

Yeshiva University, Cardozo School of Law

LARC @ Cardozo Law

Student Handbooks

Life @ Cardozo

2001

2001-2002

Benjamin N. Cardozo School of Law

Follow this and additional works at: <https://larc.cardozo.yu.edu/student-handbooks>

 Part of the Law Commons

Yeshiva University

Benjamin N. Cardozo
School of Law

Student
Handbook

2001-2002

Office of Student Services

TABLE OF CONTENTS

INTRODUCTION.....	4
2001-2002 ACADEMIC CALENDAR.....	5
FACILITIES.....	6
A. BROOKDALE CENTER -- 55 FIFTH AVENUE.....	6
B. HOURS/CLOSINGS AND CANCELLATIONS.....	7
C. BOOKSTORE.....	7
D. COMPUTING.....	8
E. LOCKERS.....	8
F. PHOTOCOPYING.....	9
G. ROOM RESERVATIONS AND SPECIAL EVENTS.....	9
H. SMOKE-FREE ENVIRONMENT POLICY.....	11
I. STUDENT LOUNGE AND FOOD SERVICES.....	11
COMMUNICATIONS – MAIL, MESSAGES, EMAIL, BULLETIN BOARDS, ETC.	12
A. STUDENT MAILBOXES.....	12
B. U.S. MAIL.....	12
C. MESSAGES.....	12
D. PAY PHONES.....	13
E. E-MAIL.....	13
F. BULLETIN BOARDS.....	13
ACADEMICS - J.D. PROGRAM.....	15
A. GENERAL OBLIGATION.....	15
B. DEGREE REQUIREMENTS.....	15
C. REQUIRED COURSEWORK.....	16
1. First-Year Students.....	16
2. Second- and Third-Year Students.....	18
a) Total Credits.....	19
b) Per-Semester Credits.....	19
c) Clinical versus Academic Credits.....	19
d) Credit Limits.....	21
e) Distribution Requirements.....	21
f) Writing Requirement.....	22
g) Professional Responsibility Requirement.....	23
h) Advanced Legal Research ("ALR").....	24
D. RESIDENCY REQUIREMENT AND FULL-TIME STATUS.....	24
E. ATTENDANCE AND OUTSIDE COMMITMENTS.....	25
F. FINAL EXAMINATIONS.....	25
G. GRADES/CURVE/CLASS RANK/HONORS.....	29
H. CREDIT AWARDS – GENERAL REGULATIONS, TRANSFER, VISITING AND "LAW-RELATED" CREDITS.....	35
I. ACADEMIC STANDARDS: MAINTENANCE OF STATUS, DISMISSAL, READMISSION AND PROBATION.....	38
J. ADDITIONAL OPPORTUNITIES.....	40
1. Clinical Programs.....	40
2. Credited Externships.....	40

3. Faculty-Edited Publications.....	41
4. Independent Research.....	41
5. Internships	42
6. Journals and Moot Court	43
7. Research Assistants	47
8. Summer Institute	47
9. Teaching Assistants	48
K. INTERNATIONAL STUDY OPPORTUNITIES	48
L. "GRADUATION CHECK" APPOINTMENTS AND "APPLICATION FOR DEGREE" PACKET	51
ACADEMICS - LL.M. PROGRAM.....	52
A. INCORPORATION BY REFERENCE.....	52
B. DEGREE REQUIREMENTS.....	52
C. PROGRAM REQUIREMENTS FOR THE GENERAL LL.M.....	52
D. PROGRAM REQUIREMENTS FOR THE INTELLECTUAL PROPERTY LL.M.....	53
E. PROGRAM REQUIREMENTS FOR GRADUATES OF FOREIGN LAW SCHOOLS	53
DISCIPLINARY CODE, RULES AND PROCEDURES	54
ARTICLE I: GROUNDS FOR DISCIPLINARY ACTION	54
ARTICLE II: PRELIMINARY INVESTIGATION OF ALLEGED VIOLATIONS	56
ARTICLE III: HEARINGS	56
ARTICLE IV: FACULTY REVIEW	57
OFFICE OF THE REGISTRAR – REGISTRATION AND RECORDS.....	58
A. REGISTRATION PROCEDURES	58
1. Registration Materials and Their Distribution	58
2. Registration	58
3. Clearance by the Office of Student Finance	59
4. Undergraduate Transcripts	59
5. Late Registration	59
6. Course Conflicts	59
7. Prerequisites and Corequisites.....	59
8. Oversubscribed Courses	60
9. Alternate Program Selection.....	60
10. Program Changes.....	60
11. Closed Course Lists.....	60
12. Waiting Lists	61
13. Re-Opened Courses	61
14. Withdrawing from Courses	61
B. REGISTERING FOR SPECIAL COURSES AND PROGRAMS	62
1. Independent Research.....	62
2. Teaching Assistants	62
3. Internships	62
4. Summer Institute	63
C. CHANGE OF STATUS -- LEAVE OF ABSENCE/OFFICIAL WITHDRAWAL	63
D. STUDENT RECORDS	64
E. TRANSCRIPTS	65
F. VERIFICATION OF STUDENT STATUS	66
G. CERTIFICATION FOR BAR EXAMINATIONS.....	66
OFFICE OF STUDENT FINANCES	67
A. GENERAL POLICY.....	67
B. PAYMENT	67
C. FINANCIAL AID	68
1. Eligibility and Application	69
2. Loans	69
3. Scholarships.....	69

4. E. Billi Ivry Free Loan Fund	70
D. REFUNDS UPON WITHDRAWAL	70
OFFICE OF STUDENT SERVICES/STUDENT AFFAIRS.....	72
THE CENTER FOR PROFESSIONAL DEVELOPMENT.....	73
A. INTRODUCTION.....	73
B. SERVICES AND PROGRAMS (PLEASE SEE THE CENTER'S STUDENT MANUAL FOR DETAILS.)	74
THE DR. LILLIAN AND DR. REBECCA CHUTICK LAW LIBRARY	81
A. STAFF.....	81
B. HOURS OF LIBRARY SERVICE.....	81
C. FACILITIES	82
D. COLLECTIONS.....	83
E. REGULATIONS CONCERNING USE OF THE LAW LIBRARY	84
STUDENT ORGANIZATIONS.....	87
A. STUDENT BAR ASSOCIATION.....	87
B. STUDENT GROUPS	87
MISCELLANEOUS.....	89
A. STUDENT IDENTIFICATION CARDS.....	89
B. ASSIGNMENTS AND DUPLICATED MATERIALS	89
C. NOTARY PUBLIC	90
D. HEALTH INSURANCE	90
E. HOUSING	90
F. LOST OR STOLEN BOOKS AND PROPERTY.....	90
G. INJURIES ON THE PREMISES	90
H. PROOF OF IMMUNIZATION	90
FOR FURTHER INFORMATION	92

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.

2001-2002 ACADEMIC CALENDAR

Fall Semester

Wed., August 22 - Fri., August 24	LL.M. Orientation; special sessions of Intro. to US Law
Thursday, August 23	J.D. Orientation
Friday, August 24	First-Year Classes Begin [Elements only]
Monday, August 27	All Other Classes Begin
Monday, September 3	Labor Day. No Classes
Monday, September 17	Tuesday Schedule; classes end at 4 pm
Tuesday, Sept. 18 - Wed, Sept. 19	Rosh Hashanah. No Classes
Friday, September 21	Wednesday Schedule
Wednesday, September 26	Friday Schedule
Thursday, September 27	Yom Kippur. No Classes
Friday, September 28	Wednesday Schedule
Monday, Oct 1	Classes end at 4 pm
Tuesday, Oct 2 - Wed, Oct. 3	Sukkot. No Classes
Monday, Oct 8	Classes end at 4 pm
Tuesday, Oct 9 - Wed., Oct. 10	Shemeni Atzeret and Simhat Torah. No Classes
Monday, October 22	Elements Examination
Tuesday, October 23	Property Begins
Thursday, Nov. 22 - Fri, Nov. 23	Thanksgiving. No Classes
Friday, December 7	Classes End
Monday, Dec. 10 - Fri, Dec. 21	Examinations

Spring Semester

Mon, Jan. 14 - Tues, Jan. 15	LL.M. Orientation; special sessions of Intro. To US Law
Tuesday, January 15	Classes Begin
Monday, January 21	Martin Luther King Day. No classes
Monday, February 18	Washington's Birthday. No Classes
Friday, February 22	Monday Schedule
Wednesday, March 27	Friday Schedule
Thurs, March 28 - Sun. Apr. 7	Passover. No Classes
Friday, May 3	Classes End
Monday, May 6 - Monday, May 20	Examinations
Friday, June 7 (10 a.m.)	Commencement

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: currently under construction; pay phones near the Fifth Avenue side elevator

2nd floor: classrooms, bookstore, lockers, official bulletin boards

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

4th floor: faculty offices, classrooms, lockers, student organizations

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, and 8th floors: Library

9th floor: Library, Mediation Clinic, 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*, *On-Line Journal of Conflict Resolution*

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

11th floor: Clinics, Center for Professional Development, Admissions Office, Office of Graduate and International Programs

Due to the construction upgrading Cardozo's facilities, exact office locations were not yet assigned at the time of the drafting of this Handbook. Updates will be provided as construction progresses.

B. Hours/Closings and Cancellations

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

Monday - Thursday	7:30 a.m. - midnight
Friday	7:30 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	7:30 a.m. - 10:00 p.m.
Friday	7:30 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. The entrance on 12th Street opens at 8:30 a.m. each weekday, and at 9:00 a.m. on Sunday. It closes shortly before the appointed building closing time each day.

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 Center for Professional Development is open until 8:00 p.m. on Wednesday evenings.

If school is closed due to inclement weather, a recorded announcement is left at 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 second floor bulletin board and on the door of the classroom.

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 Center for Professional Development. (See sections on the Law Library and the Center 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.

2. Use of Computers on Exams

Students may not use computers for in-class exams. Students may use a non-memory typewriter in a typing room. (Such requests must be made in advance to the Office of Student Services, as per examination memoranda distributed prior to each exam period). The school continues to review this policy along with available technology and may in the future allow use of laptop computers along with special software that precludes access to material stored on the computer's hard drive.

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

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, 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 copy/mailroom. The copy/mailroom is located on the sixth floor by the 12th Street elevators. You must complete a form with your organization's charge number. William White manages the office; his extension is 255.

Three commercial copy centers are located nearby. Kinko's is at 24 East 12th Street; The Village Copier is at 20 East 13th Street; and East Side Copy is at 15 East 13th Street.

G. Room Reservations and Special Events

1. Room Use

Student Bar Association 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 must submit a "Room Request" form to Juliette Blige in the Office of Student Services on the 10th floor, extension 429. Room Requests should be submitted two weeks before the scheduled date of the meeting, lecture, etc. Confirmation of a room assignment must be received before the meeting time and room is published. This is absolutely necessary to avoid scheduling conflicts. Failure to clear room assignments through Ms. Blige may result in a group's inability to continue using CSL space for its meetings. Room requests received less than 7 days prior to the date on which the room is needed may be declined.

2. Publicity

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 nondesignated bulletin board. Notices may not be put on the walls or in the stairwell.

3. 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.)

should be coordinated with Cynthia Church of the Office of Special Events, Dean's Office on the 10th floor, extension 367. It is important to speak to her as early as possible to avoid scheduling conflicts and ensure sufficient time to make all arrangements.

The Office of Special Events has provided the following procedures for holding 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) After approval, the budget must be discussed with Ilene Mates in the Office of Business Affairs on the 10th floor, ext. 316, and a budget form completed.
- c) The date and time must be approved to ensure availability of a room and support services. A Facilities Request Form must be completed indicating how many chairs, tables, and microphones are required, as well as any other special needs.
- d) Room requests for small, in-house meetings should be made at least two weeks 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-know 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.
- e) Those planning promotional materials should meet with a member of the Department of Public Relations (Susan Davis or Paulette Crowther, 10th floor, ext. 237 or 246), which can help with advertising and photography.
- f) Audio-visual equipment should be requested through the Director of the Law Library (Lynn Wishart, ext. 222) and a form must be completed.
- g) Food or catering requirements must be discussed with the Special Events Coordinator. Only kosher caterers or establishments that have been recognized by Yeshiva University are permitted. 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.

- h) To provide for crowd control, or if access to the building is needed earlier than the normal opening time, arrangements should be made with the Office of Safety and Security.

All of the above services may be handled through the Office of Special Events.

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 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 -- MAIL, MESSAGES, EMAIL, BULLETIN BOARDS, ETC.

A. 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 alphabetically within each class. It takes a few weeks 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. No one other than the student to whom a mailbox is assigned may remove an item from that mailbox, except in the case of law school officials removing mailings that conflict with these policies.

B. U.S. Mail

Students should not receive personal mail at the law school. CSL is prohibited from placing US 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.

C. 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 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.

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, class schedule, or even whether someone is in fact a Cardozo student) to a caller or visitor. 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 voice mail) or leave a message with the receptionist at the Office of Faculty Services, Room 527.

D. 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
- On the 7th floor, outside the library next to the 5th Avenue elevator

E. 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.

F. Bulletin Boards

1. General Information

Bulletin boards are located throughout the school. Any bulletin board that bears a particular designation, such as a specific student organization or CSL office, is reserved for use by the designee. Please do not post unauthorized items on these boards, which can only function if they are not cluttered with other material. Bulletin boards that are not labeled are available for general use, including messages regarding housing, transportation and items for sale. Student organizations may also use these boards for announcements of meetings and events.

Notices may not be posted on the walls, in the stairwells, in the locker rooms, or on the glass windows in doors. Any such items will be removed.

Notices posted on student message boards or by SBA groups need not be approved by the CSL administration. Of course, 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. Great latitude is allowed in the tone and substance of postings, reflecting a basic commitment to open and robust debate. At the same time, this is a community of tolerance and mutual respect, values that ought to be reflected in communicating via the bulletin boards.

2. CSL Administration

The glass-enclosed bulletin boards on the second floor are 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.

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 Center for Professional Development maintains the glass-enclosed bulletin board near the student mailboxes on the 3rd floor, the board between rooms 403 and 404, and a set of boards outside its offices on the 11th floor.

3. Library

The small glassed-in bulletin board by the 12th Street entrance to the library is reserved for library notices. A large bulletin board by the main (5th Avenue side) entrance to the library is reserved for student use. To the right of the main library entrance is a glass-enclosed bulletin board that is used for library exhibits, usually the book jackets from recent interesting additions to the collection.

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 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. 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. Completion of a minimum of 84 credits, including at least 72 academic (i.e. non-clinical) credits.
2. A cumulative grade point average of 2.200 or higher
3. Passing grades in all required courses and satisfaction of the course distribution requirements
4. Satisfactory completion of conditions of academic probation, if any
5. Satisfactory completion of course work required for graduation within five (5) years of the date of matriculation at CSL.
6. Satisfaction of the six (6) semester full-time residency requirement
7. Timely completion of a "graduation check" with the Office of the Registrar and submission of an "Application for Degree" packet
8. Approbation of the faculty

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

C. Required Coursework

1. First-Year Students - required curriculum

- a) All first-year students must take a specified program of courses for a total of 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):

January Entering Students

<u>Spring Semester</u> (17 credits)		<u>Summer Semester</u> (15 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 I and II	(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 I and II	(6)	Civ Pro I and II	(6)
Criminal Law	(3)	Constitutional Law	(3)
Elements	(2)	Property I and II	(5)
Torts	(4)		
(Legal Writing I	(2)	(Legal Writing II	(1)
Taken in the following fall semester)		Taken in the preceding spring semester)	

(3) Half-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)	Constitutional Law	(3)
		Legal Writing I	(2)	Legal Writing II	(1)

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) Half-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)		

Note: Once half-time students complete their first-year courses, they are integrated into full-time schedule. Second and third year are done in 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 approximately 50 students with whom they take all their classes. In at least two courses each semester they meet as a single section. Each section has a fixed schedule of classes. Section assignments will not be altered.

b) First-Year Legal Writing and Lawyering Skills Program

Prof. Leslie Newman, Director
Room 532, extension 323

The First-Year Legal Writing and Lawyering Skills Program 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 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 Student Affairs, 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 Student Affairs for assistance and instructions.

2. Second- and Third-Year Students

Planning an upper-level course of study is not a simple matter. Second and third-year students must satisfy a number of requirements during their time at Cardozo as indicated in the sections below. In addition, certain other courses are strongly recommended for all students. 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 the following:

- A Guide to Course Selection, detailing the relevant considerations and requirements in putting together one's upper-level program, 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/>
- Course Evaluations are 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.
- 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.
- Students should feel free to approach the Assistant Dean for Student Affairs with regard to course selection, study habits, and other academic issues.

Below is a listing of upper-level 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 sixteen and one-half (16.5) credits and a minimum of 12 credits per semester. A student with special circumstances who therefore wishes to take less than twelve credits or more than sixteen and one-half (16.5) credits must receive prior written permission from the Assistant Dean for Student Affairs and submit it with his/her registration materials. Students should be particularly aware that their scholarships, loans, visas, financial aid, or health insurance may require a "full-time" load of 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 2001-2002 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)
 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 Law Clinic (6 of 9 for the year)
 Innocence Project (4 of 5 for the year)
 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 Review
 Moot Court Honor Society
 On-Line Journal of Conflict Resolution
 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.

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 for the 2001-2002 year.

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

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	International Organizations
American Legal History	International Trade
Authority	Introduction to Jewish Law
Bioethics	Jewish Law and Cont..Legal Issues
Comparative Commercial Law	Jurisprudence
Comparative Constitutionalism	Law and Cultures: the Case of Russia
Comparative Law	Law and Literature
Comparative Legal History	Legal History
Democracy and Constitutionalism	Political Tradition and Legal
European Legal Systems During the Holocaust	Race, Racism and American Law
Hegel's Logic	Theories of Criminal Liability
Human Rights	Theories of Demo. Const.
Human Rights Colloquium	Theories of Punishment
International Business Transactions	Topics in Jewish Law: The Jewish
International Law	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 students 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 On-Line Journal of Conflict Resolution*, or *Women's Law Journal*;
- iv. by 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 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 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 students 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 a 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 Law 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 students are required to complete the Advanced Legal Research Program. Students who have already completed ALR I (generally, only current third-year students) must complete ALR II as well. For students who have not yet completed ALR I, a new program has been designed which merges ALR I and II into a single course, entitled ALR. Participation on journals, internship-related research, or any other activities involving research are not considered acceptable substitutions for completion of the class.

D. Residency Requirement and Full-Time Status

1. With the exceptions of transfer students and those permitted to be visiting students elsewhere, students must attend CSL full-time as defined below for at least six (6) semesters in order to graduate from CSL. Students who earn 84 credits after only five 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.
2. For purposes of the CSL residency requirement only, a student must register for and receive a grade (even if it is an "F") in at least ten (10) credits of courses in a semester.
3. Students should be aware that for certain other purposes, at least twelve (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.

E. Attendance and Outside Commitments

1. Outside Work

Students should make every effort to organize their lives in a way that leaves them free to focus on their schoolwork, particularly in the first year, when the course load is especially high and the material new. As required by the ABA, Cardozo's curriculum is designed to take up most of the available time of full-time students. Outside employment is discouraged, and in any event cannot exceed 20 hours per week for students taking more than 12 credits while school is in session. (Work experience through a credit-bearing program does not count toward the 20 hours.) 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.

2. Attendance

Regular class attendance is required as a condition of receiving credit for courses. 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," or "W" at the discretion of the Assistant Dean for Student Affairs.

F. Final Examinations

Final examinations are given over a one-and-a-half to two week period at the end of each semester. A tentative examination schedule is distributed with registration materials for each semester. 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. In addition to the information contained in the 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.

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.)

- b) To reschedule an examination, a student must have prior written permission from the Assistant Dean for Student Affairs 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 prior to the time scheduled for the administration of the examination.
- 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 Student Affairs before the scheduled examination time to determine whether they should sit for the examination or reschedule the test.

- 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 must be rescheduled within the two weeks 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 Student Affairs.

- 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 30 minutes late for an exam should report to their examination room. Any student arriving more than 30 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 failure to take an examination and his/her inability 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.

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 should address this issue as soon as possible with the Assistant Dean of Student Affairs, since the time required to process the request may be substantial, and additional documentation and/or testing may be required.

5. Typing of Examinations

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.

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 Student Affairs 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.

G. 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 blue-books; 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)

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 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.

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 and, when completed, should be submitted to the Registrar.) 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 Student Affairs 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 Student Affairs 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 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

In the interest of both privacy and convenience, as a general rule grades are not posted or distributed on site at the law school. Students obtain grades by calling a toll-free number or visiting a website run by a private company called VoiceFX. The telephone number for grades is (800) 528-3293; the website is <http://www.getgrades.com>. To access grades, students must enter an identification code, which consists of their social security number followed by their 6-digit birthday (mmddyy). The toll-free number is not accessible from outside the United States, though the website is. Grades are posted to the system as they are received from the professors.

Unofficial grade reports ("Student Copy" transcripts) are distributed to all students by the Office of the Registrar annually after the spring semester. Any student who believes a grade report is in error should notify the Office of the Registrar promptly.

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.

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, JD "class rank curves," which indicate the GPA cut-offs for percentile groupings for each class, are published. These are posted outside the Office of the Registrar. The curves indicate the cut-off for the top 10%, 15%, 25%, 33 1/3%, and 50% of each class. Individual class rank is not disclosed.
- b) Students can obtain their official grade point averages only from the Office of the Registrar. 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 Center for Professional Development 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 (e.g. "top 10%") and should not use any more specific categories (e.g. "top 8%") than those on the published curve.
- 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 JD 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 JD class are elected to membership in the Order of the Coif, the national legal honor society.

- c) Transfer students should see specifics regarding honors under Academics - JD Program.

- d) Louis Henkin Award

One LL.M. student each year is awarded the Henkin Award for Academic Achievement and Superior Scholarship in the LL.M. program. The award is given based not only on grades, but also on scholarship and overall Law School Citizenship.

H. 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. Permission to transfer credits from another institution to Cardozo for a current student is solely within the discretion of the Assistant Dean for Student Affairs.
- ii. No transfer credit is given for study at an American law school that is not approved by the ABA.
- iii. Transfer credit is awarded only for courses in which a student receives at least a grade of "C" or its equivalent.
- iv. 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.
- v. To graduate with honors from Cardozo, a student must have completed at least four semesters at CSL and have a GPA at CSL which falls within the honors range.
- vi. Students who wish to obtain transfer credits (other than those awarded to transfer students at the time of their admission) 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 Student Affairs, 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.
- vii. 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) .

- viii. Transfer credit will not be awarded for any coursework occurring prior to the beginning of law school study.

b) Transfer Students from other ABA-Approved Law Schools

- i. Each 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 student must successfully complete a minimum of three full-time semesters and 42 credits at CSL in order to graduate from CSL.
- ii. Transfer and/or visiting students will be provided an official GPA by the Office of the Registrar for work done at CSL. However, transfer and visiting students may not have or use a 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. Transfer students must clearly indicate all law school(s) attended on their current 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." Transfer and visiting students are advised to consult with and seek assistance from a staff member of the Center for Professional Development 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 will result in disciplinary action.

c) CSL Students Visiting at other ABA-Approved Law Schools

- i. In exceptional circumstances, a CSL student 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 Student Affairs is required, and will be granted only when supported by compelling personal circumstances (e.g., a spouse moving to another city).

- ii. 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 in order to graduate from CSL.
 - iii. Students 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.
- d) CSL Students Attending Summer School at other ABA-Approved Law Schools
- i. 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 Student Affairs. 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.
 - ii. Students who receive permission to enroll in summer schools for transfer credit towards their CSL degrees may not thereby accelerate their graduation -- i.e., they will still be required to attend CSL for six semesters as full-time students.
- e) CSL Students Taking Law-Related Courses Not at a Law School
- i. A CSL student may be permitted to obtain transfer credit towards a CSL 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 Student Affairs. 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.

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

1. Maintenance of Academic Standing

Students are required to maintain a grade point average (GPA) of at least 2.200 for the courses taken in each semester. A 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). 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 student whose cumulative GPA as of the end of the first year is below 2.200 is automatically dismissed. 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 student whose cumulative GPA at the end of the second year is below 2.200 will be automatically dismissed.

A 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, 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 reasons why 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 Student Affairs.
- 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 a written petition, addressed to the faculty, to the Assistant Dean for Student Affairs 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.

J. Additional Opportunities

1. Clinical Programs

One of Cardozo's particular strengths is its clinical program. Each semester, the Center for Professional Development distributes a detailed handout and holds informational meetings explaining the requirements and application procedures for each clinic. Notices of these meetings will be posted. Acceptance to all the clinics is competitive, in some cases extremely so.

Cardozo's in-house clinics are: the Bet Tzedek Legal Services Clinic, the Criminal Appeals Clinic, the Criminal Law Clinic, the Innocence Project, the Mediation 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. Finally, two student-run organizations offer not-for-credit clinical opportunities: Cardozo Advocates for Battered Women and the Unemployment Action Center.

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 corporate legal departments), the Intellectual Property Externship Program (placements in law firms and businesses 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, and the U.S. Attorney's Office, S.D.N.Y. Externship.

The Center for Professional Development coordinates the application process for all 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 Price produces the *Communications Law in Transition Newsletter* with student assistance. Finally, Professor Weisberg is the editor of *Cardozo Studies in Law and Literature*, with 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, students in their second and third year of study 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. Papers written for Independent Research projects may not 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 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.

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 for internships outside of the law school. This program is administered by the Center for Professional Development 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 which are eligible for consideration, the Center for Professional Development annually publishes a list, entitled "Internship Opportunities," available in the Career 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 Center for Professional Development for complete rules and details.

Interested students must submit a written proposal to the Educational Policy Committee, via the Center for Professional Development, 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 Center for Professional Development.

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 are given all necessary research materials. Accordingly, students must not do any extraneous research. In addition, students are to work independently and are prohibited from communicating with anyone regarding any aspects of the competition during this time.

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 2001-2002 academic year:

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, each fall; the nationally acclaimed BMI Entertainment Law Competition, 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, *AEJL* is the most widely subscribed to journal in its field. The *AEJL* also sponsors several symposia each year.

Since its founding, *AEJL* has remained a student publication, and currently functions under the aegis of the Intellectual Property Law Program. Cardozo's Intellectual Property Law Program, as of Spring 2000, was ranked fifth in the country by U.S. News and World Report. *AEJL*'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 *AEJL* 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 *AEJL* sponsored events.

Journal of International and Comparative Law

The *Journal of International and Comparative Law* ("*JICL*"), publishes articles, student notes, comments, and book reviews encompassing a wide range of international legal issues. In addition, last year *JICL* co-sponsored a symposium with the Intellectual Property Law Society entitled Intellectual Property and the Global Elites. As a result of that symposium, *JICL* will publish an issue of articles concerning the international status of intellectual property. The Journal will also coordinate a similar symposium next year on a pertinent subject.

The Journal is published at least twice a year and is available on Lexis, Westlaw, and on the Internet. Staff members contribute to the *JICL* by submitting a publishable note and by doing weekly editing and production work. Students may write their notes on any international issue. In the past, such issues have addressed human rights, European corporate law and the governance of multinational corporations.

JICL extends invitations to those students with excellent writing skills and students in the top 15% of their class who successfully complete the writing competition. The Journal believes in cultivating those students who are eager to publish notes and who have the ability to contribute substantively to the area of international law. Students need not have an inherent interest in international law, as almost all aspects of the law today are in the global realm.

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 20% and making a good faith effort in the writing competition or (2) by distinguishing themselves in the writing competition.

Cardozo Online Journal of Conflict Resolution

The *Cardozo Online Journal of Conflict Resolution* ("COJCR"), founded in 1998, is the school's first online journal and pioneer publication on alternative methods of dispute resolution ("ADR"). ADR encompasses the theory and practice of all methods of conflict resolution other than litigation. As part of the nationally distinguished Kukin Program for Conflict Resolution, *COJCR* takes an expansive view of conflict resolution that passes beyond traditional ADR. The Journal's articles, notes and symposia address conflict resolution in all areas of law including international, entertainment, intellectual property, employment, and

more. *COJCR* sponsors symposia throughout the year on cutting-edge issues in ADR. This year, distinguished practitioners and legal scholars convened as we explored the use of ADR in intellectual property cases and evaluated the success of the United States Postal Service's transformative mediation program.

COJCR distinguishes itself from the print publication in many ways. Since the Journal provides hyperlinks to sources cited in *COJCR*'s published articles, the staff utilizes *COJCR*'s technological capabilities to contribute to academic scholarship. *COJCR* is also the only journal to co-sponsor an award recognizing efforts to promote peace and conflict resolution in the international arena. The first two recipients of the International Advocates for Peace Award ("IAP") were United Nations Ambassador Richard C. Holbrooke and President William Jefferson Clinton. All publications of *COJCR*'s articles, notes, symposia, and IAP events can be found on the website, www.cardozo.yu.edu/cojcr.

Students are invited to join *COJCR* 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 *COJCR*. Students also assist the Board in the production of online 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 *COJCR*, 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.

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 \$10.00 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 on the 10th floor, and require the signature of the faculty member. RA's turn in biweekly 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, i.e. Bankruptcy Practice, Civil and Criminal Litigation,

Entertainment Law, Family Law, Judicial Process and Ethics, Negotiation and Mediation, and Urban Law and Government. 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. Further information is available from the Center for Professional Development.

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 how to register for approved Independent Research, see "Office of the Registrar – Teaching Assistants"

K. International Study Opportunities

Toni Fine, Director of Graduate and International Programs, Room 1120, extension 361

1. In General

When supported by a legitimate educational or professional justification, JD 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 Student Services.

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

2. Fall or Spring Semester Study Abroad

JD students may study abroad during a semester in one of two ways: through an Independent Study Abroad Program; or, beginning in the fall 2002, through Cardozo Law School's student exchange program with Bucerius Law School in Hamburg

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

a) Individual Study Abroad Program

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, an ABA approval form must be submitted at least 45 days prior to the start of the foreign study.

b) Student Exchange Program With Bucerius Law School

Cardozo's student exchange program with Bucerius allows up to four Cardozo Law School students to attend a special English-language program at Bucerius each fall semester, beginning in fall 2002.

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.

3. Summer Study Abroad

Summer study abroad may also take one of two forms: 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 JD 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

"Managing Conflict and Fostering Democratic Dialogue" 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 Center for Professional Development maintains a list of internship opportunities in Israel.

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 US, 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 US law schools operate ABA-approved summer study abroad programs. Cardozo JD 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.

L. "Graduation Check" Appointments and "Application for Degree" Packet

1. After a student has registered for his or her second to last semester (usually the fall of the third year), the student must make an appointment with the Office of the Registrar for a "graduation check." The graduation check is an opportunity to review the student's record, discuss and ensure satisfaction of graduation requirements, and obtain handwriting specimens required for the New York State Bar Examination.
2. Each candidate for graduation is required to submit to the Office of the Registrar a completed "Application for Degree" packet; at the start of his or her second to last semester.
3. Students who fail to satisfy these 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.

ACADEMICS - LL.M. PROGRAM

Toni M. Fine, Director of Graduate and International Programs, Room 1120, 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 US 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 regarding General Obligation; Grades/Curve/Class Rank/Honors; "Graduation Check" Appointments and "Application for Degree" Packet; and Final Examinations, of the ACADEMICS - J.D. PROGRAM material apply equally to LL.M. students and are hereby incorporated by reference.

B. Degree 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:

1. 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.
2. Passing grades in all required courses.
3. Timely completion of a graduation check with the Office of the Registrar and submission of an "Application for Degree" packet.
4. Approbation of the faculty.

C. Program Requirements for the General LL.M.

There is no prescribed curriculum for the General LL.M. An acceptable program usually centers on one or two areas of concentration. Students will not be allowed to register unless their program has been approved by the Director of the Graduate and International Programs. Students who are graduates of law schools in non-common-law countries must take at least one of the following courses: Contracts, Criminal Law, Property, or Torts. Students who are graduates of law schools in common-law countries are required to take at least one course dealing with a non-common law system or jurisdiction such as Comparative Constitutional Law or European Union Law.

Students in the General LL.M. program may complete a concentration in one of four areas of specialization: Alternative Dispute Resolution; Constitutional Law and Legal Theory; Corporate, Commercial, and Securities Law; and International and Comparative Law. Additional information on these concentrations is set forth in the Supplemental Course and Registration Information for LL.M. Students, available from the LL.M. Admissions Counselor/LL.M. Coordinator.

D. Program Requirements for the Intellectual Property LL.M.

Candidates for the LL.M. degree in Intellectual Property (IP) must take at least two of the three basic IP courses: Copyright Law, Patent Law, and Trademark Law. Students must take a total of at least 16 credits in the IP field, which includes credits earned in Copyright Law, Patent Law, and Trademark Law.

Students who have taken one or more of the basic IP courses at a US law school during the previous five years may petition the Director of Graduate and International Programs in writing for a waiver of this requirement.

Cardozo Law School's JD/LL.M. joint degree program in Intellectual Property law makes it possible for Cardozo students to receive both degrees in seven (7) semesters. Under the joint degree program, students may apply certain credits earned during their JD studies to both degrees. The guidelines for the JD/LL.M. IP joint degree program are set forth in a memorandum available on the website at www.cardozo.yu.edu/llm/.

E. Program Requirements for Graduates of Foreign Law Schools

In addition to the foregoing, students who do not hold a degree from a US law school must take (1) Introduction to US Law Part I; and (2) Advanced Workshop in Legal Research and Writing – International, Parts I and II.

Waivers of Introduction to US Law Part I will be liberally granted to graduates of law schools in common law countries upon written request to the Director of Graduate and International Programs.

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 Student Affairs, 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. 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 is Associate Registrar (within the office of the Yeshiva University 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 most recent contact information is on file at the school.) Students who have not received fall registration packets by the second week in July should contact the Office of the Registrar to make sure their material has been properly sent. Registration materials for the spring semester are distributed via student mailboxes 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.

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 Finance

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.) Students must have their registration cards stamped and initialed by an Office of Student Finances staff member before registering.

4. Undergraduate Transcripts

Students must have an official copy of their 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, 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 student will be registered only for the course with the greater number of credits. 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 faculty member must submit 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 and LL.M. students who register on time are given priority over second-year students. May AEP students taking upper-level courses are given the same priority as second-year students. Registration cards are processed randomly within each class year. Every effort is made to see that no one is closed out of more than one class each semester and to avoid closing students out of their first choice class, but neither can be guaranteed. Because of the possibility of being closed out of popular courses, students should think carefully about how they rank their choices. Students are advised to check their schedule confirmations carefully, and are reminded that third-year status does not guarantee enrollment in a class.

9. Alternate Program Selection

All students are strongly advised to list alternate course selections in the space provided on the back of their registration cards in preference order. Should a course close on a student, the Office of the Registrar will check the list of alternate selections and substitute one that fits in the student's schedule to replace the closed course. Indicating alternate selections does not increase the likelihood of being closed out of a first choice; alternate selections are only substituted once a course has been closed. On the other hand, listing alternates does decrease the likelihood of being closed out of those choices later on and may eliminate the need for last minute course substitutions to maintain full-time status. Second-year students are reminded that spaces in seminars and courses meeting the upper-level writing requirement are limited, and are usually taken by third-year students. Second-year students may attempt to register for such courses, but should always anticipate their closure, and provide an alternate course choice.

10. Program Changes

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

11. Closed Course Lists

Following each day of registration in November/December (for the spring semester), "Closed Course Lists" are posted outside the Office of the Registrar. In the summer, closed course lists are mailed with the confirmation of student schedules. These lists include all courses that have closed during the registration period. Unless a student is

given permission to register through the waiting list process, s/he will be able to register for a previously closed course only if the course is listed on a Reopened Course List (found at the bottom of the Closed Course List).

12. 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 by 1:30 p.m. on the 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 also 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.

13. Re-Opened Courses

If a previously closed course has no students remaining on its waiting list and spots become available during the add/drop period as a result of students' program changes, the course will be placed on the Re-Opened Course List posted with the Closed Course List. This means that students are eligible to register for this class on a "first come-first served" basis during the next day's add/drop session.

14. 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 Student Affairs 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 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 - J.D. - Additional Opportunities.

1. Independent Research

Once a 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 faculty member, the student should obtain the signature of the Associate Dean. Finally, the student must submit the completed form together with the blue registration card during the Registration period, or with a yellow 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 graduation.

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 Center for Professional Development, and signed by Nancy Kramer, and then submit them to the Office of the Registrar.

4. Summer Institute

The Summer Institute is open to students during the summer following their first and/or second year. Enrollment is by application to the Center for Professional Development--not through the Office of the Registrar--in the preceding spring. No second-year student may participate in the Program whose first-year GPA was below 2.2. No first-year student who has received a final grade of C- or lower in any first-year course will be permitted to participate.

Note: Participation in the Summer Institute does not count towards fulfillment of the 6 semester residency requirement.

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 Student Affairs. 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 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" and complete an "Application for Official Withdrawal" form. The student must meet with the Assistant Dean 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 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 1974 ("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 without the student's consent. However, 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.

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 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 should 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 FINANCES

The Office of Student Finances (“OSF”) is located on the 10th floor. The phone number is 790-0392. The office is staffed by:

Thomas J. Curtin, Director
Harry Tongue, Assistant Financial Aid Director
Valda Harper, Payment Specialist
Joyceln Harris, Clerk/Receptionist
Linda Lemberg, Assistant Bursar

A. General Policy

University regulations require the full payment of tuition and all fees in order to complete registration. Students must be cleared by the Office of Student Finances before permission is granted for students to select their classes. A student is “cleared” if s/he has either

1. paid the tuition and fees for the upcoming semester, or
2. made satisfactory arrangements to meet his or her financial obligation, that is, either
 - a) ascertained that s/he has sufficient financial aid to cover tuition and fees, or
 - b) established a payment plan through Tuition Management Systems or Yeshiva University to pay tuition and fees.

Failure to make prompt payments will cause the student to lose library, e-mail, and computer research privileges. Students taking 6 credits or less pay on a per-credit basis. Students taking 7 or more credits are responsible for full tuition and fee charges for each semester. Any announced increase in tuition is effective as of the first semester after May 1st.

B. Payment

1. Billing

Bills are sent to the student's permanent address approximately three 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 Finances in writing.

2. Due Dates and Method of Payment

Tuition and fees are payable each semester and must be paid in full approximately three weeks before the beginning of classes. Payments may be made by check payable to Yeshiva University or by Visa, or MasterCard. Payments must be made directly to the Office of Student Finances (OSF); no other office, except the Office of Admissions, which collects entering students' tuition deposits, is authorized by the University to accept payments. Except as provided in items 3 and 4, below, all bills must be paid in full in order to register for classes. Students with outstanding obligations to the University will not be allowed to register or attend classes.

3. Payment Deferments

A student may defer paying a semester's bill if and only if the student has submitted a Federal Stafford Student Loan application by the announced deadline. All such applications must be submitted to the OSF. OSF will process applications and forward them to the student's bank. OSF will grant a student a payment deferment while the loan is being processed. The remaining balance, after calculating the amount of the Federal Stafford Loans to be disbursed, must be remitted by the due date.

4. Payment Plans

a) Tuition Management Systems

TMS is a private company with which students may contract to pay an entire year's bill over a maximum of eleven months beginning in June. TMS charges an annual fee of \$55; it does not charge interest. TMS bills students monthly, and students make payments to TMS rather than to the University.

b) YU Deferred Payment Plan

By entering into a Deferred Payment Agreement with OSF, tuition payments can be spread out over a maximum of three payments per semester. There is a \$20 fee per semester for this option.

C. Financial Aid

Cardozo awards a variety of both merit- and need-based scholarships and loans. A complete listing of scholarships appears in the Bulletin, and details on the particular scholarships and loan programs, the criteria for their award, and the application process can be found in the OSF booklet, "Cardozo Financial Aid Information". This booklet is sent to all incoming students and

is available from the OSF. The following sections offer brief descriptions; for full information please consult the financial aid booklet.

1. Eligibility and Application

To apply for need-based YU Scholarships and CSL loans, students, and, for students under 26, their parents, must complete and file (1) the Free Application for Federal Student Aid (FAFSA) (CSL's TITLE IV Code is "002903") and (2) the NEED ACCESS application. Websites for filing the FAFSA and the NEED ACCESS Application are www.fafsa.ed.gov and www.accessgroup.org, respectively.

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

For 1Ls beginning in January: November 15

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 OSF by the announced deadlines. Assistance is awarded on a rolling basis; therefore it is preferable that the FAFSA 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. An extremely 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 after graduation or becoming less than a half-time student. The Cardozo Student Loan Program is designed to supplement other forms of aid. A student must first take advantage of the entire Federal Stafford Student Loan Program before a Cardozo loan will be awarded.

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 for the most part awarded 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 up to \$500 for 60 days 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 application is straightforward and the necessary showing of need quite minimal. The fund is administered by the OSF.

D. Refunds Upon Withdrawal

1. Tuition

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

- prior to the first day of class: full tuition refund
- during the first week of the semester: 75% tuition refund
- during the second week of the semester: 50% tuition refund
- during the third week of the semester: 25% tuition refund

Students who withdraw after the first three weeks are not eligible for a refund and are responsible for paying the full tuition for the entire semester.

2. Fees

Fees are not refundable or transferable.

3. 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

4. Procedures

To receive a refund the student must submit a written request to the Office of Student Finances. 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.

5. 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 Student Affairs.

OFFICE OF STUDENT SERVICES/STUDENT AFFAIRS

Judith Mender, Assistant Dean for Student Affairs, 10th floor, 790-0313
Juliette Blige, Assistant, 10th floor, 790-0429

The Assistant Dean for Student Affairs 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.

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, and welcomes students to contact her for guidance in course planning and other academic issues. She 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 Office of Student Services is extensively involved with registration and with the administration of examinations, including accommodations for students with documented disabilities. It is also responsible for the preparation of letters of good standing when requested.

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 Student Affairs 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.

Other matters handled by the Office include coordinating CSL room reservations, 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, preparing the Student Handbook and so on. For specifics on these matters, please see the relevant sections in this Handbook.

THE CENTER FOR PROFESSIONAL DEVELOPMENT

A. INTRODUCTION

The Center for Professional Development is located on the 11th floor near the elevators in Room 1128. The phone number is 790-0358. The Center 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 Center is more than just 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. The Center prides itself on addressing each student's and alumnus' individual goals and attributes. By maintaining and cultivating relationships with employers throughout the nation, the Center fosters the developing law student and attorney's career through counseling, programming, and networking. The Center provides extensive services for J.D.s, LL.M.s and alumni who are exploring their career options.

The Center's 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 of the Center until November 1, 2001, following their participation in the First Year Professional Initiative Orientation Program (March 1 in the case of students entering in January) to ensure that they spend the first few months of law school focused on schoolwork.

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, jacki@cpd.port.net, Room 1124.

The head of the Center for Professional Development is Assistant Dean Jacquelyn J. Burt. Dean Burt was formerly Director of Career Services and an adjunct Professor at Seton Hall University School of Law. She received her B.A. from Harvard University and J.D. from Loyola University of Chicago School of Law

Nancy J. Kramer, Director - (212) 790-0360, Nancy@cpd.port.net, Room 1125

B.A. Hunter College, J.D. Cardozo. Nancy has been with the office since 1984 and is responsible for numerous innovative office programs. (Judicial Clerkships, Budapest and Israel Programs, Clinical Applications, Alexander Fellows, Holocaust Claims Clinic)

John Cain, Associate Director, Director of Public Interest Law, Director of Summer Institute- (212) 790-0362, john@cpd.port.net, Room 1126.

B.A. University of Missouri. John is in charge of Public Interest Law, as well as a number of experiential programs (Heyman/ACCA Corporate Governance, Summer Institute, PSLawnet, Public Interest Stipend Program)

Jennifer Fredreck, Assistant Director and CLE Manager -
(212) 790-0363, jennifer@cpd.port.net, Room 1121.

B.A., *cum laude*, Villanova University, J.D., *cum laude*, Pace University. Jennifer formerly worked as a Judicial Law Clerk with the Connecticut Superior Court and a New York State Assistant Deputy Attorney General. (OCI Program, Loan Repayment Assistance Program)

Brian Blake, Career Counselor - (212) 790-0364, brian@cpd.port.net, Room 1121.

B.A. New York University, J.D. Cardozo School of Law. Brian, also an adjunct assistant professor at NYU's School of Continuing and Professional Studies, assists students and alumni in charting their career paths. (EmplawyerNet, job fairs).

Sarah Edelman, Career Counselor - (212) 790-0387, sarah@cpd.port.net, Room 1135.

B.A. with honors Rutgers College, J.D. Cornell Law School. Sarah formerly worked as an immigration attorney. She is the primary career counselor of LL.M students. (Writing Competitions, Heyman/ACCA In-House Counsel Externships)

Additional staff at the Center include:

Eric Hollander, Systems Manager - (212) 790-0217, eric@cpd.port.net, Room 1133

Rick Brown, Systems Specialist - (212) 790-0430, rick@cpd.port.net, Room 1133

Mary Pace, Office Manager - (212) 790-0450, mary@cpd.port.net, Room 1133

Anna Bennett, Summer Institute Coordinator - (212) 790-0337, anna@cpd.port.net

Rosalee Burgess, Resource Librarian - (212) 790-0358, rosalee@cpd.port.net, Room 1128

B. Services and Programs (Please see the Center's Student Manual for details.)

1. Career Counseling

Career counseling is a central part of the Center's career services. A career counseling session can assist students in determining their goals and prospects, developing methods for achieving or reassessing those goals, identifying potential employment opportunities, and learning to emphasize strengths and downplay weaknesses. The same session may also be used to review resumes and cover letters, or to discuss particular issues of concern. Counseling sessions should be scheduled in advance with the secretary at the front desk. Students are strongly advised to review the Center for Professional Development Student Manual and prepare a draft resume and cover letter before seeing a counselor. The manual should answer most general questions. The Center also has walk-in hours for quick student questions.

2. Career Resource Library

The Center maintains a career resource library to serve students and alumni. It contains a broad range of reference and career guidance materials. In addition, the Center has computer stations for student use. Students may use these computers to assist them in gathering information for a job search, such as visiting employment listing websites, searching listings of employers by practice area or other criteria, and researching potential employers through their websites. Students are also permitted to forward materials via the Center's fax machine for employment-related issues. Through the use of these resources, students can conduct research on areas of interest and employers and obtain data for mailing purposes. Students may also edit their resumes and other career-related documents in WordPerfect and Microsoft Word.

3. Mock Interview Video Program

The Center offers a Mock Interview Video Program, which is open to second- and third-year J.D. students, LLM students and alumni throughout the school year, and to first-year students beginning in November. This program provides students with the opportunity to improve their interview skills under the guidance of an experienced placement professional. The interview may be performed with or without the video component. Students should make an appointment for this service with the secretary in the Career Resource Library, fill out and submit the Mock Interview form available in the Resource Library, and watch a video regarding interviewing skills before the mock interview.

4. Panels and Workshops

The Center holds a number of career development panels and workshops throughout the year addressing the interests and needs of all students. These events have included panels on topics such as post-graduate clerkships, careers in government, international law careers, careers in copyright, legal writing samples for job interviews, interviewing for the private and public sector, how to field a criminal hypothetical, and alternative careers in the law. Workshops aimed particularly at first-year students focus on issues such as resume and cover letter preparation, interviewing and communication skills, researching employers, and job-search strategies. In addition, the Center co-sponsors panels with student law societies, as well as with outside legal organizations and associations, on a variety of substantive and career-related issues. Videotapes of these presentations are on reserve at the Circulation Desk on the 7th floor of the Library.

5. Mentor Program

The Center administers the Alumni Mentor Program in cooperation with the Alumni Office. This program matches J.D. students in their second year with practicing attorneys who provide advice and guidance regarding a range of career development issues and a wide variety of practice areas. Over the years, students have forged ongoing professional relationships with their mentors and have found them to be a valuable source of support during and after law school.

6. On-Campus Interview Program

Each fall, representatives from major law firms, public interest organizations, and federal and state agencies come on campus to interview second- and third-year Cardozo students for summer and permanent positions. During June and early July, second and third-year students consult with counselors to review their credential materials in preparation for submission. Students submit materials for this program during the registration period in July. Employers review the submitted materials and select those students whom they wish to interview. The Center also has a partial lottery system through which ten to fifteen percent of the available interview slots are assigned to participating students by computer on a random basis.

In response to student feedback, the CPD introduced "OCI+", an online bidding and research tool for managing the On-Campus Interview process. "OCI+" is provided through the services of the national company eAttorney. The program allows students to conduct research and complete the on-campus registration from anywhere in the world 24/7 during the registration period.

7. Off-Campus Interview Program

Prospective employers who are unable to participate in the On-Campus-Interview Program are offered two other options for reaching Cardozo students. Under the "resume collection" program, employers review resumes collected by the Center during On-Campus-Interview registration and then invite students to their offices for initial interviews. Under the "direct" option, employers elect to appear in the Center's employer listing packet and students can approach them directly.

8. Post-Graduate Clerkships

Clerking for a judge is an extraordinary, intellectually stimulating opportunity which will significantly enhance a student's career opportunities while expanding his/her legal knowledge. Students with solid academic records are encouraged to apply widely. Applications for post-graduate clerkships in the highest federal and state courts occur during the middle of a law student's second year of school. Excellent state court clerkships are available throughout the year in certain jurisdictions.

The Center and the Faculty Clerkship Committee have prepared a clerkship handbook that details the benefits of clerking and describes and offers tips for the application process. The Handbook is available in Room 1128. The Center, in conjunction with the Faculty Clerkship Committee, assists students with applying for post-graduate clerkships in a number of ways including conducting informational meetings, providing a database on a diskette for use in merging application materials, and coordinating and forwarding faculty letters of recommendation. The Center distributes a memorandum each fall detailing the clerkship application process. Students are strongly encouraged to meet with Dean Burt or Nancy Kramer to obtain individual guidance concerning the clerkship process.

9. *EmplawyerNet*

Throughout the year, legal employers from law firms, agencies, public interest organizations, and corporations write or call to list summer, part-time, internship, and post-graduate positions with the Center. For the majority of legal employers nationwide this is the manner in which they solicit student resumes. *EmplawyerNet*, an on-line legal employment service with which the Center has contracted, allows students and alumni to access these jobs 24/7 from any computer with internet service. Additional information and application materials for such jobs are available in a binder in the Career Resource Library, Room 1128. In addition, *EmplawyerNet* itself obtains various job listings, which are also available to Cardozo students and alumni through this service. Students may search the combined Cardozo/*EmplawyerNet* database of positions at any time by practice area, position setting, location and/or job type (i.e. summer, part-time or permanent). *EmplawyerNet* also provides links to relevant law-related websites (e.g. Lexis-Nexis and the National Law Journal) and keeps members up-to-date with the latest developments in the area of legal employment with an on-line newsletter. *EmplawyerNet*'s Career Library contains an extensive collection of employment resources, including a number of specialty databases such as prosecutors nationwide, public defenders and public interest. In addition, *EmplawyerNet* will allow the Center to communicate with students via email to keep students up-to-date on the Center's programs and opportunities for career advancement.

10. Writing Competitions

The Center maintains a binder on current writing competition opportunities in a multitude of practice areas. Most of these competitions provide the chance for both publication and financial awards, and are generally open to currently enrolled students. Successful participation in a writing competition is very attractive to employers. This is an excellent way for students who seek to gain recognition of their writing skills in a particular field to distinguish themselves.

11. Data-on-Disk

The Center can assist students in preparing direct mailings to law firms by providing law firm information on a computer disk. The Center maintains a database of law firms with current contact names and addresses and can provide students with files of 20 different size/geographic categories that can be used for a computer mailmerge. The Center does not recommend large unfocused mass mailings as an effective job search strategy. Students are encouraged to meet with a counselor to plan an effective and targeted mailing.

12. Reciprocity Services

For the benefit of students and graduates who are conducting a job search outside the New York metropolitan area, the Center maintains reciprocity agreements with NALP member law school placement offices throughout the country. To gain access to the placement office of a participating school in the desired geographic area, students simply fill out a Reciprocity Request Form available in the Center's Resource Library. Please note that it takes at least one to two weeks to arrange the service, so plan ahead. Also, the granting of reciprocity is always at the discretion of the granting school and may be closed during certain "peak periods" such as the on-campus interviewing season.

13. Summer Opportunities

- a) **Summer Institute for Placement and Career Development.** The Summer Institute is open to any Cardozo J.D. candidate student who has completed at least one year of coursework. The Institute combines intensive seminars in a specialty field, offered for credit, with supervised practical legal training in a related placement. Participants in the program are therefore able to focus on a specific legal area through academic instruction, reinforced by "hands-on" experience. The program is designed to enhance placement opportunities following graduation by enabling students to improve their legal skills, gain excellent work credentials, and develop professional contacts.
- b) **Summer Public Interest Opportunities.** The Center annually publishes a listing entitled, "Internship Opportunities," of those judges, city, state and federal government agencies, and public interest organizations seeking students to work in unpaid law internships for the summer. These public interest internships provide students with research and writing experience that will be an asset in the future.
- c) **Funding for Summer Employment.** Working in the public sector for the summer can be a substantive experience of great value. Students should be aware that public interest organizations and many government offices are often underfunded and that a summer legal internship position is rarely paid. However, there are several funding sources available for J.D. students for public interest work. Funding sources that have been available for full-time summer work include 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. Clinics, Externships, Internships - Academic Year Opportunities

The Center for Professional Development coordinates and administers the application process for many of the clinical programs and numerous other externship/internship/fellowship programs some of which are described above. Students should pay particular attention to program descriptions, requirements, and application deadlines contained in the information they receive via printed and e-mail announcements, and in their registration packets.

15. The Public Service Law Network Worldwide (PSLawNet)

The Center provides students with access to PSLawNet Worldwide is an organization that assists law students in securing public interest work during the school year and the summer. The goal of PSLawNet is to offer students the chance to do volunteer legal work and to provide a tool to assist students in determining career choices, while helping to aid under-served communities and organizations. Over 3,000 public interest/public sector organizations and agencies participate in the program. Through the computer network that ties these organizations together, information on each is immediately available.

16. Outside Recruitment Events

Each year, Cardozo participates in a number of outside recruitment events, including the Northeast BLSA Job Fair, the Patent Law Interview Program, the National Association for Public Interest Law (NAPIL) Public Interest Law Career Fair, the Public Interest/Public Service Legal Career Symposium, the New Hampshire Job Fair, the Minnesota Minority Recruitment Conference and the Cyberlaw Recruitment Fair. The registration fees for all the above-noted job fairs and symposia are paid for by Cardozo Law School. (Students are responsible, however, for their transportation and lodging for the out-of-town events.)

17. Resume Booklets

Twice a year the Center forwards the resumes of participating J.D. and LL.M students in preprinted booklet form to select employers outside the On-Campus Interview Program. Second and third-year students have the opportunity to participate in both the fall and spring distribution. First-year students will have the opportunity to take part in the spring.

18. Spring Recruitment

Firms and organizations who have hiring needs in the spring are able to review student credentials and visit the campus for the spring recruitment period (March through May).

19. Continuing Legal Education

The Center obtained certification as a New York State Continuing Legal Education Accredited Provider in 2000. The Center continues to oversee programming and compliance throughout the law school community. Students should avail themselves of the opportunity to attend CLE programs on a variety of topics.

The Center for Professional Development 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, 7th, 8th and 9th floors. The entrances are on 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 9 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 Suite (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 an LCD projection unit. 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 5th

Avenue entrance to the building. Library users are advised not to leave personal belongings 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. 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.

D. Collections

1. General Information

The library's collections, numbering over 450,000 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 LEXIS-NEXIS 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 LEXIS-NEXIS or Westlaw for research related to their placements in these programs. Students who are employed also cannot use their student LEXIS-NEXIS 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

David Tawil, Class of 2002, President
Room 421, extension 291

The Student Bar Association ("SBA") consists of twenty-one 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 and one member of the January AEP class. 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 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 Center for Professional Development. Finally, the SBA President attends the monthly administrative staff meeting with the Dean and members of the law school administration.

The SBA has its own committees on which senators and other students serve together. These include the Social Committee, the Budget Committee, and the Yearbook Committee. 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:

Advocates for Battered Women
American Bar Association
Arts and Entertainment Law Society

Asian Pacific American Law Student Association (“APALSA”)
Black Asian Latino Law Students Association (“BALLSA”)
Cardozo Heightening Awareness for Israel (“CHAI”)
Cardozo Volunteer Corp.
Gay and Lesbian Law Students Alliance (“GALLSA”)
Immigration Law Society
Intellectual Property Society
International Law Students Association (“ILSA”)
Latino American Law Students Association (“LALSA”)
Law and Politics Society
Lehman Society
National Lawyers Guild
New York State Bar Association
Public Interest Law Students Association (“PILSA”)
Unemployment Action Center

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 regularly posted on the second floor bulletin board. Students should check this board daily, especially just prior to and at the beginning of the semester, for posts in the front lobby or near the 12th Street entrance.

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 5th 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. These hours are strictly enforced. 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

Students are financially responsible for their own health care. Cardozo students may enroll in the Student Accident and Sickness Insurance Plan. A brochure and enrollment form are sent to each student during the summer. Additional brochures are available from the Office of Student Services. For information about insurance coverage or assistance with a specific problem contact Paul Goldschmidt at the University's Office of Risk Management at (212) 960-5360.

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. Lost or Stolen Books and Property

All losses or thefts should be reported immediately to a security guard and to the Office of the Student Services. Students are advised not to leave their belongings 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.

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. Proof of Immunization

In accordance with New York State law, all CSL students 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. Failure to provide proof of immunization may

result in the inability of the student to register for classes. Information on immunization requirements is available through the Office of Student Services.

FOR FURTHER INFORMATION

The following publications supplement this Handbook and provide useful information:

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

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/law_student.htm [part of a site maintained by a law professor for law professors, this page has links to a wide variety of sites of interest to law students]

<http://jurist.law.pitt.edu/exams.htm> [another part of the same site, this one devoted to practice and advice on exam-taking]

<http://oyez.nwu.edu/> [streaming audio of Supreme Court oral arguments]

<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 LEXIS-NEXIS, 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]

