Constitutional Law	(3)

Note: Once part-time students complete their first-year courses, they are integrated into the full-time schedule. Second and third year are completed in the traditional manner.

In programs where certain courses extend over two semesters -- Civil Procedure, Contracts, Property, and Legal Writing -- a single final grade is awarded at the end of the course, which applies to both semesters. Mid-year examinations are given at the end of the first semester in Civil Procedure, Contracts, and Property.

All first-year students entering their first semester are assigned to a section of students with whom they take all their classes. Each section has a fixed schedule of classes. Section assignments will not be altered.

b) First-Year Lawyering Skills and Legal Writing Program

Prof. Leslie Newman, Director
Room 532, extension 323

The First-Year Lawyering Skills and Legal Writing is a two-semester course offering students a closely supervised experience designed to develop the writing and research skills essential for successful academic performance and legal practice. Legal Writing I focuses on basic principles of writing, language usage, organization, and case reading; legal analysis, case synthesis, and ethics in informational legal writing; manual legal research methods and skills; and exercises in fact gathering and interviewing. Legal Writing II introduces students to computer-assisted research sources and usage; focuses on advocacy writing skills and ethics, includes exercises in negotiation, litigation drafting, and strategy, as well as a class visit to an appellate court, and concludes with an exercise in appellate brief writing and oral argument. Work in both semesters includes in-class instruction, in-library instruction, and individual faculty-student conferences and provides extensive written and oral feedback on all assignments. All work must be done individually unless otherwise specified. Classes are taught in small sections by experienced practitioners. Legal writing sections follow a uniform syllabus and work schedule, though each section works on individually prepared and different assignments.

- c) Students who fail a first-year course, but maintain the required minimum G.P.A. of a 2.2 to continue at CSL, are required to retake the course the next time it is offered and pass it in order to graduate.
- d) Circumstances sometimes arise after enrollment, which prevent a student from maintaining a full course load. At the discretion of the Assistant Dean for Students, a student may then be offered a "Leave of Absence" with whatever conditions the Assistant Dean deems appropriate. On rare occasions a student may be permitted to drop a first-year course with written permission from the Assistant Dean. Whenever circumstances arise which interfere with a student's maintaining a full course load, the

student should immediately consult with the Assistant Dean for Students for assistance and instructions.

2. Second and Third-Year J.D. Students

Planning an upper-level course of study is not a simple matter and a number of factors must be considered: To begin with, second and third-year students must satisfy a number of requirements during their time at Cardozo as indicated in the sections below. In addition, students must maintain a minimum G.P.A. of 2.2 at the end of the academic year. Second, certain courses are strongly recommended for all students. Third, individuals may also wish to structure their studies to focus on a particular area of law, and thus, should complete relevant course work. Finally, a wide variety of course electives and experience outside of the traditional classroom is available to Cardozo students.

For assistance in planning their course selections, students may utilize a number of resources:

1. **The Guide to Course Selection**, detailing the relevant considerations and requirements in putting together one's upper-level program. The Guide is distributed each summer with the registration materials for the fall semester. Copies may be obtained from the Office of Student Services and are on reserve in the library and posted to the CSL website:
<http://www.cardozo.yu.edu/>
2. **Course Evaluations**, distributed in class at the end of each course. (Students are urged to complete the evaluations, which are anonymous, and which provide extremely important feedback to professors, as well as useful information for other students.) Tabulations of the results and copies of the evaluations themselves are kept on reserve in the library.
3. **Faculty Members**. Most faculty members are happy to discuss academic matters. All faculty members post office hours during which they are available for student conferences; students can also make an appointment to see a faculty member at other times.
4. **The Assistant Dean for Students or the Manager of Academic Services**. These individuals welcome students to meet with them in the Office of Student Services with regard to course selection, study habits, and other academic issues.

Below is a listing of upper-level course requirements.

a) Total Credits

To obtain the required 84 credits to graduate, students need to complete at least 52 credits during their second and third years, an average of 13 per semester.

b) Per-Semester Credits

Second- and third-year students register for maximum of 16 credits and a minimum of 12 credits per semester. A student with special circumstances who therefore wishes to take less than 12 credits or more than 16 credits must receive prior written permission from the Assistant Dean for Students and submit it with his/her registration materials. Students should be particularly aware that their scholarships, loans, visas, or health insurance may also require a "full-time" load of at least 12 credits per semester.

c) Clinical versus Academic Credits

At least 72 of the required 84 credits must be in non-clinical academic courses; up to 12 of the 84 credits may be earned in "clinical" courses. Students may accumulate more than 12 clinical credits; but only 12 can be counted toward the 84 credits needed for graduation. Thus, a student with more than 12 clinical credits will need to earn more than 84 total credits to graduate.

The following lists indicate clinical and academic credit designations for the 2003-2004 academic year. Students are referred to registration materials distributed prior to registration for each semester for further updates.

Clinical Only:

All of the credits earned through participation in the following are considered "clinical":

Alexander Fellows Program (10 credits for the Judicial Clerkship for the semester)

Corporation Counsel Appellate Externship (4 credits for the semester)

Immigration Law Clinic (2 credits for the semester)

Internships (1, 2 or 3 credits for the semester)

International Law Practicum (2 credits for the semester)

Paulsen Competition (1 credit)

Prosecutor Practicum (10 credits for the semester)

Telecommunications Workshop (3 credits for the semester)

U.S. Attorney's Office Externship (10 credits for the semester)

Clinical In Part:

Participation in the following programs earns some academic and some clinical credits; the parenthetical notes indicate how many of the total credits awarded are clinical.

Alternative Dispute Resolution/Mediation Clinic (2 of 8 for the year)
 Bet Tzedek Legal Services (6 of 10 for the year)
 Criminal Appeals Clinic (2 of 4 for the year)
 Criminal Defense Clinic (6 of 9 for the year)
 Family Court Clinic (1 of 3 for semester)
 Innocence Project (4 of 5 for the year)
 Labor Law Externship (1 of 3 for the semester)
 Real Estate Reporter (1 of 2 for the semester)
 Tax Clinic (1 of 3 for the semester)

Clinical Over a 4-Credit Threshold:

Up to four (4) credits in the following are deemed "academic." Any additional credits are considered "clinical":

Arts and Entertainment Law Journal
Journal of International and Comparative Law
Law and Literature Journal
Law Review
Moot Court Honor Society
Journal of Conflict Resolution
Public Law, Policy and Ethics Journal
Women's Law Journal

d) Credit Limits

Certain undertakings are subject to maximum credit limits:

Internships

No more than six internship credits can be counted toward the 84 credits required for graduation; students can take only one three-credit internship during their law school career and only one credited internship per semester.

Teaching Assistants

TA's earn one credit per semester, but no more than two TA credits can be applied toward the 84 credits required for graduation. TA credits may be graded as Pass/Fail or A/B/C/D/F at the discretion of the professor.

Independent Research

No more than three Independent Research credits can be applied toward the 84 credits required for graduation, and no more than two Independent Research credits can be earned in any one semester.

e) Distribution Requirements

All students must satisfy certain distribution requirements in order to graduate. Students must take at least two of the courses listed in the first three categories set out below, and at least one from those listed in the fourth category. The particular courses within each category may vary slightly from year to year; what follows is the list as of August 1, 2003.

i. Law and the Regulatory State -- Any two of the following:

Administrative Law*	Estate and Gift Tax
Constitutional Law II	Federal Income Taxation
Criminal Procedure*	Land Use Regulation
Environmental Law	

ii. Private Ordering Through Law -- Any two of the following:

Commercial Law	Family Law
Corporations	Real Estate Transactions
Debtors' and Creditors' Rights	Trusts and Estates
Employment Law	

iii. Adjudication and Systems of Justice -- Any two of the following:

Administrative Law*	Bet Tzedek Clinic [†]
Conflict of Laws	Criminal Law Clinic [†]
Criminal Procedure*	Innocence Project [†]
Evidence	Mediation Clinic [†]
Federal Courts	Prosecutor Practicum [†]
Alexander Fellowship [†]	U.S. Attorney's Externship [†]

iv. Jurisprudential, Interdisciplinary, and Comparative Approaches to Law -- Any one of the following:

Advanced Jewish Law	Bioethics
American Legal History I	Bucerus Exchange Program
American Legal History II	Colloquium on Constitution Religion and Politics
Animal Rights	

Comparative Commercial Law	International Law
Comparative Constitutionalism	International Organizations
Comparative Copyright in the 21 st Century	International Trade
Comparative Law	Introduction to Jewish Law
Comparative Legal Theory	Jewish Law and Cont. Legal Issues
Const. Crisis and Emergency Powers	Jurisprudence
Democracy and Constitutionalism	Law and Culture: the Case of Russia
Economic Approach to Corporate Law	Law and Literature
European Community Law or European Union Law	Law and Religion
European Legal Systems During the Holocaust	Presidential Election Seminar
Hegel's Logic	Race, Racism and American Law or Race and the Law
Human Rights	Sexual Orientation and the Law
Human Right and Children	Theories of Demo. Const.
Human Rights Colloquium	Theories of Punishment
Intellectual Property in the EU	Topics in Jewish Law
International Business Transactions	Women and the Law

† Only one of the clinics and externships indicated by a dagger can be applied toward the “Adjudication and Systems of Justice” requirement.

* Administrative Law and Criminal Procedure are listed in both group one and group three; each can be counted toward the requirements for one group or the other, but not both groups.

f) Writing Requirement

All J.D. candidates are required to complete a supervised paper or other significant written work at some point during their last two years. The supervised writing requirement can be met –

- i. by completing an approved course or seminar that requires a supervised paper or other written work;
- ii. by completing an independent research paper;
- iii. by completing a publishable note for the *Cardozo Law Review*, *Cardozo Journal of International and Comparative Law*, *Arts and Entertainment Law Journal*, *Cardozo Journal of Conflict Resolution*, *Law and Literature Journal*, *Public Law*, *Policy and Ethics*, or *Women's Law Journal*;
- iv. by successfully participating in the *Moot Court Honor Society*;

- v. by participating in the Alexander Fellows Judicial Clerkship Program, the Bet Tzedek Legal Services Clinic, the Corporate Counsel Appellate Externship, the Criminal Appeals Clinic, the Criminal Law Clinic, or the Prosecutor Practicum

All "approved" courses have a "w" next to the course number and the words "Satisfies Writing Requirement" in the course description, in the current year's registration materials. Students should not assume they will receive writing credit because a course requires a paper or gives a paper-writing option; only those courses with the "w" designation next to the course number qualify.

g) Professional Responsibility Requirement

In keeping with the accreditation requirements of the ABA, as well as the bar eligibility requirements established by the New York Court of Appeals, CSL requires that its J.D. candidates demonstrate an awareness and understanding of their ethical obligations as lawyers to their clients, to the wider society, and to themselves as moral individuals and professionals. CSL's requirement of demonstrated proficiency in professional responsibility may be met in the following ways:

- i. successful completion of an officially designated course of two or more credits concerning professional responsibility in the legal profession; or
- ii. successful completion of a clinical program including, as certified by the instructor, a professional responsibility component of not less than fourteen (14) hours of instruction which may be segregated from the rest of the program or pervasive throughout it. For the current academic year, these include the Bet Tzedek Clinic, Criminal Defense Clinic and the Mediation Clinic; or
- iii. successful completion of any upper-level course entailing substantial systematic study of the professional role and obligations of lawyers in society, as certified by the instructor and approved by the Dean (specific courses that satisfy the professional responsibility requirement for the current academic year are noted in the registration materials).

Please note that the professional responsibility requirement is independent of, and applies regardless of, passage of the Multistate Professional Responsibility Examination; you cannot waive out of the Professional Responsibility requirement by taking the MPRE.

h) Advanced Legal Research (“ALR”)

All J.D. candidates are required to complete the Advanced Legal Research Program. Participation on journals, internship-related research, or any other activities involving research are not considered acceptable substitutions for completion of the class.

3. Residency Requirement and Full-Time Status

- a) J.D. candidates must attend law school full-time as defined in paragraph b below for at least 4 upper-level semesters in order to graduate. Students who earn 84 credits after only 3 upper-level semesters do not fulfill the residency requirement for graduation. Participation in CSL's Summer Institute, CSL's summer study abroad programs, or credit-granting summer programs at other institutions do not count towards fulfillment of the residency requirement.
- b) Students should be aware that at least 12 credits are necessary to qualify as full-time. State Education Department regulations define full-time as carrying a minimum of 12 credits, and this definition applies with regard to certain loans, scholarships, and other external programs. Students who are receiving insurance coverage as adult dependents (i.e. those being covered by a parent's plan) may lose their eligibility if they do not maintain full-time status. Foreign students may also be required to carry twelve credits to remain eligible to continue their studies in the United States. Students are advised to check with their loan, scholarship, and insurance sources (and, if applicable, advisors regarding immigration status) before registering for less than twelve (12) credits. CSL will not be responsible should a student decide to register for less than twelve (12) credits and, as a result, lose his/her eligibility for loans, insurance coverage, or any other benefits and privileges dependent on full-time student status. Students who need to register for less than 12 credits, must meet with the Assistance Dean for Students and obtain written permission, prior to registering.

E. First Assignments and Syllabi

Since students are frequently not available to come to school during the break between semesters but are often expected to prepare for the first class, professors are encouraged to post their first assignments and syllabi for their courses to the web. Student can access this information by visiting <https://angel.ac.yu.edu/cardozo> and clicking on "First Assignments". (No password is needed to access this information.) First assignments are also posted in hard copy at the law school on the third floor bulletin boards near the cafeteria and next to the Office of Faculty Services, fifth floor, Room 527.

F. Academic Advising and Support

A variety of resources are available to Cardozo students for assistance in planning a curriculum and include the following:

1. J.D. candidate students should feel free to contact the Office of Student Services at 212-790-0429 to make an appointment with Denise Gackenheimer, Manager of Academic Services, or Judy Mender, Assistant Dean for Students, with whom they can discuss their concerns.
2. LL.M. candidates are welcome to contact Toni Fine, Director of Graduate and International Programs for guidance.
3. A list of faculty members available to students for advice on a particular area or areas of the legal profession may be obtained either from the Office of Student Services, or on the Cardozo website.
4. For guidance on relevant courses for specific career paths, students may contact a counselor in the Office of Career Services, 212-790-0358.
5. Conversations with fellow students about courses they have taken can provide additional valuable information. For detailed feedback on individual courses and professors, course evaluations completed by students at the end of each semester are available at the library reference desk.

Students concerned about their academic progress are encouraged to seek assistance in the following ways:

1. General guidance in handling class preparation, exams and other matters is available in the Office of Student Services; students should feel free to call (212) 790-0429 to make an appointment to speak with the Assistant Dean of Students or the Manager of Academic Services.
2. More specific and individualized instruction in exam preparation and/or legal writing is available from the Cardozo Lawyering Skills and Legal Writing Program. Students can arrange for assistance from the Program by sending an email to Professor Leslie Newman, Director, at newman@ymail.yu.edu.
3. First-year J.D. and international LL.M. students should feel free to see their teaching assistants for support with library research methodology and strategy.
4. Students for whom English is a second language are also invited to attend Prof. Olga Statz' weekly Grammar Workshop. Professor Statz covers topics in grammar and language structure and is available to meet with students individually.
5. During the year, the Office of Student Services conducts presentations on time management, study techniques, and how to take law school examinations. Students should watch for announcements for these programs.

G. Final Examinations

Most final examinations are given over a two to three-week period at the end of the fall and spring semesters. A tentative examination schedule is distributed with registration materials for each semester. This schedule is subject to change and students should not make travel plans or other inflexible plans during the exam period. Students should also allow additional time after the exam period, in the event they need to reschedule an exam due to illness or other unforeseen emergency. Approximately four to six weeks prior to the exam period, students receive an extensive memo with a final schedule, complete examination information and detailed rules. Summer final examinations are given in the middle of June for Constitutional Law and Elements of Law and the middle of August for all other courses.

In addition to the information contained in the examination memo, the regulations concerning examinations are as follows:

1. Rescheduling of Examinations
 - a) Final examinations can only be rescheduled in the following circumstances:
 - i. A student has more than two examinations scheduled in a two-day period, or more than three examinations in a three-day period, or more than four examinations in a four-day period.
 - ii. A student has two exams scheduled at the same time.
 - iii. A student has a serious illness or family crisis (such as death in the immediate family), which prevents him or her from taking the scheduled examination.

Once again, travel plans DO NOT constitute a basis for rescheduling an exam. Students are strongly advised not to make travel plans or inflexible commitments at any time during the examination period. (In addition, this will allow room for rescheduling of an exam in the event of a true emergency.)

It is the student's responsibility to contact the Office of Student Services to request the rescheduling of an examination.

- b) To reschedule an examination, a student must have prior written permission from the Assistant Dean for Students unless the reason for rescheduling is based on an unexpected problem that arises during the examination period. If such an emergency makes obtaining prior written permission impossible, the student or the student's representative must contact the Office of Student Services.

- c) Any medical excuse must be supported by a signed note from a physician at the time of the illness stating that the student's medical problem prevents the student from taking the examination as scheduled. Students are warned that once they sit for an examination, no reexamination will be allowed. Should a student begin an examination while ill, and should his or her performance be negatively affected by illness, no remedy will be available. No consideration will be given to the student's physical condition at the time of the examination in awarding a grade. For that reason, students who are ill on the day of an examination, or who have family emergencies which may affect their performance, are strongly advised to consult with the Assistant Dean for Students before the scheduled examination.
- d) If a request for rescheduling an examination is granted, the Office of Student Services will arrange a date and time for the make-up examination. In cases of direct conflict, the exam in the course with the smaller enrollment will be rescheduled. Exams will generally be rescheduled as soon as possible and within the exam period. If this is not possible, exams will be rescheduled no later than the two-week period following the end of that semester's exam period. Some students facing extreme circumstances may be eligible for waivers of this "two week" rule, but the granting of such waivers is solely at the discretion of the Assistant Dean for Students.
- e) If the student requesting the rescheduling of an examination is on academic probation, the specific date of the rescheduled examination must be approved by the Chair of the Academic Standards Committee, unless the date is prior to the beginning of the semester following the semester in which the course was taken.
- f) When a student, at his or her request, has taken an examination more than two weeks after the end of the examination period, the course in question may be omitted completely from consideration in computing his or her grade point average for purposes of academic standing, honors, and awards.

2. Late Arrivals

A student who arrives late to an examination is not entitled to an extension of time in which to complete the examination. Students arriving up to 45 minutes late for an exam should report to their examination room. Any student arriving more than 45 minutes late should report immediately to the Office of Student Services.

3. Failure to Appear

Any student who fails to take an examination as scheduled will receive the grade of "F" for the course. Should a medical emergency result in a student's inability to take an

examination and to contact the Office of Student Services prior to the day of the examination, the student (or his/her representative) should contact the Office of Student Services as soon as possible. In such cases, substantiating documentation must be provided. The Office of Student Services cannot be responsible for finding students who fail to appear for an exam.

Students are reminded to check their examination schedule carefully. The misreading of the exam schedule does not constitute a valid reason to reschedule an exam. If you have any questions about the day and/or time of your exams, contact the Office of Student Services.

4. Special Examination Conditions

Students with documented disabilities may apply for exam administration under special conditions through the Office of Student Services. Students who were granted special exam administration conditions at their undergraduate institution and/or on the LSAT are urged to discuss exam administration options at Cardozo. Doing so will not only be important in providing appropriate conditions for exam administration at CSL, but also may be essential to obtaining special conditions for the administration of state bar examinations. Students are urged to address this issue as soon as possible with the Assistant Dean for Students, since the time required to process the request may be substantial, and additional documentation and/or testing may be required.

5. Typing of Examinations

A. Students who wish to type their examinations must apply for permission through the Office of Student Services in accordance with examination memoranda distributed each examination period. If you have any questions regarding typing, please contact the Office of Student Services before taking the examination.

B. Laptop Computers

We hope to be able to allow students to use laptop computers on their examinations, provided they download and install the appropriate exam software. Once our laptop exam program is implemented, only P.C. (IBM-compatible) computers will be permitted for use with this software. Students, who wish to take their exam on laptop, will have to apply for permission through the Office of Student Services in accordance with examination memoranda distributed each examination period. Students will also need to supply their own laptop. The law school will not provide laptops to student under any circumstances.

Computers can be used for take-home exams, consistent with any specific instructions applicable to a particular exam.

C. Typewriters

Students who wish to type their examinations must apply for permission through the Office of Student Services in accordance with examination memoranda distributed each examination period. Students must supply their own typewriters, paper, and extension cords. No computers or word processors are permitted in examination rooms. If you have any questions regarding the typewriter you wish to use, please contact the Office of Student Services before taking the examination.

6. Correct Course/Section Examinations

All students must take examinations only for the course and section for which they are registered. Any student taking an exam in a section for which s/he is not registered will receive an "F" for the course. Students will not be permitted to adjust their registration after the course is over.

7. Re-Examination Policy

Once a student has taken an examination, no re-examination will be given. No excuse -- illness, lack of preparation, or any other reason -- will be accepted as grounds for re-examination or additional testing. A student is considered to have taken an examination once s/he has received the examination question(s), except in the case of incapacitating illness or family crisis that occurs suddenly during the examination to a person who had no indication of the problem when the examination started. Any such problem must be reported immediately to the examination proctor who will then immediately report the problem to the Office of Student Services.

8. Administrative Withdrawals

It is the prerogative of the Assistant Dean for Students to instruct the Registrar to withdraw students involuntarily from courses which they have been unable to attend, unable to complete, or both, due to illness or other reasons. A student withdrawn under these circumstances will receive a grade of "W" for the course.

Students are also bound by all relevant rules outlined in the "Disciplinary Code, Rules and Procedures" section contained in this Handbook.

H. Grades/Curve/Class Rank/Honors

1. General Information:

Grades are determined by the professor for the particular class. Grades are generally based on anonymously-graded final exams and, in the case of year-long first-year courses, mid-year exams.

Faculty sometimes raise a small percentage of grades for individual students whose classroom participation has been of sufficiently high quality and quantity to establish convincingly that a poor exam does not reflect the student's understanding of the course material. A faculty member who expects to use other factors in calculating the final grade -- for example, additional written assignments or class attendance -- will so advise students in class or in writing.

Exams are graded anonymously. Students do not indicate their names or social security numbers on their exams; rather they are assigned special examination i.d. numbers. Needless to say, in courses with extensive written assignments or in which classroom contributions are taken into account in determining a final grade, the overall grading cannot be anonymous. But even then, grading of exams will be done anonymously.

The mid-year exam must count, but its exact weight is up to the professor. Almost all professors count the mid-year exam for substantially less than 50% of the final grade.

There is no mechanism for grade appeals. A professor can change a grade that has been submitted to the Registrar only in cases of computational or recording error. A re-evaluation of the quality of a student's work does not constitute a "computational error."

2. Grade Scale

The work of each student in each course is graded on the following basis:

- A = Excellent
- B = Good
- C = Fair
- D = Poor
- F = Failed
- G = Administrative Failure
- I = Incomplete
- N = No credit
- P = Passed (used in special courses or circumstances)
- P+ or P- = used only for Advanced Legal Research ("ALR") courses
- W = Withdrew without Penalty or Prejudice
- Y = Year course; second semester grade will apply to both semesters

The symbol "+" suffixed to the grades of A, B, C, and D and the symbol "-" suffixed to the grades of A, B, and C indicate the upper and lower thirds, respectively, of the ranges covered by those grades.

Grades A through D are not applied to LL.M. students who are not graduates of U.S. law schools. Such students are graded on the following basis:

- HH = High Honors
- H = Honors
- HP = High Pass
- P = Pass
- F = Failed

Pluses and minuses are not applied to these LL.M. grades.

A grade of P* indicates a passing grade in a credit/no credit class.

3. The faculty has imposed the following deadlines for the submission of grades:

- a) In the case of professors with 70 or fewer total students, grades for a particular course are due three weeks after the date of the exam for that course.
- b) In the case of professors with between 71 and 199 total students, grades in a particular course are due four weeks after the date of the exam for that course.
- c) In the case of professors with 200 or more total students, grades are due four weeks after the end of the examination period.

4. Curve

All first-year courses are graded on a curve. The mean must fall between a 2.95 and 3.05 except in legal writing, for which the mean must be between a 2.75 and a 3.25. Upper-level courses with 25 or more students are also graded on a curve: in these courses the mean must be between 2.95 and 3.15. Upper-level courses with fewer than 25 students are not graded on a curve. There are no distribution requirements; that is, professors are not required to give a certain number of A's, a certain number of B's, and so on; the only requirement is that the mean fall within the prescribed range. LL.M. students are not subject to the curve and are not included in curve calculations.

5. Incompletes

- a) A student is expected to complete all required course work during the semester in which the course is taken. Papers and assignments other than final examinations are due on the dates specified by the course instructor, and in no event later than the last day of the examination period for that semester.

A student who is unable to complete course work other than examinations by the end of the semester because of illness or other good reason must obtain permission from the instructor for an extension of time to complete the work. A form for these purposes is available from the Registrar. Once completed by the student and signed by the Professor the student must also obtain the approval and signature of the Assistant Dean for Students. If the request is approved, the instructor must specify on the form the date by which the incomplete course work is due. The due date cannot be later than the end of the immediately following semester. A grade of "I" (Incomplete) will be entered temporarily for the course. Any further extension of time requires the written permission of the Assistant Dean for

Students as well as the instructor, and such permission will be granted only in very compelling circumstances.

- b) If a student does not obtain an extension and does not submit all coursework by the end of the exam period, the instructor may, but is not required to, give the student a grade of "F."
- c) If a student requesting an extension is on academic probation, the due date chosen by the instructor must be approved by the Academic Standards Committee, unless the due date is prior to the beginning of the semester following the semester in which the course was taken.
- d) Unless the student submits to the Registrar written permission from the instructor and the Assistant Dean for Students for a further extension, grades for all courses that are not completed within a period of 6 months after the end of the semester in which the course was taken will automatically be changed to "F" or "G".

6. Failing Grades

- a) No credit is awarded for a course in which a student receives a failing grade. However, failing grades are computed into the student's grade point average. A grade of "N" (no credit) is not considered a failing grade for GPA purposes.
- b) Any J.D. student who fails a first-year course must register for and complete the course as soon as it is offered again. (A student is not permitted to retake an examination.)
- c) A student who fails an elective course may repeat the course, but is not required to do so.
- d) If a student chooses to retake a course in which s/he previously received a failing grade and the student receives a passing grade, both grades are recorded on the student's transcript and calculated into the student's grade point average.

7. Posting of Grades

Students can access posted grades by going to <http://www.cardozo.yu.edu/academic/index.html> and clicking Student and Faculty Web Services. The user I.D. is the student's YU I.D. number and the pin number is the student's date of birth (mmddyy). The first time that a student logs on s/he will be prompted to change the pin number to a new six-digit number known only to the student. (Please use only digits for the new pin numbers).

8. Examination Review

Students who wish to review their exams should contact their instructors directly to make an appointment to do so. Reviewing an exam can be a useful part of the learning process. Professors are required to keep old exams for one year. However, in general, exam review is most useful if completed within a short period of time after the grades have been submitted. If the professor is a visiting or adjunct professor and will not be available the following semester, students may contact the Manager of Academic Services in the Office of Student Services, Room 1043, to arrange to review their exam and/or contact the professor.

9. Grade Changes

Once a grade has been submitted to the Office of the Registrar it is final. An instructor may not thereafter change a grade unless there has been a computational or recording error. A new evaluation of the substance of an examination, paper or project is not a "computational error." Students who wish to have their work reviewed for computational errors should contact their professor directly. Third-year students must do so prior to their date of graduation; no grade can be changed after a student has graduated.

10. Grade Point Averages (GPA's)

- a) Cumulative and semester grade point averages are determined and actions are taken by the faculty Academic Standards Committee on the basis of grades in completed courses. Actions are not delayed pending receipt of grades in incomplete courses, although actions may be modified upon receipt of such grades and adjustment of the relevant grade point averages.
- b) Grades from courses taken at other schools for transfer credit towards a CSL degree are not included in the calculation of CSL grade point averages.
- c) Grade point averages are calculated by assigning a numerical value to each grade, as follows: A = 4; B = 3; C = 2; D = 1; F = 0. A plus is counted as 0.333 higher and a minus as 0.333 lower. To calculate a GPA, the following formula is used: (1) multiply the number of credits for each course by the numerical value of the grade received in that course, (2) add together the results, and (3) divide the resulting sum by the total number of credits. Please note that students are not permitted to calculate their GPA for purposes of providing that information to others; an official GPA can only be calculated by the Office of the Registrar.
- d) LL.M. students graded on the HH/H/HP/P system are not assigned a Grade Point Average.

11. Class Rank

- a) After all spring semester grades have been submitted, J.D. percentile rankings, which indicate the GPA cut-offs for percentile groupings for each class, are published. These are posted outside the Office of the

Registrar and on the Cardozo website. The rankings indicate the cut-off for the top 10%, 15%, 20%, 25%, 33 1/3%, and 50% of each class. No other category of percentile ranking is available (i.e. there is not “top 40%”). Individual class rank is not disclosed.

- b) Students can obtain their official grade point averages only from the Office of the Registrar. Due to the existence of year-long courses, official GPA's and percentile rankings are calculated after the completion of the spring semester only.
- c) Transcripts issued after the fall semester will indicate a cumulative GPA. This is not an official GPA, and for any student enrolled in a year-long course, this GPA will almost certainly be incorrect. Students may not update class rank information on the basis of their mid-year GPA.
- d) No student is required to use, or even inquire about, grade point average or class standing data. However, inaccurate reporting of grade point averages or class standing on resumes is a violation of CSL's “Disciplinary Code, Rules and Procedure” and may result in loss of the use of the Office of Career Services facilities and/or other disciplinary action. Students who do use class standing information may refer only to the group on the published curve in which their grade point averages fall and should not use any more specific categories.
- e) Individual grade point averages are not disclosed to anyone except the particular student and, on the basis of approved need, CSL faculty and administration. Grade point averages will not be given out by phone under any circumstances.

12. Honors

a) Latin Honors

The top 15% of the J.D. graduating class graduate *cum laude*; the top 3% (approximately) graduate *magna cum laude*. *Summa cum laude* is reserved for students with a GPA of at least 3.8 and requires a vote of the faculty.

b) Order of the Coif

Students graduating in the top 10% of the J.D. class are elected to membership in the Order of the Coif, the national legal honor society.

c) J.D. transfer students should see specifics regarding honors under Academics - J.D. Program, Credit Awards.

- d) A variety of awards for academics, service, and accomplishments are given to J.D. students at the time of graduation.
- e) LL.M Honors

One LL.M. student each year is awarded the Louis Henkin Award for Academic Achievement and Superior Scholarship in the LL.M. Program. Student grades, scholarship and overall Law School citizenship are considered. In addition, awards are given for Distinguished Performance in the LL.M. Program.

I. Credit Awards – General Regulations, Transfer, Visiting and “Law-Related” Credits

1. CSL Credits

Credit is given for all courses taken at CSL for which the student registers correctly, is in regular attendance, and receives a passing grade.

2. Transfer Credits

a) General Regulations

- i. No transfer credit is given for study at an American law school that is not approved by the ABA.
- ii. Transfer credit is awarded only for courses in which a student receives at least a grade of "C" or its equivalent.
- iii. Because of the lack of comparability of grades at other schools, grades in courses taken at another school are not included in the calculation of a student's grade point average for purposes of determining academic standing and class rank at CSL, or for determination of honors.
- iv. To graduate with honors from Cardozo, a J.D. student must have completed at least four full-time semesters at CSL and have a GPA at CSL which falls within the honors range.
- v. Transfer credit will not be awarded for any coursework occurring prior to the beginning of law school study.

b) CSL Students Visiting at Other ABA-Approved Law Schools

- i. For current Cardozo student, permission to transfer credits from another institution to Cardozo is solely within the discretion of the Assistant Dean for Students.
- ii. Current Cardozo students who wish to obtain transfer credits from another institution to Cardozo must obtain a “Request for Permission for

Graduate Work at Other Schools” form from the Office of the Registrar and complete the top part of the form. Students should then see the Assistant Dean for Students, obtain her approval, and submit the signed form to the Office of the Registrar prior to taking the course(s). Students may not apply for transfer of credits in courses they have already begun or previously completed.

- iii. Students who have obtained permission to take courses at another institution and who will not be enrolled in any courses at CSL during a given semester, should follow procedures outlined below for visiting students and must also follow procedures to obtain a leave of absence (see section on the Office of the Registrar - Change of Status).
 - iv. In exceptional circumstances, a CSL student who is a J.D. candidate may be permitted to obtain transfer credit towards a CSL degree for up to 30 credits (two semesters) of course work at another ABA-approved law school. Prior written permission from the Assistant Dean for Students is required, and will be granted only when supported by compelling personal circumstances (e.g., a spouse moving to another city).
 - v. Regardless of how many credits are accepted for transfer, a student who spent his or her first year at Cardozo must successfully complete a minimum of 54 credits (four full-time semesters) at CSL, and complete all course requirements, in order to graduate from CSL with a Juris Doctor degree.
 - vi. J.D. candidates who are visiting at other institutions during their third year, must nevertheless be sure to complete a graduation check during their next-to-last semester.
 - vii. A CSL student may attend summer school at another ABA-approved law school for CSL credit provided that the student is in good academic standing and has received prior written permission from the Assistant Dean for Students. Permission will be granted when it furthers a student's legal education, especially when it permits enrollment in courses the student would otherwise not be able to take at CSL. Students who receive permission to enroll in summer schools for transfer credit towards their CSL J.D. degree may not thereby accelerate their graduation -- i.e., they will still be required to attend CSL for the requisite number of full-time semesters.
- c) **CSL Students Taking Law-Related Courses at a Graduate School Other than a Law School**
- i. A CSL student may be permitted to obtain transfer credit towards a CSL J.D. degree for up to ten (10) credits of law-related course work at schools other than ABA-approved law schools in exceptional circumstances with prior written permission from the Assistant Dean for Students. This provision is generally used by students pursuing graduate degrees in law-related fields, such as business or public administration.

- ii. Students who receive credit towards a CSL degree for law-related course work at schools that are outside Yeshiva University, and with which Cardozo does not have a joint degree program, may require a waiver of the residency requirements for sitting for the New York bar.
 - iii. No credit may be given for work completed prior to matriculation at CSL.
- d) J.D. Students who Transfer to Cardozo from Other ABA-Approved Law Schools
- i. Each J.D. transfer student who is accepted at CSL after completing work at another ABA-approved law school is informed in the letter of acceptance which, if any, of the previous courses will be awarded transfer credits at CSL. Regardless of how many credits are accepted for transfer, a J.D. student must successfully complete a minimum of three full-time semesters and 42 credits at CSL in order to graduate from CSL.
 - ii. J.D. transfer and/or visiting students will be provided an official GPA by the Office of the Registrar for work done at CSL. However, J.D. transfer and visiting students may not have or use a Cardozo class rank until the completion of four semesters at Cardozo. After the four semesters, students are eligible for all honors with the exception of *summa cum laude* or highest cumulative average.
 - iii. J.D. transfer students must clearly indicate all law school(s) attended on their resume and for all job application purposes. The words "Candidate for JD, [month, year]" should appear under the name of the degree granting institution. In addition, students must clearly indicate the number of semesters represented by their GPA, e.g., "3.142 for 2 semesters." J.D. transfer and visiting students are advised to seek assistance from a staff member of the Office of Career Services regarding the representation of GPA, class rank, and other information on resumes, cover letters, etc. Failure to adhere to all rules governing the representation of this information may result in disciplinary action.

J. Academic Standards: Maintenance of Status, Dismissal, Readmission and Probation

1. Maintenance of Academic Standing

J.D. students are required to maintain a grade point average (GPA) of at least 2.200 for the courses taken in each semester. A J.D. student who receives a semester (noncumulative) GPA below 2.200 may be dismissed and, if not dismissed, is automatically placed on academic probation (see subsection 5 below). J.D. students must also maintain a cumulative GPA, depending on their year of entry, of 2.200 (in the case of students who began their studies in May 1999 or thereafter), or 2.100 (in the case of students who have completed at least one year of law school as of September 1999).

2. Academic Standards Committee

The CSL faculty has delegated authority to the Academic Standards Committee to promulgate and implement rules and policies relating to academic standards, and to decide cases involving individual students' academic standing. The faculty retains the authority to change the rules, policies and individual decisions made by the Academic Standards Committee.

3. Automatic Dismissal

A J.D. student whose cumulative GPA as of the end of the first year is below 2.200 is automatically dismissed. (A 2.00 is equal to a grade of "C"). In the case of students who began their studies in the May AEP class, a determination of the first-year GPA is made at the end of the third semester, based solely on grades in first-year courses.

A J.D. student whose cumulative GPA at the end of the second year is below 2.200 will be automatically dismissed.

A J.D. student who has accumulated the 84 credits required to graduate, but whose cumulative GPA is below the minimum GPA for graduation is automatically dismissed.

4. Readmission After Dismissal

- a) The Academic Standards Committee has exclusive jurisdiction over all petitions for readmission by persons who have been dismissed from CSL (or who withdrew under circumstances that would have permitted or required dismissal) because of their academic performance.
- b) A student who has been academically dismissed may apply for readmission by filing a written petition with 7 copies, addressed to the Academic Standards Committee, with the Office of Student Services within ten (10) business days after the date of the letter of dismissal. The petition need not follow any particular format. It must contain, however, a statement of the reasons that the person thinks s/he should be readmitted and include all relevant facts and documentation. Students who would like assistance in their petitions may contact the Assistant Dean for Students.
- c) The Committee makes each decision on readmission on the basis of the petition and the student's academic record. Any person who is readmitted is on academic probation (see below on "Conditions of Academic Probation"). The student member of the Committee does not participate in the consideration of petitions for readmission.
- d) The Academic Standards Committee may reject a petition for readmission or readmit a person on such conditions as the Committee determines to be appropriate, including, but not limited to, requiring a person to repeat the

first year in its entirety, requiring the student to retake a particular course or courses, and requiring a person to achieve a particular cumulative or noncumulative GPA. The Committee is authorized to impose such sanctions for failure to satisfy conditions of readmission as it determines to be appropriate, including, but not limited to, final dismissal.

- e) A party aggrieved by a decision of the Academic Standards Committee may seek, but is not entitled to, review by the full faculty. The student must submit 3 copies of the written petition, addressed to the faculty, to the Assistant Dean for Students within five (5) business days after the date of notification of the Committee's decision. The petition to the faculty need not follow any particular format and need not include the reasons, facts and documentation contained in the first petition to the Academic Standards Committee. The faculty ordinarily does not review decisions of the Academic Standards Committee. If it does decide to review a particular decision, its review will be on the basis of the petition to the faculty, the petition to the Academic Standards Committee, the student's record, and the oral or written report of the Academic Standards Committee. Students are advised that, to date, the faculty has never reversed a decision of the Academic Standards Committee.

5. Conditions of Academic Probation

- a) Any student who is on academic probation may be dismissed for failure to adhere to the conditions of such probation.
- b) Students on academic probation must obtain written permission from the Academic Standards Committee:
 - i. for any extension of time to take any examination or submit any paper or other required work beyond the beginning of the semester following the semester in which the course was taken, and
 - ii. to take a course load of less than 12 credits in any semester. Permission will be granted only in truly unusual circumstances.
- c) The Committee may impose additional conditions on particular students, including, but not limited to, a "Leave of Absence," approval of the student's program of courses, or a specified minimum GPA.

K. Additional Opportunities

1. Clinics

One of Cardozo's particular strengths is its clinical program. Each semester, the Office of Career Services distributes a detailed handout and holds informational meetings

explaining the requirements and application procedures for each clinic. Notices of these meetings will be emailed to students and posted throughout the school. Acceptance to all of the clinics is competitive.

Cardozo's in-house clinics are: the Bet Tzedek Legal Services Clinic, the Criminal Appeals Clinic, the Criminal Defense Clinic (formerly the Criminal Law Clinic), the Innocence Project, the Mediation Clinic, the Family Court Clinic, and the Tax Clinic. In addition, two clinics involve outside placements and are supervised by adjunct faculty: the Holocaust Claims Restitution Practicum and the Immigration Law Clinic. The student-run Cardozo Advocates for Battered Women offers not-for-credit clinical opportunities.

2. Credited Externships

Cardozo also sponsors a number of programs that place students in government agencies, law offices, judges' chambers, and the like. Students do real legal work and, depending on the program, earn from one to ten credits. Externships include: the Alexander Fellows Judicial Clerkship Program (full-time clerkship with a federal judge), the Corporation Counsel Appellate Externship (in the New York City Law Department), the Heyman/ACCA In-House Counsel Externship Program (placements in the legal departments of corporations), the Intellectual Property Externship Program (placements in law firms and legal departments of corporations that specialize in intellectual property law), the International Law Practicum (placements at the United Nations and affiliated organizations), the Prosecutor Practicum (Manhattan District Attorney's Office), the Telecommunications Workshop, the Labor Law Externship, and the U.S. Attorney's Office, S.D.N.Y., Externship.

The Office of Career Services coordinates the application process for all of these programs. Complete information is available from that office.

3. Faculty-Edited Publications

Opportunities exist for students to participate, for credit, in faculty-edited publications. Students enrolled in the *New York Real Estate Reporter* write casenotes for that monthly publication, edited by Professor Sterk. Professor Weisberg is the editor of *Cardozo Studies in Law and Literature*, in which a handful of students are involved each year.

4. Independent Research

Cardozo students have the opportunity to write in most seminars, in clinical programs, and through participation in journals. On rare occasions, however, highly motivated students may want to pursue independent research in an area not covered by any Cardozo courses or seminars. On these occasions, J.D. students in their second and third year of study and LL.M. students may pursue Independent Research projects with full-time faculty members.

Papers written for Independent Research projects may not be submitted for credit as a paper for another course and vice versa, nor may they include any significant material

used to obtain credit for any other enterprise. Students must submit Independent Research papers to both the supervising faculty member and to the Senior Associate Dean so that the Dean's office can assure that students are not receiving double credit for the same work. A student who submits the same work for credit in more than one course will receive a failing grade in both courses, and may be subject to further disciplinary action by the Law School.

Faculty members will decide on a case-by-case basis whether to take on the supervision of an Independent Research project. In general, Independent Research projects will be graded Pass/D/Fail. If the student and the faculty member agree, students may complete the project for a letter grade. Faculty members will determine the length of the required paper and the frequency of contact between the faculty supervisor and the student. Independent Research papers must be completed in a timely fashion. Extensions will only be granted in exceptional circumstances, and require the approval of both the faculty member and the Dean's office.

Students may receive a maximum of three (3) credits of Independent Research while at Cardozo. During any single semester of a project, students may register for one (1) or two (2) credits. Successfully completed projects will fulfill the upper-level writing requirement.

LL.M. students should be advised that any credits received through Independent Study do not count toward the 18 in-class credits needed to graduate. LL.M. students need to receive the permission of the Director of Graduate and International Programs, the Senior Associate Dean and the full-time faculty member with whom they wish to pursue the research project.

For information on how to register for approved Independent Research, see "Office of the Registrar – Special Courses and Programs"

5. Internships

In limited circumstances, students can receive clinical credit during the fall or spring semesters for internships outside of the law school. This program is administered by the Office of Career Services under the direction of the faculty Educational Policy Committee. Credit will be given for unpaid work for a judge or administrative agency in the public sector. Other non-judicial experiences in government or public interest law will be considered for credit if the Committee determines that the student will be properly supervised and that the experience will further the student's legal education. To assist students in locating part-time placements, the Office of Career Services annually publishes the Internship Opportunities Guide, available in the Career Services Resource Library.

All second and third-year students are eligible for credited internships, but approval of an application is not automatic. The Committee is more likely to grant a proposal when the student has taken a reasonably broad and complete set of classroom courses. The Committee also considers a student's GPA as a factor in evaluating internship applications. Except in unusual circumstances, the Committee will not approve a credited internship for a student whose GPA is under 2.500. The purpose of this rule is to

encourage such students to concentrate on their studies rather than invest their time working.

Internships are awarded one, two, or three clinical credits depending on the number of hours of work involved. In the past, one credit has been given for 10 hours per week of work, two credits for 12 hours, and three credits for 15 or more. No more than six of the twelve clinical credits that may be counted toward graduation can be earned in internships; students can take only one three-credit internship during their law school career and can take only one credited internship in any given semester. Internships can not be undertaken concurrent with participation in another clinical program. Students should refer to the Internship Application published by the Office of Career Services for complete rules and details.

Interested students must submit a written proposal to the Educational Policy Committee, via the Office of Career Services, detailing the work they expect to do and the supervision they will receive. (Such work generally focuses on substantive legal research and writing.) It is the student's responsibility to prepare a professional proposal that justifies substituting work experience for course work. A transcript or grade sheet must accompany the proposal. Materials describing the application procedure in detail are available in the Office of Career Services.

A student cannot register for an Internship unless and until the proposal has been approved.

For information on how to register for approved Independent Research, see "Office of the Registrar – Internships"

6. Journals and Moot Court

The Cardozo student journals and the *Moot Court Honor Society* provide students with a valuable law school experience. Members of these student organizations are invited to join based on their performance in the first-year writing competition, as well as their academic performance in their first-year courses.

The writing competition is held immediately following the end of the final exam period, and lasts approximately one week. Students should refer to the writing competition instructions for questions concerning outside research, limitations on submissions, and any other issues that may arise in the course of the competition. The competition is run by the *Law Review*. Although the Administration will answer questions when they can regarding the competition, students should refer first to the instructions and then contact *Law Review* if they have questions.

Student submissions are evaluated on an anonymous basis by each organization to which the student submits. Submissions are evaluated based on substance (quality of legal analysis), writing structure (organization, clarity), and technical writing skill (grammar, citation). Furthermore, satisfactory performance in the writing competition is a necessary requirement for membership in any of the organizations. A description of each of the journals and the *Moot Court Honor Society* follows for the 2003-2004 academic year.

Please note: students may participate in only one of these organizations.

Law Review

The *Law Review* publishes articles, book reviews, and student notes on a wide ranging variety of legal topics, six times per year. In addition, the *Law Review* sponsors several symposia each year, which delve into unique and intellectually stimulating areas of legal scholarship.

Students are invited to join *Law Review* after their first year in either of two ways: 1) by finishing in the top 10% of their first-year class and satisfactorily participating in the writing competition at the end of their first year; or 2) by distinguishing themselves in the writing competition. Second-year members of the *Law Review* assist with the production of the issues, the organization of symposia, and are required to write a Note, a substantial piece of original legal scholarship. These activities provide *Law Review* members with a very challenging and stimulating academic experience.

Moot Court Honor Society

The *Moot Court Honor Society* competes in numerous nationwide Moot Court competitions. The Society participates in competitions each year involving Constitutional Law, Corporate Law, Criminal Procedure, Family Law, Information and Technology Law, Intellectual Property Law, International Law, Privacy Law, Securities Law, and Sports Law. In addition, the Society sponsors three competitions annually: the Monrad G. Paulsen Competition, Cardozo's intramural moot court competition, held each fall; the nationally acclaimed BMI Entertainment Law Competition, held each spring; and the Langfan Family Constitutional Oratorical Prize Competition, also in the spring.

Staff members are given the chance to work in a team either as bench memo writers or oralists for competitions. Each team works with a Senior Editor of the Moot Court Editorial Board and other team members to prepare. Every staff member completes a written work that can be used as a writing sample for job interviews. Before each competition all oralists practice their oral argument in front of practicing attorneys and Cardozo professors. Team members travel to their competitions in places such as Boston, Chicago, New Orleans, and San Diego.

Membership in the *Moot Court Honor Society* provides the opportunity to work on exciting, cutting-edge legal issues. Moot Court members compete in front of, and interact with, well-known law professors, practicing attorneys and judges. All members refine their oral and written legal skills in a competitive environment. In addition, all members have the opportunity to hear relevant advice on their abilities from attorneys and judges.

Invitations to join Moot Court are extended to first-year students in the top 15% of their class or to authors of exceptional entries in the writing competition. In addition, the top finishers in the Paulsen competition in the fall are also invited to join.

All second-year staff members are required to spend two hours a week performing office hours. Membership also requires participation and work in *Moot Court Honor Society* competitions and events.

Arts & Entertainment Law Journal

The Cardozo *Arts & Entertainment Law Journal* (“*AELJ*”) was founded in 1982 as the first student-run journal dealing with entertainment law. *AELJ* publishes cutting-edge articles by distinguished members of the legal community, with a focus on current issues in arts, entertainment, First Amendment, sports, telecommunications, cyberspace, and all other areas of intellectual property law. Today, *AELJ* is the most widely subscribed to journal in its field. The *AELJ* also sponsors several symposia each year.

Since its founding, *AELJ* has remained a student publication, and currently functions under the aegis of the Intellectual Property Law Program. Cardozo’s Intellectual Property Law Program, is ranked fifth in the country by U.S. News and World Report. *AELJ*’s professional advisory board includes some of the most highly influential lawyers in the country, including Bernard Sorkin, Senior Counsel to Time Warner, Inc.; David Stern, Commissioner of the National Basketball Association; William Nix, Senior Vice President, Motion Picture Association of America, Inc.; and David N. Meyer of Viacom International.

Students are invited to join *AELJ* by either being in the top 15% of the first-year class and satisfactorily participating in the writing competition, or by distinguishing themselves through excellence in the writing competition.

All second-year staff members are required to write a passing Note on a topic approved by the Editorial Board. Each second-year staff member is also responsible for three hours of editorial work each week per semester. Additionally, it will be necessary for staff members to attend various *AELJ* sponsored events.

Journal of International and Comparative Law

The *Cardozo Journal of International and Comparative Law* (“*JICL*”) publishes articles by prominent scholars, lawyers, and policymakers in the field of international law, foreign policy, and national security along with student notes, comments, and book reviews encompassing a wide range of international and comparative legal issues. Recent publications have included articles on the use of force in Iraq, government corruption in Nigeria, Islamic and international

perspectives on prisoner of war treatment, and military tribunals. The Journal has also been awarded the publication rights for the Annual ABA Conference: *National Security in a Changed World*, from which the Journal publishes a collection of papers presented by top scholars and policymakers at the conference held in Washington, D.C. each year. In addition, *JICL* sponsors at least two symposia each year on topics related to international law. The Journal's symposia next year will address the continuing role of the U.N. and N.A.T.O. in light of the preemption doctrine, the legitimacy of military intervention on humanitarian grounds, and human rights violations against women.

JICL publishes at least two issues per year and is available on Lexis, Westlaw, and on the Internet. Journal staff members are required contribute weekly editing and production work, assistance at *JICL* symposia, and a student Note. Staff members are encouraged to develop Notes on timely and relevant issues in international law that will advance the academic, policy, and legal dialogues. In the past, student Notes have addressed human rights, international environmental law, foreign policy, governance of multi-national corporations, transnational litigation, international money laundering, and foreign intelligence surveillance.

Students in the top 15% of their class who successfully complete the writing competition and students who exhibit outstanding writing skills in the competition are invited to join *JICL*. The Journal believes in cultivating students who are eager to publish notes and who have the ability to contribute substantively to the area of international law. However, students need not have an inherent interest in international law *per se*, as almost every legal issue has an international perspective.

Cardozo Women's Law Journal

The *Cardozo Women's Law Journal* ("CWLJ") publishes articles, student notes, and student comments on a broad range of topics and reflects a diverse cross-section of perspectives on the legal issues, which shape the lives of women, children, and the family. Recent publications have included articles on the legal implications of reproductive technology and bio-engineering, rape as a war crime, and gender discrimination in insurance coverage. *CWLJ* also challenges traditional thinking and sets the standard for the discussion of gender-related issues.

The staff plays a vital role in the production process. Members work together, proofreading articles, checking for proper citation and correcting source attribution. The commitment is three hours per week, beginning in late August and continuing throughout the academic year. In addition, each member of the staff is expected to write a student note or comment. Notes have covered a broad range of subject matters, such as bankruptcy, communications, corporate, family, health, trust and estates, constitutional and criminal law.

The journal publishes two volumes per year and is available on both Lexis and Westlaw. It also publishes the only women's annotated legal bibliography.

Finally, each year the journal sponsors at least two symposia. Past symposia have covered a single-sex public school in New York, the trying of juveniles as adults, and child pornography on the Internet.

First-year students can join *CWLJ* in the following two ways: (1) by ranking in the top 15% and making a good faith effort in the writing competition or (2) by distinguishing themselves in the writing competition.

Cardozo Journal of Conflict Resolution

Established in 1998, the Cardozo Journal of Conflict Resolution (“CJCR”), formerly known as the Cardozo Online Journal of Conflict Resolution, is among the pioneer publications on methods of alternative dispute resolution (“ADR”). ADR encompasses the theory and practice of all methods of conflict resolution other than litigation. As part of the nationally distinguished Kucin program for Conflict Resolution, *CJCR* takes an expansive view of conflict resolution. The Journal’s articles, notes and symposia address conflict resolution in all areas of law including, for example, international, entertainment, intellectual property, employment, and more. *CJCR* sponsors symposia throughout the year on cutting-edge issues in ADR.

In 2000, *CJCR*, in conjunction with the Cardozo International Law Students Association, founded the annual *International Advocate for Peace* (IAP) Award. This award honors individuals who embody Justice Benjamin N. Cardozo’s passion through their work in international conflict resolution. Recipients include: President William Jefferson Clinton, Ambassador Richard Holbrooke, Senator George Mitchell, and John Wallach for *Seeds of Peace*. In 2003, *CJCR* honored Archbishop Desmond Tutu for his work in South Africa. All publications of *CJCR*’s articles, notes, symposia, and IAP events can be found on the website, www.cardozo.yu.edu/cojcr.

Students are invited to join *CJCR* if they rank in the top 15% and exhibit a good faith effort on the writing competition or if they demonstrate excellence in the writing competition. Second-year members will write a student Note; students may write about conflict resolution in any area of law and are strongly encouraged to begin their research during the summer. Members who complete interesting and well-written Notes will publish with *CJCR*. Students also assist the Board in the production of articles through their three office hours per week and play an integral part in the coordination of symposia and web site design and maintenance. Once accepted to *CJCR*, the new staff member must participate in all training events prior to the beginning of fall classes in order to ensure the quality of work published

Cardozo Public Law, Policy and Ethics Journal

The Cardozo Public Law, Policy and Ethics Journal is a non-partisan, multidisciplinary publication dedicated to discussion and analysis on how lawyers can advocate in the public interest, how legal issues affect the commonweal and how the ethical choices of legal workers affect the law and the public at large. CPLPEJ publishes writing in the areas of constitutional law, family law, legal

ethics, criminal law, civil rights law, immigration law, environmental law, civil law, labor law, animal rights law and gay and lesbian law. The Journal is committed to a non-ideological investigation of issues. Submissions from philosophers, economists, sociologists, activists, lawyers and other interdisciplinary professionals who reflect on issues of law and justice are encouraged.

Staff members assist with editing and production during their weekly office hours. In addition, each second-year staff member is expected to write a Note; Note topics with a significant policy component are usually acceptable, and Notes with a multidisciplinary approach are encouraged.

CPLPEJ accepts students in the top 20% of their class who participate in the writing competition in good faith, and students who excel in the writing competition.

7. Research Assistants

Faculty members post notices for research assistants throughout the year. In addition, many faculty members hire a research assistant for the summer. Students should keep an eye out for notices, but should also feel free to approach faculty members in whose work they have a particular interest.

Research assistants earn \$11.00 per hour and must complete the paperwork to be put on the Yeshiva University payroll. The requisite forms are available from the Faculty Services Office, Room 527, or the Office of Business Affairs, Room 1021, and require the signature of the faculty member. RA's turn in bi-weekly time sheets to the Office of Business Affairs and receive paychecks by mail.

8. Summer Institute

The Summer Institute offers a set of intensive evening seminars for credit in a wide range of substantive areas of the law, including Bankruptcy Practice, Civil and Criminal Litigation, Entertainment Law, Family Law, Judicial Process and Ethics, and Negotiation and Mediation. Students are also placed in nonpaying jobs in settings related to the seminar in which they are enrolled. Two credits are earned for the seminar; the job placement is not for credit. The credits count towards the following (and not the preceding) academic year's GPA calculations. Further information is available from the Office of Career Services.

* Please note: participation in the Summer Institute does not count towards fulfillment of the residency or course distribution requirements, nor do its courses count for purposes of subject area concentrations.

9. Teaching Assistants

A handful of Cardozo professors, almost all in first-year courses, use teaching assistants. In general, teaching assistants are second or third-year students who did well in the

course in question. TA's meet with the class, or subgroups thereof, on a regular basis to go over the material, and are available to individual students for consultation. TA's are not paid; they do receive one academic credit per semester.

For information on limitations on credits for TA's and on how to register as a Teaching Assistant, see "Office of the Registrar – Teaching Assistants"

L. International Study Opportunities

Toni Fine, Director of Graduate and International Programs, Room 927, extension 361

1. In General

When supported by a legitimate educational or professional justification, J.D. students may earn up to 12 credits for study abroad. Earning credits for study abroad requires the approval of the Director of Graduate and International Programs and the American Bar Association (ABA). Once approval is obtained from the Director, students must also receive approval from the Assistant Dean for Students.

Study abroad may take place either during a semester or a summer.

2. Fall or Spring Semester Study Abroad

J.D. students may study abroad during a semester in one of two ways: through an Independent Study Abroad Program; or, through Cardozo Law School's student exchange program with Bucerius Law School in Hamburg, Germany.

Grades received for coursework abroad during the fall or spring semester will not be included in the computation of a student's Cardozo GPA.

a) Individual Study Abroad Program

J.D. students wishing to pursue an Individual Study Abroad Program must develop, in conjunction with the Director of Graduate and International Programs, a suitable program of study at a foreign law school. Once developed and approved, an ABA approval form must be submitted at least 45 days prior to the start of the foreign study.

CSL is currently considering whether and to what extent these individual study abroad arrangements will be permitted. Any student pursuing an Individual Study Abroad Program must pay tuition to Cardozo School of Law, plus the \$50.00 filing fee required by the ABA.

b) Student Exchange Program With Bucerius Law School

Cardozo's student exchange program with Bucerius allows up to four Cardozo Law School J.D. students to attend a special English-language program at Bucerius each fall semester. Cardozo students are qualified to attend once they have completed two (2) years of J.D. study.

Bucerius is the first private law school in Germany and has an innovative curriculum and style. The Bucerius Law School's website is: www.law-school.de. The Director of Graduate and International Programs has visited Bucerius and can provide additional information.

Students with a sufficient knowledge of German may apply to attend Bucerius during the spring or summer sessions.

c) Haifa Law School

It may be possible in spring 2004 for Cardozo J.D. students in their third year to study at the Law Faculty of the University of Haifa. Interested students should see the Director of Graduate and International Programs for further information.

Additional information on this program is available on the Cardozo website.

3. Summer Study Abroad

Summer study abroad may also take one of two forms: J.D. students may enroll in one of three summer study abroad programs offered by Cardozo Law School or in an ABA-approved summer study abroad program hosted by another law school.

Credits earned during a summer study abroad cannot be used to accelerate a student's J.D. program. Only credits earned in a Cardozo summer program will be included in the student's GPA calculations.

a) Cardozo Summer Study Abroad Programs

i. ADR in Budapest

"Global Perspective on ADR" is a six-credit summer study abroad program that brings together students from around the world to study mediation and other consensual processes for addressing and resolving conflicts. This program gives students the opportunity to study conflict resolution processes through multinational examples and perspectives, and addresses challenges in designing and

delivering ADR initiatives in the dynamic context of emerging democracies in Central and Eastern Europe.

ii. International Institute at the Hebrew University of Jerusalem

This is a four-week program, run in conjunction with Tulane Law School, taught by a combination of professors from Cardozo, Tulane, and Hebrew University. In addition to their coursework, students participate in exciting symposia, colloquia, and events at places such as the Supreme Court of Israel, the Israeli Securities Authority, the Israeli Stock Exchange, and a major Israeli law firm. Students in the Program may also pursue internships in government agencies and law firms in Israel. The Office of Career Services maintains information on possible internship opportunities in Israel.

The availability of this program will depend on the political situation in the Middle East.

iii. The Heyman Center Oxford Program on Corporate Legal Governance

Cardozo's Heyman Center and the Centre for Socio-Legal Studies at Oxford University hosts an intensive, two-week program at Oxford University to study differences in corporate structures and practices between the U.S., the United Kingdom, Germany, Japan, and other nations. In addition to course work, students write an independent study paper for which they receive academic credit. Scheduled field trips to London include visits to a London law firm and to the London office of a New York law firm.

b) Other Summer Study Abroad Programs

Many other U.S. law schools operate ABA-approved summer study abroad programs. Cardozo J.D. students are eligible to apply for these programs. A list of ABA-approved summer study approved programs and links to these programs can be found at: www.abanet.org/legaled/studyabroad.

Credit will be given for coursework in an ABA-approved summer program in which the student receives a grade of "C" or better.

M. "Graduation Check" Appointments and "Application for Degree" Form

1. Degree candidates in the semester before their last semester at Cardozo must make an appointment with the Office of the Registrar for a "graduation check."

At the graduation check, the student's record will be reviewed and discussed to ensure satisfaction of graduation requirements. The graduation check will also cover the application for the Bar Exam.

2. Each candidate for a degree is required to submit to the Office of the Registrar a completed "Application for Degree" form at the start of his or her second to last semester.
3. Detailed information on procedures, deadlines, and other relevant matters is distributed to students under separate cover. Students who fail to satisfy the above two requirements may inadvertently fail to fulfill other graduation requirements and requirements to sit for the bar examination, and may also substantially delay the award of their diploma and their ability to participate in commencement exercises. Students who fail to meet deadlines will also be subject to late fees.

ACADEMICS - LL.M. PROGRAM

Toni M. Fine, Director of Graduate and International Programs, Room 927, ext. 361
 Melanie Hochberg, LL.M. Admissions Counselor/LL.M. Coordinator, Room 1168, ext. 250

The LL.M., or Master of Law degree, is available to students who have already earned a first degree in law, either from a U.S. law school or from a law school abroad. Cardozo offers the LL.M. degree in General Studies and in Intellectual Property.

A. Incorporation by Reference

Sections of this Handbook apply to LL.M. students and are hereby incorporated by reference: General Obligation; Attendance, Disqualification for Nonattendance, First Assignments and Syllabi, Academic Advising and Support, General Information, Grade Scale, Deadlines for Grades, Curve, Incompletes, Failing Grades, Posting Grades, Examination Review, Grade Changes, Grade Point Averages, Honors, Credit Awards, CSL Credits, Transfer Credits, Academic Standards, Academic Standards Committee, "Graduation Check" Appointments and "Application for Degree" Packet, and Final Examinations.

B. LL.M. Degree Requirements

1. Minimum Requirements

In order to graduate from CSL with the degree of Master of Laws (LL.M.), a student must satisfy each of the following requirements:

- a) Completion of a minimum of 24 credits. Full-time students complete the program requirements in one year; part-time students have up to three years to complete the degree.
- b) Passing grades in all required courses.
- c) Timely completion of a graduation check with the Office of the Registrar and submission of an "Application for Degree" packet.
- d) Approbation of the faculty.

2. Special Requirements for International LL.M. Students

Cardozo Law School has a number of courses specifically designed for international LL.M. students. For these purposes, "international LL.M. students" are those students who do not hold a degree from a U.S. law school.

- a) Introduction to U.S. Law:

Introduction to U.S. Law is a two-credit course that is open only to international LL.M. students. The course introduces students to the basics of the U.S. legal system, including the structure of the federal system and

the use of precedent, and methods of reading and analyzing case law. Through careful case law reading and analysis, the course also introduces basic topics of U.S. law, including the judicial and legislative processes, civil procedure, torts, and contract law.

All international LL.M. students are required to take Introduction to U.S. Law. Waivers are liberally granted upon written request for students from common law countries.

- b) Advanced Workshop in Legal Research and Writing for International Law Students.

All international LL.M. students are required to take two credits of Advanced Workshop in Legal Research and Writing for International Law Students. This course is taught over two semesters, with one credit being awarded for each semester. Students who have taken Advanced Workshop in Legal Research & Writing - International Part I should register for Part II in the following semester. All questions about the Advanced Workshop in Legal Research and Writing – International, should be directed to Professor Leslie Newman, Director of Cardozo’s Lawyering Skills and Legal Writing Program.

- i. Advanced Workshop in Legal Research & Writing -- International Part I.

Part I of the Advanced Workshop is a one-credit course that focuses on case reading and analysis, basic language structure and writing skills, manual and computer assisted legal research skills, the integration of legal research, analysis and writing, and forms of legal writing, including letter and memorandum writing. Students take Part I of the Advanced Workshop in their first semester in Cardozo's LL.M. program.

- ii. Advanced Workshop in Legal Research & Writing – International Part II.

Part II of the Advanced Workshop is a one-credit course that focuses on additional forms of writing including advocacy writing and related skills through litigation drafting and appellate brief writing and scholarly writing. Students take Advanced Workshop in Legal Research & Writing - International Part II after completing Part I of the course.

- c) Special Requirement For Students From Civil Law Countries

General LL.M. students who hold a law degree from a civil law country will be required to enroll in one of the following courses: Contracts,

Torts, Criminal Law, or Property. These courses are listed on the schedule of first-year classes, which accompanies the registration materials.

d) Special Requirement For Students From Common Law Countries

General LL.M. students from common law countries (including the US) are required to take at least one course dealing with a non-common law system or jurisdiction such as Comparative Constitutional Law, European Union Law, Comparative Law, Introduction to Jewish Law, or Jewish Law and Contemporary Legal Issues.

3. Intellectual Property LL.M.

a) Required Intellectual Property Law Course Work

The intellectual property (IP) curriculum includes basic and more advanced offerings in each of the three major IP areas: copyright, patent, and trademark.

Students must take at least sixteen (16) credits in IP and related coursework, which must include the basic introductory course in at least 2 of these three areas. Full-time students in the LL.M. IP program are required to enroll in two of the three basic courses in their first semester of study.

A student can request a waiver of the basic course requirement from the Director of Graduate and International Programs, if he/she took an equivalent course in law school within the past 5 years.

Students who receive a waiver of one or more of the basic courses must still complete the sixteen credits in IP and related coursework

b) IP Externship Program

i. Introduction

A limited number of externships in the area of intellectual property will be available to qualified LL.M. students who will be placed in part-time non-paying, credit-bearing positions at a firm, corporation, or not-for profit organization, working on copyright, patent, or trademark issues. Students must write a paper on a topic related to their placement in order to receive credit for the placement. Students participating in the externship program are graded for the externship on a Pass/Fail basis.

ii. Course Pre-requisites and Co-Requisites

There are certain IP and non-IP course pre- and co-requisites. These are set forth in greater detail in the application, distributed by the Office of Career Services.

iii. Additional Information

A memorandum will be distributed by the Office of Career Services each semester setting forth other information regarding the IP Externship Program. You should read that information carefully. Questions about the IP Externship should be directed to Sarah Edelman at extension 387.

C. Squadron Graduate Fellowship Program

The Squadron Program in Comparative Media Law & Policy has announced fellowships for LL.M. students in the LL.M. program in Intellectual Property Law. Fellows will assist the program by doing research, writing reports, helping to organize conferences, and engaging in other projects on behalf of the Squadron program.

Students are selected as Squadron Fellows based on a competitive application process. A modest stipend is attached to these fellowships.

D. Optional Concentrations for General LL.M. Students

Students in the General LL.M. program may pursue one of four specified concentrations, or they may pursue a more individualized course of study consistent with their interests and goals. For interested students, the following specific concentrations are available: Alternative Dispute Resolution; Constitutional Law and Theory; Corporate, Commercial, and Securities Law; and International and Comparative Law.

These concentrations are available to both full-time and part-time students.

The specific requirements needed to fulfill each concentration are detailed below. The fulfillment of the requirements of a concentration will be noted on a student's transcript. Students declare a concentration upon completion of the requirements for their concentration.

We believe that the concentrations are drafted broadly enough so as to allow students wishing to pursue a concentration to complete a concentration within one year of full-time study. However, there is no guarantee that students in pursuit of a particular concentration will be able to complete the requirements of that concentration within one year of study; nor will any special priority be given for students desiring to fulfill the requirements for a specific concentration.

E. Requirements For All Concentrations

1. Number of Credits in Area of Concentration

Students electing to complete a concentration must complete at least ten credits from among courses in that area, as set forth below.

2. Required Courses

Courses **marked in bold** below are required for completion of the concentration.

3. Paper Requirement

Students electing a concentration in one of the specified areas other than Corporate and Securities Law must write a paper in order to fulfill the requirements for the concentration. This requirement may be satisfied through an independent research or thesis or as part of one of the required or elective courses in the concentration.

Credits earned for an independent research or thesis on an approved topic will be counted towards the ten credits needed to complete the concentration.

F. Requirements for Specific Concentrations

1. Concentration in Alternative Dispute Resolution

Students in this concentration must complete at least one course in three of the five basic areas of competency (in addition to the ten credits of coursework): ADR Processes; Interviewing and Counseling; Negotiation; Mediation; and Arbitration. The competency/competencies met by each course is indicated parenthetically. As noted, one course may satisfy more than one area of competency.

Mediation Clinic (ADR Processes; Mediation)

Conflict Resolution Processes and Skills (ADR Processes; Interviewing & Counseling)

Interviewing and Counseling (Interviewing & Counseling)

International Commercial Arbitration (Arbitration)

Mediation Advocacy (Mediation)

Mediation and Arbitration of Employment Disputes (Mediation; Arbitration)

Negotiation & Conflict Resolution (Negotiation)

Negotiation Seminar (Negotiation)

Negotiation Workshop (Negotiation)

Summer Institute: Introduction to Negotiation and Mediation (Mediation)

Family and Divorce Mediation (Mediation)

Representation in Mediation (Mediation)

Global Perspectives on ADR: Arbitration and Mediation (summer study in Paris and Budapest) (Arbitration; Mediation)

International Commercial Arbitration (Arbitration)

Independent Research (none)

Thesis (none)

- a) There is a strong presumption that the Mediation Clinic will not be open to students who are not native-English-speakers. Interested non-native speakers of English must submit a statement of interest and a resume as early as possible during the semester preceding anticipated enrollment.

Professor Love will also insist on an interview before allowing any such student to register for this course. Practically speaking, this may mean that the clinic is not an option for most international LL.M. students.

- b) Students interested in Negotiation and Conflict Resolution should also submit a statement of interest and a resume as early as possible because Professor Scardilli selects students for this course on a competitive basis.

2. Concentration in Constitutional Law and Legal Theory

Constitutional Law I	Freedom and Censorship of Literature, Art and Film
Constitutional Law II	Hegel's <i>Logic</i>
Jurisprudence	Jewish Law
Administrative Law	Jewish Law and Contemporary Legal Issues
Advanced Jewish Law	Judicial Administration
American Legal History	Judicial Process and Ethics
Comparative Constitutionalism	Justice and Justices on the US Supreme Court
Comparative Legal Theory	Law and Culture
The Constitution and the Conduct of US	Law and Literature
Foreign Affairs	Law and Religion
Constitutional Decisionmaking	Law, Religion, and History
Constitutional Crisis and Emergency Powers	Presidential Election of 2000
Constitutional Theory	Race and the Law
Critical Race Theory	Sexual Orientation and the Law
Family Law	Theories on Punishment
Federal Civil Rights Law	Urban Law and Government (Summer Institute)
Federal Courts	Women and the Law
First Amendment	
First Amendment Theory	

3. Concentration in Corporate, Commercial, and Securities Law

Corporate Finance	Debtors' & Creditors' Rights
Corporations/Corporate Accounting	Directors and Boards
Plus one of the following	Federal Income Taxation
Securities Regulation	Insurance Law
Commercial Law	International Taxation
Antitrust	International Business Transactions
Mergers and Acquisitions	International Trade Law (Summer Institute)
Advanced Commercial Law	International Trade and Investment
Advanced Contracts	Limited Liability Companies and Partnerships
Advanced Secured Transactions	Mergers and Acquisitions
Banking Law	Partnership Taxation
Bankruptcy Practice (Summer Institute)	Prosecution of White Collar Crime
Bankruptcy Reorganization	
Corporate Taxation	

4. Concentration in International and Comparative Law

Comparative law	Immigration Law
International Law	Immigration Law Clinic
Admiralty Law	Intellectual Property in the European Union
Comparative Constitutionalism	International Business Transactions
Comparative Legal Theory	International Commercial Arbitration
The Constitution & the Conduct of US	International Copyright
Foreign Affairs	International Criminal Law
European Union Law	International Intellectual Property
European Union Law – the Landmark Cases	International Intellectual Property and Trade
Human Rights and Economic Development	International Organizations
Human Rights Colloquium	International Taxation
	International Trade and Investment

***A note on applying Summer Institute courses to an LL.M. concentration:

LL.M. Students in the Summer Institute are required to find their own internship opportunities and may apply this course towards a concentration only upon completion of both the coursework and the internship.

G. Declaring a Concentration

Students wishing to declare a concentration must submit to the Director of Graduate and International Programs the Application for LL.M. Concentration by the following dates before their anticipated graduation:

For students graduating in June:	March 15
For students graduating in September:	June 15
For students graduating in January:	October 15

H. Other LL.M. Opportunities/Programs

1. Judicial Observation Program Externships – International LL.M.s only

A limited number of externships are available in the Judicial Observation Program. This program pairs federal and state judges in the U.S. with foreign-trained law students. The program is designed so that foreign students can learn by observing and participating in the work of a U.S. judge. In particular, it is hoped that participating students will return to their home countries and use what they have observed in the U.S. courts to help improve the rule of law in their own countries. The judges and their clerks also benefit by learning from the students about other countries' legal systems and legal cultures. Cardozo School of Law is the only law school on the East Coast to participate in the Judicial Observation Program.

Depending on the number of applications, there may be a slight preference for students from emerging democracies, students in the General LL.M. program, and full-time students. The selection process is extremely competitive.

Interested students should send to Professor Toni Fine, Director of Graduate and International Programs, (Room 927, email tfine@ymail.yu.edu) a resume or curriculum vitae and a statement of interest in the program, which should not exceed one and a half pages. Materials are due as early as possible in the semester preceding the semester in which you would be interested in doing the externship. Summer positions may also be available. Interested students should consult with the Director of Graduate and International Programs.

2. Internships With Lawyers Without Borders - International LL.M.s only

Lawyers Without Borders (LWOB) is a not-for-profit organization that seeks to build a “global network and clearinghouse for the delivery of quality pro bono legal service to individuals via non-profit, quasi-governmental and governmental organizations, worldwide.” The organization’s website is: www.lawyerswithoutborders.org.

Interns will be required to spend approximately ten hours per week in the New York offices of LWOB and to write either one research paper of approximately 20-25 pages in length or two research papers of approximately 12-15 pages in length, depending on the needs of the organization. Other projects may be assigned during the intern’s hours at LWOB.

Interested students should submit a one-page statement of interest and a resume/*curriculum vitae* to the Director of Graduate and International Programs (Room 927, email tfine@ymail.yu.edu) as early in the semester as possible. Selections will be made by the second or third week of each semester.

3. Additional Internship Opportunities

LL.M. students are eligible to apply to participate in certain internship programs, in which students are placed with law firms, companies, and other organizations that relate to their academic work. Students are not paid for this work but may receive academic credit. The Center for Career Services has information on internship opportunities for LL.M. students. Students may also find placements on their own and propose them as credit-bearing internship opportunities.

Credits earned for work in an internship do not apply towards the minimum requirement of 18 in-class credits.

4. Clinical/Externship Opportunities

A limited number of clinical/externship opportunities are available to LL.M. students. Additional information will be provided under separate cover.

Interested students should send to Professor Toni Fine, Director of Graduate and International Programs (Room 927, email tfine@ymail.yu.edu) a resume or curriculum vitae and a statement of interest in the program, which should not exceed one and a half pages. Materials are due as early as possible before the semester in which you would be interested in doing the externship.

5. Research Assistants

Faculty members post notices for research assistants throughout the year. In addition, many faculty members hire a research assistant for the summer. Students should keep an eye out for notices, but should also feel free to approach faculty members in whose work they have a particular interest.

Research assistants earn \$11.00 per hour and must complete the paperwork to be put on the Yeshiva University payroll. The requisite forms are available from the Faculty Services Office, Room 527, or the Office of Business Affairs, Room 1021, and require the signature of the faculty member. RA's turn in bi-weekly time sheets to the Office of Business Affairs and receive paychecks by mail.

6. Teaching Assistants

Once selected by a CSL Professor, Teaching Assistants register for the position exactly as they would a class. TA's must register each semester that they hold the position, even if they are assisting with a year-long course. TA's receive one credit per semester.

7. Summer Institute

The Summer Institute offers a set of intensive evening seminars for credit in a range of substantive areas of the law. Students may also work in a concurrent internship related to the seminar in which they are enrolled. Two credits are earned for the seminar and LL.M. students may apply credits from only one Summer Institute course towards the LL.M. degree. Internship is not for credit. LL.M. students are responsible for finding their own internship opportunity. The credits count towards the following (and not the preceding) academic year's GPA calculations. Further information is available from the Office of Career Services.

8. Enrollment In First-Year Doctrinal Courses – Summer Session

LL.M. Students may enroll in summer courses at Cardozo Law School if they have already begun their LL.M. studies. Students may not use the summer

semester to accelerate their LL.M. program, for example, to graduate after one semester.

Students who are registered for full-time studies during the semesters before and after the summer may take up to six (6) credits of summer courses without additional cost.

The following first-year courses are offered in the summer -- Constitutional Law I, Civil Procedure, Contracts, Criminal Law, Property, and Torts. Some of these courses may not be available to LL.M. students depending on J.D. enrollment. LL.M. students have low priority for these courses and should be aware that they may get closed out of any given course(s).

The start of some of these courses may conflict with the spring exam period. If you are unable to attend any of your summer classes during the time that overlaps with exams, please inform the Director of Graduate and International Programs by email (tfine@ymail.yu.edu), indicating the course name, the professor, and the day(s) you will be unable to attend the class. We will make every effort to have those classes audio taped for you.

9. Enrollment In First-Year Doctrinal Courses – Fall and Spring

International LL.M. students are permitted to enroll in the following first-year core doctrinal courses: Civil Procedure, Constitutional Law I, Contracts, Criminal Law, Property, and Torts.

Depending on J.D. student enrollment in these cases, certain courses or sections may not be open to LL.M. students in particular semesters. LL.M. students thus should understand that there is no guarantee of enrollment in these courses, and some sections may not be open to LL.M. students.

Some first-year courses are taught over the course of two semesters. In such situations, LL.M. students are required to take the full course; students may not enroll in only one semester of a two-semester course. Students should also be aware that the course will probably not meet at the same time or on the same days during both semesters. Students must enroll in the same section for both semesters of a year-long course.

Please note that most sections of Property begin a few weeks into the semester. Students who are enrolled in Property should check the start date of this course with the Office of Student Services. Also, LL.M. students are not allowed to enroll in Elements of Law. Students should see the registration material for a description of the courses.

DISCIPLINARY CODE, RULES AND PROCEDURES

Article I: Grounds for Disciplinary Action

A. Preamble: Students are bound by principles of appropriate conduct. Students who violate those principles are subject to disciplinary action.

B. Specific Grounds: Student conduct for which disciplinary action may be taken shall include, but not be limited to, commission of any of the following acts:

1. Engaging in prohibited conduct with respect to a law school examination. Prohibited conduct includes, but is not limited to:
 - a. Obtaining unauthorized information about an examination prior to its administration
 - b. Communicating by any means whatsoever, including, without limitation, orally, in writing, telephone (cell or otherwise), or through any electronic medium, with another person, except the instructor or the instructor's designees, during an examination;
 - c. Conversing with another person in the same course with respect to an examination that one conversant has taken and the other has not;
 - d. Using unauthorized materials during an examination;
 - e. Bringing a cell phone into an examination room;
 - f. Leaving an examination room during an examination without the prior permission of the proctor or otherwise in accordance with applicable procedures established with respect to that examination;
 - g. Retaining a "restricted" examination after its administration;
 - h. Failing to adhere to stated time limits for an examination;
 - i. Engaging in collaboration on a take-home examination without the prior express permission of the instructor;
 - j. Consulting outside sources with regard to a take-home examination without the prior express permission of the instructor, or, where such consultation is permitted, failing to cite outside sources relied upon.
2. Plagiarizing the work of another person in any area of a student's work, including but not limited to, papers, journal notes, writing competitions, legal writing assignments, research projects, and competitions sponsored either by the law school or an outside organization, business or agency. Plagiarism includes, but is not limited to:
 - a. Representing work completed by or with the assistance of another person as the student's own work;
 - b. Failing to attribute to its source any quotation, paraphrase, particular facts or information, or ideas taken from that source.
3. Submitting the same, or substantially the same, written work for more than one academic enterprise without obtaining prior express permission from the faculty member in charge of each enterprise.

4. Misappropriating notes, books, property, or services from other students or from the law school.
5. Unless a student obtains the prior express consent of another student, either i) knowingly obtaining confidential information concerning that other student; or ii) disseminating any confidential information concerning that other student (regardless of the source of that information) to any other person. Confidential information concerning a student includes without limitation his or her social security number, grades, grade point average, and other information about that student's academic performance.
6. Intentionally or recklessly damaging the property of fellow students or the law school, or injuring or attempting to injure members of the Law School community.
7. Wrongfully depriving members of the Law School community of books, materials, or services otherwise available.
8. Wrongfully interfering with or disrupting any of the law school's educational programs or academic exercises.
9. Making misrepresentations – either before or after admission to the Law School -- to law school personnel, to potential employers, or to persons responsible for admission to the bar, with respect to any academic, financial, or employment-related matter.
10. Failing to adhere to ethical and professional standards in one's professional life or engaging in other reprehensible conduct including, without limitation, treating any member of the law school's faculty, administration or staff in a manner that a reasonable person would, under the circumstances, find disrespectful or offensive. Disrespectful or offensive behavior can include verbal abuse.

C. Reservation of Authority to Dean and Faculty Members

1. Nothing in these rules shall limit the Dean's authority
 - (a) to enforce the financial or academic rules of the School, to revoke or withdraw admission to the School for failure to meet admission requirements, to revoke or alter awards of financial aid, or to take actions to deal with situations of an emergency nature, including suspension of a student pending completion of proceedings under these rules; or
 - (B) to enforce other principles of appropriate conduct.
2. Neither the Academic Standards Committee, the Dean, nor these Rules shall limit the authority of an individual full-time, non-visiting faculty member to set requirements for individual courses (including class attendance, satisfactory class preparation, and timely and satisfactory completion of course requirements). For failure to meet those requirements, a faculty member may impose sanctions, including failure in the course and reduction of grade for the course.

Article II: Preliminary Investigation of Alleged Violations

A. Reporting Possible Violations: All Cardozo personnel and students are obligated to report, and to cooperate in the investigation and hearing of, possible violations of the Code. Any person may report a possible violation by bringing the matter to the attention of either the Associate Dean for Academic Affairs or the Assistant Dean for Students, preferably in writing.

B. Initiation of Investigation: If, upon receiving a report of a possible violation, the Associate or Assistant Dean determines that it is necessary to conduct a preliminary investigation, the Associate or Assistant Dean shall refer the matter to the Academic Standards Committee (“the Committee”).

C. Factfinder: Upon referral by the Associate or Assistant Dean, the Committee may appoint, from among its members, a Factfinder to conduct a preliminary investigation. The Factfinder may meet with the reporting party, the Student, or any other person (preserving, if possible, the anonymity of all parties), and report to the Committee.

D. Preliminary Consideration: After receiving a report of a possible violation, the Committee may decide not to proceed further, with or without prejudice to reconsideration, or the Committee may decide to conduct a hearing. Before conducting a hearing, the Committee may authorize the Committee Chair to propose to the Student a disposition without a Hearing, with suggested sanctions. If the Student elects to accept the proposed disposition, there will be no Hearing, and the disposition will be treated as final.

Article III: Hearings

A. Notice of Hearing: If the Committee decides to conduct a Hearing, the Committee Chair shall prepare, for personal delivery or service by mail upon the Student at the last address contained in the Student’s records at the Law School, a notice containing substantially the following information:

1. A description of the matters under investigation;
2. The proposed date and time for the hearing. The Committee chair may consult the Student or the Student’s Advisor and members of the committee to find a mutually convenient meeting time, but the Committee may set any reasonable time not less than seven calendar days from the time notice is given.

B. Pre-Hearing Disclosure of Information: The Chair and the Student shall make every reasonable effort to disclose to each other, at least 48 hours before the Hearing, the names of all witnesses.

C. Conduct of the Hearing: The Factfinder, any member of the Committee, and the Student or the Advisor may present evidence and call or question witnesses, and may require testimony from any student, faculty member, or law school staff member, subject to the Chair’s discretion to set reasonable limits. The Hearing shall be closed. The Student may elect to exclude the Committee’s student member from participation in the Hearing.

D. The Student's Role: The Student may decline to attend the hearing. The Committee may draw such adverse inferences as it deems appropriate from the Student's refusal to attend or to answer questions.

E. The Advisor: The Student shall be entitled to the assistance of any person as an Advisor. The Law School shall not pay for any Advisor. The Advisor may accompany the Student to the Hearing, may question witnesses on the student's behalf, but may not testify as to facts unless invited to do so by the Committee.

F. Rules of Evidence. Formal rules of evidence shall not apply, and the Chair, subject to overruling by a majority of the Committee, may disallow questions and set reasonable limitations upon the number of witnesses and the amount of time allowed for statements and for questioning.

G. Additional Related Violations: If, in the course of the Hearing, evidence of additional related possible violations has been presented, it shall not be necessary for the Committee to serve formal notice upon the Student, but the Committee, after giving the Student reasonable notice and an opportunity to be heard, may consider such possible violations in its deliberations and report.

H. Disposition Prior to Conclusion of the Hearing. At any time during the Hearing, the Committee may propose to the Student suggested sanctions in settlement of the case.

I. Committee Deliberations and Sanctions. The Committee shall conduct its deliberations in private. If a majority of the Committee concludes that the Student has taken actions warranting disciplinary sanction, the Committee shall impose sanctions including but not limited to the following: expulsion, suspension, deprivation of course credit, downward adjustment of a grade, restitution, permanent notation on the Student record (including notification of relevant Bar committees), and reprimand.

J. Report. The Committee shall prepare a report setting forth findings of fact, the determination that a violation of disciplinary rules has or has not occurred, the sanctions imposed, and the reasons for imposing the sanctions. Individual members of the Committee may submit separate written statements if they desire. The Committee's report shall be filed in the Office of the Dean.

Article IV: Faculty Review.

The Student or any faculty member may seek faculty review of the Committee's determination. The faculty shall sustain the Committee's determination unless the Committee's findings of fact are clearly erroneous or the Committee's sanctions represent an abuse of discretion.

OFFICE OF THE REGISTRAR -- REGISTRATION AND RECORDS

The Registrar's Office is located on the 10th floor, in room 1034. The phone number is 790-0295. The office is staffed by:

Isabel Balson, Associate Registrar
Members of the Registrar's Staff:

Bledy Capellan
Sara Hecht
Edith White

The Cardozo Registrar is Isabel Balson, whose official title within the office of the Yeshiva University Registrar is Associate Registrar. The Registrar's Office handles course registration, maintains and distributes students' academic records, approves students for graduation, and certifies graduates as such to state bar examiners.

A. Registration Procedures

1. Registration Materials and Their Distribution

Registration materials for the fall semester are mailed to all students during the summer, usually in mid-July. (Students should be sure that their contact information is updated on the Web. To update your information, go to the Yeshiva University website at www.yu.edu. On the left hand side of the screen put the mouse over "Current Students" and then click on "My YU". Then click on "Faculty and Current Students" and at the bottom of the page, enter your user ID and PIN number, which is your SSN and birthday respectively, and click "Login". Finally, click on "Personal Information" and you can check and update your contact information.) Students who have not received fall registration packets by the second week in July should contact the Office of the Registrar to make sure that their material has been properly sent.

Registration materials for the spring semester are distributed via student mailboxes by the Office of the Registrar during the fall semester, usually in early November. Students who are on leave during the fall semester should receive spring registration packets by mail early in November. If materials are not received by that time, students should call the Office of the Registrar.

Registration materials include the academic calendar, the course schedule, course descriptions, and complete information on how, when, and where to register. Please read these materials carefully. Additions and changes to registration materials will be posted throughout the registration period and the first few weeks of class. Students should refer to their registration information packet for details on how to access this information. Students are required to check their ymail daily, even over the summer and during school breaks, for announcements regarding registration and other school matters.

2. Registration

All students must register each semester. (Note that first-year students register for their first semester during Orientation, and register again for their subsequent first-year semester(s) even though all of their courses are required and they are assigned to specific sections with fixed schedules). Questions may be directed to the Office of the Registrar.

3. Clearance by the Office of Student Finances

Students are not permitted to register until they have been cleared by the Office of Student Finances. (Please see the section on that office for further information on how to be cleared.)

4. Undergraduate Transcripts

Students must have an official undergraduate transcript, showing receipt of a baccalaureate degree, on file with the Office of the Registrar in order to be permitted to register. Official transcripts must be mailed directly from the Registrar's Office of the undergraduate institution to CSL's Office of the Registrar. Students who have questions regarding their undergraduate transcripts should contact the Office of the Registrar.

5. Late Registration

Students who do not register on the designated date may still register on the first day of class. However, their chances of getting into popular courses are obviously reduced, and such students lose their priority based on class year.

6. Course Conflicts

A student may not enroll in a course for which any meeting time conflicts with any meeting time of another course in which the student is enrolled. In the event that a student attempts to enroll in courses with such conflicts, the Registrar will select the course for which the student will be registered. Students should check their course confirmations and course times carefully. Should there appear to be a time conflict, students should check with the Office of the Registrar immediately.

7. Prerequisites and Corequisites

It is each student's responsibility to ascertain the prerequisites and corequisites, if any, for enrollment in upper-class courses. These are indicated in the course descriptions included in the registration information packet.

If a student enrolls in a course for which the prerequisite has not been previously satisfied or the corequisite contemporaneously satisfied, no credit for the course will be granted, even if the prerequisite or corequisite is satisfied subsequently.

Upon occasion, a faculty member may waive a course prerequisite for an individual student. When such a waiver is granted, the student must ensure that the faculty member submits written notice of the waiver to the Office of the Registrar.

8. Oversubscribed Courses

All courses have enrollment limitations based on room size, course format, and/or other factors. Unless otherwise specified in the registration materials, third-year J.D. and LL.M. students who register on time are given priority over second-year J.D. students. May AEP students taking upper-level courses are given the same priority as second-year J.D. students. Students are advised to check their schedule confirmations carefully, and are reminded that third-year or LL.M. status does not guarantee enrollment in a class.

9. Program Changes

Students who have already registered can make changes in their schedule during the add/drop period at the beginning of the semester. Courses dropped during this period do not appear on the student's transcript.

10. Waiting Lists

Students who hope to register for a closed course may put their name on a waiting list. If and as spots in the course become available, a list of wait-listed students eligible to register will be posted by the Office of the Registrar at the end of the day during the add/drop period. Students whose names appear on the list must register in person between 9:30 am and 1:00 p.m. on the next add/drop day following posting of the list or they will lose the right to register for that course. Therefore, students who are signed up on waiting lists are responsible for checking these lists on a daily basis.

Students should not assume that they will be able to enroll in a class for which they have been wait-listed. Rather, they must register for another course, which they can drop if and when they are allowed into the previously closed course.

Students should not attempt to circumvent the waiting list system by contacting professors for permission to enter a closed course. Even if permission is granted by the professor for a student to enroll, the student will not be permitted to register for the class.

11. Withdrawing from Courses

After the add/drop period, students cannot add a new course. They may still withdraw from a course until the date designated as the last day to withdraw from courses on the academic calendar. During this period, a student who wishes to withdraw from a course must obtain and complete the "Request for Permission to Withdraw from a Course" form from the Office of the Registrar.

After the date designated as the last day to withdraw from courses, students will be granted permission to withdraw from courses only under extraordinary circumstances. A student who wishes to withdraw from a course at such a time must contact the Assistant Dean for Students to discuss withdrawal.

If a course is dropped after the add/drop period, a grade of "W" is recorded on the student's transcript. (The grade of "W" means "withdrew without penalty or prejudice").

A student who is allowed to withdraw from a year-long course after completing the first semester will lose credit for the first semester.

If a student does not follow the procedures outlined above to drop or withdraw from a course before the end of the semester in which the student is registered for the course, and the student does not take the final examination or otherwise complete the course requirements, the student automatically receives a grade of "F" or "G" (administrative failure; counted as a failure in GPA calculations) for the course.

Any student contemplating dropping or withdrawing from a course should consider the effect of the decrease in the number of credits on residency status, financial aid requirements, health insurance and if applicable, immigration status.

B. Registering for Special Courses and Programs

The following explains registration procedures for certain programs. Information on the programs themselves may be found in the section on Academics.

1. Independent Research

Once a full-time faculty member has agreed to supervise an Independent Research project a student must have him/her sign a completed "Request to Pursue Independent Research" form, available in the Office of the Registrar. After receiving the signature of the supervising full-time faculty member, the student should obtain the signature of the Senior Associate Dean. Finally, the student must submit the completed form together with an Add/Drop Card during the Add/Drop period, to the Office of the Registrar.

2. Teaching Assistants

Once selected by a CSL Professor, Teaching Assistants register for the position exactly as they would a class. TA's must register each semester that they hold the position, even if they are assisting with a year-long course. TA's receive one credit per semester; a maximum of two TA credits may be applied toward the 84 credits required for awarding of the J.D. degree.

3. Internships

A student with a pending internship application at the time of registration should register for a full load of courses independent of the internship and not the internship. The granting of approval by the Educational Policy Committee for a student's internship for credit does not automatically register the student for the course. Rather, once approval is granted, the student must complete an add/drop card available from the Office of the Registrar and a "Request to Pursue Work in an Internship Program" form, available at the Office of Career Services, and signed by Nancy Kramer, Director of the Office of Career Services and the Center for Public Interest Law (Room 1128, ext.360) and then submit them to the Office of the Registrar.

4. Summer Institute

Enrollment for the Summer Institute is by application to the Office of Career Services--not through the Office of the Registrar--in the preceding spring.

Note: Participation in the Summer Institute does not count towards fulfillment of the J.D. residency requirement nor does it count as a qualifying course for purpose of J.D. concentrations or distribution requirements.

5. J.D. Concentrations

Upper level J.D. students may wish to graduate with an optional "concentration" in a particular area of practice, something akin to an undergraduate major. To qualify for a concentration, a student must take at least five courses in the particular area, including all of the "Basic Courses" unless otherwise indicated and at least enough of the Advanced Courses to bring the total to five. Concentrations are available in the following areas:

- Commercial Law
- Constitutional Law and Rights
- Corporate Law
- Criminal Law and Procedure
- Family and Matrimonial Law
- General Litigation
- Intellectual Property and Communications Law
- International and Comparative Law
- Property and Real Estate
- Taxation

Applications for concentrations will be distributed to students during their last semester at law school. For further information, please see the J.D. Guide to Course Selection, on reserve at the library and available at <http://www.cardozo.yu.edu>.

6. Certificate in Dispute Resolution

A Certificate in Dispute Resolution for J.D. students at Cardozo School of Law can be awarded in conjunction with the J.D. degree. Students who complete the program will receive a separate document confirming completion of the Certificate program, and a notation regarding the Certificate will be made on the recipient's official transcript.

To fulfill the Certificate Program requirements, a student must earn 15 credits in Dispute Resolution related course work and must, in addition, satisfy a number of requirements. Additional information is available at www.cardozo.yu.edu/kukin/certificate. Interested students can contact Professor Lela Love, Room 931, extension 365, to discuss further details.

C. Change of Status - Leave of Absence/Official Withdrawal

1. Leave of Absence

A student who wishes to withdraw from CSL, but who thinks that s/he may wish to return at a future date should request a "Leave of Absence." Leaves of absence are granted only by permission of the Assistant Dean for Students. Such leaves are permitted for a minimum of one semester and a maximum of two semesters. In extraordinary circumstances, additional leaves may be permitted.

However, only in cases of serious illness or service in the Armed Forces are students permitted waivers of the requirement that they receive their degrees within five years of the date they are admitted to CSL.

A student who receives permission to take a Leave of Absence must "maintain status" by completing, and obtaining the relevant signatures for, a "Request for Leave of Absence" form. The form must then be filed with the Office of the Registrar, along with payment of a modest fee in order to maintain the student's status at the law school. In addition, students who have already registered for courses for a semester during which they subsequently withdraw must complete and submit a "Request for Permission to Withdraw from a Course" form. (Depending upon the date of withdrawal, students may receive a "W" on their transcripts for such withdrawals.) Students on leaves of absence are responsible for staying informed of CSL's rules, regulations and deadlines, which are subject to change.

Depending on the date of withdrawal, students may be entitled to a partial refund of tuition. For information on refunds upon withdrawal, see the section in this Handbook on the Office of Student Finances.

2. Official Withdrawal

A student who wishes to withdraw from CSL and is certain he or she will not wish to return at a future date should request an "Official Withdrawal." Students who wish to

withdraw permanently from CSL must complete an “Application for Official Withdrawal” form. The student must meet with the Assistant Dean for Students and obtain an approval-granting signature for the form. In addition, students who have already registered for courses for a semester during which they subsequently withdraw must also drop all courses by completing a “Request for Permission to Withdraw from a Course” form and obtaining the Assistant Dean’s signature. (Depending on the date of withdrawal, students may receive a “W” on their transcripts for such withdrawals.) The forms must then be submitted along with the student’s i.d. card to the Office of the Registrar.

Depending on the date of withdrawal, students may be entitled to a partial refund of tuition. For information on refunds upon withdrawal, see the section on the Office of Student Finances.

D. Student Records

The Registrar's Office maintains students' official records. The Family Educational Rights and Privacy Act of 2002 ("FERPA"), codified at 20 U.S.C. § 1232g, affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the Registrar's Office receives a request for access. Students should submit to the Registrar's Office written requests that identify the record(s) they wish to inspect. The Associate Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of education records that the student believes are inaccurate or misleading. Students who believe that their records are inaccurate or misleading should write the Associate Registrar, clearly identify the part of the record they consider incorrect, and specify why it is inaccurate or misleading. If the law school decides not to amend the record as requested by the student, it will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The Act protects the privacy of education records, and in general forbids their disclosure to others, including the student’s parent(s); therefore, Law School personnel are not permitted to discuss an individual student with the student’s family members or other concerned individuals without signed, written and dated authorization from the student.

Records can be disclosed without consent to school officials with legitimate educational interests. A school official is a person employed by Yeshiva University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit

personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Trustees. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Records will be disclosed pursuant to a judicial order or lawfully served subpoena. Unless the order or subpoena requires confidentiality, two weeks written notice will be given to the student before copies of the records are provided.

Copies of the University's FERPA policy statement may be obtained by sending a written request to the Office of the Registrar with a self-addressed envelope.

E. Transcripts

1. FERPA

The records to which the Family Educational Rights and Privacy Act applies include transcripts. Pursuant to, and except where permitted by, the Act, Cardozo will not issue a transcript without the student's written request.

2. Complete Transcripts

Student academic records are provided only in the form of complete transcripts. The Registrar will not provide partial records or records listing courses without the grades received.

3. Requests for Transcript Correction

A student who believes that there is an error in his or her academic record (e.g., in a grade, average, credit value or course title) should promptly notify the Office of the Registrar. Even if there has been an error on the part of the University, no request for a correction will be entertained unless the student notifies the Office of the Registrar within three (3) months after unofficial grade reports have been distributed.

4. Requests for Transcripts

Requests for official transcripts must be made in writing to the Office of the Registrar. Requests will usually be filled within three (3) business days, if not sooner. The charge is \$4.00 for the first transcript and \$3.00 for each additional transcript ordered at the same time, to be paid in advance.

5. Clearance by Student Finance

The Office of the Registrar will not process a certification or transcript request if the student's account has not been settled with the Office of Student Finance.

F. Verification of Student Status

All requests for verification of student status (e.g. for insurance forms; applications for travel discounts; etc.) should be directed to the Office of the Registrar.

G. Certification for Bar Examinations

Students are responsible for applying to the jurisdiction(s) in which they intend to sit for the bar examination. Students planning to sit for the New York State Bar Examination may contact the Office of the Registrar for information on deadlines and for applications. Information may also be obtained directly from the NYS Bar Examiners by calling 1-800-342-3335 or from the Bar Examiners' website: www.nybarexam.org. Information on the New Jersey Bar Examination is available from the Office of the Registrar or directly from the New Jersey board at (609) 984-7783 or <http://www.njbarexams.org/>. Students applying for the bar exam in other jurisdictions must directly contact the State Board of Bar Examiners in that state for information. Addresses for state boards may be obtained in the Office of the Registrar. An excellent on-line source of information is <http://jurist.law.pitt.edu/barexam.htm>.

All states require certification of law school graduation as part of the application to sit for the bar exam and/or to be admitted to the bar. Requests for such certification should be sent to the Office of the Registrar.

OFFICE OF STUDENT FINANCE

The Office of Student Finance located in Room 1024 is made up of two parts: **The Office of Student Aid** and the **Office of Student Accounts**. The general phone number is 790-0392. The office is staffed by:

Thomas J. Curtin
Michelle Iannelli
Valda Harper
Leida Espinal
Linda Lemberg

Student Aid assists in financing your graduate education, while Student Accounts collects payments.

A. General Policy

Students must be financially cleared before their course selection will be finalized. (Financial clearance means payment in full or an installment payment agreement with Tuition Management Systems completed for the upcoming semester). Once payment is received or a payment agreement has been made, the student's course selection will be processed, and the student will be registered and permitted to use all law school services.

Students taking 6 credits or less pay on a per-credit basis. Students taking 7 or more credits are responsible for full tuition and fees for each semester. Any announced increase in tuition is effective as of the first semester after May 1st.

Bills are sent to the student's permanent address approximately two weeks prior to the payment due date for each semester. Anyone wishing to have bills sent to another address must notify the Office of Student Finance in writing.

B. Payment Options

Full Payment - The entire tuition and fees less any actual or pending financial aid must be paid by cash or check by the due date directly to the Office of Student Accounts. You also will be able to make a payment by credit card through an independent service, PhoneCharge, Inc. To contact them and make your payment, call (877) 903-9335, this phone number is dedicated to Yeshiva University, or you may go online at www.paybyinternet.com. PhoneCharge will charge you a 2.5% convenience fee for this service.

Note: A Late Payment Fee of 1.5% per month will be added to all past due tuition and fees balances. In addition any check returned by the bank for any reason will incur a \$30 fee.

Tuition Management Systems - A 10-month installment payment plan beginning in July and ending in April is also available. This allows you to pay the entire year's balance (total cost of attending Cardozo less any financial aid) over a 10-month period. There are no interest charges.

Participation requires a \$65 fee, which must also include your first installment payment. Simply call (800) 722-4867, or go online at www.afford.com to complete the application process. **TMS will return any application that does not include your first payment.**

Making Payment From Outside The US

We do not accept foreign currency or foreign checks for tuition payments. You may pay by international money orders drawn on a United States bank. Payment may also be made by transferring/wiring funds directly from your bank to Yeshiva University's account using the following information:

Chase Manhattan Bank	For the Account of:	Yeshiva University
181 st Street & St. Nicholas Avenue	Account Number:	025-006193
New York, NY 10033-3201	ABA Number:	021000021

Please make sure that the name and ID# of the student appears on the wire.

Please review the wiring procedures with your bank. There may be a fee resulting in less money being credited to the university account.

C. Student Aid

Cardozo awards a variety of both merit- and need-based scholarships and loans. A complete listing of scholarships appears in the Bulletin

1. Eligibility and Application

To apply for need-based YU Scholarships and CSL loans, students must complete and file:

- a) Free Application for Federal Student Aid: www.fafsa.ed.gov

TITLE IV School Code: 002903

- b) Need Access Application: www.needaccess.org

(Note: Students under 26 must supply their parental data on the Need Access Application.)

Both of the applications must be filed by the following deadlines:

For 1Ls beginning in January: November 30
 For 1Ls beginning in May: February 28
 For 1Ls beginning in August: April 15
 For 2Ls and 3Ls: April 15

All required documentation must be received by the Office of Student Aid by the announced deadlines. Financial Aid is awarded on a rolling basis; therefore it is preferable that all applications be filed early.

All students are automatically considered for scholarships based solely on academic performance and need not submit an application for such awards.

2. Loans

Approximately 75% of law school students rely on educational loans as their primary source of financial aid. Both federally-funded and privately funded loan programs are available. The most significant of the loan programs is the Federal Stafford Student Loan Program, which offers subsidized need-based loans and unsubsidized loans. Several private loan programs also exist. Brochures and applications for all of these programs are available in the OSF. A useful online site for further information on the various loan programs is www.finaid.org/finaid/focus/law.html.

CSL also offers eligible students a low interest loan; for the current academic year the interest on Cardozo Student Loans is 5%. The terms of the loan call for complete repayment of principal and interest over the ten-year period beginning either after graduation or the point at which a student becomes less than a half-time student. The Cardozo Student Loan Program is designed to supplement other forms of aid.

3. Scholarships

Scholarships are direct gifts from CSL, through Yeshiva University, to the student. Need-based scholarships range in the amount of \$500 to \$4,000 annually, depending on the financial need of the student and his or her family.

Merit scholarships are awarded by the Office of Admissions to incoming students during the application process and retained as long as the student achieves the specified minimum GPA at the end of each academic year.

A very limited amount of merit-based scholarship funds is allocated prospectively to students who perform exceptionally well during their first year of law school.

4. E. Billi Ivry Free Loan Fund

Students needing a little assistance to tide them over cash flow problems may borrow small amounts without interest from the E. Billi Ivry Free Loan Fund. Such funding is contingent upon the student providing satisfactory documentation of anticipated receipt of additional loan money. The Office of Student Accounts administers the fund.

D. Withdrawal Procedures and Refund Policy

1. Tuition

Students who withdraw from the University are entitled to tuition refunds as follows:

prior to the first day of classes: 100% tuition refund

during the first week of the semester: 75% tuition refund (Monday through Sunday)

during the second week of the semester: 50% tuition refund

during the third week of the semester: 25% tuition refund

No refund is given to a student who withdraws after the third week. Fees are not refundable.

Students should always meet with the OSF before withdrawing or changing from full-time to part-time status.

To officially withdraw after the semester begins, a student must obtain the written approval of the Assistant Dean for Students.

2. Stafford Loans

Refunds of Stafford Loans for students who withdraw or take a leave of absence are made on a sliding scale set by the Federal Refund Policy, as follows:

Withdrawal prior to or on the first day of classes: 100% refund

Withdrawal after the first day of classes through the first 10% of the semester: 90% refund

Withdrawal after the first 10% of the semester through the first 25% of the semester: 50% refund

Withdrawal after the first 25% of the semester through the first 50% of the semester: 25% refund

Withdrawal after 50% of the semester: no refund

3. Procedures

To receive a refund, the student must submit a written request to the Office of Student Finance. When a partial refund is given, all Federal, State, and University aid is canceled and the refund percentage is applied to the amounts actually paid by the student. In rare cases, a larger refund than is provided for by these policies may be made by the Director of OSF in light of compelling circumstances surrounding the student's need to withdraw or take a leave of absence.

4. Official Date of Withdrawal

The official date of withdrawal is the day the Office of the Registrar processes the request after the approval of the Assistant Dean for Students.

E. Leave Of Absence

Students who wish to leave the University temporarily should contact the Registrar's Office for a leave of absence application. Taking a leave of absence requires the written approval of the Assistant Dean for Students, which must accompany the application along with a fee of \$20 for each semester of leave requested.

OFFICE OF STUDENT SERVICES

Judith Mender, Assistant Dean for Students, 10th floor, 790-0313

Denise Gackenheimer, Manager of Academic Services, 10th floor, 790-0456

Juliette Blige, Assistant, 10th floor, 790-0429

The Assistant Dean for Students, the Manager of Academic Services, and the Office of Student Services, provide a broad range of services to students at Cardozo. Whether directly or indirectly, the Office contributes to virtually every aspect of a student's life here, and interacts with all administrative offices. Students are encouraged to come to the office for advice and support, as well as for assistance with specific issues handled by the Office, as indicated throughout this Handbook. A brief overview of the Office is provided below.

A. Academics

The Office provides assistance with academic matters. The Assistant Dean is the individual responsible for approval of student requests in a variety of academic areas. She, along with the Manager of Academic Services, welcomes students to contact them for guidance in course planning, for referral for assistance with their studies, and other academic issues. The Assistant Dean also serves as the liaison to the Academic Standards Committee for students whose academic standing is in jeopardy, as well as for students who are alleged to have violated the school's disciplinary code. The Manager of Academic Services is extensively involved with registration and with the administration of examinations. The Office of Student Services is also responsible for the preparation of letters of good standing when requested.

B. Disability Accommodations

A student who believes that s/he has a disability and would like to request an accommodation should contact the Office of Student Services and make an appointment to meet with the Assistant Dean for Students. Accommodations will be evaluated by the University based upon documentation submitted by the student detailing the evaluation of the disability by an appropriate professional. Students should address this issue as soon as possible with the Assistant Dean, so that there is adequate time to evaluate the request and arrange for the requested accommodations.

Students should feel free to discuss their situation, the specific requirements for the documentation, types of accommodations available, and information on external support services with the Assistant Dean.

Students may also wish to investigate The ABA Commission on Mental and Physical Disability Law Mentor Program for law students with disabilities. Information can be obtained by contacting Cathleen West, ABA Staff Attorney, at (212) 662-1573 or Westa@staff.abanet.org.

C. Personal Guidance

Student Services is also the place to which a student should go if s/he is having difficulty coping with the pressures of law school, or if outside factors are compromising his/her ability to function. Such factors can include but are not limited to academic difficulties, emotional distress, family problems, physical illness, substance abuse, and sexual assault or harassment. Students who experience difficulties in or out of law school, or who need special support services are strongly urged to meet with the Assistant Dean for Students to discuss their situations. When appropriate, the Office of Student Services will work in conjunction with CSL faculty and other administrative offices to aid students. For problems that cannot be handled within the Office, referrals to other resources are available.

D. Miscellaneous

Other matters handled by the Office include assisting students with security matters such as lost or stolen items or injuries on the premises, providing applications for student health insurance, maintaining student mailboxes, working with student organizations and so on. For specifics on these matters, please see the relevant sections in this Handbook.

THE OFFICE OF CAREER SERVICES

A. Introduction

The Office of Career Services (“OCS”) is located on the 11th floor near the 12th Street elevators in Room 1128. The phone number is 790-0358. OCS is open year round, on Mondays, Tuesdays, and Thursdays from 9:00 AM to 5:30 PM; Wednesdays 9:00 AM to 8:00 PM; and Fridays from 9:00 AM to 2:30 PM.

The OCS is not a “Placement Office.” It is dedicated to enhancing law students’ curricular experiences through substantive internships, private practice positions, work in the public sector and a wealth of clinical and externship opportunities with corporations, government and the judiciary. OCS prides itself on addressing each student’s and alumnus’ individual goals and attributes. By maintaining and cultivating relationships with employers throughout the nation, the Office fosters the developing law student and attorney’s career through counseling, programming, and networking. OCS provides extensive services for J.D.s, LL.M.s and alumni who are exploring their career options.

OCS’ services are available throughout the year. Pursuant to the regulations and guidelines of the National Association for Law Placement (“NALP”), of which Cardozo is a member, 1L’s are not allowed to access the services until November following participation in the First Year Professional Initiative Orientation Program (March in the case of students entering in January) to ensure that they spend the first few months of law school focused on schoolwork. The Center for Public Service Law, as part of the Office of Career Services, is dedicated to enhancing part-time and permanent opportunities available to Cardozo students in the public sector.

The professional staff includes individuals with a wealth of diverse legal and non-legal employment expertise. Although a student is able to receive counseling on all topics from any member of the professional staff, each counselor is the primary overseer of a particular program as indicated in parenthesis below.

Individuals available for counseling include the following:

Jacquelyn J. Burt, Assistant Dean - (212) 790-0374, burt@ymail.yu.edu, Room 1124

Nancy J. Kramer, Director - (212) 790-0360, kramer@ymail.yu.edu, Room 1125

Sarah Edelman, Assistant Director and CLE Manager - (212) 790-0387,
sedelman@ymail.yu.edu, Room 1123

Jeanine Dames, Career Counselor - (212) 790-0364, dames@ymail.yu.edu, Room 1121

Wendy Dolce, Career Counselor - (212) 790-0363, dolce@ymail.yu.edu Room 1126

Brenda M. Janowitz, Career Counselor - (212) 790-0413, janowitz@ymail.yu.edu, Room 1120

Additional staff at the Center include:

Mary Pace, Administrative Assistant - (212) 790-0450, pace@ymail.yu.edu, Room 1133
 Anna Bennett, Staff Assistant - (212) 790-0337, albennet@ymail.yu.edu, Room 1133
 Rick Brown, Systems Specialist - (212) 790-0430, rbrown@ymail.yu.edu, Room 1133
 Sondah Ouattara, Secretary/Receptionist -(212) 790-0358, ouattara@ymail.yu.edu, Room 1128

B. Services and Programs (Please see the OCS Comprehensive Student Manual for details.)

1. Career Counseling
2. Career Resource Library
3. Mock Interview Video Program
4. Panels and Workshops
5. Mentor Program
6. On-Campus Interview Program
7. Off-Campus Interview Program
8. Post-Graduate Clerkships
9. *Emplawyer*NET
10. PSLaw net
11. Reciprocity Services
12. Summer Opportunities
13. Summer Institute for Placement and Career Development
 - a) Summer Public Interest Opportunities
 - b) Funding for Summer Public Interest Employment includes the Cardozo Public Interest Summer Stipend Program, Samuel and Ronnie Heyman Fellowships in Corporate Governance, Cardozo/Telford Taylor Fellowships in Public International Law, Cardozo/Howard M. Squadron Fellowships in Law, Media and Society, Cardozo/Federal Work Study

Grant Program, and The Charles H. Revson Law Student's Public Interest Fellowship Program (LSPIN)

14. Practice Profile Lunch Series
15. Practice Area Roundtable
16. How to Have a Successful Summer Series
17. Clinics, Externships, Internships - Academic Year Opportunities
18. Outside Recruitment Events and Career Fairs
19. Resume Booklets
20. Spring Recruitment
21. Networking Events
22. Continuing Legal Education

The Office of Career Services urges students to be frequent visitors. Some of our best programming has come about as the result of students and alumni sharing their ideas. We look forward to working with you.

THE DR. LILLIAN AND DR. REBECCA CHUTICK LAW LIBRARY

The Chutick Law Library is located on the 6th through 9th floors. The entrance is on the 12th Street side of the 7th floor. Complete information on the library and its collections can be found in the Law Library Guide.

A. Staff

The Director of the Library is Lynn Wishart. Prior to assuming her current position in 1984, Professor Wishart was associate director of the law library at Georgetown and at Washington and Lee. She holds a Master of Library Science Degree from the University of Michigan and a J.D. from Washington University.

The other librarians who work at the Reference Desk are:

Norma Feld, Assistant Librarian
Beth Gordon, Public Services Librarian
Peter Lee, Public Services Librarian

Reference librarians are available to assist library users from 9 A.M. to 7 P.M. Monday through Thursday, 9 A.M. to 4 P.M. on Friday, and 1 P.M. to 6 P.M. on Sunday during the school year. In addition to helping find specific information or materials, the reference librarians also offer specialized instruction in the use of the computerized assisted legal research services and work with students to solve a variety of technological problems. Additionally, the staff has prepared more than a dozen research guides which contain information specific to the resources available at the law library. Librarians can be reached by telephone at 212-790-0220 or by email at lawlib@ymail.yu.edu.

B. Hours of Library Service

During the fall and spring semesters, the library is open at the following times:

Sunday	10 A.M. -	midnight
Monday - Thursday	8 A.M. -	midnight
Friday	8 A.M. -	**

**The library closes at 4 P.M., 5 P.M., or 6 P.M. on Fridays. The specific closing hour for each Friday is posted at the entrances to the library. Holiday closings and other changes are posted also.

During the summer semester, the library is open at the following times:

Sunday	10 A.M. -	10 P.M.
Monday-Thursday	8 A.M. -	10 P.M.
Friday	8 A.M. -	6 P.M.

Resources in the virtual library at www.cardozo.yu.edu/library are available at all times.

C. Facilities

1. Computers

The law library supports not only computer assisted legal research and instruction, but also serves as the student laboratory for word processing and networked communications. Computers are located throughout floors six, seven, and eight. Applications currently available in the law library include Corel WordPerfect Suites and Microsoft Office (word processing, spreadsheet, and presentation software), Internet software (web browsers, telnet, and ftp), legal research software, and lessons from the Center for Computer-Assisted Legal Instruction. Throughout the year library staff provides instruction in the use of these applications.

Yeshiva University offers a free UNIX shell account for email and access to the Internet via lynx, ftp, and telnet. Forgotten password inquiries and problems with the account should be directed to the reference librarians.

Problems or questions about computing services should be directed to the reference librarians. In addition to responding to questions about various applications, they troubleshoot hardware and software problems.

2. Conference Rooms

Conference rooms are provided on the 6th and 9th floors for group study. The presence of books or personal items in a study room does not "reserve" the room. Two or more students should be present in a study room in order for the room to be considered occupied by a group.

3. Audio-Visual Equipment

The library supports the audio/visual needs of the Cardozo community. Audiocassette recorders are available at the Circulation Desk. Video and laser disk playback stations are found in the library. To support student activities and classroom presentations, the library provides 35 mm and overhead projectors, video cameras, microphones, a document camera, and LCD. Reservations for use of the equipment outside the library should be made with the reference librarians.

4. Lost and Found

Books, notebooks, and other items of value found in the library are held for a short time at the 7th floor Circulation Desk and then are turned over to the security desk at the Fifth Avenue entrance to the building. Library users are advised not to leave personal belongings (including laptop computers, pocketbooks, etc.) unattended in the library. The library takes no responsibility for the personal property of its users.

5. Photocopying

The law library has photocopiers on all floors for self-service copying

D. Collections

1. General Information

The library's collections, including over 470,000 volumes and volume equivalents, fall into three main categories:

- a) Primary materials, such as statutes, codes, regulations, and court reports;
- b) Secondary materials, such as treatises, looseleaf services, periodicals, encyclopedias, restatements of the law, and newsletters;
- c) Finding aids, such as indexes, digests, and citators.

Three special collections are housed on the 7th floor. The Reserve Collection contains copies of basic study aids -- old examinations, hornbooks, nutshells, and outlines -- current periodicals, videocassettes, and materials designated for reserve by faculty for reading assignments. The Reference Collection includes general legal and non-legal resources, such as the federal statutes, indexes to periodicals and government publications, legal and non-legal dictionaries, and directories of law firms and businesses. The Leisure Reading Collection contains more than 30 current magazines and newspapers, such as Forbes, the Washington Post, and Newsweek.

2. Use of the Collections

All parts of the collection, except for the Reserve Collection, are in open stacks. Students may charge out books from the law stacks for two-week periods; books may be renewed for a second two-week period if they have not been requested by other persons. Books can be charged out until 15 minutes before closing each day.

Materials in the Reserve Collection may be charged out for two hours and renewed for another two-hour period if not requested by another user. Beginning two hours before the library closes, most Reserve Collection materials may be charged out for return one hour after the library opens on the following day.

Court reports and bound periodicals may be charged out for a period of 24 hours by second and third-year law students.

Some materials must be used only within the library. These non-circulating materials include looseleaf services, citators, digests, codes and statutes, microforms, examinations, audio and videocassettes, and books in the Reference Collection.

Library materials cannot be taken into examination rooms.

Fines are charged for materials not returned by the due date. The charge for overdue reserve and 24-hour materials is \$.50 per hour. The fine for books which circulate for two

weeks is \$.20 per day. The charge for overdue interlibrary loan materials, books borrowed from another library, is \$.50 per day.

3. Inter-Library Loan and Access to Other Libraries

If material needed for research is not available in the library's collections, the library may attempt to borrow it from another institution through interlibrary loan or direct a student to another local library. With the presentation of a currently validated Y.U. student I.D. card, students have access to all libraries of Yeshiva University, to the Fogelman Library of the New School University, and to the library of Cooper Union. In addition, the library is a member of METRO, the New York Metropolitan Reference and Research Library Agency. Through this organization, students may use materials in area libraries for short periods of time. The law library also participates in the Conference of Law School Library Directors of Greater New York. The nine Conference libraries permit direct access to their collections when needed. The reference librarians answer questions about area libraries and issue passes, when deemed necessary, to these METRO and Conference libraries.

E. Regulations Concerning Use of the Law Library

1. General Requirements

Valid Yeshiva University (Y.U.) I.D. cards or registration receipts must be presented upon request to library staff. A Y.U. I.D. card or registration receipt is needed each time a book is checked out.

Library users are responsible for complying with the copyright laws of the United States. Unless specifically permitted, the copying of computer software is prohibited.

Students who fail to comply with library regulations are subject to disciplinary action, including, but not limited to, a suspension of library privileges.

2. Community Concerns

Reshelving of all library materials, except microforms, is expected. Materials should not be left on tables or carrels.

The unauthorized removal, mutilation, or defacement of library equipment and materials is prohibited. Sequestering or hiding library materials within the library to prevent access by all users is prohibited.

The library reserves the right to inspect all bags, briefcases, large purses, parcels, etc. when users are leaving the library.

Eating and drinking are not permitted inside the library; food and drink may not be brought into the library.

Extended conversations are permitted only in the group study rooms. Cellular phones should not be used in the library.

All users must be out of the library before the designated closing time for the building. Circulation and reserve services end 15 minutes before the library closes; access to computers, printers and photocopiers also ends 15 minutes prior to closing.

3. Acceptable Use of Technology

Students can use LexisNexis or Westlaw for research related to a class, in-house clinic, or research activity sponsored by CSL. Students enrolled in externships, internships, the Summer Institute, and Alexander Fellows programs cannot use LexisNexis or Westlaw for research related to their placements in these programs. Students who are employed also cannot use their student LexisNexis or Westlaw passwords for work-related research assignments.

Moving, opening, or tampering with equipment is prohibited. Attaching personal equipment to library equipment or telephone lines is prohibited, except where specifically designated for printing.

Installing program files or storing data on library computers is prohibited.

Students who have a university UNIX shell account must comply with the University policy on the use of computers, networks, and email.

4. Circulation of Materials

Library materials cannot be taken into examination rooms.

Fines are charged for materials not returned by the due date. A borrower is responsible for a book until it has been returned to the 7th floor Circulation Desk and properly discharged.

Registration for classes and certification for graduation will be delayed until outstanding fines are cleared.

Library materials must be charged out at least 15 minutes before the library closes.

STUDENT ORGANIZATIONS

A. Student Bar Association

Craig Hanlon, Class of 2004, President
Room 421, extension 291

The Student Bar Association ("SBA") consists of twenty-two elected students whose function is to represent the CSL student body in all matters concerning the students. The student body elects the President, six first-year Senators, six second-year students, six third-year students, one member of the May AEP class, one member of the January AEP class and one LLM. The elected senators then select a vice-president, treasurer, and secretary from among themselves. The SBA organizes extracurricular activities, funds student groups, communicates student opinion on academic and other matters to faculty and administration, and selects the student members of and liaisons to faculty committees.

The SBA is the center of the student community and the officially recognized umbrella organization for all the student groups funded by the student activity fee. The SBA determines the budget of each approved student group and ensures that the funds are spent properly. Senators also serve, and select other students to serve, as members of or liaisons to various faculty committees. In addition, the SBA has liaisons to the Admissions Office and the Office of Career Services.

The SBA has its own committees on which senators and other students serve together. These include the Social Committee, the Budget Committee, and the Mentor Program. These subgroups service the students by providing social events and meeting other needs of the student body. Major events organized by the SBA include the Goods and Services Auction, which helps provide money for summer stipends for students taking public interest positions, the Annual Fall Bash, and the Barrister's Ball, held every spring, which is the best attended and most highly anticipated social event of the year.

B. Student Groups

1. There are a number of official student groups organized around particular shared interests or areas of law. The student organizations sponsor outside speakers and panels, exhibits, social events, and excursions. Students interested in creating, and receiving funding for a new student organization must submit a proposal to the SBA.

Currently, the SBA recognizes and funds student organizations such as the following:

American Constitutional Society
Asian Pacific American Law Student Association ("APALSA")
Basketball Club
Black Asian Latino Law Students Association ("BALLSA")
Black Law Students Association

Cardozo Advocates for Battered Women
Cardozo Dispute Resolution Society
Cardozo Heightening Awareness for Israel (“CHAI”)
Cardozo Outdoors Adventure Club
Cardozo Tennis Society
Environmental Law Society
Federalist Society
Football League
Gay and Lesbian Law Students Alliance (“GALLSA”)
Graduate Law Society
Intellectual Property Law Society
International Law Students Association (“ILSA”)
Latino American Law Students Association (“LALSA”)
Law Revue Show
Lehman Society
Phi Alpha Delta
Public Interest Law Students Association (“PILSA”)
Securities and Law Society
Softball Team
South Asian Law Students Association (“SALSA”)
Sports & Entertainment Law Students Association (“SELSA”)
Students for Sensible Drug Policy
Tree of Life Society
Women’s Law Society

2. *The Cardozo Insider* is an independent student-run newspaper at Cardozo. *The Insider* reports on school news and features articles on student interests and entertainment.

MISCELLANEOUS

A. Student Identification Cards

1. General Policies

All CSL students are required to obtain an official CSL photo identification card. Photos are taken for I.D. cards early each semester. Students should watch for posted notices regarding time and location of the photographer's sessions. Students must keep their identification cards with them at all times, and present their cards each time they enter the building and any time a member of the CSL security or administrative staff requests that they do so. Valid student identification cards must be presented when obtaining information from the Registrar's Office or when checking out materials from the library. (Your student ID is your library card).

2. Replacement Identification Cards

Lost photo identification cards should be replaced as soon as possible. Students should go to the Office of Student Finances for a financial clearance receipt, and then report to the Guard's Desk at the 5th Avenue entrance to have their picture taken and a new card created.

B. Assignments and Duplicated Materials

Class assignments are posted on the glass-enclosed third floor official bulletin board, near the Fifth Avenue elevators. Students should check this board daily, especially just prior to and at the beginning of the semester. Faculty members also have the ability to post assignments and syllabi on the web at <https://angel.ac.yu.edu/cardozo>, (students can access the posted information at this site by clicking on "First Assignments" [no password is needed]) and/or to email assignments to students officially registered for their class.

At times, professors may direct students to turn in Legal Writing assignments, take-home examinations, or papers at the Reception Window of the Faculty Services Office (Room 527, by the Fifth Avenue elevator). Papers must be delivered to or picked up from the Reception Window between 9:00 a.m. and 5:00 p.m. from Monday to Thursday, and between 9:00 a.m. and 2:00 p.m. on Friday. Any changes in these hours will be posted outside the reception window.

Professors often assign duplicated materials in addition to, or in place of, a casebook. These materials are picked up at the Faculty Services Reception window at the times noted above. When duplicated materials supplement a book or books, students are not charged. When they are assigned instead of published material, students are charged a nominal amount, depending on the volume of material.

C. Notary Public

Associate Registrar Isabel Balson (10th floor, ext. 295) will notarize items for students free of charge. Students who do not call for an appointment cannot be assured of her availability.

D. Health Insurance

Cardozo students are financially responsible for their own health care and are strongly urged to obtain insurance coverage. Several Options are listed below.

First, Cardozo students may enroll in the Yeshiva University Student Accident and Sickness Insurance Plan. Students who are registered for 6 or more credit hours at Yeshiva University/CSL are eligible to participate in this plan. Dependents of any student registered for at least 9 or more credit hours and participating in the plan are also eligible for the plan.

Second, students may also be eligible for medical insurance through either the National Association of Graduate-Professional Studies or the American Bar Association, (ABA) Law Student Division. (A student must be a candidate for a J.D. degree and a member of the ABA to be eligible for the ABA insurance plans. For information on becoming a member of the ABA, students can visit <http://www.abanet.org/members/join/lstdappn.html>.)

For details on all of the above, please see the information packet sent to each student during the late summer. Additional packets are available from the Office of Student Services. For information about insurance coverage or assistance with a specific problem, please contact Paul Goldschmidt at the University's Office of Risk Management, (212) 960-5360.

Students who are here on a J-1 visa are required by federal law to be covered by medical insurance. Insurance is strongly recommended for F-1 students. In some cases, you may be able to obtain medical insurance in your home country that will provide benefits during your stay here. All international students are encouraged to contact Russ Schoumaker, the International Student Advisor, at (212) 960-5480 or by email at schouma@ymail.yu.edu regarding insurance requirements.

Please note: Students may find it to be advisable to do some advance planning to cope with changes or loss of health insurance coverage upon graduation. Many students employed while in school may be able to obtain medical insurance from an employer upon or soon after graduation, and the cost for COBRA (the federally mandated insurance coverage option for certain categories of employees) or continuation coverage may be a minor problem for them. Students covered under their parents' policies may wish to switch out of a parent's broader medical coverage during the last year or the last term prior to graduation and to buy Student Injury & Sickness Insurance (which is not subsidized by an employer) in order to be entitled to buy potentially less expensive continuation coverage.

Students are advised to consider this matter carefully and begin investigating their situation before the start of their final year at Cardozo.

E. Housing

Residents of Cardozo housing at 15 East 11th Street with concerns or problems should consult their Resident's Handbook, which is provided to all residents when they arrive. Additional copies may be obtained at the Office of Student Services.

F. Proof of Immunization

In accordance with New York State law, all CSL students, born on or after January 1, 1957, regardless of country of origin, are required to show proof of immunization against measles, mumps and rubella. Students must show documentation of two doses of measles vaccination and one dose each of mumps and rubella, submit the results of a blood test indicating immunity to the three illnesses, or submit documentation of the eligibility for a waiver of the immunization requirement.

Once the enrollment deposit has been paid, students will receive a form that must be completed by a physician certifying that they have had the required immunizations or have had the diseases themselves and thus have developed a natural immunity. Some religious exemptions may apply. Failure to provide proof of immunization may result in the inability of the student to register for classes.

G. Injuries on the Premises

Students who suffer physical injury while on University premises should immediately contact the security guard in the lobby and notify the Office of Student Services. Students who need assistance due to illness or injury, or students who are aware of another person who needs assistance should immediately contact a security guard by dialing extension 303 or going to the security guard.

H. Lost or Stolen Books and Property

All losses or thefts should be reported immediately to a security guard. Students are advised not to leave their belongings (including laptop computers, pocketbooks, etc.) unattended and to carefully lock their lockers. Students looking for lost property should check with the security desk by the Fifth Avenue entrance. In addition, the Library holds items recovered there for a brief period at the Circulation Desk before bringing them to Security.

I. Check Requests and Check Deposits

For non-SBA groups (i.e. journals), reimbursements or check requests for allowable items should be submitted in writing to the Business Affairs Office from the person in the sponsoring group handling all business-type functions. The memo should include the following information: the name of the person who should receive the reimbursement, the contact information for that person, whether the check should come back to Business Affairs - the normal procedure - or sent to a valid mailing address, an explanation of the expense, and the original receipt. It can take between two and three weeks to receive a reimbursement check for someone who has never been

reimbursed before by the University. After an initial reimbursement, the person will have been entered into the Accounts Payable system and will, in the future, be able to receive a check within a week. Checks are issued every Wednesday (unless there is a holiday) and paperwork must be submitted to Business Affairs no later than Monday, close of business, for a check to be issued that Wednesday. Again, this is only for those that are already entered into the Accounts Payable system. Those that are not entered into the Accounts Payable system should be sure to submit requests as promptly as possible so as not to delay someone's reimbursement. For information on whether or not someone is in the Accounts Payable system, please contact Jacklyn Tavarez at extension 314.

Check deposits for subscription revenue or other types of revenue are to be submitted to Jacklyn Tavarez in Room 1021 along with a memo identifying the organization and what the checks are for (registration fees, subscription, royalty, etc.), as well as a copy of the checks.

For SBA groups, check request forms may be found at the SBA Office, Room 421. All check requests must be approved by either the Treasurer or President of the Club for which the check is requested. Requests must be accompanied by appropriate documentation. Any request for funds that have not been budgeted or separately approved will be returned unfilled. Students and groups that spend money not budgeted or approved do so at their own risk and are not guaranteed reimbursement by the SBA.

J. Procedure for Placement on Payroll

Students hired by a professor as a Research Assistant must complete the following forms in order to be placed on the University's payroll:

- (1) Employment Application
- (2) Position Requisition form signed by the professor for whom you will be working.
- (3) Faculty Request Form for a Research Assistant - also to be signed by the professor for whom you will be working.
- (4) W-4 form
- (5) I-9 form, along with the appropriate copies of identification (drivers license, social security card/birth certificate or unexpired/expired passport)

These forms are available in the Business Affairs Office, Room 1021. The current rate of pay for a Research Assistant position is \$11.00.

K. Policy Statement on Non-Discrimination, Affirmative Action and Sexual Harassment

Annually, Yeshiva University issues a formal statement reaffirming the University's commitment to affirmative action and equal opportunity. The University, CSL included, will make all University decisions with regard to faculty, staff, and students based upon equitable and equally applied standards of excellence. The policy also is designed to maintain a work and academic environment free of sexual harassment and intimidation. If a student wishes to view

the statement, it is on file in the Office of Student Services. This statement is incorporated by reference in this Handbook. If a student feels he or she has been discriminated against, or is a victim of sexual harassment or intimidation, he or she is encouraged to speak to the Assistant Dean for Students.

L. Graduation

The date of graduation is included in the academic calendar which can be found on the Cardozo website (www.cardozo.yu.edu). Every graduate receives six tickets to the ceremony. Additional tickets become available through a lottery run close to the time of graduation by the Student Bar Association. Detailed information on graduation is distributed to students during their final semester at Cardozo.

FOR FURTHER INFORMATION

The following publications supplement this Handbook and provide useful information:

Title	Available From
Cardozo Bulletin	Registrar
Class Schedule	Registrar
Clerkship Manual	Office of Career Services
Computer Policy Handbook	Office of Business Affairs
Course Evaluations	Library Reserve
15 East 11th Street Handbook	Admissions Office, Student Services
Financial Aid Information	Office of Student Finance
Guide to Course Selection	Library Reserve, CSL website, Student Services
Library Guide	Library Reference Desk
Supplemental Registration Information	LL.M. Admissions Counselor/LL.M. Coordinator for LL.M. Students
Student Manual (for career planning)	Office of Career Services

The world-wide web has become an extraordinary source of useful information for law students. Apart from the extensive legal research materials available (which are beyond the scope of this manual, though a good starting point is the CSL Library's home page www.cardozo.yu.edu/library), an unsystematic list of sites that are worth checking out include:

<http://jurist.law.pitt.edu/exams.htm> [devoted to practice and advice on exam-taking]

<http://www.palidan.com/linksfor.htm> [various links of interest to law students]

<http://lawschool.westlaw.com/> [a site maintained by the West Group, the leading law school publisher, this is not surprisingly skewed toward their products and services, but has a number of other useful items and links as well]

<http://www.cali.org> [Center for Computer-Assisted Legal Instruction, which has, among other things, downloadable student lessons in a variety of courses]

<http://www.washlaw.edu> [the Washburn University Law School site, with all sorts of links to useful materials for law students and lawyers]

<http://lawschool.lexis.com> [a site maintained by LexisNexis, a leading legal publisher with useful links]

http://www.abanet.org/members/join/lstdappn_form.html [for \$20 a year, law students can become members of the American Bar Association]
