Student Handbook

2012-2013

BENJAMIN N. CARDOZO
SCHOOL OF LAW

Office of Student Services and Advising
This Handbook, effective August 2012, supersedes all previously published rules and regulations, announcements, statements, and publications with which it is inconsistent.

The rules and regulations set forth in this Handbook are binding upon all students who are presently matriculated at Benjamin N. Cardozo School of Law (Cardozo), who are on leave of absence from Cardozo, or who are Cardozo students visiting at other law schools. Students are deemed to have read and understood this Handbook. Any questions concerning the contents of the Student Handbook should be addressed to the Office of Student Services and Advising.

Cardozo reserves the right to change its rules and regulations, admissions and graduation requirements, course offerings, tuition, fees, and any other material set forth in its Bulletin or handbooks at any time without prior notice. Changes become effective when posted on official bulletin boards and/or on the Cardozo or ANGEL websites. Students should check these locations for changes.
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A LETTER TO CARDOZO STUDENTS

This 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 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 and Advising welcomes any comments and suggestions you may have for making it more useful.

Judy Mender
Dean of Students
ACADEMIC CALENDAR
2012 - 2013

Fall Semester 2012

Monday – Friday, August 6 -10
Early Interview Week

Thursday - Friday, August 16 - 17
1L Orientation and first Elements class

Monday, August 20 – Thursday, August 23
Elements classes and additional Orientation activities for 1L students

Friday, August 24
First day of all other classes for 1L students

Monday, August 27
First day of classes for upper-level students

Monday, September 3
Labor Day, no classes, building closed

Friday, September 7
Monday schedule; no classes after 4:00 pm

Monday/Tuesday, September 17 & 18
Rosh Hashanah, no classes, building closed

Friday, September 21
Tuesday schedule; no classes after 4:00 pm

Tuesday, September 25
Friday schedule; offices close early

Wednesday, September 26
Yom Kippur, no classes, building closed

Monday/Tuesday, October 1 & 2
Sukkot, no classes, building closed

Wednesday, October 3
Monday schedule

Thursday, October 4
Tuesday schedule

Monday, October 8
Shemini Atzeret, no classes, building closed
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, October 9</td>
<td>Simchat Torah, no classes, <em>building closed</em></td>
</tr>
<tr>
<td>Wednesday, October 10</td>
<td>Last day of Elements classes</td>
</tr>
<tr>
<td>Friday, October 12</td>
<td>Elements of Law exam for 1Ls; no 1L classes</td>
</tr>
<tr>
<td>Monday, October 15</td>
<td>Contracts begins (1Ls only)</td>
</tr>
<tr>
<td>Wednesday, November 21</td>
<td><em>No classes after 4:00 pm</em></td>
</tr>
<tr>
<td>Thursday, November 22</td>
<td>Thanksgiving, no classes, <em>building closed</em></td>
</tr>
<tr>
<td>Friday, November 23</td>
<td>No classes</td>
</tr>
<tr>
<td>Friday, December 7</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>Monday, December 10 – Friday, December 21</td>
<td>Examinations</td>
</tr>
</tbody>
</table>

**Winter Session 2013**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, January 1</td>
<td>New Year’s Day, no classes, <em>building closed</em></td>
</tr>
<tr>
<td>Wednesday, January 2 – Monday, January 14</td>
<td>Intensive Trial Advocacy Program</td>
</tr>
<tr>
<td>Tuesday, January 1 – Sunday, January 13 (approx.)</td>
<td>Cardozo Seminars Abroad</td>
</tr>
<tr>
<td>Monday, January 7 – Friday, January 1</td>
<td>Representation in Mediation Program</td>
</tr>
<tr>
<td>Monday, January 21</td>
<td>Martin Luther King holiday, no classes, <em>offices closed</em></td>
</tr>
</tbody>
</table>

**Spring Semester 2013**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, January 1</td>
<td>New Year’s Day, no classes, <em>building closed</em></td>
</tr>
<tr>
<td>Monday, January 7</td>
<td>January-Entry student Orientation; First Elements of Law class</td>
</tr>
</tbody>
</table>
Tuesday, January 8
Elements class and additional Orientation activities for January-Entry students

Wednesday, January 9
First day of all other classes for January-Entry students

Tuesday, January 15
Spring Classes begin for upper-level and May and Fall-entry 1L students

Monday, January 21
Martin Luther King holiday, no classes, offices closed

Tuesday, January 22
Monday schedule

Friday, February 15
Elements exam for January-Entry students; all other January-Entry student classes cancelled

Monday, March 25 – Tuesday, April 2
Spring break, no classes;* Building is closed on Tuesday, March 26, Wednesday, March 27th, Monday, April 1st and Tuesday, April 2nd.

Wednesday, April 3
Monday schedule

Thursday, April 4
Tuesday schedule

Friday, April 26
Last day of classes for January-Entry students

Monday, April 29 – Friday, May 3
January-Entry student exams

Wednesday, May 1
Last day of classes for upper-level students and for May and Fall-entry 1L students**

Friday, May 3 – Monday, May 20
Final Examinations for upper-level and May and Fall-entry 1L students

Wednesday/Thursday, May 15 & 16
Shavuot, building closed

Tuesday – Thursday, May 21-23
1L writing competition for May and Fall 2012 entrants

Monday, May 27
Memorial Day, building closed
Tuesday, May 28 at 4:00 PM

Graduation at Avery Fisher Hall

Accurate as of March 14, 2012. Subject to change.

* January-entry classes will meet on Monday, March 25th, and follow a Tuesday schedule, subject to rescheduling by the professor.

** Classes before 4:00 PM on Thursday, May 2 are cancelled, and will be made up earlier in the semester at a date to be announced by the professor.
FACILITIES

Brookdale Center – 55 Fifth Avenue

The Law School occupies the first 11 floors and part of the 19th floor of 55 Fifth Avenue. The upper floors of this building are not owned by Yeshiva University; hence, the building’s separate entrances and elevator systems. Below is an overview of what is located on each floor:

1st floor: Lobby, Jacob Burns Moot Court Room, classroom (102), wheelchair accessible restrooms

2nd floor: classrooms (200’s), bookstore, student organization offices, lockers (1-344, 1201-1245), seminar rooms, wheelchair accessible bathroom

3rd floor: classrooms (300’s), café, vending machines, ATM, student lounge, student organization bulletin boards, lockers (345-756, 1171-1200), wheelchair accessible bathroom

4th floor: faculty offices, classrooms (400’s), seminar rooms, student organization offices, lockers (757-1170), nursing station (located in women’s bathroom area)


6th floor: Library (access only via internal stairway), Production & Mail Room (access only via 12th Street elevators), seminar room (access only via 12th Street elevators)

7th floor: Library, main entrance (access only via 12th Street elevators), wheelchair accessible bathroom

8th floor: Library (access only via internal stairway)

9th floor: Library (access only via internal stairway), faculty offices, Faculty Services Office, seminar room

10th floor: Cardozo Administration (Dean's Office, Office of Alumni Affairs, Office of Business Affairs, Office of Communications and Public Affairs, Office of Graduate and International Programs, Office of Institutional Advancement, Office of the Registrar, Office of Special Events, Office of Student Finance, Office of Student Services and Advising), faculty offices, faculty mailboxes, conference rooms

11th floor: Office of Admissions, Office of Career Services and Center for Public Service Law, Clinics and Externship Office, seminar/conference room, individual interview rooms

19th floor: Guardianship Clinic (access only via 5th Avenue elevator)
Hours/Closings and Cancellations

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

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday</td>
<td>8:00 a.m. – midnight</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00 a.m. – variable*</td>
</tr>
<tr>
<td>Saturday</td>
<td>Building Closed (during the December and May exam periods, the building may be open during scheduled times on Saturday nights)*</td>
</tr>
<tr>
<td>Sunday</td>
<td>8:00 a.m. – midnight</td>
</tr>
</tbody>
</table>

**Summer Hours:**

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday</td>
<td>8:00 a.m. – 10:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00 a.m. – between 7:00-8:00 p.m.; Library closes at 6:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>Building Closed*</td>
</tr>
<tr>
<td>Sunday</td>
<td>8:00 a.m. – 10:00 p.m.</td>
</tr>
</tbody>
</table>

Cardozo 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. Friday. Evening meetings are also available by appointment with the Dean of Students.

Classrooms that are not in use are generally available to students as study space until 8:00 p.m. Generally, from 8:00 p.m. until closing, students may use rooms 201, 204, 205, 206, 303, and 304 for studying if they are not otherwise being used in connection with a class, scheduled event, or maintenance. (Please note that this is subject to change depending on the needs for the rooms by the law school). In addition, during the fall and spring exam periods in December and May, students may use classrooms on the third floor, the fifth floor seminar room, and the ninth floor seminar room as study space. Students are asked to be sure to keep these study spaces clean so that we can continue to keep these rooms available for student use in the future. In order to facilitate maintenance, other classrooms throughout the building will be closed.

If school is completely closed due to inclement weather or other emergencies, an announcement will be posted on the ANGEL website, on the general Cardozo website, and/or recorded at (212) 790-0320.

Whenever school is open but an individual class is canceled, an official notice is placed on the door of the classroom. Whenever possible, an email will also be sent to students registered for the class.

*As part of Yeshiva University, Cardozo is closed from Friday evening (anytime between 4:00 p.m. – 8:00 p.m.) through Saturday in observance of the Sabbath. Anyone remaining after the posted Friday closing time must exit the building by 8:00 p.m. The building also 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.*
Hours of Library Services

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

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>10:00 a.m. – midnight</td>
</tr>
<tr>
<td>Monday - Thursday</td>
<td>8:00 a.m. – midnight</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00 a.m. – **</td>
</tr>
</tbody>
</table>

**The library closes at 4:00 p.m., 5:00 p.m., 6:00 p.m., or 7:00 p.m. on Fridays. The specific closing hour for each Friday is posted at the entrances to the library and on the ANGEL website. Holiday closings and other changes are also posted. Students requiring the use of a library facility on Friday night and/or Saturday should inquire at the Library reference desk regarding other facilities outside the Law School available for their use.**

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

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>10:00 a.m. – 10:00 p.m.</td>
</tr>
<tr>
<td>Monday-Thursday</td>
<td>8:00 a.m. – 10:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00 a.m. – 6:00 p.m.</td>
</tr>
</tbody>
</table>

With the presentation of a currently validated Yeshiva University student ID card, Cardozo students have access to the Fogelman Library of the New School (55 W. 13th Street; www.library.newschool.edu/fogelman/) and the Cooper Union Library (7 East 7th Street; http://library.cooper.edu/). In addition, the library is a member of METRO, the New York Metropolitan Reference and Research Library Agency, through which Cardozo 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.

For questions about access, contact the reference librarians in person or via lawref@yu.edu.

Lockers

Lockers are the property of the Law School and students have no expectation of privacy as to lockers. The Law School reserves the right to enter and inspect student lockers without notice. Students will be assigned lockers at the beginning of their first semester at Cardozo. The list of locker assignments will be available on ANGEL and posted on the first-floor administration bulletin boards.

Cardozo is not responsible for locker contents. Please do not leave any items on top of lockers.

Students whose lockers need repair should complete a Locker Repair form available at the Security Desk in the front lobby.
**Student Lounge and Café**

The student lounge is located on the third floor and is generally available for Cardozo student use at all times that the building is open. However, due to event-related activities, part or all of the lounge may be closed. 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 Café is also generally available for Cardozo student use at all times that the building is open, though the food service is available only on weekdays when school is in session. However, due to event-related activities, part or all of the café may be closed. In addition, vending machines, refrigerators, microwaves, and a water cooler are available for student use at all times.

The Café food service is a part of the Yeshiva University Department of Food Services, which conducts a kosher operation, under the rabbinical supervision of the Kashruth Division of the Union of Orthodox Congregations of America. In addition, all Cardozo events are catered by kosher caterers. (A brief description of kosher food is included at the end of the Handbook.)

Individual students are free to bring kosher or non-kosher food into the building for their own consumption only. Students are asked to respect the designations on microwaves and other food facilities when preparing or storing their food.

**Smoke-Free Environment Policy**

Cardozo is a smoke-free environment. There is no smoking in 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. Students who wish to smoke should not congregate outside the front entrance to the building.

**Bookstore, Assignments and Duplicated Materials**

Assigned texts for all courses are available in the bookstore located in room 216. A list of textbooks for the semester’s courses is posted on the Angel homepage under Registration as it becomes available. The bookstore also carries study aids and an assortment of stationary supplies such as USB’s, pens, highlighters, markers, tapes, pencils, notebooks, folders, index cards, printer paper, and binders, as well as items with Cardozo’s logo on them such as adult clothing, baby clothing, stuffed animals, notebooks, binders and key chains. 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. Regular bookstore hours are Monday – Thursday 11:00 a.m. to 3:00 p.m. Extended hours are scheduled at the beginning of each semester.

Before the start of each semester, assignments for the first day of class are posted on ANGEL at [www.cardozo.elearning.yu.edu](http://www.cardozo.elearning.yu.edu). Click “First Assignments” (no password is needed). Syllabi
may also be posted on this site. Faculty may also use the ANGEL web for posting and communications throughout the semester.

At times, professors may direct students to turn in written assignments at the 5th floor Faculty Services/Classroom Materials Window, room 522. Papers must be delivered to or picked up from the office between 9:00 a.m. – 5:00 p.m., Monday – Thursday, and between 9:00 a.m. – 2:00 p.m., Friday. Any changes in these hours will be posted outside the office.

Professors often assign duplicated materials in addition to, or in place of, a casebook. These materials are picked up at the Faculty Services Office/Classroom Materials Window, room 522, at the times noted above. When duplicated materials supplement a book or books, students are not charged. When they are assigned instead of a book, students may be charged depending on the volume of material.

**Photocopying and Printing**

The law library has photocopiers on all floors for self-service copying. Journals and faculty Research Assistants can copy or print in the Law Library using the appropriate account.

Journals, official student groups, and faculty Research Assistants can have copies made of related materials in the Law School's Production Department, which is located on the sixth floor via the 12th Street elevators. Students must complete a form with their organization's charge number. (If you are unsure of the charge number, please contact Stacy Lansey, Assistant Director for Finance and Administration, in the Office of Business Affairs at 212-790-0316.)

The Production Department's supervisor is Josh Vigo; he can be reached at extension 255. In the event that the Production Department cannot meet your needs, you need to contact the Office of Business Affairs and they will provide you with an authorization card to go to a designated outside vendor. Three commercial copy centers are located nearby: FedEx Kinkos is at 21 Astor Place; The Village Copier is at 20 East 13th Street; and East Side Copy is at 15 East 13th Street. However, please note that for a student organization funded by the University (not SBA; primarily journals), and/or reimbursement by the University for copying fees related to a University event, you must first go to the Production Department. If this procedure is not followed, then you will not be reimbursed. Should you have any questions regarding this policy, please contact Stacy Lansey in the Office of Business Affairs at 212-790-0316.

The Law Library offers networked printing. The photocopiers, located on each library floor, serve as printers. An account is required for all printing. The Law Library also has a color scanner located on the 7th floor.

**Room Reservations and Special Events**

1. **Room Use**

   Student Bar Association (SBA) organizations, and any other student organizations approved by the Office of the Dean, may use Cardozo space for meetings, speakers, and the like. The Law School reserves the right to deny particular requests if a suitable space is unavailable or
if the event is inappropriate or disruptive to the mission or daily activities of the school. Any
group or individual wishing to reserve a room for a purpose other than a regularly scheduled
class should contact Emily Ackerman, Director of Special Events.

Room requests can be sent via the Special Events page of the Cardozo website. Room
requests should be submitted at least 10 business days before the scheduled date of the
meeting, lecture, etc. Room requests submitted less than 10 days before the requested time
will be honored as circumstances allow. Please be aware that submitting a request for a
particular room does not guarantee that you will get the room requested for the date/time
requested. You will be notified as to whether your request can be accommodated.
Confirmation of a room assignment must be received before any publication of the event.
This is absolutely necessary in order to avoid scheduling conflicts. In addition, failure to
clear room assignments through the Office of Special Events may result in a group’s inability
to continue using Cardozo space for its meetings. See below for information on larger events.

2. Special Events

Any large scale event (an event larger than a meeting, such as an outside speaker or panel, a
symposium, an exhibit, etc.) must be coordinated with the Office of Special Events. It is
important to speak with the Events Office as early as possible to avoid scheduling conflicts
and ensure sufficient time to make all arrangements.

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

a. As far in advance as possible, a proposal 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, and the population likely to be
interested in attending should be provided to Emily Ackerman in the Office of
Special Events; Emily.Ackerman@yu.edu, 212-790-0414.

b. For students/student groups receiving funding from the University (i.e., journals),
a meeting to discuss budgetary constraints must be set up with Stacy Lansey,
Assistant Director in the Office of Business Affairs, at 212-790-0316, prior to
speaking with the Office of Special Events. Groups funded by the SBA should
make sure catering requests fall within the budget received from the SBA.
Arrangements for catering/food should be made at least two weeks prior to the
event to allow for review of appropriate options.

c. Food or catering arrangements must be made by contacting Emily Ackerman in
the Office of Special Events. Menu options may be discussed at the time of the
appointment. Only kosher¹ caterers or establishments that have been recognized
by Yeshiva University are permitted. A student group that is holding a meeting

¹ For students interested in a brief explanation of kosher foods, or a listing of approved kosher catering, please see
the “Miscellaneous” section of this Handbook. For a listing of approved kosher catering, please see the Student
Organization Guide located on ANGEL under Cardozo Community/Student Organization Resources and Event
Planning.
without outside attendees may provide its own food and beverages as long as they
are OU kosher certified and prepackaged with one of the approved symbols on the
package as pictured below. Catering pricing guidelines can be obtained at the
Events Office. All events must be in compliance with the school.

- The date and time of all events must be approved to ensure availability of a room
  and support services. Please outline clearly if you will need any additional set up
  in the space reserved, such as additional chairs, tables, microphones, etc. The
  Special Events Office will arrange the set up of these needs with the Facilities
  Department. These requests should be made at least 5 days prior to the event date.

- Room requests for small, in-house meetings should be made at least 10 business
days in advance. In-house meetings for more than 25 people and any meeting
requiring catering services or special setups should be planned a minimum of four
weeks ahead. Special events involving outside attendees that do not require
special publicity and involve minimal food service (e.g., coffee, soda, cookies,
etc.) should be planned at least six weeks in advance. Large events (e.g.,
conferences, symposia, a well-known guest speaker, etc.) and events requiring
special setup and/or coordination of various departmental services may require six
months to a year of advance planning.

- The Communications and Public Affairs Office selects events for promotion
  internally on our flat screens and web site. To promote an event on the flat
  screens, contact lawpr@yu.edu or call 212-790-0318 three weeks prior to the
event. In addition, the Communications office may promote events on Facebook,
  Twitter, and elsewhere. Photography should be handled, when possible, by the
group giving the event. If a photographer is needed, email levit@yu.edu or call
212-790-6492 to discuss options. For major conferences, faculty advisors or
students should contact Communications and Public Affairs by visiting room
1052 two months prior to the event.

- Any audio-visual needs for an event must be coordinated with the Associate Dean
  of the Law Library, Lynn Wishart, 212-790-0222, no later than one week prior to
the event. The Office of Special Events should be made aware of any such
arrangements with Dean Wishart. Individual students are prohibited from
recording any events on their own.

- For those events involving outside guests, please ensure that a list of all attendees
from outside the YU community is provided to the Events Office no later than one
full business day prior to the event. The Events Office will then be responsible for
submitting the list to security. Any last minute changes should be submitted to or
brought to the attention of the Events Office as soon as possible, or given directly
to Security.
i. Any supplies required for an event, such as pens, pencils, paper, and name tags should be ordered through the Office of Business Affairs. These requests should be submitted by email, with the Staples number included, to Jacklyn Tavarez in the Office of Business Affairs, tavarez@yu.edu, no later than one week prior to the event.

j. For information on travel-related procedures and expenses, including hotel reservations, please contact Stacy Lansey, Assistant Director in the Office of Business Affairs, at 212-790-0316 to set up an appointment to discuss the procedure.

k. Questions concerning contracts with outside vendors and honorariums should be directed to Jacklyn Tavarez in the Office of Business Affairs at 212-790-0314.

3. Publicity/Advertising

When requesting a room for your event, indicate on the room reservation form that you would like assistance with publicity and advertising and initiate contact with the Office of Communications and Public Affairs, room 1052, at 212-790-0837. The Cardozo logo is available online in pdf and jpg versions in the “Press Kit” section of www.cardozo.yu.edu/communications.

When planning events, it is helpful to think about:

   i. the audience you wish to reach and how best to inform them of your event; e.g.: email, flyers, advertising, printed invitations;
   ii. how much time is needed for preparing printed notices and/or invitations (a minimum of two months for advanced design materials);
   iii. a telephone number and/or e-mail address for RSVPs. You will need a list for finalizing catering needs and for security purposes; and
   iv. budget

   a. Cardozo Web Site

   To request a posting on the homepage of the Cardozo Web site contact Jackie Reeves at reeves@yu.edu or 212-790-0837. You should make sure your event is included on the Cardozo Web calendar at www.cardozo.yu.edu/calendar. All internal events posted on the web calendar will automatically be posted by the Office of Special Events on the weekly calendar posted next to the elevators. Student Journals, the SBA, and all programs, centers, clinics, and offices have access to the Web calendar for posting events. When posting to the Web site, make sure that you indicate the title, date, time, location, and the email address to reserve or get additional information. To request a user guide and your login and password information for posting to the Web calendar, e-mail lawpr@yu.edu or call 212-790-0837.
b. Flyers

Approved student organizations may place notices of their meetings, lectures, events, etc. on their own official bulletin boards on the 3rd floor and on bulletin boards labeled “General Notices”. A single copy may be placed on the larger board next to the 1st floor elevator on the 5th Avenue side, and the larger board next to the 1st floor elevators on the 12th Street side of the building. Notices may not be put on the walls or in the stairwells.

Note: Please make sure to read the posting guidelines in the “Communications” section of this Handbook and on the bulletin boards.

c. Advertising, Press Releases, Photography, Graphic Design

For major conferences involving programs, paid advertising, photography, and press releases, visit the Office of Communications and Public Affairs in room 1052. It is important to have a plan in place, know your budget, and set up a meeting with your faculty advisor as far in advance as practical.

d. Invitations

If an event request includes printed invitations, allow up to five weeks for design and printing, depending on how complicated the project is, and plan to have the invitations in the mail four weeks prior to the event. For printed invitations or assistance with graphic design, please contact the Office of Communications & Public Affairs in room 1052 at 212-790-0837 after you have your copy completed.

All invitations designed by student organizations should be shown to the Office of Communications & Public Affairs prior to having them printed. A copy of all printed materials must be submitted to the Office of Communications and the Office of Special Events before your event.

The Office of Communications and Public Affairs can assist in providing some mailing lists.

e. RSVPs

All event notices that go outside the Cardozo campus must have an RSVP deadline at least one week prior to the event. Students are responsible for monitoring the RSVPs and for providing a list of attendees from outside the YU community to the Office of Special Events no later than one full business day prior to the event.

f. Mass Email Policy

Cardozo School of Law Administration has adopted the following policy concerning the sending of school-wide or class-wide (“mass”) emails from student organizations. This policy applies to all requests for mass emails whether
they are from student groups, journals or moot court. (Individual students are not permitted to send mass emails.)

i. Announcements must be provided to Emily Ackerman in the Office of Special Events in plain text only. Any announcements containing photos, formatting, color, etc. will not be distributed.

ii. The group or person who requests the email to be sent is responsible for the content of the email.

iii. Any text containing language deemed offensive, vulgar, in violation of any of the Law School’s policies, or otherwise inappropriate for the academic setting will not be sent and returned to the sender for editing.

iv. If a party or person repeatedly requests unacceptable announcements to be sent, the person, or group he or she represents, may lose their privilege to post.

v. All emails announcing an event must contain the following:

- date/time and location of the event. (Please note that the reservation must be confirmed with the Office of Special Events before you are able to advertise it.);
- contact information for the group hosting the event; and
- a list of the group/groups sponsoring the event.

vi. Individuals are not permitted to send mass emails. All mass emails must be from a recognized Cardozo organization or office.

Due to the high volume of mass email requests sent to the Office of Special Events, the office condenses all student organization emails to ONE email per day. Any and all announcements from organizations will be formatted into one email which will be sent to the entire student body each morning. If you would like an announcement to be part of the daily distribution, you MUST submit your information by 4:00 p.m. the day before. No exceptions will be made to this rule.

Please note that there will be two sections to the mass email. One section will be titled “Today at Cardozo” and will only contain announcements about meetings, deadlines, or events taking place that day at Cardozo. There will be a second section titled “Upcoming Events and Announcements” which will contain any information about the near future.

You may post your event or announcement in each section only once, for a total of two mass emails to students. For example, you may post an advertisement for your event in the Upcoming Events and Announcements section a week prior to your event and then place a reminder in the Today at Cardozo section on the day of your event. If you would like your event posted to both sections, you must submit a separate request for each.
If you have questions about the policies or procedures of sending a mass announcement, contact the Office of Special Events.

4. Contact Information

Please contact the following departments with any questions about event policies.

a. Rooms – Office of Special Events (room 1006) – Contact: Emily Ackerman, 212-790-0414, Emily.Ackerman@yu.edu.

b. Catering/Attendees – Office of Special Events (room 1006) – Contact: Emily Ackerman, 212-790-0414, Emily.Ackerman@yu.edu.

c. Audio/Visual – Library – Contact: Professor Lynn Wishart, 212-790-0222, wishart@yu.edu.

d. Publicity/Advertising – Office of Communications and Public Affairs (room 1052) - Contact: John Denatale, 212-790-0237, denatale@yu.edu or Jackie Reeves, 212-790-0837, reeves@yu.edu.

e. Budget & Supplies – Office of Business Affairs (room 1021). For budgetary matters contact Stacy Lansey, 212-790-0316, slansey@yu.edu. For supplies, contact Jacklyn Tavarez, 212-790-0314, tavarez@yu.edu.

**Building Maintenance Requests**

Students who wish to report a need for repair, housekeeping, or problem with heating or air conditioning in the Law School building should contact Security at 212-790-0303 (or ext. 303 from an internal phone). For non-urgent situations students may also submit a request via the Angel website under Cardozo Community.
COMPUTING AND COMMUNICATIONS

Computing

Computers for student use are available in the Law Library and in the Office of Career Services (OCS). Wireless access points to the University's network are available throughout the Law School. The Law Library also has wired open network ports for student laptops on the 7th floor. (See section on the Law Library for further information.) The University Office of Information Technology, which oversees computers throughout the University, has prepared a computer policy handbook. Information regarding the policies is distributed to students at orientation and is available on the Yeshiva University website at www.yu.edu/its/policies. Additional copies can be obtained from the Office of Business Affairs, room 1021.

The University has a relationship with Dell for special pricing when purchasing an individual computer (www.dell.com/yeshiva). If you purchase a Mac through either www.apple.com or an Apple store, you can get the standard educational discount.

1. Use of Computers on Exams
   Please see “Final Examinations” under the Academics section of this Handbook.

2. Computers in the Classroom
   Unless otherwise instructed by the professor, students are permitted to use laptops to take notes during class, and almost all do so. Faculty expect that students will not be checking email, surfing the web, playing games, or using IM or chat programs during class. Please note there are some seminar rooms that have only a few outlets. Rooms 102, 201, 204, 205, 206, 211, 303, 304, 423 and 424 have a power outlet for each seat.

   The pervasive use of laptops in the classroom has generated enormous debate throughout American law schools. Some schools have disabled all internet access in classrooms and some professors, though still a distinct minority, have restricted or banned laptop use in class. The Cardozo faculty has not adopted a school-wide policy on laptop use, leaving the decision as to whether to restrict laptop use to each individual professor.

Accessing Individual Student Records

1. Cardozo students have easy, round-the-clock web access to the following records:
   a. academic records, including recently posted grades, schedule, and unofficial transcripts;
   b. student account and financial aid information, including student account summary by term, financial aid award information, and the status of financial aid applications, including a listing of which documents have been received and which are outstanding;
c. any academic or financial holds which may require a response from the student;

d. current permanent address on file in the Office of the Registrar (please be sure to keep this updated); and

e. the information contained in the most recent IRS 1098T, which enables students to claim a Lifetime Learning federal tax credit.

2. **Viewing Records**

   In order to access these records, go to [www.cardozo.yu.edu](http://www.cardozo.yu.edu) and click “Current Students”. A list of links will appear on the right side of the page. Click on “Banner” from that list and then click on “Faculty, Students and Staff”. This will bring you to the log-in page. Login using your 9-digit Cardozo student ID. To directly access the login page, go to [www.yu.edu/myyu](http://www.yu.edu/myyu).

3. **Calls from Outsiders Seeking Student Records Information**

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

   **Change of Student Address and Phone**

   Students should be sure that Cardozo has their current contact information at all times so that they can receive important information promptly. To update contact information, students should access their records as stated above via the web and change their address online. Written requests to update information can also be made at the Office of the Registrar, room 1034.

   **YU Alert**

   All students should be sure to sign up for YU Alert, the school’s emergency alert system that is used to provide emergency alerts, timely warnings, and notification of major campus or facility shutdowns. YU Alert is a University-wide system, but is not used for general announcements – only issues presenting a threat to community safety or situations that require time sensitive distribution of information. Students can register their cell phone or SMS (short message service) text device, BlackBerry, and even land-line home phone with the service. YU Alert allows users to register multiple devices, and users can be notified at different locations via different devices simultaneously.

   For further information on YU Alert and to register with the service, see [www.yu.edu/safety-security/yu-alerts/alert-support/](http://www.yu.edu/safety-security/yu-alerts/alert-support/).
Computer Communication

Cardozo students use individual accounts on three separate computing systems: Banner, ANGEL, and Cardozo GMAIL. YUWireless is the wifi network that operates within the law school.

**BANNER** is the course selection/registration, financial aid, and grade reporting system. You login to Banner with a username and password supplied by the University to select courses, check on your financial aid or bursar account, or get your grades and print unofficial transcripts. You can access Banner by visiting [www.yu.edu/myyu](http://www.yu.edu/myyu). The username is your 9-digit Cardozo student ID number and your default PIN is emailed to you from the University.

**ANGEL** is a course web system used by the faculty and law school administration. Many faculty use ANGEL to post readings, syllabi, course information, assignments, or past exam questions. Faculty may also use ANGEL to send emails to the class or to host a discussion list or chat room. The law school administration uses ANGEL to post important notices or documents and to communicate via email with students. Student clubs and journals may use ANGEL for group communication and file sharing. You can also use ANGEL to store your own personal electronic files unrelated to any class. ANGEL is found at [https://cardozo.elearning.yu.edu](https://cardozo.elearning.yu.edu). Your default ANGEL password is the first letter of your last name combined with the last four digits of your Social Security number. (This combination of username and password is different from the default username and password given to you for Banner.) Use lowercase letters only. To keep up-to-date, you should login to ANGEL at least once a day. Email that you receive through ANGEL will likely not also be sent to you via Cardozo GMAIL.

The University uses Google Apps for Education for its student email system. You are given an account, “firstname.lastname@law.cardozo.yu.edu”, before Orientation. The University sends announcements to you via **Cardozo GMAIL**. Also, law school faculty and administrators may use Cardozo GMAIL for email, although most use the ANGEL email system. (The email that you get in Cardozo GMAIL may be sent to you only through Cardozo GMAIL and not also through ANGEL.) You should use your Cardozo GMAIL account (instead of hotmail, yahoo, or other account) for all types of correspondence relating to your being a Cardozo student. You should check your Cardozo GMAIL account at least once each day. You can access your Cardozo GMAIL account via the web at [www.mail.law.cardozo.yu.edu](http://www.mail.law.cardozo.yu.edu).

**Students are deemed to have knowledge of all Cardozo GMAIL and ANGEL communications from Cardozo.**

While it is possible to forward the email coming to you through both ANGEL and Cardozo GMAIL to a personal (yahoo, etc.) account, we strongly recommend that you use your personal account only for non-official law school purposes because we have found that personal accounts may classify any global email as “spam” or “bulk” mail. You can also forward the ANGEL account email to the Cardozo GMAIL account, but you should still check ANGEL regularly for postings of documents.
Inquiries about forwarding your mail, a forgotten password, or problems with a YU account should be directed to the reference librarians on the 7th floor of the Library at lawref@yu.edu or 212-790-0220.

Student organizations wishing to send a mass email to the student body should see “Publicity/Advertising” in the Facilities section of this Handbook. Individual students are not permitted to send mass emails through ANGEL or Cardozo GMAIL and are strictly prohibited from using such emails to promote a vendor’s products or events (e.g. that of a Bar Prep company).

**YUWIRELESS** uses the same default login and password as ANGEL. Inquiries and problems should be directed to the reference librarians on the 7th floor of the Library at lawref@yu.edu or 212-790-0220.

Students wishing to communicate with other students should use the Cardozo GMAIL or ANGEL system.

### Paper Mail

In light of the reliance on electronic communication at Cardozo, students do not have individual mailboxes. Please do not give Cardozo’s address as a mailing address for US mail deliveries.

The nearest post offices are at 70 W. 10th Street (at 6th Avenue) and 93 4th Avenue (at 11th Street). The main post office, open 24 hours a day and 7 days a week, is 421 8th Avenue (between 31st and 33rd Streets).

### Messages

1. **Personal Messages**

   Cardozo 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 and Advising at (212) 790-0429, (212) 790-0456, (212) 790-0864, or (212) 790-0313 or, failing that, the Office of the Dean at (212) 790-0310. Students wishing to communicate with other students should use the Cardozo GMAIL or ANGEL system. (See information on e-mail in the Computing and Communications section of this Handbook.)

2. **Contacting Faculty Members**

   Each full-time faculty member posts office hours during which he or she will be available to students. This information is posted by the door to the faculty member’s office and is also posted on ANGEL under Cardozo Community in the Faculty Office Hours folder. Most are also happy to set up an appointment at other times. To leave a message for a faculty member, students should contact the professor either by phone or by email. Email addresses and phone
numbers for full-time faculty are available on the Cardozo website at www.cardozo.yu.edu under the Directory tab.

Most adjunct professors are listed on the Cardozo website at www.cardozo.yu.edu. Click on the Directory tab and then the Adjunct link. If you need to contact an adjunct professor who is not listed there, you may email Michele Filorimo, Coordinator of Academic Affairs, at Filorimo@yu.edu for assistance.

**Bulletin Boards and Flyers**

1. **General Information**

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

All postings must include the following information:

   a. name of the organization/person issuing the posting and contact information;
   b. “Date of Issue” and the relevant date; and
   c. “Date of Expiration” and the relevant date. If a flyer is advertising an event or deadline with a specific date, a date of expiration is not required.

Official Administrative Notices are posted on the 2 smaller first-floor bulletin boards, one located near each elevator bank. The larger boards on the first floor are for notices from Cardozo organizations and offices. Many administrative departments and programs also have bulletin boards throughout Cardozo.

The third floor has bulletin boards dedicated to certain clubs. The designated clubs are responsible for maintaining their own boards.

Any board that bears a particular designation is reserved for the designated organization or purpose. The designee has the right to remove any notices it did not post or approve for posting. This shall not limit the ability of the Administration to post notices on any bulletin board, regardless of the designation of the bulletin board. Any notices posted by the Administration may only be removed by the Administration.

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

Any posted information that does not meet the requirements stated above will be removed.
2. **Notices from Cardozo Administration**

   Students are urged to check the official Cardozo Administration Bulletin Boards on the first floor on a daily basis and are held responsible for knowing the information posted there.

   The Offices of the Registrar, Student Finance, and Student Services and Advising may also post essential information outside of their offices on the 10th floor on matters such as registration, class ranks, bar examinations, financial aid, health insurance, and the like. The Office of Career Services maintains boards outside its offices on the 11th floor. Again, students are responsible for checking these postings regularly.
ACADEMICS

Many of the Law School's academic rules and regulations are dictated by the standards for legal education established by the American Bar Association (ABA), with which Cardozo must comply to maintain its accreditation, and the New York State Court of Appeals, with which Cardozo must comply if its graduates are to be permitted to sit for the New York State bar examination. Interested students can find the ABA standards (Standards and Rules of Procedures, Section 304) and the Court of Appeals regulations (Part 520) at their respective websites:

www.americanbar.org/groups/legal_education/resources/standards.html
www.courts.state.ny.us/ctapps/520rules10.htm

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

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 s/he is enrolled, including prerequisites and corequisites.

Continuing Duty to Disclose

All students have a continuing obligation while enrolled at Cardozo to inform the Dean of Students of any adverse changes to the information submitted in their application to the Law School.

Outside Commitments and Attendance

1. Outside Work

   Cardozo’s full time J.D. and LL.M. programs are designed to take up most of the available time of students. The ABA places an absolute ban on outside employment beyond 20 hours per week for students taking 12 or more credits while school is in session. (Work experience through a credit-bearing program does not count toward the 20 hours.) Further, outside employment for first-year students is strongly discouraged. No adjustments in a student’s class schedule will be made to accommodate work schedules.

   All students should make every effort to organize their lives in a way that leaves them fully available to focus on their schoolwork. No remedy will be available if a student fails to maintain a G.P.A. above the minimum required to remain at the school or to retain scholarship funds.

2. Attendance

   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 bar examination of New York and many other states, Cardozo must certify to the Board of Bar Examiners that the graduate was in regular attendance.

Regular class attendance is required as a condition of receiving credit for courses. Any student who is not in regular attendance for a course may be prohibited from taking the exam and/or receiving a passing grade for that course. If the instructor denies a student permission to take the exam because of failure to attend classes regularly, the student shall receive a grade of “F”, “N”, “G”, or “W” at the discretion of the Dean of Students. 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, setting out the policy and sanctions for its violation, but this is not an absolute requirement.

As a matter of general policy, students are prohibited from recording classes or other presentations (e.g. panels and guest lecturers) at the Law School. With respect to the prohibition against recording classes, enforcement of this rule is primarily the responsibility of the professor of the class in question.

Students who need to record a class due to a special circumstance, such as a medical condition, disability, or family emergency, must obtain specific permission from either the professor, or the Director of Student Services and Advising or Dean of Students. If permission is granted, the student must arrange for the recording; the Law School is not able to provide recording service for this purpose.

Programs

J.D. Program: Overview & Requirements

1. Requirements

In order to graduate from Cardozo with the degree of Juris Doctor (J.D.), a student must:

   a. satisfy any conditions of admission to the Law School;

   b. complete a minimum of 84 credits, including at least 72 academic (i.e. non-“clinical”) credits;

   c. of the 84 credits, at least 65 credits must be from courses taken in a law school (i.e. the 65 credits cannot include credits from courses taken at other parts of Yeshiva University; at other non-law schools, such as The New School; field clinics or externships; Alexander Fellows/Prosecutor Practicum; Law Review/Moot Court/Paulson competition; independent research or teaching assistantships; or clinics taught by faculty whose primary employment is outside the law school). Clinical and academic credits from the following clinics may be included in the 65 credits: Alternative Dispute Resolution/Mediation Clinic, Bet Tzedek Legal Services, Criminal Defense Clinic, Divorce Mediation Clinic,
Housing Rights Clinic, Human Rights and Genocide Clinic, Immigration Justice Clinic, Innocence Project, Securities Arbitration Clinic, and the Tax Clinic;

d. in addition, pursuant to New York State Court of Appeals Judiciary Law, Sec. 520.3 (c) (4), the total number of credit hours granted for law school clinical courses, field placement programs, and externships, **including** classroom components, may not exceed 30 credits of the credits counted towards graduation; (Due to other restrictions placed on clinical credits at Cardozo, most students will not approach this maximum of 30; however, we include this information to ensure that you are aware of the rule.)

e. achieve a final cumulative G.P.A. of 2.4 or higher;

f. pass all required courses (i.e. the first-year curriculum and Advanced Legal Research);

g. satisfy the course distribution requirements;

h. satisfy the writing requirement;

i. satisfy the professional responsibility requirement;

j. complete conditions of academic probation, if any;

k. complete the foregoing within five (5) years of the date of initial matriculation at Cardozo;

l. satisfy the full-time residency requirement, consisting of 4 upper-level full-time semesters, and either 2 first-year full-time (15 credit) semesters or 3 part-time (10 credit) first-year semesters;

m. submit an “Application for Degree” packet and complete a "graduation check" with the Office of the Registrar; and

n. have approbation of the faculty.

The details of these requirements are set out in the sections that follow.

2. **First-Year J.D. Students - Required Curriculum**

   a. All first-year students must take a specified program of courses for a total of 30 credits. There are no elective first-year courses.

   The following is an outline of the sequence of first-year courses in each of Cardozo’s programs (credits are indicated parenthetically):
Total number of 1L credits required: 30

<table>
<thead>
<tr>
<th>Fall Entrants:</th>
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<tbody>
<tr>
<td>FALL (15 Credits)</td>
<td>SPRING (15 Credits)</td>
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<tr>
<td>Elements (2)</td>
<td>Constitutional Law I (3)</td>
</tr>
<tr>
<td>Contracts I (2)</td>
<td>Contracts II (3)</td>
</tr>
<tr>
<td>Civil Procedure (5)</td>
<td>Criminal Law (3)</td>
</tr>
<tr>
<td>Torts (4)</td>
<td>Property (5)</td>
</tr>
<tr>
<td>Lawyering and Legal Writing I (2)</td>
<td>Lawyering and Legal Writing II (1)</td>
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<tr>
<th>January Entrants:</th>
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<tbody>
<tr>
<td>SPRING (15 Credits)</td>
<td>SUMMER (15 Credits)</td>
</tr>
<tr>
<td>Elements (2)</td>
<td>Civil Procedure (5)</td>
</tr>
<tr>
<td>Contracts (5)</td>
<td>Property (5)</td>
</tr>
<tr>
<td>Torts (4)</td>
<td>Constitutional Law I (3)</td>
</tr>
<tr>
<td>Criminal Law (3)</td>
<td>Lawyering and Legal Writing II (2)</td>
</tr>
<tr>
<td>Lawyering and Legal Writing I (1)</td>
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<table>
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<tr>
<th>May Entrants:</th>
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<tbody>
<tr>
<td>SUMMER (10 Credits)</td>
<td>FALL (10 Credits)</td>
</tr>
<tr>
<td>Elements (2)</td>
<td>Civil Procedure (5)</td>
</tr>
<tr>
<td>Contracts (5)</td>
<td>Torts (4)</td>
</tr>
<tr>
<td>Criminal Law (3)</td>
<td>Lawyering and Legal Writing I (1)</td>
</tr>
</tbody>
</table>

All first-year students entering their first semester are assigned to a section of students with whom they take all their classes, some as a single section, others in combination with another section or sections. Sections are subdivided for their Lawyering and Legal Writing class, and occasionally for other courses as well. Each section has a fixed schedule of classes. Section assignments will not be altered.

b. Students who fail a first-year course, but maintain the required minimum G.P.A. of a 2.4 to continue at Cardozo, are required to retake the course the next time it is offered and must pass it in order to graduate.

c. Circumstances sometimes arise after enrollment which prevents a student from maintaining a full course load. At the discretion of the Dean of Students, a student may then be offered a "Leave of Absence" with whatever conditions the Dean deems appropriate. On rare occasions a student may be permitted to drop a first-
year course with written permission from the Dean of Students. Whenever
circumstances arise which interfere with a student maintaining a full course load,
the student should immediately consult with the Dean of Students for assistance
and instructions.

d. In courses that extend over two semesters, such as Contracts and Lawyering and
Legal Writing, a single final grade is awarded at the end of the course, which
applies to both semesters. A mid-year examination is given at the end of the first
semester in Contracts.

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

Unlike the first year, the upper-level curriculum is almost entirely elective. Planning a course
of study is not a simple matter. The following resources should be helpful.

a. The J.D. Guide to Course Selection details the relevant considerations and
requirements in putting together one's upper-level program. The Guide is updated
each semester. The Guide is posted on the Cardozo ANGEL website at

b. Course Evaluations and evaluation summary reports from prior years are kept on
reserve in the library and are also available on ANGEL under “Cardozo
Community” in the “Course Evaluations” folder. At the end of each semester,
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. In addition, students who wish to address a situation during a
semester are welcome to speak to someone in the Office of Student Services and
Advising or to submit anonymous feedback via the Faculty Feedback Box on the
ANGEL website under Cardozo Community.

c. The Office of Student Services and Advising welcomes students to meet with
its advisors with regard to course selection, study habits, and other academic
issues.

d. Faculty Members are generally happy to discuss academic matters. Faculty
members post office hours, during which they are available for student
conferences, on ANGEL at the beginning of each semester. Students can also
make an appointment to see a faculty member at other times.

While students have a relatively free hand in selecting upper-level courses, there are
some upper-level course requirements.

4. Credits

a. Total Credits
To obtain the required 84 credits to graduate, students need to complete at least 54 credits during their second and third years, an average of 13 ½ per semester.

While students are technically permitted to take 16 credits, this is an extremely heavy course load. Students should carefully consider whether this is the best course of action and may wish to consult with an advisor in the Office of Student Services and Advising.

Of the 84 credits, a maximum of 19 may be credits earned outside of standard law school classes (e.g. through externships, field clinics, Alexander Fellows, independent research, teaching assistantships, Prosecutor Practicum, Law Review/Moot Court/Paulson competitions, faculty-edited publications, courses at other divisions of Yeshiva University or at the New School University, and clinics taught by non-full-time clinical faculty).

b. Intersession Credits

Second- and third-year students are permitted to register for a maximum of 16 credits and a minimum of 12 credits per semester. January winter intersession courses, such as ITAP and Representation in Mediation, do not count towards this 12-credit minimum, nor do intensive Cardozo seminars abroad (offered in January and sometimes during the summer).

Students interested in taking a winter intersession course, such as ITAP or Representation in Mediation, must register in person for the course during the fall at the Office of the Registrar. Students should fill out an Add/Drop card, and the Office of the Registrar will add students to these courses according to priority group (3Ls before 2Ls). Any credits taken during the winter intersession will not count toward the number of credits counted for the fall or spring semesters.

A student with special circumstances who needs to take less than 12 credits must receive prior written permission from the Dean of Students. Students should be aware that their scholarships, loans, visas, or health insurance may also require a "full-time" load of at least 12 credits per semester.

c. “Clinical” versus Academic Credits

“Clinical credits” include more than just credits from clinics, and not all credits from clinics are “clinical”. At least 72 of the required 84 credits must be non-clinical, academic credits and up to 12 of the 84 credits may be "clinical". 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.

In addition, pursuant to New York State Court of Appeals Judiciary Law, Sec. 520.3 (c) (4), the total number of credit hours granted for law school clinical courses, field placement programs, and externships, including classroom
components, may not exceed 30 credits of the credits counted towards graduation. Due to other restrictions placed on clinical credits at Cardozo, most students will not approach this maximum of 30; however, we include this information to ensure that you are aware of the rule.

The following lists indicate clinical and academic credit designations for the 2012-2013 academic year. Students are referred to registration materials distributed prior to registration each semester for further updates.

i. 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)
- Holocaust Restitution Practicum (1 credit)
- Immigration Law Clinic Externship (2 credits for the semester)
- Negotiation Strategy ADR Competition Team, Advanced (2 credits)
- Paulsen Competition (1 credit)
- Prosecutor Practicum (10 credits for the semester)
- Trial Team (1 credit)

ii. Clinical In Part

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

- Alternative Dispute Resolution/Mediation Clinic (2 of 8 for the year)
- Bet Tzedek Legal Services (6 of 10 for the year)
- Criminal Appeals Clinic (2 of 4 for the year)
- Criminal Defense Clinic (6 of 11 for the year)
- Divorce Mediation Clinic (1 of 3 for the semester)
- Externships (2 of 3 for the semester)
- Fact Investigation (1 of 3 for the semester)
- Family Court Clinic (2 of 4 for the semester)
- Family Court Practice Clinic (1 of 3 for the semester)
- Field Clinics (2 of 4 for the semester)
- Guardianship Clinic (3 of 5 for the semester)
- Housing Rights Clinic (3 of 5 for the semester)
- Human Rights and Genocide Clinic (3 of 5 for the semester)
- Immigration Justice Clinic (7 of 13 for the year)
- Indie Film Clinic (1 of 3 for the semester)
- Innocence Project (6 of 10 (or 11 if in summer program) for the year)
- Labor & Employment Law Externship (1 of 3 for the semester)
- Labor and Employment Law Clinic (4 of 8 for the year)
- LGBT Litigation and Leadership Practicum (2 of 4 for the semester)
- Negotiation Strategy ADR Competition Team (2 of 3 for the year)
- NYC Law Department Appellate Externship (3 of 4 for the semester)
- Pretrial Practice (1 of 3 for the semester)
- Real Estate Reporter (1 of 2 for the semester)
- Securities Arbitration Clinic (4 of 8 for the year)
- Tax Clinic (1 of 3 for the semester)

d. Credit Limits
   i. Externships and Field Clinics
      No more than four credits earned through two externships can be counted toward the 84 credits required for graduation (field clinics are not counted in this four-credit limit and neither are the credits earned through related externship seminars). Only one externship or field clinic may be taken in a given semester (and neither may be taken in the same semester as an in-house clinic, except in extraordinary circumstances).

   ii. Teaching Assistants
      TA's earn one academic credit per semester, but no more than two TA credits can be applied toward the 84 credits required for graduation. TA credits are graded Pass/Fail.

   iii. 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. Independent research may be graded as Pass/D/Fail or A/B/C/D/F.

   iv. New York State Court of Appeals Judiciary Law, Sec. 520.3 (c) (4)
      The total number of credit hours granted for law school clinical courses, field placement programs, and externships, including classroom components, may not exceed 30 credits of the credit counted towards graduation. (Due to the other restrictions placed on clinical credits at Cardozo, most students will not approach this maximum of 30; however, we include this information to ensure that you are aware of the rule.)
e. Distribution Requirements

Students must take at least two of the courses listed in each of the first three categories set out below and at least one from those listed in the fourth category. Summer courses, externships, and field clinics do not satisfy distribution requirements.

i. Law and the Regulatory State (any two of the following)

Administrative Law\(^2\)  Federal Income Taxation
Constitutional Law II  Land Use Regulation
Criminal Procedure\(^2\)

ii. Private Ordering Through Law (any two of the following)

 Corporations  Real Estate Transactions
Debtors’ and Creditors’ Rights  Trusts and Estates
Family Law
Commercial Law; or Commercial Law – Payments; or Commercial Law – Secured Transactions (4 credits)

iii. Adjudication and Systems of Justice (any two of the following)

Administrative Law\(^2\)  Bet Tzedek Clinic\(^3\)
Conflict of Laws  Criminal Defense Clinic\(^3\)
Criminal Procedure\(^2\)  Housing Rights Clinic\(^3\)
Evidence  Immigration Justice Clinic\(^3\)
Federal Courts  Innocence Project\(^4\)
Alexander Fellowship\(^3\)  Mediation Clinic\(^3\)
Prosecutor Practicum\(^3\)

iv. Legal Theory / International or Comparative Law (any one course from either of the following two categories)

**Legal Theory Courses**

Advanced Criminal Law  First Amendment Theory
Animal Rights  Gender, Sexual Orient., Law & Bioethics
Authority and Liberty  Hegel’s Logic
Bioethics and Medical Humanities  History of Western Law
Bioethics and the Law  Jewish Law
Bioethics Cert. Program  Jewish Law, Advanced
Bioethics Mediation
Constitutional Interpretation  Jewish Law & Cont. Legal Issues
Ethics/Research with Human Subjects  Jurisprudence
Filming Historical Trials  Law and Film

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\(^2\) 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 for both groups.

\(^3\) Only one of these clinics and externships can be applied toward the “Adjudication and Systems of Justice” requirement.
f. Writing Requirement

All J.D. students are required to complete at least one significant written project under faculty supervision in connection with a credit-bearing enterprise. A qualifying project must be designed to enhance the student’s abilities in research, analytic reasoning, and clarity of written presentation. Faculty supervision requires, at a minimum, that:

i. a faculty member approves the subject of the student’s writing;
ii. the student provides a draft of the work to the faculty member for comment; and
iii. the student completes a revised draft responsive to the faculty member’s comments.

A student note completed for a journal, a paper written for a course or seminar, or an independent research project may be used to satisfy the writing requirement, but only if the faculty member agrees to supervise the writing project and then later certifies in writing that the elements of the writing requirement have been met. Programs and courses that may be used as a basis for satisfying this

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4 Any full-time semester abroad program for which a student receives Cardozo credit satisfies Category 4. Summer and January term programs do not qualify.
requirement are indicated in the JD upper-level course list, which is included in each semester’s registration materials.

For student journal notes, the topic proposal must be approved by the supervising faculty member prior to November 1st of the student’s first year as a staff member, and the final approval of the completed note for writing credit must be granted prior to the following September 15th.

Once the work for the writing requirement has been completed the faculty member must sign the “Faculty Authorization” form, and the form must be submitted to the Registrar’s Office.

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, Cardozo requires that its J.D. candidates demonstrate an awareness and understanding of their ethical obligations as lawyers to their clients, to the wider society, and to themselves as moral individuals and professionals. Cardozo’s requirement of demonstrated proficiency in professional responsibility may be met in one of the following ways:

i. successful completion of an 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; 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, the qualifying clinics are the Bet Tzedek Clinic, the Criminal Defense Clinic, the Immigration Justice Clinic, the Securities Arbitration Clinic, and the Housing Rights Clinic.

Please note that the professional responsibility requirement is independent from, and applies regardless of, passage of the Multistate Professional Responsibility Examination. A student cannot “waive out” of the Professional Responsibility requirement by taking the MPRE.

h. Advanced Legal Research (“ALR”) Requirement

All J.D. candidates are required to successfully complete the Advanced Legal Research course. Participation on journals, internship-related research, or any other activities involving research cannot be substituted for the class.
5. **Residency Requirement and Full-Time Status**

   a. J.D. candidates must attend law school full-time as defined in section b. below for at least 4 upper-level semesters in order to graduate. Students who earn 84 credits after only 3 upper-level semesters do not fulfill the residency requirement for graduation. Participation in Cardozo’s summer study abroad or intersession programs, or credit-granting summer programs at other institutions, does not count towards fulfillment of the residency requirement.

   b. All upper-level students should be aware that at least 12 credits are necessary to qualify as full-time. State Education Department regulations define full-time as carrying a minimum of 12 credits, and this definition applies with regard to certain loans, scholarships, and other external programs. Students who are receiving insurance coverage as adult dependents (i.e. those being covered by a parent's plan) may lose their eligibility if they do not maintain full-time status. Foreign students may also be required to carry twelve credits to remain eligible to continue their studies in the United States. Students are advised to check with their loan, scholarship, and insurance sources (and, if applicable, advisors regarding immigration status) before considering registering for less than 12 credits. Cardozo will not be responsible should a student decide to register for less than 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. Regardless of the individual student situation, any student who needs to register for less than 12 credits must meet with the Dean of Students and obtain written permission prior to registering.

6. **J.D. Concentrations**

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

   a. Commercial Law
   b. Constitutional Law and Rights
   c. Corporate Law
   d. Criminal Law and Procedure
   e. Family and Matrimonial Law
   f. Intellectual Property and Communications Law
   g. International and Comparative Law
   h. Litigation (General)
   i. Property and Real Estate
   j. Public Law & Regulation
   k. Taxation
Further information as to qualifying courses is available in the *JD Guide to Course Selection* in the Registration materials on ANGEL. Summer courses, 1-credit mini courses, externships, and field clinics do not satisfy concentration requirements.

**LL. M. Program: Overview & Requirements**

Please refer to the LL.M. Curriculum and Registration Guide for additional details regarding the LL.M. Program.

1. **Requirements**

   In order to graduate from Cardozo with a Master of Laws, a student must:

   a. complete a minimum of twenty-four credits. One credit is the equivalent of one 50-minute hour of class instruction per week over the course of one semester; and

   b. of the twenty-four credits required to graduate, at least eighteen must be “in-class” credits. In-class credits exclude credits earned through a thesis, independent research, externship, in-house clinic or field clinic, etc. In class credits also do not include credits taken at another institution (*e.g.*, the New School).

      i. No more than four clinical credits can be applied toward the twenty-four credits required for the degree.

      ii. Most full-time students take between eleven and fourteen credits per semester. Students in general, and international LL.M. students in particular, are not advised to take more than fourteen credits in any semester. LL.M. students are not permitted to take more than sixteen credits per semester.

2. **Part-Time or Full-Time Status**

   a. Full-time students are those who enroll in nine or more credits in a semester. Students enrolled in the full-time LL.M. Program are required to take a full-time course load per semester for two consecutive semesters.

   b. Part-time students are those who enroll in eight or fewer credits in a semester. Students should be aware that the part-time program is not a night program, and students who register for the part-time program should anticipate that they will have to adjust their outside commitments to fit with the law school course schedule.

      i. Full-time students must complete their degree requirements in one year.

      ii. Part-time students must complete their degree requirements in three years, though foreign LL.M. students wishing to qualify for the New York Bar

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5 The following section (indicated by the page border) refers only to LL.M. students. J.D. students should refer to the J.D. Program: Overview and Requirements section of this Handbook.
Exam on the basis of the LL.M. degree must complete their program in 24 months.

iii. Students in the J.D./LL.M. program must complete their LL.M. degree requirements in two years.

3. **Transfer Credit from ABA-Approved Law Schools**

Candidates for an LL.M. degree must have received a minimum of eighteen credits from Cardozo. Upon admission, candidates may seek to transfer up to six credits earned in another LL.M. program at another law school accredited by the American Bar Association (ABA). Such credits may be transferred and applied to the LL.M. degree only if a student received a grade of “B” or better (or the equivalent) in the classes for which transfer credit is sought and only if such credits were not applied towards any other degree.

Students seeking to have credits transferred to Cardozo must fill out a form requesting the transfer of credit from another institution, available from the Office of the Registrar, and have it approved by the Assistant Dean for Graduate and International Programs. No credit toward the LL.M. program can be awarded for courses taken at any school not accredited by the ABA.

4. **Curriculum**

LL.M. students choose courses from the Cardozo J.D. curriculum. The Cardozo J.D. curriculum includes core doctrinal courses (known as “first year” courses because they are required during the first year of J.D. study) which lay the foundation of legal concepts; and upper-level courses, which provide variety and depth to allow for specialization in specific areas of the law. LL.M. students are free to choose courses from the first-year and the upper-level curricula, provided course prerequisites have been met.

a. **First Year JD Curriculum**

All first year J.D. students take a group of courses, as follows:

<table>
<thead>
<tr>
<th>Fall Entrants:</th>
<th>Spring (15 Credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FALL</strong> (15 Credits)</td>
<td><strong>SPRING</strong> (15 Credits)</td>
</tr>
<tr>
<td>Elements (2) [Not open to LL.M. students]</td>
<td>Constitutional Law I (3)</td>
</tr>
<tr>
<td>Contracts I (2)</td>
<td>Contracts II (3)</td>
</tr>
<tr>
<td>Civil Procedure (5)</td>
<td>Criminal Law (3)</td>
</tr>
<tr>
<td>Torts (4)</td>
<td>Property (5)</td>
</tr>
<tr>
<td>Lawyering and Legal Writing I (2)</td>
<td>Lawyering and Legal Writing II (1)</td>
</tr>
</tbody>
</table>

b. **Upper Level Curriculum**

The upper-level curriculum consists of elective courses in a variety of areas of practice, including: immigration law, intellectual property, international law, family law, public law, criminal law, and corporate and securities law.
c. Courses for International Students

Cardozo has a number of courses specifically designed for international LL.M. students. For these purposes, “international LL.M. students” are those students who do not hold a degree from an ABA-accredited U.S. law school.

i. Introduction to U.S. Law

All international LL.M. students are required to take Introduction to U.S. Law during their first semester of enrollment in the LL.M. program. This two-credit course introduces students to the basics of the U.S. legal system, including the structure of the federal system and the use of precedent, and methods of reading and analyzing case law. Waivers are liberally granted to students from common law countries. Any requests for waivers for this course should be made in writing to the Assistant Dean for Graduate and International Programs.

ii. Advanced Workshop in Legal Research & Writing

All international LL.M. students are required to take two credits of Advanced Workshop in Legal Research and Writing for International Students. This course is taught over two semesters, with one credit being awarded for each semester. All international LL.M. students should register to take Part I of this course during their first semester at Cardozo. Students should register for one section (e.g., Section A, B, or C). Students remain in the same section for Part II of the course.

All questions about this course should be directed to the Director of Cardozo’s Legal Writing Program.

d. Fundamentals of New York Law

This is an optional course designed to provide students with a review of US legal doctrine, with special attention to the laws of New York. Working with some of the subjects most commonly tested on the New York Bar exam, students will hone skills required to identify legal issues and analyze and write essays. This course is open only to LL.M. students and is highly recommended for any LL.M. student who intends to take the New York State Bar Exam upon graduation.

5. New York Bar Examination

a. Eligibility for Foreign-Educated Attorneys

Section 520.6 of the Rules of the Court of Appeals for the Admission of Attorneys and Counselors at Law (22NYCRR 520.6) contains the eligibility requirements for applicants who wish to qualify for the New York State Bar examination based on the study of law in a foreign country. These requirements are available at the New York Board of Law Examiners (BOLE) website at www.nybarexam.org/Foreign/ForeignLegalEducation.htm.
The rules of eligibility for the New York Bar Exam distinguish between those law graduates trained in the common law in a traditional university leading to the LL.M. and those who are not. Graduates of the traditional three-year, or more, common law education from countries such as the United Kingdom, Ireland, Australia, Canada, New Zealand, and Israel are usually eligible based on that legal education. These graduates usually do not have to receive a U.S. LL.M. degree to establish eligibility for the New York Bar Exam, but must receive this determination directly from BOLE.

Those educated in the civil-law tradition or a non-traditional or mixed legal system may qualify for the New York Bar Exam after receiving a U.S. Master of Laws degree with certain requirements, explained below.

b. Evaluation of Foreign Credentials

All foreign-educated lawyers, whether eligible based on common law education or through the LL.M. degree, must submit the online Request for Evaluation of Foreign Academic Credentials, available at www.nybarapply.org/feval/, to get a decision on eligibility for the New York Bar Exam. The Board of Law Examiners is now recommending that students submit that request form at least a year before you plan to sit for the exam.

You must also have your official transcript sent from your home country school(s) directly to the Board of Law Examiners. They will not accept a transcript that your law school gives to you which you then forward to the Board of Law Examiners. You must provide an English language translation if the transcript is not issued in English; and the translation must be by an official translator. You can send the translation directly to the Board of Law Examiners.

You may be asked to submit a written statement from the competent accrediting agency of your foreign government that the law school or schools you attended were recognized as qualified and approved throughout your period of study. The BOLE already has this information for many foreign law schools. They will notify you by email after you submit your Request for Evaluation of Foreign Legal Credentials.

After your Cardozo graduation, you will also have to submit your official Cardozo transcript and other documents, such as the Proof of Successful Completion of 20-Credit Program. You will be advised accordingly.

As part of the online evaluation request, you will be given a BOLE ID number. Use this number for all documents you or others submit to BOLE and for any correspondence with BOLE.
c. Degree Requirements

If you must establish eligibility for the New York Bar Exam based on an LL.M. degree from an ABA accredited law school in the United States, the following is a list of requirements with the Cardozo courses which fulfill these requirements.

**Rule 520.6 (3)(vi)(a):** Minimum of two semester hours of credit in the history, goals, instruction, value, rules and responsibilities of the United States legal profession and its members.

| Cardozo Courses: | • Professional Responsibility for LL.M. Students (2)  
|                  | • Professional Responsibility (2 or 3) |

**Rule 520.6 (3)(vi)(b):** Minimum of 2 credits in legal research, writing, and analysis.

| Cardozo Courses: | • Advanced Workshop in Legal Research & Writing I and II (2) |

**Rule 520.6 (3)(vi)(c):** Minimum of 2 credits in American legal studies, American legal system or similar course.

| Cardozo Courses: | • Civil Procedure  
|                 | • Constitutional Law I and II  
|                 | • Fundamentals of New York Law  
|                 | • New York Practice  
|                 | • Introduction to U.S. Law |

**Rule 520.6 (3)(vi)(d):** Minimum of six semester hours of credit in subjects tested on the New York State bar examination.

| Cardozo Courses: | • Alternative Business Entities  
|                 | • Commercial Law-Payments  
|                 | • Commercial Law-Secured Trans.  
|                 | • Conflict of Laws  
|                 | • Constitutional Criminal Procedure  
|                 | • Constitutional Law I or II  
|                 | • Contracts  
|                 | • Corporations  
|                 | • Criminal Law  
|                 | • Criminal Procedure I or II  
|                 | • Evidence  
|                 | • Family Law  
|                 | • Federal Courts  
|                 | • First Amendment  
|                 | • Fundamentals of New York Law  
|                 | • New York Practice  
|                 | • Property  
|                 | • Remedies  
|                 | • Real Estate Transactions  
|                 | • Torts  
|                 | • Trusts and Estates |

In addition, the following limits must be adhered to within the 24 credit requirement. Students wishing to exceed this limit may take credits in excess of the 24 credits.

- Maximum of 4 clinical credits  
- Maximum of 4 credits in Summer Session

The following courses do not count toward the 24 credits. Students wishing to enroll in these opportunities may take these credits in excess of the 24 credits.

| LL.M. Thesis | Independent Study | Externship | Study Abroad |
6. **Writing Opportunities**

Certain courses may require students to write one or more papers in lieu of or in addition to an examination. In addition, there are two special opportunities for writing papers as part of the LL.M. curriculum.

Please note that credits earned for work on a thesis or independent research do not apply towards the 18-credit in-class minimum, nor do they count toward the 24 credits required for the New York State Bar Exam. Students are prohibited from using work from another course towards a thesis or independent research.

**a. LL.M. Thesis**

Students in the Comparative Legal Thought Program are required to write a thesis. Students in the General Studies, Dispute Resolution and Advocacy, or the Intellectual Property Law LL.M. programs may write a thesis only with special permission and based on a detailed outline or plan.

The LL.M. Thesis allows such students to write a major paper of substantial length under the supervision of a faculty member. Students are responsible for securing the approval of a member of the full time faculty who will supervise the Thesis. Interested students should first speak with the Assistant Dean for Graduate and International Programs. Students will be awarded three credits for a thesis, which will generally be 45-60 pages in length.

**b. Independent Research**

Independent Research enables students to write a significant paper under the supervision of a faculty member. Independent Research is a major research effort culminating in a significant paper, which should generally be approximately 15-20 pages in length per credit. Students may take independent research for one or two credits per semester, for a total of no more than four credits. Students are responsible for identifying and securing the agreement of a faculty member to supervise their independent research. In individual cases, the Vice Dean may authorize independent research supervised by an adjunct professor.

Students seeking to register for Independent Research should fill out an Independent Research form, available from the Office of the Registrar, and have it signed by the supervising faculty member and the Assistant Dean for Graduate and International Programs. Once signed, it should be submitted to the Office of the Registrar.

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6 International students who plan to sit for the New York State bar examination are urged to keep in mind the requirement that students who do not meet the durational and substantive requirements of U.S. legal education must complete a minimum of twenty-four credits in classroom-based coursework (including up to four clinical credits) in order to qualify to sit for the New York bar examination. The courses listed here do not apply toward these credits.
7. **Winter Intersession Courses**

Courses may be offered during the intersession between the fall and spring semesters (*i.e.*, in early January). Unfortunately, we may not be able to confirm these courses or their scheduling until well into the fall semester. Students who may be interested in such courses should keep this in mind when making travel plans for early January. These courses may not be used to accelerate graduation for a full-time student or to allow a full-time student to register for a part-time course load during their second semester of enrollment.

8. **New School Courses**

LL.M. students are permitted to enroll in, and apply toward the LL.M. degree, credits earned from one approved graduate-level course at the Milano School of International Affairs, Management, and Urban Policy or at the New School for Social Research. In order to be approved, a course must be “law-related”. LL.M. students should be aware that New School courses will not count toward the 24-credit requirement for the New York State Bar Exam eligibility. Students will receive a maximum of two credits for satisfactory completion of the course.

A number of New School courses have been preapproved and listed in the Cardozo registration materials. These courses are specifically noted as being “New School courses” on the course list, block schedule, and course description documents. For those specific New School classes, students do not need to go through the approval process noted below. Instead, students list these courses during the regular registration process just like any other course they are interested in taking.

To enroll in a New School course that has not been preapproved, students should fill out the “Permission to Register as a Non-Matriculated Student” form available in the Office of Student Services and Advising. (This form can also be found in the Registration Info Packet on Angel.) Students should include with the form a description of the proposed course and why the course would enhance their legal studies. Written approval of the Cardozo Assistant Dean for Graduate and International Programs, the Dean of Students, and the New School designate is required. Language courses and most history courses will not be approved. There is no additional charge for taking a New School course.

Students interested in enrolling in a non-preapproved New School course should check the New School website for courses. For New School for Social Research courses, visit [www.newschool.edu/nssr/](http://www.newschool.edu/nssr/). For Milano School courses, visit [www.newschool.edu/milano/](http://www.newschool.edu/milano/). Students who enroll in a New School course are responsible for ensuring that their grades are transferred to the law school.

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7 International students who plan to sit for the New York State bar examination are urged to keep in mind the requirement that students who do not meet the durational and substantive requirements of U.S. legal education must complete a minimum of twenty-four credits in classroom-based coursework (including up to four clinical credits) in order to qualify to sit for the New York bar examination. The courses listed here do not apply toward these credits.
9. Practical and Clinical Experience

Although the LL.M. degree is primarily an academic degree, Cardozo offers a number of practical opportunities for its students, which are described below. Selection for these programs is competitive and limited. Credits earned through these offerings do not apply to the required minimum of eighteen in-class credits. No more than four clinical credits can be applied toward the twenty-four credits required for the degree. International students who plan to sit for the New York State Bar examination are urged to keep in mind the requirement that students who do not meet the durational and substantive requirements of U.S. legal education must complete a minimum of twenty-four credits in classroom-based coursework, including no more than four clinical credits, in order to qualify to sit for the New York Bar examination. Although up to four credits of clinics and field clinics can count toward the 24 credits, the externship programs listed below in section c. Externships do not count toward the 24 credits.

Please note that not all opportunities are offered every year.

a. Clinics

i. Divorce Mediation Clinic

The Divorce Mediation Clinic is a semester-long clinic introducing students to the essential principles and practices of divorce mediation. Divorce mediation has become an accepted alternative to litigation in the resolution of family disputes. While this course is ideal for those considering incorporating divorce mediation into their practice after graduation, it will also provide very useful, hands-on, concrete experiences to students interested in either ADR or family law. For the clinical component, students will mediate matrimonial cases referred from the Supreme Court for 4 hours each week. Students will co-mediate with the instructor and with partners at the start of the semester, and will eventually have an opportunity to mediate solo, under faculty supervision. Students will be responsible for mediating all aspects of divorce, spousal maintenance, and tax issues. Students will also have the opportunity to draft settlement agreements and file divorce papers.

ii. Family Court Clinic

This clinic introduces students to the practice of family law. Students obtain their clinical credit by working for judges in Family Court, drafting legal memorandums, conducting research, and analyzing legal issues that arise in the context of the family. In conjunction with their field work, students attend a required seminar and engage in further exploration of relevant developments in the law and the considerations which arise when representing children, low income people, and families.
iii. Holocaust Restitution Claims Practicum/Remedies for Wartime Confiscation

This clinic is the first of its kind at any American law school. For one semester, the Holocaust Restitution Claims Practicum offers an opportunity for students to make a contribution to the world-wide effort to resolve legal claims regarding bank accounts, insurance, and other assets looted during World War II. Selected students provide pro bono legal assistance to claimants. Placements have included the New York State Holocaust Claims Processing Office, the Holocaust Assistance Project of the New York Legal Assistance Group, and other agencies handling the claims of Holocaust victims. The commitment is ten hours per week for one clinical credit and a two-credit co-requisite seminar. This clinic is typically offered in the fall semester and is open only to LL.M. students in their second semester of study.

iv. Human Rights and Genocide Clinic

In the global environment in which we live, legal issues stand at the intersection of domestic civil rights law and the developing law of international human rights. Joining the ranks of only a handful of human rights clinics in the country, the Cardozo Human Rights and Genocide Clinic, founded in the spring of 2005, introduces students to the practice of law in the trans-national setting of international human rights litigation and other forms of human rights advocacy. The overall objective of the clinic is to give law students first-hand experience with the range of activities in which lawyers engage to promote respect for human rights and to the diverse ways in which the law is utilized to advance social change particularly in the area of genocide prevention. Genocide prevention necessarily requires an understanding of its roots including intolerance, racism, discrimination, and the denial of minority rights. Accordingly, the Clinic will engage students in a broad spectrum of human rights advocacy, including close attention to minority rights and international criminal and humanitarian law.

v. Indie Film Clinic

The Indie Film Clinic is a transactional legal clinic which provides free legal services to student filmmakers and smaller budget independent and documentary filmmakers producing on location in New York. Its purpose is to teach practical lawyering skills such as interviewing, negotiating, and contract drafting to upper-level JD students and LL.M’s. The clinic has two components: (1) clinical work on client projects and (2) seminar instruction on legal issues related to independent film production. Students will get hands-on experience issue-spotting filmmaker-client needs and drafting production contracts and other transactional documents under the supervision of staff and faculty.
vi. Labor and Employment Law Clinic

This Externship enables students to gain practical experience in labor and employment law by working eight to twelve hours a week in a law firm, government agency, or labor organization. Participating students must commit to working 8–12 hours per week at the participating employer and must take the accompanying seminar. The seminar will involve a discussion of a variety of important labor and employment topics, including current issues relating to federal and state legislation concerning the organization and regulation of collective bargaining, strikes, picketing and boycotts, arbitration, bankruptcy, Title VII, and the WARN Act.

vii. Tax Clinic

The Tax Clinic provides legal services to taxpayers who have federal and New York income tax controversies and who cannot afford to be represented by counsel. Clinic students represent taxpayers on audits, IRS Appeals, and U.S. Tax Court matters involving proposed income tax adjustments. Also, students assist in collection matters, such as obtaining installment payment arrangements and offers in compromise of undisputed liabilities. The seminar portion of this course covers federal tax procedure, and requires several short papers on current topics in the tax law, which gives students useful experience in tax research. All students enrolled in this clinic must have completed the course in Federal Income Taxation.

b. Field Clinics

Students admitted to this hands-on program will work in a non-profit or government law office while attending seminars taught by their supervising attorney. Matched by interest and experience, students work with practitioners who provide intense instruction and supervision. The host organizations are selected for excellence in their area of practice and for devotion to teaching. Field clinics run for a semester or a year. Please see current course offerings and the Additional Opportunities section of this Handbook for details on locations and content of field clinics for specific semesters.

c. Externships

i. Heyman/ACCA In-House Counsel Externship Program

Each semester, Cardozo offers credit to students working for attorneys doing legal work in corporations. The externship aims to expose law students to the practice of law in a corporate law department where they learn the structure of the corporation from the inside as well as how to spot

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8 International students who plan to sit for the New York State Bar Exam are urged to keep in mind the requirement that students who do not meet the durational and substantive requirements of U.S. legal education must complete a minimum of twenty-four credits in classroom-based coursework (including up to four clinical credits) in order to qualify to sit for the New York Bar Exam. The courses listed here do not apply toward these credits.
legal issues within a corporate setting. Students seek and secure their own positions, with support from the externship program, and work 10-15 hours per week for the semester. Students take a mandatory co-requisite seminar exploring issues of substantive law and professionalism related to the placements. Students produce a series of drafting exercises plus shorter reflective writings. LL.M. students who have completed twelve credits of study are eligible to apply for this program.

ii. Intellectual Property (IP) Externship Program

The IP Externship Program provides a limited number of students with the opportunity to combine advanced intellectual property coursework with a related work placement. The goal of the externship is to enable students to gain practical lawyering skills in intellectual property by working at a law firm or corporation under the supervision of attorneys who specialize in intellectual property law. In the spring semester, externships are available in Trademark/Copyright Law or Patent Law. In the fall semester, externship placements are available in Trademark/Copyright Law only. Certain course pre- and co-requisites apply to participants in this program. IP externs take a mandatory co-requisite Advanced Intellectual Property class. LL.M. students who have completed twelve credits of study are eligible to apply for this program.

iii. NYC Law Department Externship (Trial Divisions)

In this externship program, students work in the trial divisions of the Law Department as it represents the City and its numerous agencies on matters ranging from routine negligence cases to City Charter and Constitutional challenges. The purpose of the externship is to develop understanding of the range and complexity of government lawyering in the NYC context. Students seek and secure their own positions, with support and guidance from the externship program, and work 10-15 hours per week for the semester. Students take a mandatory co-requisite seminar exploring issues of substantive law and professionalism related to the placements. In the seminar, students produce ten pages of legal analysis plus shorter reflective writings. LL.M. students who have completed twelve credits of study are eligible to apply for this program.

iv. Public-Sector Externship Program

Each term, students may extern in a nonprofit or government agency or in the chambers of a judge through the public-sector externship program. The purpose of the program is to observe and participate in public-sector lawyering to gain an understanding of its inherent complexity and rewards. Students seek and secure their own positions, with support from the externship program, and work 10-15 hours per week for the semester. Students take a mandatory co-requisite seminar exploring issues of substantive law and professionalism related to the placements. In the
This section refers only to LL.M. students. J.D. students should refer to the J.D. Program: Overview and Requirements.

seminar, students produce ten pages of legal analysis plus shorter reflective writings. LL.M. students who have completed twelve credits of study are eligible to apply for this program.

10. LL.M. Programs and Concentrations

a. General Studies LL.M. Program

i. Coursework

In addition to the courses for international students, students enrolled in this 24-credit program take professional responsibility and six credits from the courses on the content outline of the New York Bar examination. The remaining twelve credits are developed according to student interest in consultation with the Assistant Dean for Graduate and International Programs.

ii. Optional Concentrations

Students in the General Studies LL.M. program may, but are not required to, pursue one of four specified concentrations. These concentrations are available to both full-time and part-time students.

- Alternative Dispute Resolution
- Corporate Law
- Intellectual Property Law
- International and Comparative Law

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

For students graduating in:

June: March 15  September: June 15  January: October 15

There is no guarantee that students in pursuit of a particular concentration will be able to complete the requirements of that concentration within one year of study; nor will any special registration priority be given for students desiring to fulfill the requirements for a specific concentration. A designation will appear on the Cardozo transcript of any student who completes the requirements and procedures for a concentration. There is no separate certificate and there will be no designation on the student’s diploma.

The following charts are for general reference only. Please note that these lists are always changing as new courses are added and replaced. Please see the Assistant Dean for Graduate and International Programs with any questions.
### General Studies LL.M.

#### PROGRAM REQUIREMENTS WORKSHEET

<table>
<thead>
<tr>
<th>REQUIRED COURSEWORK</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 credits total</td>
<td></td>
</tr>
<tr>
<td>• Maximum of 4 clinical credits</td>
<td></td>
</tr>
<tr>
<td>• Maximum of 4 credits in Summer Session</td>
<td></td>
</tr>
</tbody>
</table>

In addition, the following courses do not count toward the 24 credits required to be eligible for the cure provision for the New York State Bar Exam:

- Independent study
- LL.M. thesis
- Externships (Heyman-ACCA; Labor & Employment Law; IP; NYC Law Dept; Public Sector)
- Courses taken abroad

#### Courses

<table>
<thead>
<tr>
<th>Professional Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Responsibility or Professional Responsibility for LL.M. Students</td>
</tr>
</tbody>
</table>

#### Six credits from courses on content outline of NY Bar:

- Evidence
- Family Law
- Federal Courts
- First Amendment
- Fundamentals of New York Law
- New York Practice
- Property
- Remedies
- Real Estate Transactions
- Torts
- Trusts and Estates

Courses in bold indicate those which are particularly recommended for their relevance to the New York State Bar Exam.

#### Requirements for Lawyers Educated Outside the U.S.

- Introduction to U.S. Law (2 credits; taken first semester)
- Advanced Workshop in Legal Research & Writing I and II (1 credit each semester)

#### Electives

- Minimum of 12 credits of electives from Cardozo curriculum

### Optional Concentrations

Students in the General Studies LL.M. program may, but are not required to, select a concentration in one of the following areas. All concentrations require ten credits.

- Alternative Dispute Resolution
- Corporate Commercial and Securities Law
- Intellectual Property Law
- International and Comparative Law
### Alternative Dispute Resolution (10 credits from required and elective)

<table>
<thead>
<tr>
<th>Competency</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arbitration</td>
<td>Domestic Commercial Arbitration (2)</td>
</tr>
<tr>
<td></td>
<td>International Commercial Arbitration (2)</td>
</tr>
<tr>
<td></td>
<td>International Arbitration Practicum (2)</td>
</tr>
<tr>
<td>Interviewing and Counseling</td>
<td>Interviewing and Counseling (1)</td>
</tr>
<tr>
<td>Mediation</td>
<td>Bioethics Mediation (2)</td>
</tr>
<tr>
<td></td>
<td>Divorce Mediation (3)</td>
</tr>
<tr>
<td></td>
<td>Introduction to Mediation (2)</td>
</tr>
<tr>
<td></td>
<td>Representation in Mediation (2) *</td>
</tr>
<tr>
<td></td>
<td>Mediation and Other Methods /Democratic Dialogue (Budapest)**</td>
</tr>
<tr>
<td>Negotiation</td>
<td>Negotiation Theory and Skills (2)</td>
</tr>
<tr>
<td>Processes</td>
<td>Dispute Resolution Processes (2)</td>
</tr>
<tr>
<td></td>
<td>International Dispute Resolution (2)</td>
</tr>
</tbody>
</table>

### Concentration in Corporate Commercial and Securities Law (10 credits from required and elective)

| Required Coursework | Corporations (4 credits; taken in the first semester of enrollment)  |
|                     | Corporate Finance (3 credits)  |
| Electives           | Antitrust (3)  |
|                     | Business Reorganizations (2)  |
|                     | Commercial Law (4)  |
|                     | Comparative Corporate Governance (2)  |
|                     | Consumer Bankruptcy (3)  |
|                     | Corporate Fraud (2)  |
|                     | Corporate Governance 2010 (2)  |
|                     | Corporate Internal Investigations (2)  |
|                     | Corporate Taxation (3)  |
|                     | Debtors’ & Creditors’ Rights (3)  |
|                     | Distressed Investing (2)  |
|                     | Environmental Concerns Corp. Transact. (2)  |
|                     | International Finance (2 or 3)  |
|                     | International Taxation (2)  |
|                     | International Commercial Arbitration (2)  |
|                     | International Trade (2 or 3)  |
|                     | Mergers and Acquisitions (3)  |
|                     | Partnerships and LLCs (2)  |
|                     | Partnership Taxation (2)  |
|                     | Private Equity (2)  |
|                     | Securities Enforcement & Litigation (2)  |
|                     | Securities Regulation (3)  |
|                     | Sovereign Wealth Finance (2)  |
|                     | White Collar Crime (2)  |

Courses underlined indicate those which fulfill course requirements for the New York State Bar Exam.
**Concentration in Intellectual Property Law (10 credits from required and elective)**

<table>
<thead>
<tr>
<th>Required Coursework</th>
<th>Electives</th>
<th>Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>At least two of the introductory IP Courses: Copyright (3 credits); Patent (3 credits); Trademark (3 credits)</td>
<td>International IP Topics (2)</td>
<td>International IP Topics (2)</td>
</tr>
<tr>
<td></td>
<td>Art Law (2)</td>
<td>International Trade (2 or 3)</td>
</tr>
<tr>
<td></td>
<td>Biotechnology &amp; Pharmaceutical Patents (2)</td>
<td>International Trademark (1)</td>
</tr>
<tr>
<td></td>
<td>Communications Law (2)</td>
<td>Internet Law I (2)</td>
</tr>
<tr>
<td></td>
<td>Copyright, Advanced Topics (2)</td>
<td>Internet Law II (2)</td>
</tr>
<tr>
<td></td>
<td>Copyright in the Music Industry (2)</td>
<td>IP Business and Transactional Law (2)</td>
</tr>
<tr>
<td></td>
<td>Cultural Heritage (2)</td>
<td>Law of Surveillance (2)</td>
</tr>
<tr>
<td></td>
<td>Cultural Property (2)</td>
<td>Music/Copyright and the Intervention of Superior Rights (2)</td>
</tr>
<tr>
<td></td>
<td>Cyberlaw (2 or 3)</td>
<td>Patent Law, Advanced (2)</td>
</tr>
<tr>
<td></td>
<td>Entertainment and Media Law (2)</td>
<td>Patent Law Practice (2)</td>
</tr>
<tr>
<td></td>
<td>Fashion Law (2)</td>
<td>Patent Litigation (3)</td>
</tr>
<tr>
<td></td>
<td>First Amendment (3)</td>
<td>Patent Practicum (2)</td>
</tr>
<tr>
<td></td>
<td>First Amendment Theory (2)</td>
<td>Sports Law (2)</td>
</tr>
<tr>
<td></td>
<td>Holocaust Claims Restitution Clinic (1)</td>
<td>Technology Licensing Agreements (2)</td>
</tr>
<tr>
<td></td>
<td>Independent Film Clinic (3)</td>
<td>Transactions Involving Patent Rights (1)</td>
</tr>
<tr>
<td></td>
<td>Int’l Business and Transactional Law (2)</td>
<td><em>IP Externship</em> (1)</td>
</tr>
<tr>
<td></td>
<td>International Communications (2)</td>
<td><em>Graded Independent Research</em> (1-2)</td>
</tr>
<tr>
<td></td>
<td>International Intellectual Property Topics (2)</td>
<td><em>LL.M. Thesis</em> (3)</td>
</tr>
<tr>
<td></td>
<td>Intellectual Property and Globalization (2)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>IP &amp; Information Law Colloquium (2)</td>
<td></td>
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<tr>
<td></td>
<td>International Copyright (2)</td>
<td></td>
</tr>
</tbody>
</table>

*Courses listed with <*> Indicate credits which do not count toward 24-credit requirement for New York State Bar Exam eligibility*

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**Concentration in International and Comparative Law (10 credits from required and elective)**

<table>
<thead>
<tr>
<th>Required Coursework</th>
<th>Electives</th>
<th>Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comparative Law (2 or 3 credits)</td>
<td>Advanced Immigration Law (2)</td>
<td>Immigration Law Externship (2)</td>
</tr>
<tr>
<td>International Law (3 credits)</td>
<td>Advanced International Law (1)</td>
<td>International Arbitration Practicum (1)</td>
</tr>
<tr>
<td></td>
<td>Colloquium/ Global and Comp. Public Law (1)</td>
<td>International Commercial Arbitration (2)</td>
</tr>
<tr>
<td></td>
<td>Comparative Constitutionalism (3)</td>
<td>International Communication (2)</td>
</tr>
<tr>
<td></td>
<td>Comparative Corporate Governance (2)</td>
<td>International Criminal Law (2)</td>
</tr>
<tr>
<td></td>
<td>Comparative First Amendment (1)</td>
<td>International Dispute Resolution (2)</td>
</tr>
<tr>
<td></td>
<td>Comparative Remedies (1)</td>
<td>International Finance</td>
</tr>
<tr>
<td></td>
<td>Cultural Heritage (2)</td>
<td>International Human Rights (3)</td>
</tr>
<tr>
<td></td>
<td>European Legal Insts./Holocaust (2)</td>
<td>International IP Topics (2)</td>
</tr>
<tr>
<td></td>
<td>European Legal Theory (2)</td>
<td>International Tax (2)</td>
</tr>
<tr>
<td></td>
<td>European Union Law (2-3)</td>
<td>International Trade (2)</td>
</tr>
<tr>
<td></td>
<td>Human Rights and Genocide Clinic (2)</td>
<td>Law of War and Contemp. Conflicts (2)</td>
</tr>
<tr>
<td></td>
<td>Global &amp; Comp. Public Law Theory (2)</td>
<td>Selected Decisions of the ICJ (2)</td>
</tr>
<tr>
<td></td>
<td>Immigration Law (2)</td>
<td></td>
</tr>
</tbody>
</table>

*Courses listed with <*> Indicate credits which do not count toward 24-credit requirement for New York State Bar Exam eligibility*
b. Comparative Legal Thought LL.M. Program

i. Coursework

There is no prescribed curriculum for students in the Comparative Legal Thought LL.M. program. Every candidate must pursue a coherent and focused program of study, which should be developed in consultation with the Assistant Dean for Graduate and International Programs.

Students in this program are required to take at least twelve in-class credits in courses related to comparative legal thought. This includes courses in constitutional law, legal theory, philosophy, religion, and other courses with a humanities-focused inter-disciplinary approach.

ii. Thesis Requirement

Students in this program are required to write a thesis on a topic related to some aspect of comparative legal thought. Students are awarded three credits for the completion of a thesis.

Students who have been admitted to this program should move quickly toward developing ideas for a thesis topic and toward identifying faculty members who might supervise this project. For biographical information about full-time faculty members, please visit our website at www.cardozo.yu.edu. Once students have developed a thesis topic and identified a faculty member, they should contact the Assistant Dean for Graduate and International Programs. Please note that credits earned for the thesis count toward graduation requirements but not toward the 24-credit requirement for the New York Bar Exam.

iii. Concentration in Jewish Law

Cardozo’s program in Jewish Law and Interdisciplinary Studies allows students in the Comparative Legal Thought Program to concentrate in Jewish Law. Students wishing to receive such a concentration must complete a minimum of ten credits in Jewish Law courses in addition to the other requirements for the Comparative Legal Thought degree. Deadlines for applying for the concentration are March 15 for students graduating in June; June 15 for students graduating in September; and October 15 for students graduating in January.

<table>
<thead>
<tr>
<th>Comparative Legal Thought LL.M. PROGRAM REQUIREMENTS WORKSHEET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credits</td>
</tr>
<tr>
<td>Coursework</td>
</tr>
<tr>
<td>Writing Requirement</td>
</tr>
</tbody>
</table>
This section refers only to LL.M. students. J.D. students should refer to the J.D. Program: Overview and Requirements.

<table>
<thead>
<tr>
<th>Requirements for Lawyers Educated Outside the U.S.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to U.S. Law (2 credits; taken first semester)</td>
</tr>
<tr>
<td>Advanced Workshop in Legal Research and Writing I and II (2 credits total; full year)</td>
</tr>
</tbody>
</table>

**Applicable Coursework (12 credit minimum required):** The courses listed below represent an aggregate list of course offerings in this area. Not all courses are offered each semester, and new courses will be added to this list as they are developed. Courses marked with a PLUs (+) fulfill course requirements for the Jewish Law Track; check [http://www.cardozo.yu.edu/jlis/](http://www.cardozo.yu.edu/jlis/) for other courses which fulfill this concentration.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>Advanced Evidence</td>
<td>2</td>
</tr>
<tr>
<td>Authority and Liberty</td>
<td>2</td>
</tr>
<tr>
<td>Colloquium on Global &amp; Comparative Public Law</td>
<td>1</td>
</tr>
<tr>
<td>+ Comparative Constitutionalism</td>
<td>3</td>
</tr>
<tr>
<td>Comparative Corporate Governance</td>
<td>2</td>
</tr>
<tr>
<td>Comparative First Amendment</td>
<td>1</td>
</tr>
<tr>
<td>Comparative Law</td>
<td>2 or 3</td>
</tr>
<tr>
<td>Comparative Remedies</td>
<td>1</td>
</tr>
<tr>
<td>Concepts of Justice</td>
<td>2</td>
</tr>
<tr>
<td>Constitutional Interpretation</td>
<td>2</td>
</tr>
<tr>
<td>Constitutional Law I</td>
<td>3</td>
</tr>
<tr>
<td>Constitutional Law II</td>
<td>3</td>
</tr>
<tr>
<td>Ethics for Social Justice Lawyers</td>
<td>2</td>
</tr>
<tr>
<td>European Union Law</td>
<td>2</td>
</tr>
<tr>
<td>European Legal Systems &amp; the Holocaust</td>
<td>2</td>
</tr>
<tr>
<td>Family Law</td>
<td>3</td>
</tr>
<tr>
<td>Filming Historical Trials</td>
<td>2</td>
</tr>
<tr>
<td>First Amendment</td>
<td>3</td>
</tr>
<tr>
<td>+First Amendment Theory</td>
<td>2</td>
</tr>
<tr>
<td>Floersheimer Center Legal Theory Seminar</td>
<td></td>
</tr>
<tr>
<td>From Socrates to Dr. Spock: Treason, Sedition, Prot. Speech</td>
<td>2</td>
</tr>
<tr>
<td>+Hegel's Logic</td>
<td>2</td>
</tr>
<tr>
<td>History of Western Law</td>
<td>3</td>
</tr>
<tr>
<td>Human Rights and Genocide Clinic</td>
<td>2</td>
</tr>
<tr>
<td>International Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>International Dispute Resolution</td>
<td>2</td>
</tr>
<tr>
<td>International Human Rights</td>
<td>3</td>
</tr>
<tr>
<td>International Law</td>
<td>3</td>
</tr>
<tr>
<td>+ Jewish Law</td>
<td>3</td>
</tr>
<tr>
<td>+Jewish Law, Advanced</td>
<td>2</td>
</tr>
<tr>
<td>+Jewish Law &amp; Contemporary Legal Issues</td>
<td>3</td>
</tr>
<tr>
<td>Judicial Balancing, Proportionality</td>
<td>2</td>
</tr>
<tr>
<td>Jurisprudence</td>
<td>3</td>
</tr>
<tr>
<td>Law and Film</td>
<td>2</td>
</tr>
<tr>
<td>Law and Film: The Rodney King Case</td>
<td>2</td>
</tr>
<tr>
<td>Law and Justice: Liberalism and Its Critics</td>
<td>2</td>
</tr>
<tr>
<td>+Law and Literature</td>
<td>3</td>
</tr>
<tr>
<td>+Law and Religion</td>
<td>2</td>
</tr>
<tr>
<td>Law and Justice: Liberalism and its Critics</td>
<td>2</td>
</tr>
<tr>
<td>Law and the Fate of the Novel</td>
<td>2</td>
</tr>
<tr>
<td>Law of War and Contemp. Conflicts</td>
<td>3</td>
</tr>
<tr>
<td>Law, Psychoanalysis, Psychology/ Human Agency</td>
<td>2</td>
</tr>
<tr>
<td>Legal Themes in Maimonides' Guide of the Perplexed</td>
<td>1</td>
</tr>
<tr>
<td>Liberal Jurisprudence</td>
<td>2</td>
</tr>
<tr>
<td>Multiculturalism and Women’s Rights</td>
<td>1</td>
</tr>
<tr>
<td>+Psychoanalysis and the Law</td>
<td>2</td>
</tr>
<tr>
<td>Reproduction Policy and Law</td>
<td>2</td>
</tr>
<tr>
<td>Selected Decisions of the ICJ</td>
<td>2</td>
</tr>
<tr>
<td>Sexual Orientation, Gender and the Law</td>
<td>2</td>
</tr>
<tr>
<td>Theories of Punishment</td>
<td>2</td>
</tr>
<tr>
<td>Vichy France, Europe and the Holocaust</td>
<td>2</td>
</tr>
</tbody>
</table>

*Select New School Courses*

*Courses listed with <*> Indicate credits which do not count toward 24-credit requirement for New York State Bar Exam eligibility*

**REQUIRED COURSEWORK for foreign-educated attorneys for the New York Bar State Exam**

| Credits | 27 credits total |
This section refers only to LL.M. students. J.D. students should refer to the J.D. Program: Overview and Requirements.

- 12 credits of coursework in comparative legal thought
- 12 credits of coursework required for the New York State Bar Exam
- 3 credits LL.M. Thesis
- Maximum of 4 clinical credits
- Maximum of 4 credits in Summer Session

In addition, the following courses do not count toward the 24 credits required to be eligible for the cure provision for the New York State Bar Exam:

- Independent study
- LL.M. thesis
- Externships (Heyman-ACCA; Labor & Employment Law; IP; NYC Law Dept; Public Sector)
- Courses taken abroad

<table>
<thead>
<tr>
<th>Courses</th>
<th>Professional Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Responsibility or Professional Responsibility for LL.M. Students</td>
<td>2-3</td>
</tr>
</tbody>
</table>

**Six credits from courses on content outline of NY Bar:**

- Alternative Business Entities: LLCs, Partnerships, Business Trusts
- Civil Procedure
- Commercial Law
- Transactions
- Conflict of Laws
- Constitutional Criminal Procedure
- Constitutional Law I or II
- Contracts
- Corporations
- Criminal Law
- Criminal Procedure I or II
- Evidence
- Family Law
- Federal Courts
- First Amendment
- Fundamentals of New York Law
- New York Practice
- Property
- Remedies
- Real Estate Transactions
- Torts
- Trusts and Estates

*Courses in bold indicate those which are particularly recommended for their relevance to the New York State Bar Exam*

---

c. Dispute Resolution and Advocacy LL.M. Program

i. Coursework

The 24-credit program consists of coursework, practical training and a writing requirement. Students in this program are required to take at least fourteen credits in courses related to Dispute Resolution and Advocacy.

ii. Writing Requirement

Students must complete a paper focusing on a topic in conflict resolution or advocacy through a course, thesis, or independent study. The writing requirement may be satisfied in either of the following ways:
This section refers only to LL.M. students. J.D. students should refer to the J.D. Program: Overview and Requirements.

- A scholarly paper written for a course or independent study of at least 20 pages using Bluebook citation format. Graded papers must receive a grade of "B" or higher. Courses which may fulfill this requirement are indicated with * below; please verify this with the professor of the course at the start of the semester.
- Completion of substantive memoranda, draft opinions, and/or briefs written for a course, clinic, or externship. The written work should be substantial (as a guideline no less than 20 pages) and should have a written evaluation by the professor, judge, or externship supervisor for whom it is written.

Students are responsible to get a signature of the supervising faculty member indicating satisfactory completion of the writing requirement.

iii. Practical Training

Students enrolled in this program must participate in an externship, in-house or field clinic, or practical or pro-bono program related to conflict resolution.

<table>
<thead>
<tr>
<th>DISPUTE RESOLUTION AND ADVOCACY LL.M. PROGRAM REQUIREMENTS WORKSHEET</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REQUIRED COURSEWORK</strong></td>
</tr>
<tr>
<td>Credits</td>
</tr>
<tr>
<td>Coursework</td>
</tr>
<tr>
<td>Writing Requirement</td>
</tr>
<tr>
<td>Experiential Requirement</td>
</tr>
<tr>
<td>*Credits earned for externships do not qualify for credit toward the 24-credit requirement for New York State Bar Exam eligibility</td>
</tr>
<tr>
<td>Requirements for Lawyers Educated Outside U.S.</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Applicable Coursework (14 credits required)**

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9 Credits earned for independent study do not qualify for credit toward the 24-credit requirement for the New York Bar Exam eligibility.
10 Credits earned for externships do not qualify for credit toward the 24-credit requirement for the New York Bar Exam eligibility.
**Alternative Dispute Resolution-related knowledge and skills**

<table>
<thead>
<tr>
<th>Alternative Dispute Resolution-related knowledge and skills</th>
<th>Arbitration</th>
<th>Mediation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Commercial Arbitration (2)</td>
<td>Domestic Commercial Arbitration (2)</td>
<td>Bioethics Mediation (2)</td>
</tr>
<tr>
<td>+International Commercial Arbitration (2)</td>
<td>+International Commercial Arbitration (2)</td>
<td>Divorce Mediation (3)</td>
</tr>
<tr>
<td>International Arbitration Practicum (1)</td>
<td>International Arbitration Practicum (1)</td>
<td>Divorce Mediation Clinic (3)</td>
</tr>
<tr>
<td>Interviewing and Counseling (1)</td>
<td>Interviewing and Counseling (1)</td>
<td>Mediation/ Other Methods of Fostering Democratic Dialogue (Budapest) (3)</td>
</tr>
<tr>
<td>Negotiation</td>
<td>Negotiation</td>
<td>Introduction to Mediation (2)</td>
</tr>
<tr>
<td>+Negotiation Theory and Skills (2)</td>
<td>+Negotiation Theory and Skills (2)</td>
<td>*+Mediation Clinic (8)</td>
</tr>
</tbody>
</table>

**Trial Advocacy/Practice**

<table>
<thead>
<tr>
<th>Trial Advocacy/Practice</th>
<th>+Appellate Advocacy (2)</th>
<th>Intensive Trial Advocacy Program (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Conflict of Laws (3)</td>
<td>New York Practice (2 or 3)</td>
</tr>
<tr>
<td></td>
<td>Domestic Violence and Child Abuse (2)</td>
<td>Pretrial Practice (2)</td>
</tr>
<tr>
<td></td>
<td>E-Discovery (2)</td>
<td>Professional Responsibility (2)</td>
</tr>
<tr>
<td></td>
<td>+Ethics in Criminal Advocacy (2)</td>
<td>Professional Responsibility for LL.M. s (2)</td>
</tr>
<tr>
<td></td>
<td>Ethics in Litigation (2)</td>
<td>Remedies (3)</td>
</tr>
<tr>
<td></td>
<td>*Evidence, Advanced (2)</td>
<td>Trial Advocacy, Advanced (2)</td>
</tr>
<tr>
<td></td>
<td>Fact Investigation (3)</td>
<td>Trial Advocacy, Introduction (2)</td>
</tr>
<tr>
<td></td>
<td>Federal Courts (3)</td>
<td></td>
</tr>
</tbody>
</table>

*Courses listed with <**> indicate credits which do not count toward the 24-credit requirement for New York State Bar Exam eligibility

+Courses listed with <+> indicate coursework which may fulfill the writing requirement

Underlined courses indicated those which fulfill content outline coursework requirements for the New York Bar Exam

### Experiential Requirement

**Clinics**

- Divorce Mediation Clinic
- Family Court Clinic
- +Holocaust Claims Restitution Practicum
- Human Rights and Genocide Clinic
- Labor and Employment Law Clinic
- +ADR/Mediation Clinic 8 credits
- Securities Arbitration Clinic
- Tax Clinic
- Indie Film Clinic

**Courses**

- Intensive Trial Advocacy Program (ITAP)
- Representation in Mediation

**Externships**

*Heyman-ACCA In-House Counsel

**Field Clinics**

- New York State Attorney General: Social Justice Division
- Consumer Debt Protection Field Clinic
- Health Care Reform Field Clinic
- City of Newark Field Clinic

**Pro-bono opportunities**

*Pro-bono opportunities fulfill this requirement only where there is a minimum of sixty (60) contact hours certified by a project leader or supervisor.*

- Cardozo Advocates for Battered Women (CABW)
- LIFT- Legal Information for Families Today
This section refers only to LL.M. students. J.D. students should refer to the J.D. Program: Overview and Requirements.

| *Labor and Employment Law Externship | SRP - Suspension Representation Project |
| *IP Externship | Unemployment Action Center |
| *Public Sector Externship | |
| *New York City Law Department Externship | |

*Indicates courses which do not count toward the 24-credit requirement for New York State Bar Exam eligibility

+ indicates coursework that may fulfill the writing requirement; verify with the professor.

### REQUIRED COURSEWORK for foreign-educated attorneys for the New York Bar State Exam

#### Credits

- 24 credit minimum total
  - 14 credits of Dispute Resolution and Advocacy coursework
  - 12 credits of coursework required for the New York State Bar Exam (please see above listing for coursework in Dispute Resolution and Advocacy which also fulfill coursework toward the New York State Bar Exam)
  - Maximum of 4 clinical credits
  - Maximum of 4 credits in Summer Session

In addition, the following courses do not count toward the 24 credits required to be eligible for the cure provision for the New York State Bar Exam:

- Independent study
- LL.M. thesis
- Externships (Heyman-ACCA; Labor & Employment Law; IP; NYC Law Dept; Public Sector)
- Courses taken abroad

#### Courses

| **Professional Responsibility** | 2-3 |
| Professional Responsibility or Professional Responsibility for LL.M. Students | |

**Six credits from courses on content outline of NY Bar:**

- Alternative Business Entities: LLCs, Partnerships, Business Trusts
- Civil Procedure
- Commercial Law
- Transactions
- Conflict of Laws
- Constitutional Criminal Procedure
- Constitutional Law I or II
- Contracts
- Corporations
- Criminal Law
- Criminal Procedure I or II
- Evidence
- Family Law
- Federal Courts
- First Amendment
- Fundamentals of New York Law
- New York Practice
- Property
- Remedies
- Real Estate Transactions
- Torts
- Trusts and Estates

Courses in bold indicate those which are particularly recommended for their relevance to the New York State Bar Exam.
d. Intellectual Property Law LL.M. Program

i. Coursework

The intellectual property (IP) law curriculum includes basic and advanced offerings in each of the three major IP areas: Copyright, Patent, and Trademark. Students must take at least fourteen credits in IP coursework, which must include the basic introductory course in at least two of the three major IP areas. Full-time students in the IP LL.M. program are required to enroll in two of the three basic courses in their first semester of study.

Please note that not all courses are offered every year.

A student can request a waiver of the basic course requirement by making a request in writing to the Assistant Dean for Graduate and International Programs if s/he has taken an equivalent course in law school within the past five years. Students who receive a waiver of one or more of the basic courses must still complete fourteen credits in IP and related coursework.

ii. Intellectual Property Externship Program

The IP Externship Program provides a limited number of students with the opportunity to combine advanced intellectual property coursework with a related work placement. The goal of the externship is to enable students to gain practical lawyering skills in intellectual property by working at a law firm or corporation under the supervision of attorneys who specialize in intellectual property law. In the spring semester, externships are available in Trademark/Copyright Law or Patent Law. In the fall semester, externship placements are available in Trademark/Copyright Law only. Certain course pre- and co-requisites apply to participants in this program. IP externs also take a mandatory co-requisite seminar exploring issues of substantive law and professionalism related to the placements. In the seminar, students produce ten pages of legal analysis plus shorter reflective writing. LL.M. students who have completed twelve credits of study are eligible to apply for this program.

---

11 Credits earned for externships do not qualify for credit toward the 24-credit requirement for the New York State Bar Exam eligibility.
### INTELLECTUAL PROPERTY LL.M. PROGRAM REQUIREMENTS WORKSHEET

<table>
<thead>
<tr>
<th>Credits</th>
<th>REQUIRED COURSEWORK</th>
<th>CREDITS</th>
</tr>
</thead>
</table>
| 24 credits | • 24 credit total  
• 14 credit minimum in Intellectual Property Coursework  
• Maximum of 4 clinical credits | |

**Required Coursework**

- At least two of the introductory IP Courses:
  - Copyright (3 credits); Patent (3 credits); Trademark (3 credits)
  
  *Full-time students are required to take two of these courses in the first semester of study. A student can request a waiver of the basic course requirement by making a request in writing to the Assistant Dean for Graduate and International Programs, if s/he has taken an equivalent course in law school within the past five years. Students who receive a waiver must still complete fourteen credits in IP and related coursework.*

- 14 credits total in Intellectual Property Coursework (introductory and advanced)

**Requirements for Lawyers Educated Outside the United States**

- Introduction to U.S. Law (2 credits; taken first semester)
- Advanced Workshop in Legal Research and Writing I and II (2 credits total; full year)

**Advanced Intellectual Property Coursework**

<p>| | |</p>
<table>
<thead>
<tr>
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<th></th>
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</thead>
<tbody>
<tr>
<td>Adv Antitrust (3) or Antitrust &amp; IP (2)</td>
<td>International IP Topics (2)</td>
</tr>
<tr>
<td>Art Law (2)</td>
<td>International Trade (2 or 3)</td>
</tr>
<tr>
<td>Biotechnology &amp; Pharmaceutical Patents (2)</td>
<td>Internet Law I (2)</td>
</tr>
<tr>
<td>Communications Law (2)</td>
<td>Internet Law II (2)</td>
</tr>
<tr>
<td>Copyright, Advanced Seminar (2)</td>
<td>IP Business and Transactional Law (2)</td>
</tr>
<tr>
<td>Cultural Heritage (2)</td>
<td>Law of Surveillance (2)</td>
</tr>
<tr>
<td>Entertainment and Media Law (2)</td>
<td>Music/Copyright and the Intervention of Superior Rights (2)</td>
</tr>
<tr>
<td>Fashion Law Drafting (2)</td>
<td>Patent Law, Advanced (2)</td>
</tr>
<tr>
<td>Fashion Law Practicum (2)</td>
<td>Patent Law Practice (2)</td>
</tr>
<tr>
<td>First Amendment (3)</td>
<td>Patent Practicum (2)</td>
</tr>
<tr>
<td>First Amendment Theory (2)</td>
<td>Social Media Law (2)</td>
</tr>
<tr>
<td>Holocaust Claims Restitution Clinic (1)</td>
<td>Sports Law (2)</td>
</tr>
<tr>
<td>Independent Film Clinic (3)</td>
<td>Technology Licensing Agreements (2)</td>
</tr>
<tr>
<td>Int’l Business and Transactional Law (2)</td>
<td>Technology Policy Seminar (2)</td>
</tr>
<tr>
<td>International Intellectual Property Topics (2)</td>
<td>Transactions Involving Patent Rights (1)</td>
</tr>
<tr>
<td>IP &amp; Information Law Colloquium (2)</td>
<td><em>IP Externship (1)</em></td>
</tr>
<tr>
<td></td>
<td><em>Graded Independent Research (1-2)</em></td>
</tr>
<tr>
<td></td>
<td><em>LL.M. Thesis (3)</em></td>
</tr>
</tbody>
</table>

*Courses listed with <*> indicate credits which do not count toward the 24-credit requirement for New York State Bar Exam eligibility*
REQUISITE COURSEWORK for foreign-educated attorneys for the New York Bar State Exam

<table>
<thead>
<tr>
<th>Credits</th>
<th>26 credits total</th>
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<tbody>
<tr>
<td></td>
<td>• 14 credits of Intellectual Property Coursework</td>
</tr>
<tr>
<td></td>
<td>• 12 credits of coursework required for the New York State Bar Exam</td>
</tr>
<tr>
<td></td>
<td>• Maximum of 4 clinical credits</td>
</tr>
<tr>
<td></td>
<td>• Maximum of 4 credits in Summer Session</td>
</tr>
</tbody>
</table>

In addition, the following courses do not count toward the 24 credits required to be eligible for the cure provision for the New York State Bar Exam:

- Independent study
- LL.M. thesis
- Externships (Heyman-ACCA; Labor & Employment Law; IP; NYC Law Dept; Public Sector)
- Courses taken abroad

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<td></td>
<td>Professional Responsibility or Professional Responsibility for LL.M. Students</td>
</tr>
</tbody>
</table>

| Six credits from courses on content outline of NY Bar: |
| (course list below) |

| Alternative Business Entities: LLCs, Partnerships, Business Trusts |
| Civil Procedure |
| Commercial Law |
| Transactions |
| Conflict of Laws |
| Constitutional Criminal Procedure |
| Constitutional Law I or II |
| Contracts |
| Corporations |
| Criminal Law |
| Criminal Procedure I or II |
| Evidence |
| Family Law |
| Federal Courts |
| First Amendment |
| Fundamentals of New York Law |
| New York Practice |
| Property |
| Remedies |
| Real Estate Transactions |
| Torts |
| Trusts and Estates |

Courses in bold indicate those which are particularly recommended for their relevance to the New York State Bar Exam
Final Examinations

Most final examinations are given during a two-week period at the end of each semester. A tentative examination schedule is distributed with registration materials for each semester. This schedule is subject to change and students should not make travel plans or other inflexible plans for any time during the exam period. Students should also allow additional time after the exam period, in case they need to reschedule an exam due to illness or other unforeseen emergency. Several weeks prior to the exam period, students receive an extensive memo with a final schedule, complete examination information, and detailed rules.

In addition to primary examination periods in December and May, final exams for the fall first-year J.D. Elements of Law and LL.M. Introduction to U.S. Law courses will be held in October, and these exams will be held in March for January entrants. Summer final examinations are given in June for Elements of Law, Late June or early July for Constitutional Law I, and August for all other courses. A Contracts mid-term is sometimes administered in June/July.

In addition to the information contained in the examination memo, the regulations concerning examinations follow.

1. **Rescheduling of Examinations**
   Final examinations can only be rescheduled in the following circumstances.

   a. A student has **more than** two examinations scheduled in two calendar days, or **more than** three examinations in three calendar days, or **more than** four examinations in four calendar days.

   b. A student has two exams scheduled at the **same day and time**. (Please note: two exams scheduled on the same day but at different times will not be rescheduled unless the exams directly overlap in time.)

   c. 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.)

It is the student’s responsibility to contact the Office of Student Services and Advising (OSSA) to request the rescheduling of an examination.

To reschedule an examination, a student must have prior written permission from the Dean of Students or the Director of Student Services and Advising, 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 OSSA as soon as possible.
Any medical excuse must be supported by a signed note from a qualified doctor who has examined the student at the time of the illness. The note must state the symptoms and diagnosis and explain how the student's medical problem prevents the student from taking the examination as scheduled. A basic "excused from work/school" form is not sufficient. The doctor may not be a relative of the student. 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 Dean of Students or the Director of Student Services and Advising before the scheduled examination. If a student becomes ill during an exam, s/he should ask to see the Dean of Students immediately.

Any student who is not under the care of a local doctor should see this Handbook’s section on Health Services.

If a request for rescheduling an examination is granted, OSSA 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 is most often the exam that is rescheduled. Exams will generally be rescheduled as soon as possible and within the exam period. If this is not possible, exams will be rescheduled as close to the exam period as possible, but no later than the two-week period following the end of that semester's exam period. Some students facing extreme circumstances may be eligible for waivers of this "two week" rule, but the granting of such waivers is solely at the discretion of the Dean of Students.

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.

When a student, at his or her request, has taken an examination more than two weeks after the end of the examination period, the course in question may be omitted completely from consideration in computing his or her grade point average for purposes of academic standing, honors, and awards.

2. Late Arrivals

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

3. Failure to Appear

Any student who fails to take an examination as scheduled will receive the grade of "F" (or a "G" for administrative failure) for the course. Should a medical emergency result in a
student's inability to take an examination and an inability to contact OSSA prior to the day of the examination, the student (or his/her representative) should contact OSSA soon as possible. In such cases, substantiating documentation must be provided. OSSA cannot be responsible for finding students who fail to appear for an exam.

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

4. Special Examination Conditions

Students with documented disabilities may apply for exam administration under special conditions through OSSA. 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 Cardozo, but also may be essential to obtaining special conditions for the administration of state bar examinations. Students are urged to address this issue as soon as possible with the Director of Student Services and Advising since the time required to process the request may be substantial and additional documentation and/or testing may be required. For details on documenting a disability, please see the Disability Accommodations section in the Office of Student Services and Advising section of this Handbook.

5. Computers

Students may elect to use laptop computers to take their examinations, provided they download, install, and properly utilize the appropriate exam software. Students will need to supply their own laptop, which must be compatible with the requirements of the exam software. The Law School will not provide laptops to students under any circumstances. Additional information and requirements are provided in an examination memorandum prior to each exam period.

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 may receive an "F" (or a “G” for administrative failure) for the course.

7. Re-Examination Policy

Once a student has taken an examination, no re-examination will be given. No excuse, such as 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 OSSA.
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 Vice Dean or the Dean of Students, preferably in writing.

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

C. Factfinder: Upon referral by the Vice Dean or Dean of Students, the Chair may appoint, from among the Committee’s faculty 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 Chair or to the Committee.

D. Preliminary Consideration: After receiving a report of a possible violation, the Committee may:

   a. decide whether or not to proceed further, with or without prejudice to reconsideration, or

   b. decide to conduct a hearing. Before conducting a hearing, the Committee may authorize the 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. If accepted, the disposition shall be set forth in writing, signed by the student, and filed with the Registrar, and it shall become a part of the student’s record to be made available to relevant Bar committees. A copy of the signed disposition shall be given to the Student and the Dean of Students.
ARTICLE III: Charges

A. Issuance of Charges: A Charge shall be issued once the Committee is satisfied that such action is warranted. For purposes of any Bar committee or similar inquiry, a student may be charged with a violation of the Disciplinary Code, Rules and Procedure only after the Committee either:

   a. proposes a disposition without a Hearing or

   b. votes to conduct a Hearing.

If the Charge is made before any Hearing Panel is established, the Charge may only be made by an affirmative vote of the Committee. The Committee shall provide to the student prompt written notification of any such charge in the same manner set forth in Article IV for a Notice of Hearing. It is possible that an investigation will result in no charge being issued. The Committee may annul any Charge at any point.

B. Particular Applications:

   1. If, after a preliminary investigation, the Committee finds that there is no basis upon which to proceed, no Charge will be issued.

   2. If, after a preliminary investigation, the Committee finds that more information is needed, and a Hearing is scheduled, no Charge will be issued until such information is gathered; if, during a Hearing, the Hearing Panel determines that there is sufficient evidence of a violation to issue a Charge, it will issue such Charge and either propose a settlement of the case without further hearing or conduct a further hearing.

   3. If, after a preliminary investigation, the Committee finds that there is sufficient evidence of a violation to issue a Charge, it will issue a Charge and either propose a disposition without a Hearing or issue a notice of Hearing.

Article IV: Hearings

A. Establishment of Hearing Panel and Notice of Hearing: If the Committee decides to conduct a Hearing, the Chair shall first appoint a panel to conduct the Hearing (the “Panel”). The Panel shall consist of at least four faculty members of the Committee and the student member of the Committee (the “Student Member”). The Chair shall appoint a Head of the Panel from the faculty members of the Panel. The Student Member shall be the President of the Student Bar Association or his or her delegate. The Student Member shall not be involved with any matter under Article II of the Disciplinary Code, Rules and Procedures, but is to receive a copy of the notice described below, and, after its issuance, shall become a full and voting member of the Panel. The Chair shall prepare, for either (1) personal delivery or (2) service by mail upon the Student at the last address contained in the Student’s records at the Law School and e-mail to the YU e-mail address of the Student, a notice containing substantially the following information:

   a. A description of the matters under investigation; and
b. The proposed date and time for the hearing. The Chair may consult the Student or the Student’s Advisor and members of the Panel to find a mutually convenient meeting time, but the Chair may set any reasonable time not less than seven calendar days from the time notice is issued, unless the Student and the Chair agree to an earlier date.

B. Pre-Hearing Disclosure of Information: The Head of the Panel 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 Panel 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 discretion of the Head of the Panel 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 Panel 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 Panel.

F. Rules of Evidence. Formal rules of evidence shall not apply, and the Head of the Panel, subject to overruling by a majority of the Panel, 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 Chair to serve formal notice upon the Student, but the Panel, 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 Panel may propose to the Student suggested sanctions in settlement of the case. If accepted, the settlement shall be signed by the student and filed with the Registrar, together with a statement of the charges, and it shall become a part of the student’s record to be made available to relevant Bar committees. A copy of the signed settlement shall be given to the Student and the Dean of Students.

I. Panel Deliberations and Sanctions. The Panel shall conduct its deliberations in private. If a majority of the Panel concludes that the Student has taken actions warranting disciplinary sanction, the Panel, if no previous Charge has been issued, must issue a Charge and give the Student the opportunity to rebut the charges contained therein. If, after the Hearing is concluded
and the opportunity to rebut all charges has been given, the Panel concludes that the Student has taken actions warranting disciplinary sanctions, the Panel shall impose sanctions including but not limited to the following: expulsion, suspension, disciplinary probation (with or without conditions), deprivation of course credit, downward adjustment of a grade, restitution, reduction or loss of scholarship, and reprimand. Disciplinary probation is a decision that the underlying conduct will be revisited for a sanction (or a harsher sanction) if the Student is found culpable of another infraction under these rules during the remainder of his or her time in school or if the Student fails to abide by conditions the Panel imposes as part of its sanction.

J. Report. The Panel shall prepare a report setting forth the charges, 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 Panel may submit separate written statements if they desire. The Panel’s report shall be filed with the Registrar and shall become a part of the student’s record to be made available to relevant Bar committees. A copy of the Panel’s report shall be given to the Dean of Students. A copy of the Panel’s report shall be served on the Student in the same manner as provided in the rules for service of a Notice of Hearing under Article IV.

Article V: Faculty Review

The Student or any faculty member may seek faculty review of the Panel’s determination. Review may be obtained by filing a written petition with the Dean of Students and the Vice Dean within ten (10) business days after the date of the issuance to the Student of the Panel’s determination. The petition need not follow any particular format, but should indicate all disagreements with the Panel’s findings of fact, findings of violations of disciplinary rules, sanctions, and reasons for imposing those sanctions. The Vice Dean will forward the petition to the faculty along with the Panel’s report and will schedule the petition to be placed on a faculty meeting agenda as soon as possible. The faculty shall sustain the Panel’s determination unless the Panel’s findings of fact are clearly erroneous or the Panel’s sanctions represent an abuse of discretion.

Article VI: Annual Summary Report to Dean of Students

Before the beginning of the next academic year, the Chair shall prepare a summary report to the Dean of Students setting forth, briefly, the name of each student charged by the Committee during the current academic year, the nature of any charges, and how the charges were resolved. Such summary report shall also be kept confidentially and shall be used by the Dean of Students only to keep track of activities of the Committee and for purposes of finding precedents to guide future Committees. In addition to covering students charged with disciplinary violations, the report shall also cover the activities of the Committee with respect to petitions for readmission by persons who have been dismissed from Cardozo (or who withdrew under circumstances that would have permitted or required dismissal) because of their academic performance. The contents of the report will not be disclosed, except as required by law. The Chair shall also deliver to the Dean of Students the files for all student Committee matters for the year.
Memorandum on Plagiarism

THE LEGAL WRITING CENTER AT CARDOZO
CARDOZO SCHOOL OF LAW

PLAGIARISM

Plagiarism is “[t]he act or an instance of copying or stealing another’s words or ideas and attributing them as one’s own.”12 Because plagiarism is an ethical offense, disciplinary actions are most often enforced through academic or professional authorities instead of courts. However, if for example, the plagiarized work is protected by copyright, then in addition to academic or professional discipline, legal action may be taken for copyright infringement.13 Furthermore, in some instances, discipline can include court-imposed sanctions.14

The Benjamin N. Cardozo School of Law holds students to the highest standards of academic integrity and warns students that plagiarism will be taken seriously. The law school utilizes services that electronically check student papers for evidence of plagiarism. Student papers submitted to the service become part of its database for purposes of checking future papers. Cardozo reserves the right to require all students’ papers to be submitted in electronic form, so that they can be processed by this service.15

Additionally, the school lists the following as acts that may result in disciplinary action:

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.16

Plagiarism can also have serious effects long after law school. Knowledge that a person has plagiarized can call into question other issues of a person’s character. For example, in 1987, Senator Joseph Biden withdrew as a Democratic presidential candidate following the discovery

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12 Black’s Law Dictionary
13 See id. (citing Paul Goldstein, Copyright’s Highway 12 (1994)).
14 See, e.g., In re Lamberis, 443 N.E.2d 549 (Ill. 1982) (attorney who plagiarized significant portion of his thesis paper while obtaining his L.L.M. degree was censured by the court for engaging in deceitful conduct as prohibited by the state’s professional responsibility code).
15 Office of Student Services, Benjamin N. Cardozo School of Law, Student Handbook.
that he had plagiarized a paper in law school and taken exact lines from a speech by Neil Kinnock, the British Labor Party Leader, without any attribution.17

Proper acknowledgement of the original source of information, however, alleviates the concern of being accused of plagiarism. For this reason, students should not be afraid to use published materials in support of their own writing. In fact, when writing a Note for a journal, an essay, or completing a research project, students should use the statements and ideas of established authority to bolster their own arguments. Further, as practicing attorneys, analysis of case law and statutes, including citation to precedent, is what judges look for and expect in all submitted written work. Using established ideas is second nature in law. One simply must remember to give proper credit to the original source. Always cite direct quotations, paraphrased words, facts and ideas.18

The Association of American Law Schools has provided guidance to law school professors regarding when and how to properly acknowledge another’s work. “When another’s scholarship is used—whether that of another professor or that of a student—it should be fairly summarized and candidly acknowledged. . . . Publication permits at least three ways of doing this: shared authorship, attribution by footnote or endnote, and discussion of another’s contribution within the main text.”19 Whenever citing another’s works, students should refer to the most recent edition of The Bluebook: A Uniform System of Citation. This intensive compilation informs students how to properly cite every imaginable source that may be used in their research. As a general rule, if a student ever has a question as to whether citation would be proper, always cite.

Common Examples of Student Plagiarism and How to Avoid These Mistakes

One very common form of plagiarism seen in law school papers is when a student will cite to a source, properly attributing recognition, but in the next sentence, or within the rest of the paragraph, use language from the same source previously cited without attributing proper author recognition. In order to avoid this, make sure that every sentence is properly footnoted or cited, if necessary. If the second sentence follows from the idea of the first sentence, and that idea was formulated because of someone else’s work, then cite again to that authority. Students should not be afraid to cite liberally in their research assignments or Notes.

Students should also realize that even if they are paraphrasing another’s work, if the student is taking specific language, even if it is not a full sentence, quotation marks should be utilized. As a general rule, if taking five or more consecutive words from a sentence, then quotation marks should be used. Conceptual reliance on the work of another also needs to be attributed, even where it is not done with specific language appropriation.

In order to best avoid plagiarism, start properly citing at the research and note-taking stage. Make sure to properly quote sources and cite references next to the research notes. Remember that ideas formulated through another’s work without proper acknowledgment to that work is also plagiarism. Therefore, even when paraphrasing and when not quoting, but merely taking ideas, one should cite the material researched. This way, when writing the final draft, original sources can be easily cited. Don’t try to start citing references and ideas for the first time when writing the final draft.  

Unfortunately, sloppy work can often result in accusations of plagiarism. Citing at the research stage can help to avoid this from happening.

The internet has made it easier to research, but also easier to detect plagiarism. Professors are finding that by putting key phrases of a student’s paper into internet searches, they can easily discover when a student is plagiarizing. Students should be aware of what plagiarism entails. Remember that it is not only permissible for students, scholars and attorneys to use direct language, facts and ideas of works not their own, but it is expected in the legal environment and enhances the authority and credibility of the work. What is unethical, however, is not properly acknowledging all sources of information.

This memorandum refers students to the law school Student Handbook, incorporates by reference all provisions of the Handbook, and is designed to be a quick guide and reminder to students on the issues of plagiarism and ethics in research, writing and scholarship. It does not provide the exclusive or even an exhaustive discussion of all aspects of these issues. Ask for guidance if you have questions. Avoid jeopardizing your legal education and career in any way through sloppy research or writing methods. When in doubt, cite. Attribution of all sources, whether specifically in quotes, or for their conceptual contribution, is the surest path to ethical research, writing, exam-taking and scholarship.

Grades/Curve/Class Rank/Honors

1. General Information

Grades are determined by the professor for the particular class. Grades are most often based on anonymously-graded final exams and, in the case of the two-semester contracts course, a mid-year exam.

Faculty members 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 the student’s exam performance does not reflect the student’s actual understanding of the course material. A faculty member who expects to use other factors in calculating the final grade, for example, additional written assignments or class attendance, will so advise students in class or in writing.

Exams are graded anonymously. Students do not indicate their names or social security numbers on their exams; rather they are assigned student ID numbers. Needless to say, in courses with extensive written assignments or in which classroom contributions are taken

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20 See Avoiding Plagiarism in Law School, supra note 7.
21 See Laney, supra note 6 at 41.
into account in determining a final grade, the overall grading cannot be anonymous. But even
then, grading of exams will be done anonymously.

In the two-semester Contracts course, the mid-year exam must count, but its exact weight is
up to the professor. In general, 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. **Administrative Withdrawals**

   It is the prerogative of the Dean of Students to instruct the Registrar to withdraw students
involuntarily from courses which they have been unable to attend, unable to complete, or
both, due to illness or other reasons. A student withdrawn under these circumstances will
receive a grade of "W" for the course. A grade of “W” is not factored into a student’s G.P.A.

3. **Grade Scale**

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

   A = Excellent
   B = Good
   C = Fair
   D = Poor
   F = Failed
   G = Administrative Failure
   I = Incomplete
   N = No credit
   P = Passed (used in special courses or circumstances)
   P+ or P- = used only for Advanced Legal Research (ALR)

   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.

4. **Deadlines for submission of grades**

   The faculty has imposed the following deadlines for the submission of grades to the
Registrar.

   a. In the case of professors teaching 70 or fewer total students in all of his/her
      combined courses in a given semester, grades for a particular course are due three
      weeks after the date of the exam for that course.
b. In the case of professors teaching between 71 and 199 total students in all of his/her combined courses in a given semester, grades in a particular course are due four weeks after the date of the exam for that course.

c. In the case of professors teaching 200 or more total students in all of his/her combined courses in a given semester, grades are due four weeks after the end of the examination period.

Students should anticipate some additional time for the processing of grades.

5. Curve

a. The mean grade for J.D. students in all first-year courses, other than Lawyering and Legal Writing, must fall between 3.10 and 3.20.

b. The mean grade in Lawyering and Legal Writing and for J.D. students in all upper-level courses with 25 or more enrolled J.D. students shall fall between 3.10 and 3.33.

c. The mean grade for J.D. students in upper-level courses with fewer than 25 enrolled J.D. students shall fall between 3.00 and 3.50.

d. The grade of A+ is awarded only in cases of extraordinary performance, and no more than one A+ may be awarded in any class smaller than 25 students.

e. Faculty are requested, where possible, to conform their grades to the following distribution:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A and above</td>
<td>5-10%</td>
</tr>
<tr>
<td>A- and above</td>
<td>15-25%</td>
</tr>
<tr>
<td>B+ and above</td>
<td>40-50%</td>
</tr>
<tr>
<td>B- and below</td>
<td>15-25%</td>
</tr>
<tr>
<td>C+ and below</td>
<td>5-10%</td>
</tr>
</tbody>
</table>

LL.M. students are not included when calculating the curve for a particular course, nor are they curved separately. Faculty use the J.D. curve in a given course as a guideline for grading LL.M. students; individual faculty members may make adjustments for LL.M. students if they decide it is warranted.

6. LL.M. Students who do not hold a J.D. Degree

International LL.M. students have the option to convert up to six credits of grades in the LL.M. degree from A+ through D to a “P” grade. Such a designation would remove the grade

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22 The results for mid-year exams in year-long courses can, but do not have to, be curved or presented as letter grades. However, performance on the midyear exam will be factored into the final grade, and will be subject to the curve at that point.
from the grade point average calculation. When considering whether or not to choose this option, students should keep the following in mind:

a. it is difficult to determine how employers will interpret a “P” grade. Some employers may assume a “P” grade is equal to a “C” or even a “D”;

b. credits for courses for which a “P” grade is granted may not be transferable to other academic programs, including J.D. programs of American law schools;

c. once changed, the designation of a grade as “P” may not be revoked;

d. a maximum of six credits of the total 24 credits may be designated as “P” so choose wisely, especially in the first semester;

e. an incomplete portion of a course may not be designated by a “P”;

f. this designation must be made either in person or via fax with a signature at the Office of the Registrar by January 15 for the prior fall semester’s grades, by March 15 for the prior Winter session’s grades, and by June 7 for the prior spring semester’s grades; and

g. once an individual graduates, no change of grades can be made.

7. Incompletes

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 written permission from both the Dean of Students and the professor for an extension of time to complete the work. Students seeking an extension should schedule an appointment to meet with the Dean of Students.

In addition, if a student requesting an extension is on academic probation, the new due date 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.

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".

Grades for all courses that are not completed within a period of six months after the end of the semester in which the course was taken will automatically be changed to "F" or "G" (Administrative Failure), unless the student submits to the Registrar written permission from the instructor and the Dean of Students for a further extension.
8. **Failing Grades**

No credit is awarded for a course in which a student receives a failing grade (an "F" or "G"). 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 G.P.A. purposes and does not affect the G.P.A.

Any student who fails a required course must register for and complete the course as soon as it is offered again. (A student is not permitted to simply retake an examination.)

A student who fails an elective course may repeat the course, but is not required to do so.

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.

A student who receives a grade of D or higher is not permitted to repeat the course unless required to do so by the Academic Standards Committee as a condition of readmission after dismissal.

9. **Posting of Grades**

Students can access posted grades by going to [www.yu.edu/myyu](http://www.yu.edu/myyu) and clicking Faculty, Students, and Staff. G.P.A.’s are updated 24 hours after a grade has been submitted. The user ID is the student’s YU ID number and the initial PIN number is emailed to students at the time of acceptance to the law school. The first time that a student logs on s/he will be prompted to change the PIN number to a new six-digit number known only to the student. (Please use only digits for the new PIN numbers, do not start or end with “0”, and do not choose 111111, 222222, 123456, or another “obvious” PIN.)

10. **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 retain old exams for one year, but exam review is most useful if completed within a short period of time after the grades have been submitted. If the professor is a visiting or adjunct professor and will not be available the following semester, students may contact the Office of Student Services and Advising in room 1043 at (212) 790-0429 to arrange to review their exams.

11. **Grade Changes**

Once a grade has been submitted to the Office of the Registrar it is final. **There is no mechanism for appealing a grade, and an instructor is not permitted to change a grade unless there has been a computational or recording error.** A new evaluation of the quality of an examination, paper, or project is not a "computational error". Students who suspect that a computational or recording error may have been made should contact the professor directly.
Third-year students must do so as soon as the grade is issued, since no grade can be changed after a student’s transcript has been finalized.

12. Grade Point Averages (G.P.A.’s)

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.

Grades from courses taken at other schools for transfer credit towards a Cardozo degree are not included in the calculation of Cardozo grade point averages.

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 G.P.A., the following formula is used: multiply the number of credits for each course by the numerical value of the grade received in that course; add together the results; and divide the resulting sum by the total number of credits. Please note that students are not permitted to calculate their G.P.A. for purposes of providing that information to others; an official G.P.A. can only be calculated by the Office of the Registrar. Students can obtain their official grade point averages from www.yu.edu/myyu.

13. Class Rank

LL.M. students are not ranked.

After all spring semester grades have been submitted, the Registrar publishes J.D. percentile rankings, indicating the G.P.A. cut-offs for percentile groupings for each class. These are posted outside the Office of the Registrar and on the ANGEL website. The rankings indicate the cut-off for the top 10%, 15%, 20%, 25%, 33 1/3%, and 50% of each class. No other category of percentile ranking is available (e.g., there is no “top 40 %”). Individual class rank is not disclosed.

Due to the existence of year-long courses, percentile rankings are only calculated after the completion of the spring semester. Transcripts issued after the fall semester will indicate a cumulative G.P.A. This is not an official G.P.A., and for any student enrolled in a year-long course, this G.P.A. will almost certainly be incorrect. Students may not update class rank information on the basis of their mid-year G.P.A.

Individual grade point averages are not disclosed to anyone except the particular student and, on the basis of approved need, Cardozo faculty and administration. Grade point averages will not be given out by phone under any circumstances.

No student is required to use, or even inquire about, his or her grade point average or class standing. However, inaccurate reporting of grade point averages or class standing on resumes is a violation of Cardozo's “Disciplinary Code, Rules and Procedure” and may result in loss of the use of the Office of Career Services facilities and/or other disciplinary action.
Students who do use class standing information may refer only to the group on the published curve in which their grade point averages fall and should not use any more specific categories.

14. Honors

a. Latin Honors

Approximately 25% of the J.D. class graduates *cum laude*, *magna cum laude*, or *summa cum laude*. *Magna cum laude* is awarded to the top 10% of the class. *Summa cum laude* may be awarded to students with extraordinary high G.P.A.’s at the discretion of the faculty. For information on honors for students who transferred credits from other schools to Cardozo, please see the section below.

b. Order of the Coif

Students graduating in the top 10% of the J.D. class and who have completed at least 75 percent of his or her law studies in graded courses are eligible for election to membership in the Order of the Coif (pronounced "koyf"), the national legal honor society.

c. A variety of awards for academics, service, and other accomplishments are given to J.D. students at the time of graduation.

d. Each year, one LL.M. student may be awarded the Louis Henkin Award for Academic Achievement and Superior Scholarship in the LL.M. Program. Student grades, scholarship, and overall Law School citizenship are considered. In addition, up to three awards are given for Distinguished Performance in the LL.M. Program.

**Transfer, Visiting and “Law-Related” Credits**

1. Cardozo School of Law Credits

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

2. Transfer Credits – credits applied at Cardozo for coursework completed at other schools

   a. General Regulations for LL.M. Candidates

      i. Candidates for an LL.M. degree must have received a minimum of eighteen credits from Cardozo. Upon admission, candidates may seek to transfer up to six credits earned in another LL.M. program at another law school accredited by the American Bar Association (ABA).

      ii. Such credits may be transferred and applied to the LL.M. degree only if a student received a grade of “B” or better (or the equivalent) in the classes
for which transfer credit is sought and only if such credits were not applied towards any other degree. Only the credits will transfer; the grade itself will not transfer nor factor into the student’s Cardozo G.P.A.

iii. LL.M. students seeking to have credits transferred to Cardozo must fill out a form requesting the transfer of credit from another institution, available from the Office of the Registrar, and have it approved by the Assistant Dean for Graduate and International Programs.

iv. No credit toward the LL.M. program can be awarded for courses taken at any school not accredited by the ABA.

b. General Regulations for J.D. Candidates

i. No transfer credit is given for study at an American law school that is not approved by the ABA.

ii. J.D. transfer credit is not available for pass/fail courses and will be awarded only for graded courses in which a student received a letter grade of "C" or better, although the grade itself will not transfer.

iii. J.D. transfer credit must be specifically approved to satisfy the distribution requirements, writing requirement, professional responsibility requirement, Advanced Legal Research requirement, or concentrations.

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 J.D. student's grade point average for purposes of determining academic standing and class rank at Cardozo, or for determination of honors.

v. To graduate with honors from Cardozo, a J.D. student must have completed at least four full-time semesters at Cardozo, or for May-entry students, at least three 1L semesters and two full-time, upper-level semesters, each of which includes at least 10 graded credits (A, B, C, etc.; P/F or credit/no credit courses do not qualify as graded credits), and have a G.P.A. which falls within the honors range. To graduate summa cum laude, a student must have completed at least five full-time Cardozo semesters, or for May-entry students, at least three 1L semesters and three full-time, upper-level semesters, each of which includes at least 10 graded credits. To graduate magna cum laude, a transfer student who has taken 5 credits or fewer of 1L courses at Cardozo must have a Cardozo G.P.A. in the top 5% based solely on all students’ performance in upper-level courses.

vi. Transfer credit will not be awarded for any coursework occurring prior to the beginning of law school study.
vii. See below for additional regulations.

c. Cardozo J.D. Students Visiting at Other ABA-Approved U.S. Law Schools or ABA Approved Summer Study Abroad Programs

i. For current Cardozo students, permission to transfer credits from another institution to Cardozo is solely within the discretion of the Dean of Students.

ii. Current Cardozo students who wish to obtain transfer credits from another institution to Cardozo must obtain and complete a “Request for Permission for Graduate Work at Other Schools” form from the Office of the Registrar and complete the written form and attach relevant course descriptions. Students should then see the Dean of Students, obtain her written approval, and submit the signed form to the Office of the Registrar prior to taking the course(s). Students may not apply for transfer of credits in courses they have already begun or previously completed.

iii. Students who have obtained permission to take courses at another institution and who will not be enrolled in any courses at Cardozo during a given semester, should follow procedures outlined below for visiting students as well as procedures to obtain a leave of absence (see the Change of Status section in the Office of the Registrar section of this Handbook).

iv. In exceptional circumstances, a Cardozo student who is a J.D. candidate may be permitted to obtain transfer credit towards a Cardozo degree for up to 30 credits (two semesters) of course work at another ABA-approved law school. Prior written permission from the Dean of Students is required, and will be granted only when supported by compelling personal circumstances (e.g., a spouse moving to a city outside of the New York area).

v. Regardless of how many credits are accepted for transfer, a student who spent his or her first year at Cardozo must successfully complete a minimum of 54 credits and four full-time semesters, or for May-entry students, three 1L semesters and two full-time, upper-level semesters, at Cardozo and complete all course requirements in order to graduate from Cardozo with a Juris Doctor degree.

vi. J.D. candidates who are visiting at other institutions during their third year must nevertheless be sure to complete a graduation check with the Office of the Registrar during their next-to-last semester, and ensure that this office has received a final transcript by the specified deadline each year.
vii. A Cardozo student may attend summer school at another ABA-approved law school for Cardozo credit provided that the student is in good academic standing and has received prior written permission from the Dean of Students. Permission will be granted when it furthers a student's legal education, especially when it permits enrollment in courses the student would otherwise not be able to take at Cardozo. Students who receive permission to enroll in summer schools for transfer credit towards their Cardozo J.D. degree may not thereby accelerate their graduation (i.e., they will still be required to attend Cardozo for the requisite number of full-time semesters). A maximum of six transfer credits will be awarded for summer study. Summer courses may not be used to satisfy distribution or concentration requirements.

d. Cardozo Students Taking Law-Related Courses at a Graduate School Other than a Law School

i. In exceptional circumstances, a Cardozo student may be permitted, with prior written permission from the Dean of Students, to obtain a limited number transfer credits towards a Cardozo J.D. degree for law-related coursework at another graduate school. A maximum of 10 credits may be approved for law-related work at a graduate school within Yeshiva University. A maximum of four credits may be approved for law-related graduate course work at schools that are outside Yeshiva University.

ii. Students seeking such transfer credit must be sure that they meet the NY state and Cardozo residency requirements. Transfer credits from a school outside of Yeshiva University that is not a law school will not be counted towards the residency requirement.

iii. No credit may be given for work completed prior to matriculation at Cardozo.

e. Cardozo J.D. Students Studying Abroad During the Fall and/or Spring Semester

i. Students should review the information on the Cardozo website and meet with Amy Sugin, Assistant Dean for Graduate and International Programs.

f. J.D. Students who Transfer to Cardozo from Other ABA-Approved Law Schools

i. Each J.D. transfer student who is accepted to Cardozo 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 Cardozo. Regardless of how many credits are accepted for transfer, a J.D. student must successfully complete a minimum of three full-time semesters and 42 credits at Cardozo in order to graduate from Cardozo.
ii. J.D. transfer and/or visiting students will be provided an official G.P.A. by the Office of the Registrar upon completion of two semesters at Cardozo of at least 10 graded (A, B, C, etc.; not P/F or credit/no credit) credits each. However, J.D. students will not have an official rank until the completion of four semesters.

iii. Transfer students are eligible for all honors at graduation with the exception of summa cum laude, highest cumulative average, and, in most cases, the Order of the Coif. Class rank for purposes of graduation honors are determined by comparing a transfer student’s Cardozo grades to the 2L and 3L grades of Cardozo classmates; because 1L grades from other schools are not included in a Cardozo G.P.A., the appropriate comparison is to others’ performance after their first year. To be eligible to graduate with honors from Cardozo, a J.D. student must have completed at least four full-time semesters, each of which includes at least 10 graded credits (A, B, C, etc.; P/F or credit/no credit courses do not qualify as graded credits), and have a G.P.A. at Cardozo that falls within the honors range. To graduate Magna cum laude, a transfer student who has taken 5 credits or fewer of 1L courses at Cardozo must have a Cardozo G.P.A in the top 10% based solely on all students’ performance in upper-level courses. To be eligible for election to the Order of the Coif, any student must have 75% of credits in graded courses, which do not include courses elsewhere for which the grade is not included in the student’s Cardozo G.P.A. Thus, a transfer student is eligible only if the transferred credits (plus any ungraded credits for work at Cardozo) total 25% or fewer of his/her total credits.

iv. On resumes and for all job application purposes, J.D. transfer students must clearly indicate all law school(s) attended. The words "Candidate for J.D., [month, year]" should appear under the name of the degree granting institution. If, after two semesters, students choose to include their G.P.A., they must clearly indicate the number of semesters represented and they may indicate parenthetically the corresponding rank for students who have completed four semesters, e.g. G.P.A.: X.XXX (based on two semesters) (top XX% after four semesters=X.XXX). J.D. transfer and visiting students are advised to seek assistance from a counselor in the Office of Career Services regarding the representation of G.P.A., class rank, and other information on resumes, cover letters, etc. Failure to adhere to all rules governing the representation of this information may result in disciplinary action.

For a condensed version of the requirements above, students may reference “Things to Know About “Visiting Out” from Cardozo Law School”, available in the Office of Student Services and Advising, room 1043, and online under the Resources link at www.cardozo.yu.edu/studentservices.
Academic Standards: Maintenance of Status, Dismissal, Readmission and Probation

1. Academic Standards Committee

The Cardozo 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.

2. Maintenance of Academic Standing/Standards for Academic Dismissal

All J.D. students are required to maintain a grade point average (G.P.A.) of at least 2.400 for the courses taken in each semester. (A 2.00 is equal to a grade of “C”.) A J.D. student who receives a semester (non-cumulative) G.P.A. below 2.400 may be dismissed and, if not dismissed, is automatically placed on academic probation. (See section below on Conditions of Academic Probation.) Except in extreme circumstances, May-entry students who have not yet completed 12 credits may be placed on probation, and if not, will receive a warning letter.

Students whose cumulative G.P.A., as of the end of the first or second year, is below a 2.400 are automatically dismissed. (A 2.00 is equal to a grade of “C”.)

A J.D. student who has accumulated the 84 credits required to graduate, but whose cumulative G.P.A. is below a 2.400, may be dismissed and will not be allowed to graduate.

Students who have been dismissed are not eligible to register for On-Campus Interviewing or for classes unless and until they are officially readmitted to the school as described below.

3. Readmission After Dismissal

The Academic Standards Committee has exclusive jurisdiction over all petitions for readmission by persons who have been dismissed from Cardozo (or who withdrew under circumstances that would have permitted or required dismissal) because of their academic performance.

A student who has been academically dismissed may apply for readmission by filing a written petition either electronically (via email) or in hard copy with 8 copies, addressed to the Academic Standards Committee, with the Office of Student Services and Advising within ten (10) business days after the date of the letter of dismissal. The petition need not follow any particular format. It must contain, however, a statement of the reasons that the person thinks s/he should be readmitted and include all relevant facts and circumstances to support assertions in the petition, and documentation. Students who would like assistance with their petitions may contact the Dean of Students.

The Committee makes each decision on readmission on the basis of the petition and the student's academic record. The Committee will readmit a student only on a showing that the student’s poor performance does not reflect his or her actual abilities and that the student’s
performance is likely to improve if he or she is readmitted. Any person who is readmitted is on academic probation (see the section below on Conditions of Academic Probation). No student member of the Committee shall participate in the consideration of petitions for readmission.

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 G.P.A. 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.

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 and any supporting documentation either electronically (via email) or in hard copy with three copies, addressed to the faculty, to the Dean of Students within five (5) business days after the date of the 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. If the faculty 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 should be aware that the faculty ordinarily does not review decisions of the Academic Standards Committee, and that if it does so it accords strong deference to the Committee.

4. Conditions of Academic Probation

Any student who is on academic probation may be dismissed for failure to adhere to the conditions of such probation.

Students on academic probation must obtain written permission from the Academic Standards Committee:

a. 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

b. to take a course load of less than 12 credits in any semester. Permission will be granted only in truly unusual circumstances.

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 G.P.A.
Academic Advising

1. A variety of resources is available to Cardozo students for assistance in planning a curriculum and includes the following.

   a. J.D. candidate students are encouraged to contact the Office of Student Services and Advising at (212) 790-0429 to make an appointment to discuss course selections.

   b. For guidance on relevant courses for specific career paths, students may contact a counselor in the Office of Career Services at (212) 790-0358.

   c. LL.M. candidates are welcome to contact Amy Sugin, Assistant Dean for Graduate and International Programs, for guidance at (212) 790-0361.

   d. Individual faculty members are also available to meet with students to talk about course selection. Professors can be contacted by email or phone, or students may visit during their office hours.

   e. Conversations with fellow students about courses they have taken can provide additional valuable information. For detailed feedback on individual courses and professors, course evaluations completed by students at the end of each semester are available at the library Reference Desk and on ANGEL under Cardozo Community in the Course Evaluations folder.

   f. The JD Guide to Course Selection, available on ANGEL with other registration materials and on reserve in the library, has a thorough discussion of curricular choices and requirements.

Academic Support

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

   a. General guidance in handling class preparation, exams and other matters is available in the Office of Student Services and Advising. Students should feel free to call (212) 790-0429 to schedule an appointment with an OSSA advisor.

   b. Additional individualized instruction in legal writing and analysis, outlining, note-taking, and examination preparation is available through the Lawyering and Legal Writing Center at Cardozo. Students can arrange for assistance by sending an email to Professor Leslie Newman, Director, at newman@yu.edu, or by contacting Zelma Rios, Director of Academic Support, at zrios@yu.edu.

   c. First-year J.D. and international LL.M. students should feel free to see their teaching assistants for support with library research methodology and strategy.
d. J.D. and LL.M. students are also invited to attend, on a drop-in basis, the weekly Grammar workshop sessions presented by the Legal Writing Center during the Fall and Spring terms. Each session is a self-contained program, so students are free to attend those sessions in which they are interested. Information on the scheduling and location of these sessions is sent out by email announcements through ANGEL.

e. During the year, the Office of Student Services and Advising sponsors presentations on time management, study techniques, and how to take law school examinations. The Legal Writing Center at Cardozo also sponsors various presentations and offers materials in its folder in the Cardozo Community section of the Angel webpage. Students should watch for announcements for these programs.

Additional Opportunities: Clinics, Externships, Independent Research, Journals, Moot Court, Trial Team, Research/Teaching Assistants

1. Clinics and Externships

One of Cardozo's particular strengths is its clinical program. Each semester, the Office of the Registrar distributes a detailed handout and the clinical faculty and externship program hold informational meetings explaining the opportunities offered by, and the requirements and application procedures for, each clinic. Notices of these meetings will be emailed to students and posted throughout the school. Note that the clinic application process takes place one semester in advance; so, for example, applications for year-long clinics are submitted and acted on during the preceding spring semester. The externship application process takes place in the months preceding the relevant semester. Acceptance to all of the clinics is competitive. Students may only participate in one clinic or externship in a given semester, absent extraordinary circumstances and with the written permission of both instructors.

a. Clinics

Cardozo’s clinics include the following: Alexander Fellows Program (semester-long, full-time placement in a judge’s chambers), the Bet Tzedek Legal Services Clinic (representing elderly and disabled clients), the Criminal Appeals Clinic, the Criminal Defense Clinic, the Divorce Mediation Clinic, the Family Court Clinic, the Guardianship Clinic, the Holocaust Restitution Claims Practicum, the Housing Rights Clinic, the Human Rights and Genocide Clinic, the Immigration Justice Clinic, the Immigration Law Clinic Externship, the Indie Film Clinic, the Innocence Project (post-conviction exoneration of wrongfully-convicted prisoners), the Labor and Employment Law Clinic, the Labor and Employment Law Externship, the Mediation Clinic, the NYC Law Department Externship, the Prosecutor Practicum (semester-long, full-time placement in the Manhattan D.A.’s office), the Securities Arbitration Clinic, and the Tax Clinic. The Office of the Registrar coordinates the application process for all of these programs.
b. Externships

Cardozo also sponsors several externship opportunities including: the Heyman/ACCA In-House Counsel Externship (students work with attorneys performing legal work within a corporation); the Intellectual Property Law Externship (students work in a firm or in the legal department of a company on intellectual property issues); the New York City Law Department Externship program, offering externship opportunities with the Law Department’s Trial Division (students work with attorneys representing the City and its agencies); and the Public Sector Externship Program (students work for a nonprofit or government agency or judge). Students can find information on these programs on Angel under Cardozo Community in the Externships folder. Fall 2012 application materials and resources were sent to students in July. Students secure their own positions, with assistance from the Externship Program, and then apply for credit electronically via Symplicity. After reviewing the materials, students may contact Becky Rosenfeld, Externship Director, at becky.rosenfeld@yu.edu for information.

c. Field Clinics

Cardozo’s Externship Program also sponsors field clinics, in which students extern intensively in small groups at selected nonprofit and government agencies, while taking an accompanying seminar related to the placement from an experienced mentor-practitioner. Fall 2012 field clinics included: Federal Criminal Litigation (U.S. Attorney for the Southern District, Criminal Division); NYS Office of the Attorney General, Social Justice Division; the City of Newark, NJ; Consumer Debt Protection, MFY Legal Services; Strategic Policy Advocacy at the Center for Popular Democracy; and Health Reform based at four health-care advocacy group. Spring 2012 offerings will be publicized in the fall and will include the Art Law Field Clinic, Immigration Law Field Clinic, Special Education Advocacy, and others. Information is available on Angel under Cardozo Community in the Externships/Field Clinics folder. After reviewing the materials, students may contact Becky Rosenfeld, Externship Director, at becky.rosenfeld@yu.edu for information.

No more than 4 of the 12 clinical credits allowed to each student toward graduation can be earned in supervised externships outside the Law School. Field clinics are not included in this four-credit limit. Rare exceptions to the rule will be allowed only on a case-by-case basis. This limitation is not applicable to the Alexander Fellows Program, the 4-credit NYC Law Department Appellate Externship, the Prosecutor Practicum, or any of the clinics taught by full-time faculty at the law school.

Materials describing the externship and field clinic application procedures and deadlines in
greater detail are available on ANGEL under Cardozo Community in the Externships folder. Application materials will be available on Symplicity during application periods.

In addition, the student-run Cardozo Advocates for Battered Women and the Unemployment Action Center offer not-for-credit clinical opportunities.

2. Independent Research

Cardozo students have the opportunity to undertake substantial writing projects in most seminars, in our clinical programs, and through our journals. On rare occasions, however, highly motivated students may want to pursue independent research in an area not covered by courses or seminars. On these occasions, J.D. students in their second and third year of study and LL.M. students may pursue Independent Research projects with faculty members. Students are responsible for identifying and securing the agreement of a faculty member to supervise their independent research. In individual cases, the Vice Dean may authorize independent research supervised by an adjunct professor.

Independent Research papers may not be submitted for credit as a paper for another course and vice versa nor may they include any significant material used to obtain credit for any other enterprise. A student who submits the same work for credit in a course and for independent research, or in more than one course, without the express approval of both professors will receive a failing grade in both enterprises, 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 Paper. If the faculty member agrees, the paper may also be used to satisfy the J.D. writing requirement. (See the section on Academics and Writing Requirements for details.) In general, Independent Research Papers will be graded Pass/D/Fail. If the student and the faculty member agree, students may complete the paper 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.

J.D. students may receive a maximum of three total credits of Independent Research while at Cardozo. During any single semester of a project, J.D. students may register for one or two credits.

Once a faculty member has agreed to supervise a project, the student must have him/her sign a completed “Request to Pursue Independent Research” form available at the Office of the Registrar, on ANGEL in the Registrarial Forms folder under Registration, or on the Registrar’s page of the main Cardozo website. After receiving the signature of the supervising faculty member, the student should obtain the signature of the Vice Dean and then submit the completed form, together with an Add/Drop Card, during the Add/Drop period to the Office of the Registrar in person.

Independent Research papers must be completed in a timely fashion and are due no later than the end of the exam period for the semester in which they are undertaken. Extensions will
only be granted in exceptional circumstances, and require the written approval of both the faculty member and the Dean of Students.

For information on how to register for approved Independent Research, see Registering for Special Courses section in the Office of the Registrar section of this Handbook.

3. Journals and Moot Court

The Cardozo student journals and the Moot Court Honor Society provide J.D. students with a valuable law school experience. With the journals, students edit academic articles from authors for publication and write their own significant paper, honing their legal writing skills and developing an area of in-depth knowledge. Moot Court Honor Society students sharpen their oral and written advocacy skills. Students are invited to join these organizations based on their performance in the first-year writing competition and/or their 1L G.P.A. (The Moot Court Honor Society also considers student performance in a mandatory oral advocacy try-out, as well as the brief that students submit during their first-year Lawyering and Legal Writing course.)

In addition, some journals accept and consider statements of interest when making their offer decisions. The writing competition is held immediately following the final exam period at the end of the first year of law school. For students completing their 1L curriculum in May, the writing competition will take place in May. For students completing their 1L curriculum in August, the writing competition will take place in August. There will typically be a meeting at the end of the spring semester for journals to introduce themselves and for a discussion of the format of the writing competition for that year.

Traditionally, the writing competition consists of a written portion (a case comment on a recent case) and an editing portion (editing a law review article excerpt containing a number of common grammatical, stylistic, and bluebooking errors). No preparatory work is expected or possible, and students are only required to own, or to have available to them, a current copy of the Bluebook. Students should refer to the writing competition instructions for questions concerning outside research, limitations on submissions, and any other issues that may arise in the course of the competition. The competition is run by the Cardozo Law Review, located in room 531 and available at (212) 790-0355 or cardozo.l.rev@gmail.com.

Students who participate in a journal or Moot Court for a full year will earn 1 credit at the end of the year. 3L students who are Board members and serve for a full-year will earn 2 credits at the end of the year. Participating students must make a full-year commitment. A two-year commitment is required for the Moot Court Honor Society. No student may withdraw from a journal mid-year, absent compelling extenuating circumstances and permission from the Editor in Chief, faculty advisor, and Dean of Students. The only exception to this policy is the situation in which a student receives an offer to join the Moot Court Honor Society through the Paulsen competition. No special permission is required in this case.

A description of each of the journals and the Moot Court Honor Society follows for the 2012-2013 academic year.
Please note: students may participate in only one of these organizations.

a. Cardozo Law Review

The Cardozo Law Review publishes six issues per year containing articles and student notes on a wide variety of legal topics. In addition, the Law Review sponsors and publishes several symposia/lectures each year where prestigious scholars from around the world focus discussions and speeches on unique, intellectually stimulating, and sometimes controversial areas of legal scholarship. The Law Review also maintains an online companion journal, de novo, which publishes shorter articles of legal interest, including stand-alone pieces and responses to articles that appear in the print journal.

Students are invited to join the Law Review after their first year in one of three ways:

i. by finishing in the top 10% of their first-year class; or
ii. by distinguishing themselves in the writing competition; or
iii. by finishing in the top 15% of their first-year class and distinguishing themselves in the writing competition.

Since students will not have reviewed their final grades or class rank before the writing competition, they are encouraged to think carefully before deciding not to enter the competition. 2L members of the Law Review receive the title of Staff Editor and assist the Law Review Editorial Board in producing the print and online journal and organizing symposia. Each Staff Editor is required to write a Note, which is a substantial piece of original legal scholarship. These activities provide Law Review members with a challenging and stimulating academic experience and enable them to run for positions on the Editorial Board the following year.

b. Moot Court Honor Society

The Moot Court Honor Society competes in appellate advocacy competitions throughout the country. Competition teams are made up both of oralists, who write competition briefs and argue before judges, and opposing brief writers, who, along with senior staff and faculty, work with the oralists to prepare them for oral arguments. Second-year staff members participate each semester, usually once as an opposing brief writer and once as an oralist. Both the oralists and the opposing brief writers travel to the competitions held in places such as Chicago, Malibu, New Orleans, San Diego, and even England. The competitions cover many areas of law including Constitutional Law, Evidence, Criminal Procedure, Entertainment Law and Intellectual Property, International Law, Securities Law, and Sports Law.

The Society also hosts its own competitions: the Monrad G. Paulsen Memorial Competition, Cardozo’s intramural moot court competition, held each fall; the
nationally acclaimed BMI Entertainment and Communications Law Competition, held each spring; and the intramural Langfan Constitutional Oratorical Prize Competition, also held in the spring. Members of the Society write the problems argued at the competitions, as well as bench memoranda to assist the judges in analyzing the substantive law. Board members and staff take on significant leadership roles in the planning and administration of the competitions.

The Moot Court Honor Society provides its members the unique opportunity to hone their advocacy skills while working on exciting, cutting-edge legal issues. Arguing before and interacting with well-known law professors, practicing attorneys, and judges, members receive individualized advice from attorneys, faculty, and judges on their oral and written legal skills. All written work produced for Moot Court Honor Society can be used to satisfy students’ writing requirement for graduation, provided that the student complies with the relevant procedural requirements.

c. 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. Since its launch, AELJ has become a leader in national and international legal scholarship, publishing cutting-edge articles by distinguished members of the legal community on topics in the arts, entertainment, intellectual property, First Amendment, sports, media and telecommunications law, and cyberlaw.

AELJ has been cited three times by the United States Supreme Court and multiple times by various Courts of Appeal. In 2012, AELJ was ranked as the top arts, entertainment, and sports law journal in the country and the top intellectual property journal in New York. AELJ functions in partnership with the Benjamin N. Cardozo School of Law Intellectual Property Program, which is one of the most recognized intellectual property programs in the nation.

Each spring and fall, AELJ hosts a symposium that attracts scholars from across the country to discuss cutting-edge legal topics. In order to receive journal credit, second-year staff members are required to write a Note or Recent Development on a topic approved by the Editorial Board. The Journal publishes three to four editions annually.

d. Journal of International and Comparative Law

The Cardozo Journal of International and Comparative Law (CJICL) has published scholarly articles on cutting-edge global issues for twenty years. CJICL publishes articles, case comments, and student notes on an array of multinational issues including corporate law, constitutional law, human rights, and intellectual property. CJICL is one of the top twenty journals specializing in international law and one of the top five journals specializing in international and comparative law. CJICL offers students a unique opportunity to edit articles and write notes on
legal matters and issues shaping the global political, social and economic landscape. Recent articles have covered international drug trafficking, children soldiers in armed conflicts, juvenile delinquency law in the U.S. and Mexico, and patent governance in the U.S. and Europe.

The Journal also sponsors symposia and coordinates panels to create opportunities for academic debate and discussion on a broad spectrum of international issues. Event subjects have ranged from “Amateur Athletics, Professional IP: Sponsorship, Surveillance, and the London 2012 Olympics” (March 2012) and “Identity Theft and Personal Data Security” (October 2006), to “The Challenge of Systemic Risk Regulation” (March, 2010) and “China’s Liquidity and Green Investment Appetite” (March 2011). Symposia participants have included renowned scholars, prominent lawyers, government officials, and distinguished judges.

CJICL publishes three issues each year. Journal Staffers contribute through weekly editing assignments, planning and staffing of symposia, and by completing a note on an international and comparative legal topic of the student’s choosing. Staffers have written notes on a wide range of subjects, such as intellectual property, criminal law, contracts, human rights, corporate and securities law, foreign policy, and family law. Senior Editors work with members to produce a high-quality scholastic work that will satisfy the Cardozo writing requirement.

Every year, CJICL invites students who have demonstrated outstanding legal writing and editing skills in the Writing Competition to become staff members for the next academic year. CJICL selects its Staffers solely on the basis of a student’s exemplary performance in the Writing Competition.

CJICL membership affords students the opportunity to work with a highly talented team of fellow Staffers and Editors while developing invaluable scholarly writing and academic editing skills.

e. Cardozo Journal of Law & Gender

The Cardozo Journal of Law and Gender (CJLG) has been a pioneer in gender-related legal scholarship for more than twenty years. CJLG has also distinguished itself by publishing the first and most prestigious annotated legal bibliography on current gender issues in different areas of law.

The Journal publishes three issues per year with Articles and Notes that address a broad range of gender-based topics and reflect interdisciplinary views on the legal concerns relating to gender, sexuality, family and children. CJLG Articles and Notes cover a variety of legal topics such as employment law, health care, human rights and international law, family law, civil rights and criminal law. Recent publications have included Articles and Notes on equal protection violations in the United States tariff schedule, criminalizing teachers who fail to report
cyberbullying, reforming inheritance laws for stepchildren, and female soldiers suffering from posttraumatic stress disorder.

In addition, the Journal sponsors an annual symposium on a topical issue featuring eminent academics and practitioners. This past year, the Journal hosted a symposium focusing on crimes against children. In past years, the Journal has presented symposium focusing on issues such as religion, sexuality, marriage, and the law, reproductive justice, environmental considerations for women and families in the aftermath of Hurricane Katrina, human trafficking, and intersex issues.

Second-year Staffers assist with cite-checking, blue-booking, and editing. All Staffers write annotations that are published in the legal bibliography of each issue. In addition, each second-year staffer researches and writes a note for possible publication.

Selected second year Staffers also act as assistant symposium editors and all Staffers may apply for positions on the Board for their third year. Joining CJLG is a great way to distinguish oneself academically, focus on legal topics of interest, and participate in an engaging social and professional environment.

CJLG will extend invitations to individuals who display excellence in the writing competition, and gives strong consideration to those who include a statement of interest with their application.

Students with a special interest or experience in gender-related issues or other areas covered by the Journal are encouraged to submit an optional 250-word statement of interest explaining why the Cardozo Journal of Law and Gender is of particular interest. Those interested may also view our interactive website at www.cardozolawandgender.com.

f. *Cardozo Journal of Conflict Resolution*

The Cardozo Journal of Conflict Resolution (CJCR) is one of the nation’s leading forums for academic discourse in the field of Alternative Dispute Resolution (ADR), which includes arbitration, mediation, and negotiation.

Cardozo’s program in dispute resolution has consistently ranked among the top ten in the country, and CJCR functions as its publication arm, maintaining close ties with faculty and providing an outlet for faculty and student scholarship. Further, CJCR is one of only a handful of student-edited journals on dispute resolution in the country and one of the most heavily cited.

CJCR publishes three volumes per year, containing both articles from scholars and student Notes. The Journal is interdisciplinary and topical, as ADR is increasingly applied in diverse areas of law, from international business to criminal sentencing. In addition, CJCR hosts symposia highlighting issues at the
forefront of the dispute resolution field. These symposia engage eminent legal scholars in dialogue concerning the role of ADR across many legal fields. The 2011 Symposium focused on the way religion and culture informs dispute resolution. In 2012, our topic will be political discourse and legislative bargaining in the current two-party media climate.

Furthermore, CJCR presents the International Advocate for Peace Award, which is given annually to internationally recognized leaders for efforts in dispute resolution. Past recipients of the award include former President Bill Clinton, Bishop Desmond Tutu, Ambassadors Richard Holbrooke and Dennis Ross, and the U.S. Special Envoy to the Middle East, Senator George Mitchell.

The role of CJCR Student Staffers is twofold: composition and editing. Staffers will select a topic related to conflict resolution and compose a Note. Staffers whose Notes meet the requirements for writing credit can receive writing credit, and the Board selects the best Notes at the end of spring semester for publication. Secondly, Staffers edit submissions selected for publication. This is done primarily during Work Week (the week before fall classes start) and through weekly office hours during the semester. There is also an opportunity to assist with our annual symposium, attend social events, and apply for a Board position during your 3L year.

CJCR will make offers to students in the top 20%, regardless of participation in the writing competition, as well as to those who excel in the writing competition. CJCR encourages students to submit a statement of interest (400-500 words).

For more information about CJCR, visit us at www.cardozojcr.com.

g. Cardozo Public Law, Policy and Ethics Journal

The Cardozo Public Law, Policy & Ethics Journal (CPLPEJ) is a multidisciplinary publication dedicated to discussing and analyzing the policy implications of governmental actions, how lawyers advocate in the public interest, and how the ethical choices of legal workers affect the law and public at large. CPLPEJ publishes scholarship in all areas of the law including, but not limited to, constitutional law, environmental law, labor law, and sexual orientation law. The journal is committed to a non-ideological investigation of issues and accepts submissions from a variety of legal scholars.

CPLPEJ also prides itself on its relevant and engaging symposia. This year, the Journal’s symposium, Reviewing Gideon: Reforming the Right to Counsel, revolved around the Supreme Court case of Gideon v. Wainwright, which established that the fundamental right to counsel was applicable to the states via the 14th Amendment. In previous years, the Journal’s symposium has addressed important cases such as Perry v. Schwarzenegger, the federal lawsuit challenging the constitutionality of California’s Proposition 8, and United States v. Stevens, a 2009 Supreme Court case which challenged the constitutionality of a federal law
banning the creation, sale, or possession of “depictions of animal cruelty”. The journal also hosted, in partnership with the International Black Film Festival, a viewing and discussion of documentary films addressing racial injustice in the United States. Other past topics have included the following: a discussion on Arar v. Ashcroft, a lawsuit which challenged rendition by the U.S. government; War and Peace: Art and Cultural Heritage Law in the 21st Century; Democracy in the Time of War; and Advocating for Change: The Status and Future of America’s Child Welfare System. The symposia have featured top speakers and attracted students and professionals from throughout the legal community. CPLPEJ’s successful symposia exemplify the journal’s dedication to dealing with important legal issues concerning the policy implications of governmental actions and the resulting consequences for the public.

Staff members enjoy a wide variety of responsibilities aimed at enhancing writing and editing skills. Staff members are expected to complete regular editing, cite-checking, and blue-booking duties, as well as write a student note. Staff members will also have the opportunity to review submissions from authors and help decide which articles are selected for publication. This allows staff members the opportunity to gain insights into various areas of the law and have a direct influence on which articles will be selected for publication.

Due to the multidisciplinary nature the Journal, the note-writing process provides staff members with a unique opportunity to explore a wide range of exciting topics. Staff members who choose to use their notes for writing credit have the chance to work closely with professors to develop their research and arguments. The journal takes pride in publishing the best student notes every year. Moreover, the Journal thrives on a positive and open working environment that creates a social, yet professional, dynamic among staff and editorial board members in an effort to produce and publish the best work possible.

CPLPEJ requires good faith participation in both the editing and writing portions of the writing competition. CPLPEJ will extend offers to students who excel in the writing competition. The Journal encourages students with a particular interest in CPLPEJ’s work to submit a statement of interest (200-300 words) detailing why they want to be selected as a staff member.

4. Faculty-Edited Publications

Opportunities exist for students to participate, for credit, in three faculty-edited publications. Students enrolled in the New York Real Estate Reporter write case notes for that monthly publication, edited by Professor Sterk. This is a graded 2-credit enterprise for which students register through the ordinary registration process. Professor Goodrich is the editor of Law and Literature, in which one or two students are involved each year on a P/F basis. Professor Suzanne Stone edits Dine Israel, which also has two or three student editors receiving credit on a P/F basis. Participation in these latter two journals is arranged with the professors directly.
5. **Paulsen Competition**

The Monrad G. Paulsen Memorial Moot Court Competition is an intramural appellate advocacy competition on issues of Criminal Procedure, sponsored by the *Moot Court Honor Society*. Second and third-year students write a brief on one of the two issues of law before the court and argue both sides orally before faculty, practicing attorneys, and judges through several elimination rounds, advancing on the basis of both their written and oral scores. Students receive 1 pass/fail credit for their satisfactory, good-faith participation in the competition (regardless of whether they advance). Although there is a maximum of 16 credits for which students may register in the fall semester, students may nevertheless add the Paulsen credit to this maximum. A third-year student may participate in Paulsen for a second time and receive an additional credit. Some participants may be invited to join the *Moot Court Honor Society* on the basis of their performance in the competition; however, no member of *Moot Court* may participate in Paulsen. See Fall Course Registration materials for more details.

6. **Trial Team and ADR Competition Teams**

Each year approximately 20 second and third-year students are selected to join the Trial Team and represent Cardozo in regional and national competitions sponsored by organizations such as the American Trial Lawyers Association, The Texas Young Lawyers Association, and the National Association of Criminal Defense Lawyers. Team members, selected from the Cardozo Intensive Trial Advocacy Program and Cardozo’s other trial skill courses, are coached by professors, judges, and practicing attorneys. There are competitions in the fall and spring semesters. Competitors earn one clinical credit. Students do not register for the Trial Team during registration or the add-drop period. The supervising professor must submit a list of students to the Office of the Registrar, and those students will be registered automatically.

Approximately 16 second and third-year students are selected for Cardozo’s ADR Competition Team. These students participate in a year-long, 3 credit (2 clinical credits and 1 academic credit) Negotiation Strategy class and competition practicum. Selected members of the Team represent the school in local, regional, national, and international negotiation, client counseling, mediation, and arbitration competitions sponsored by the ABA, other law schools, and international entities, including the International Chamber of Commerce Mediation Competition in Paris. Also, the Arbitration Practicum, a 2 credit course that spans the fall and spring semesters, sends selected students to the Vienna and Hong Kong Vis Arbitral Moots.

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.
In order to comply with IRS regulations, students hired by a professor as a Research Assistant must contact Jacklyn Tavarez in Business Affairs, room 1021, within three days of their hire date.

8. **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 which they are assisting. 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 and are graded on a pass/fail basis.

For information on limitations on credits for TA’s and how to register as a Teaching Assistant, see the Teaching Assistants section in the Office of the Registrar section of this Handbook.

**International Study Opportunities**

For information on international studies, students may contact Amy Sugin, Assistant Dean for Graduate and International Programs, room 1007, at (212) 790-0361. More information may be found at [www.cardozo.yu.edu/studyabroad](http://www.cardozo.yu.edu/studyabroad).

1. **Overview**

When supported by a legitimate educational or professional justification, J.D. students may be approved to earn up to 12 credits for study abroad for a one-semester program and up to 26 credits from the Dual Degree Program with the Sorbonne.

Study abroad may take place during a year, semester, a summer, or through a Cardozo Seminar Abroad.

Students who study abroad are strongly urged to be sure that they have secured health insurance coverage for such situations. For further information, please see the Study Abroad and Health Insurance section in the Office of Student Services and Advising section of this Handbook. In addition, students should note that disability accommodations may not be available in foreign countries.

Please see the Cardozo website for more comprehensive information about study abroad opportunities.

2. **Dual Degree Program**

a. J.D. (Cardozo)/ LL.M. (Diplôme d’Université en Droit) in French, European, or International Law (Paris I)
   fall through spring semesters
   Language of Instruction: French
   [www.univ-paris1.fr/diplomes/llm](http://www.univ-paris1.fr/diplomes/llm)
Cardozo Law J.D. students have a unique opportunity to spend their entire 3L year enrolled as LL.M. students at the Université Paris I – Sorbonne Law School. Upon completion of all requirements at the end of the third year, students will receive both the Cardozo Law degree and the Paris I LL.M. The aim of this tailor-made program, taught in French, is to offer law students and future lawyers a large variety of elective courses in their fields of interest, in-depth acquaintance with the intricacies of French and European Law, and a new perspective on current global legal issues while learning in the best of the French academic tradition and Civil Law methodological techniques. Students are required to take four courses per semester.

3. Fall or Spring Semester Study Abroad

J.D. students may study abroad during a semester either through one of Cardozo Law School’s student exchange programs described below or through an Independent Study Abroad Program.

Students may apply to spend a semester abroad during their second, third, or fourth upper-level semesters of law school, though some programs are not suitable for graduating 3L’s. Students seeking to study abroad should make every effort to have completed the distribution requirements prior to the semester abroad.

The application for study abroad may be found on Symplicity and must be accompanied by a statement of purpose, a current resume or CV, and a letter of recommendation from a Cardozo professor. Applications to study abroad during a fall semester are due by February 15; for a spring semester applications are due by October 1. Students are notified if they are approved for study abroad approximately one month later.

Any student studying abroad for a fall or spring semester must pay full tuition to Cardozo School of Law.

4. Cardozo Exchange Programs

a. Amsterdam Law School (Amsterdam, Netherlands)
   Fall or Spring semesters
   Language of Instruction: English
   [www.studeren.uva.nl/exchange_law](http://www.studeren.uva.nl/exchange_law)

   Each semester, two Cardozo students may study abroad for one semester in the Master’s program at Amsterdam Law School in the fields of European and International Public and Private Law. Amsterdam Law School is one of the largest law faculties in the Netherlands and is located in a historic district in the heart of Amsterdam. Preference will be given to students in their 3L year who have completed courses in International and European Union Law.
b. Bucerius Law School (Hamburg, Germany)
   Fall semester
   Language of Instruction: English
   www.law-school.de/home.html?&L=1

   Cardozo’s student exchange program with Bucerius allows one Cardozo Law
   School J.D. student to attend a special English-language program in International
   and Comparative Business Law at Bucerius each fall semester. Cardozo students
   may qualify to attend once they have completed two years of J.D. study. Bucerius
   is the first private law school in Germany and has an innovative curriculum and
   style.

c. Central European University (Budapest, Hungary)
   Program in Legal Studies
   Fall semester
   Language of Instruction: English
   www.legal.ceu.hu/

   Students enrolled in JD Programs at American Law Schools may enroll for a
   semester in any of three LL.M. programs offered by CEU’s Department of Legal
   Studies:

   i. Comparative Constitutional Law
   ii. Human Rights Law
   iii. International Business Law

   In addition, students may take up to four transferable credits from the Program in
   Media, Information, and Communications Policy in the CEU Department of
   Public Policy (www.dpp.ceu.hu/). Permission to take courses in this program is
   conditioned upon the following:

   i. the student will not be counting any other “law-related” credits (credits
      taken at the New School or other YU graduate programs) toward the 84
      credits required for the Cardozo degree; and
   ii. the student takes a minimum of 10 credits in the Legal Studies Department
      to ensure compliance with the New York State Court of Appeals residency
      requirement. If the student is attending CEU for the final semester of law
      school, and has already completed five fall and/or spring semesters of at
      least 10 credits each, the student may request a waiver of the requirement
      of at least 10 credits in the Legal Studies Department.

d. Chinese University of Hong Kong (Hong Kong)
   Fall or Spring Semesters
   Language of Instruction: English
   www.law.cuhk.edu.hk/
Cardozo students may study at the Chinese University of Hong Kong in either the fall or spring semesters. The Faculty of Law at the Chinese University of Hong Kong is the newest law school in Hong Kong. Reflecting Hong Kong’s Chinese heritage and its common law inheritance, the Faculty educates lawyers who appreciate how the common law and Chinese culture fit into the modern world. CUHK established its brand new Graduate Law Centre in the Bank of America Tower in Hong Kong’s central business district in September 2006.

e. Tel Aviv University Law School (Tel Aviv, Israel)
Spring Semester
Language of Instruction: English
www.law.tau.ac.il/

Tel Aviv Law School’s exchange program runs in the spring semester. Cardozo exchange students at Tel Aviv University study international and comparative law, Israeli law, and Jewish law. The Buchman Faculty of Law at Tel Aviv University is Israel’s largest and one of its most prestigious law schools.

f. University of Duesto Program in Transnational Law (Bilbao, Spain)
Fall Semester
Language of Instruction: English and Spanish
www.transnational.deusto.es/academic/

Courses are offered in English in the fields of European Union Law, Private International Law, Public International Law, Political Dimension of the European Union, European Contracts, and Bioethics and Law. Students may also take courses in Spanish in the fields of Public and Private Law. Courses may also be available in the Transnational Trade Law and Finance.

Programme in Comparative Media Law and Policy
Centre for Socio-Legal Studies
Spring semester
Language of Instruction: English

The programme in Comparative Media Law and Policy (PCMLP) is a research and policy programme that brings together scholars, policymakers, and practitioners to study contemporary issues in global media law and policy, with a particular interest in understanding media and governance in transitioning and fragile states. Students in this programme attend seminar series of the Centre for Socio-Legal Studies, engage in supervised research, and take advantage of lectures and other resources in Oxford. This opportunity is excellent for self-motivated students interested in comparative media law and policy, particularly those who have or wish to have a research agenda.
h. University of Paris X-Nanterre (Paris, France)
   Fall or spring semester
   Language of Instruction: French
   [www.u-paris10.fr/]

   French legal education consists of a three year diploma called the License and an additional two years of study for the Master (Master I is the first year, Master II the second). Exchange students may select courses from the Licence and the Master courses. Nanterre faculty specialize in business law, international and European law, human rights law, and labor law, among other areas.

i. University of Roma Tre (Rome, Italy)
   Fall or spring semester
   Language of Instruction: English
   [www.giur.uniroma3.it/studying_law/index.php]

   The Law Faculty at Roma Tre was established in 1996 and is consistently ranked between three and five among Italian law faculties. Studying Law at Roma Tre (SLR3) is sort of a special faculty within the larger law faculty, where approximately three-four courses and two-four seminars are taught in English.

j. University of Sydney Law School (Sydney, Australia)
   Fall or spring semester
   Language of Instruction: English
   [www.sydney.edu.au/law/]

   Cardozo exchange students generally select courses (units) from Sydney Law’s extensive undergraduate J.D. curriculum. They may also be permitted to enroll in up to two Masters units in any of the Master’s programs offered by the Faculty in various areas including Administrative Law and Policy, Business Law, Environmental Law, Health Law, Jurisprudence, Labour Law and Relations, and others.

   Detailed information on all above programs is available on the Cardozo study abroad website. Additional exchange programs are currently under negotiation. Please see the Assistant Dean for Graduate and International Programs for the most updated information.

5. Individual Study Abroad Program

   In some cases, students may receive permission to study abroad at other institutions through an individual study abroad program. Students must make a compelling case that their educational objectives may be met at the other institution but not at Cardozo.

   Students interested in studying independently may begin research into possible foreign law schools at the Internet Legal Research Group's Guide to Study Abroad and at Washburn University Law Library's Foreign and International Law resource page. Please note that students will not receive permission to enroll in another American law school's study abroad
program except for those programs which have been registered as an ABA-approved Semester Abroad Program.

Students interested in pursuing an independent study abroad opportunity should make an appointment to see the Assistant Dean for Graduate and International Programs to discuss their options.

Policies regarding semester study abroad follow.

a. Students studying abroad must register as a full-time student at the host institution. A maximum of 12 credits may be transferred from study abroad, unless special permission is otherwise granted.

b. All courses must be pre-approved for transfer by the Assistant Dean for Graduate and International Programs.

c. Any course taken outside a Faculty of Law must be approved as sufficiently law-related. A maximum of four credits of law-related graduate coursework from outside a Faculty of Law is permitted to be applied toward the J.D. degree.

d. Credit will be awarded only for courses with a grade of “C” or better. No credit will be permitted for any courses taken on a Pass/Fail or Pass/No Credit basis. Grades earned from study abroad will not be reflected on the student’s transcript and credit transferred from abroad will not affect the Cardozo grade point average.

e. Courses taken for transfer credit may not be duplicative of courses taken at Cardozo.

f. The Category IV distribution requirement will be fulfilled by going abroad for the fall or spring semester. Except in the case of prior approval of a course taught by a U.S. professor teaching a course on U.S. law, no other distribution requirements may be fulfilled abroad.

g. Students with a staff or editorial position on a journal must arrange for their editor-in-chief to authorize the completion of journal responsibilities abroad.

h. Students must arrange for the foreign institution to send two official final transcripts to the Assistant Dean for Graduate and International Programs. It is the student’s responsibility to ensure that the transcript has been transmitted and received. Please take into account the deadline for certification for Bar examinations. The Office of the Registrar can provide information about such deadlines.

i. Students are responsible for checking fulfillment of all J.D. program requirements with the Office of the Registrar both before and after study abroad.
6. **Summer Study Abroad**

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

Credits earned during summer study abroad cannot be used to accelerate a student’s J.D. program and will not be counted towards satisfaction of Cardozo distribution or concentration requirements. Only grades earned in a Cardozo summer program will be included in the student’s G.P.A. calculations. Students will not be awarded more than six credits for summer study, unless the additional credits are earned in a graded Cardozo program and the Cardozo and non-Cardozo programs are consecutive, not simultaneous.

a. **Cardozo Summer Study Abroad Programs**

i. **Mediation and Democratic Dialogue in Budapest**

This three-credit summer study-abroad program brings together students and scholars from around the world to study mediation and other consensual processes for addressing and resolving conflicts. Globalization and interdependence, as well as profound international conflict, make the theory and practice of alternative methods to resolve disputes increasingly important. This program gives students the opportunity to study conflict resolution with colleagues from around the world, examining challenges in designing and delivering ADR initiatives in both emerging and developed democracies. Program design has been guided by the principle that great dispute resolvers of the 21st century not only will be advocates, but also creative problem solvers working collaboratively at home and abroad.

ii. **The Heyman Center Program in Comparative Corporate Governance at Oxford University**

The Program in Comparative Corporate Governance at Oxford University is organized each summer by The Samuel and Ronnie Heyman Center on Corporate Governance. The program consists of an intensive two-week seminar at Oxford on capital formation systems and corporate governance rules and regulations in the United States, United Kingdom, Germany, Japan, China, and other jurisdictions. The program also includes visits to the London offices of various international law firms to discuss recent cross-border transactions and meet leading practitioners. Cardozo students may receive academic credit upon completion of a supervised research paper. For further information, see [www.heyman-center.org/](http://www.heyman-center.org/).

iii. **Israel Summer Program at Bar – Ilan University; Whittier Law School**

Located in Modern Tel Aviv and Ramat Gan, the Israel program provides a one-of-a-kind cultural experience, including optional tours to the Dead Sea, the Sea of Galilee, the Jordan River, Nazareth, Eilat, the lost city of
Petra in Jordan, and Cairo and its pyramids. Courses are subject to change each year, but recent courses have included Globalization and the Law, Comparative Civil Rights Law, and Comparative Alternative Dispute Resolution Processes: Models from the U.S. and Israel. Internship opportunities in conjunction with courses are also available through this program.

iv. Squadron Summer Program in Law, Media & Society at Oxford

Cardozo students are invited to apply to the Oxford Summer Institute in Global Media Policy. The Squadron Program in Law, Media, and Society may provide financial support for a student’s attendance; however, spaces in this program are highly competitive and credit is not available. More information on this program is available at www.global.asc.upenn.edu/.

Other summer study abroad options may be available through Cardozo. Check www.cardozo.yu.edu/studyabroad and/or with the Assistant Dean for Graduate and International Programs for offerings.

b. Other Summer Study Abroad Programs

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

Any student interested in studying abroad in a non-Cardozo summer program must meet with the Dean of Students for approval prior to application to the program.

7. Cardozo Seminars Abroad

Cardozo offers short-term (ten to fourteen-day) intensive programs abroad scheduled during winter break. These courses create an opportunity for students to study abroad for less time than a full summer or semester program and allow students to earn one Cardozo credit.

Each seminar is unique in focus and location. Recent seminars took place in China, Ecuador, France, India, Israel, Rwanda and Tanzania, and Japan. Information sessions will be held at the start of each semester to announce details of Cardozo Seminars Abroad for that semester.

Yeshiva University Joint Degree and Certificate Programs

1. Joint JD/MSW Program

The JD/MSW program enables candidates to earn both the J.D. and M.S.W. degrees in four years. Candidates for the joint degree program must apply to and be admitted by each school separately. It is preferable that the application be made to both programs simultaneously; however, a student already at one of the schools may apply to the other during the student’s
first year. Admission to one school does not guarantee admission to the other, although it may be a factor strengthening the application.

Students spend the first two years of study completing the first-year program at each school in turn. During each of the remaining four semesters, they may divide their coursework between the two schools, to be consistent with the academic regulations of each school. It is generally necessary to complete coursework for the MSW during one upper-level summer as well, in order to finish the JD/MSW in four years.

Designated Cardozo courses, totaling no more than 10 credits, will be counted toward the M.S.W. degree and similarly, 10 credits of Wurzweiler courses will be counted toward the J.D. degree. Cardozo students may take no more than a total of 16 credits per semester.

For more information about the JD/MSW program go to www.yu.edu/wurzweiler/.

2. Bioethics and Medical Humanities (Certificate Program in Bioethics)

Bioethics and Medical Humanities is a year-long course which offers an in-depth review of bioethics issues from multiple perspectives, including legal, medical, philosophical, and literary. This is a permission-only course offered in corroboration with Yeshiva University, Montefiore Medical Center, Albert Einstein College of Medicine, and Cardozo School of Law. A limited number of spots are offered to Cardozo students. To apply for instructor permission, contact Dr. Tia Powell via email at bioethics@montefiore.org.

The Certificate Program counts for credit toward the law degree and satisfies J.D. distribution requirement Category IV. It is also the required introductory course for the Einstein-Cardozo Masters of Science in Bioethics.

For more information on the Certificate Program in Bioethics go to www.montefiore.org/prof/bioethics/certificate_program.

3. Einstein-Cardozo Masters of Science in Bioethics

Einstein-Cardozo Masters of Science in Bioethics is a program offered in collaboration by Yeshiva University, Montefiore Medical Center, Albert Einstein College of Medicine, and Cardozo Law School. The program seeks applicants with strong academic qualifications and clear professional goals in the domain of bioethics. To apply for the Masters of Science in Bioethics contact Dr. Tia Powell via email at bioethics@montefiore.org.

For more information on the Masters of Science in Bioethics go to www.einstein.yu.edu/masters-in-bioethics/home.aspx?ekmensel=15074e5e_3686_3691_btnlink.
Admission to the Practice of Law

There are two components of “Admissions to the Bar” and obtaining your license to practice law: 1) passing the bar examinations and 2) satisfactory evaluation by a state bar committee on character and fitness.

1. Examinations

a. Exams that should be taken while in law school follow.

   i. The Multistate Professional Responsibility Examination (MPRE) relates to the law governing the conduct of lawyers. It is a two-hour and five-minute multiple-choice examination administered three times a year, generally, in March, August, and November, and is required for admission to the bar in almost every state. Although you are permitted to take the exam after graduation, most students take it during their second or third year of law school. This exam is administered by the National Conference of Bar Examiners. See www.ncbex.org for more information.

   ii. For those interested in practicing patent law, the Patent Bar Examination also may, but does not have to, be taken while in law school. This is a one-day 100-question multiple-choice exam. Those who pass the exam and satisfy the education requirements of the United States Patent and Trademark Office (USPTO) are patent agents. Upon admission to the general practice of law, a patent agent may transfer his/her registration and become a patent attorney. See www.uspto.gov/web/offices/dcom/gcounsel/oed.htm for further information.

b. Examinations taken after graduation from law school.

   The examination taken after graduation is what is generally referred to as “the bar exam”. In most states this is a 2-day closed book exam. One day is devoted to the Multistate Bar Examination (MBE), covering general principles. The other day is typically devoted to an exam on the law of the state administering the exam.

   The bar exam is administered two times each year, in late July and late February. The scheduling is designed so that, for certain states, it is possible to complete examinations for two states in 3 consecutive days, with the Multistate exam following on the second day and counting towards both states. For example, candidates taking the New York exam may elect to take a third-day exam for New Jersey, Connecticut, or Massachusetts. For information on the NY State Bar Exam, see www.nybarexam.org/.

c. The components of the bar exam are:
i. the MBE, a six-hour 200-question multiple-choice exam covering contracts, torts, constitutional law, criminal law and procedure, evidence, and real property. This part of the bar exam is administered in every state except Louisiana and Washington. It is administered on the last Wednesday of February and July;

ii. the Multistate Performance Test (MPT) consists of two 90-minute skills questions that require the candidate to complete an assigned task using provided resource materials. About thirty states, including New York, give the MPT, which is administered on the Tuesday before the MBE;

iii. the Multistate Essay Examination (MEE), a three-hour six-question essay exam on a dozen or so different subjects. Only about a third of the states include the MEE as part of their exam; New York is not among them;

iv. an individual state exam, which varies, of course, from state to state; and

v. in New York, the exam consists of 5 essay questions and 50 multiple choice questions prepared by the New York Board of Law Examiners. The questions are based on the law of New York, with the exception of questions involving federal law. It is given on the Tuesday before the MBE.

All of the exams above except the state exam and patent bar exam are administered by the National Conference of Bar Examiners (NCBE). See www.ncbex.org. The NCBE website also has a great deal of information on state bar requirements, as well as a listing of the various state offices with contact information. Information on the New York bar exam is available at www.nybarexam.org.

Virtually every candidate takes a commercial bar preparation course immediately following graduation to get ready for the exam. There are also preparation programs for the MPRE and the Patent Bar Exam. These programs tell you what you need to learn, provide study materials, train you in focused exam-taking techniques, and offer highly structured study schedules. (Each year, a few students arrange to be a law school representative for the company on campus and receive a company scholarship for the course.) The only thing that you need to do to prepare for the bar exams prior to graduation is to focus on your studies and take a reasonable number of courses in areas that will be tested on the bar. For more information, see The J.D. Guide to Course Selection in the Registration materials on ANGEL.

Further information on the two most popular bar preparation programs is available at www.barbri.com/home.html (BarBri Bar Review) and www.pieperbar.com (Pieper Bar Review). You will also see representatives from
these programs at the Law School at tables on the third floor with materials for you to review.

If you believe that you are entitled to an accommodation for a disability on the bar examinations, please be sure to review the requirements and deadlines for applications for accommodations for each bar examination. Leave yourself plenty of time, since separate, earlier deadlines may apply, and since you may be required to obtain supplemental or updated documentation or testing.

2. **Character and Fitness Committee**

Candidates for admission to the bar must apply to the state bar Character and Fitness Committee. This will involve an extensive application with detailed questions relating to your work, educational, and personal history. Some states, including New York, will not send you the admission packet until you have passed the bar exam. Others, such as New Jersey, will have you complete the forms prior to the exam.

You should be sure to complete these forms carefully, accurately, and fully, as your answers will be thoroughly reviewed and may have a significant impact on your application for admission. NEVER stretch the truth on your application, as one of the most frequent barriers to admission is misrepresentation. In addition, your law school application will be forwarded to the bar committee, and any discrepancy between your law school application and your bar application will be explored. If you are unsure as to whether you were completely candid on your application to law school, you should visit the Registrar’s Office with your student ID card and ask to see a copy of your application. Should you need to amend your application to the law school, please make an appointment to speak to the Dean of Students to discuss the relevant issues and procedures.

You may wish to take a look at a NY State application so that you may begin to gather information at your leisure during law school, rather than doing so under time pressure later on. You can view the application online at the New York State Board of Law Examiners’ website at [www.nybarexam.org](http://www.nybarexam.org). Once you complete an application, be sure to make and save a copy for your own records so that you can refer to it if you apply to another state for admission.

**Rider A: 50 HOUR PRO BONO REQUIREMENT**

The Chief Judge of the State of New York recently announced on May 1, 2012 a 50-hour pro bono service prerequisite for admission to practice in New York. The rules implementing the new requirement are not expected to be available until September 2012.

3. **Continuing Legal Education (CLE)**

Many states have established CLE requirements for members of the bar. This means that even after you have graduated from law school, your education is not over. In order to be permitted to practice in the state, you will have to complete a certain number of hours of training per year. In New York, for example, newly admitted attorneys must complete at least
16 CLE credit hours spread over four subject areas (Ethics and Professionalism, Skills, Law Practice Management, and Areas of Professional Practice) in each of the first two years after admission. You may begin to earn these credits in the period between graduation and admission to the bar; however, the maximum that you may earn during this period is 16. Cardozo Law School is among a number of entities offering CLE programs in the New York area.

For more information about CLE programming at Cardozo, call (212) 790-0464 or email cardozocle@yu.edu. For a full list of accredited CLE providers in New York State, visit www.courts.state.ny.us/attorneys/cle/aplist.pdf. Many CLE organizers provide full or partial fee waivers on a case by case basis. If you are experiencing financial hardship, inquire about a waiver to an individual organizer.

**Key CLE rules for newly admitted attorneys in New York follow.**

a. 32 credit hours are required of newly admitted attorneys during the first two years after admission (16 credit hours per year).

b. Of the 16 credit hours each year, 3 are to be in the areas of ethics and professionalism, 6 in the area of skills, and 7 in the area of law practice management and various areas of professional practice.

c. Except for ethics and professionalism credits, 8 credits (in excess of the 16-hour requirement) may be carried over from the first year to the second year, and 6 credits may be carried over from the second year to the next biennial reporting cycle.

d. Courses taken should be “transitional legal education”; i.e. practical skills or basic, entry-level courses.

e. No self-study, correspondence work, videotapes, audiotapes, motion picture presentations, or courses online may be used to satisfy these requirements without special approval from the Board, except for those based in law offices outside the United States, who may fulfill up to 12 credit hours through these formats without prior permission from the Board.

f. Attendees must receive a certificate of attendance from the sponsor of the program they attend, and such certificates should be retained for four years (attorneys may be asked by the Board to produce a copy as evidence of attendance).

g. Reciprocity may be granted for credits earned at approved courses taken in other MCLE states where New York’s MCLE standards are met.
The Office of the Registrar handles course registration; provides verifications of enrollment and graduation; maintains and distributes students' academic records; approves students for graduation; and certifies graduates as such to state bar examiners.

Contact Information:
Room: 1034
Phone: (212) 790-0295
Fax: (212) 790-0341
Email: BrookdaleRegistrar@yu.edu
Website: www.cardozo.yu.edu/Registrar

The office is staffed by:
Isabel Balson, Registrar
Cynthia Benolken, Associate Registrar
Bledy Capellan, Registration Clerk
Marla Butisingh, Registration Clerk

Registration Procedures

1. Registration Materials and their Distribution
Registration materials are posted on the ANGEL website via the home page prior to login. Students should check their ANGEL mail regularly to insure they receive all relevant information.

Registration materials include the academic calendar, the course schedule, a list of all courses being offered, 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 are urged to check their Cardozo Gmail account and ANGEL mail daily, even over the summer and during school breaks, for announcements regarding registration and other school matters.

Students should be sure that their contact information is up to date. This is easily done online. To update your information, go to www.yu.edu/myyu, click Students, Faculty and Staff, enter your user ID and PIN number, which is your 9-digit student number and PIN respectively, and click Login. Finally, click on Personal Information and you can check and update your contact information.

2. Registration
Entering students are automatically registered for their first-semester courses by the school. In all subsequent semesters, students must register themselves for their courses, even if they have no choice as to courses and sections in which they must enroll. The only exception to this is the May-entry students, who will also be registered by the school for their fall first-
year semester, so that they can be integrated into the first-year class with the August-entry students.

3. **Financial Holds**

In order to register for their next semester, students must have paid all charges incurred in prior and current semesters. A student is not permitted to register for future semesters if they still owe a balance from a previous semester. Please see the Office of the Student Finance section of this Handbook for information on payments.

4. **Other Holds**

Students must have an **official**, final, 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 Office of the Registrar of the undergraduate institution to Cardozo's Office of the Registrar.

Please note that the Registrar is not permitted to make copies of your undergraduate transcript for you or other outside entities. If you need a copy of your undergraduate transcript, you must order it from the issuing institution.

Other documents requested from you by Admissions and required prior to registration include a Dean's Certification from prior higher education institutions, Certification and Authorization Rider, Student Affirmation, MMR documentation, Meningitis immunization documentation, and Emergency Contact form.

5. **Late Registration**

Students who do not register for courses during the initial registration period may still register during the online Add/Drop period. However, their chances of getting into popular courses are obviously reduced, and such students lose their priority based on class year.

6. **Course Conflicts**

A student may not enroll in a course for which any meeting time overlaps with any meeting time of another course in which the student is enrolled. Students should check their course confirmations as soon as they are available and check course times carefully.

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 on ANGEL.

If a student enrolls in a course for which the prerequisite has not been previously satisfied or the co-requisite contemporaneously satisfied, no credit for the course will be granted, even if the prerequisite or co-requisite is satisfied subsequently.
Upon occasion, a faculty member may waive a course prerequisite for an individual student. When such a waiver is granted, the student must ensure that the faculty member submits written notice of the waiver to the Office of the Registrar.

8. **Oversubscribed Courses**

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

   Students should not attempt to circumvent the add/drop system by contacting professors for permission to enroll in a closed course. In order to make the process fair to everyone, even if permission is granted by the professor for a student to enroll, the student will not be permitted to register for the class.

9. **Add/Drop**

   Students who have already registered can make changes in their schedule during the add/drop period. Courses dropped during this period do not appear on the student's transcript. Most courses can be added or dropped through the online Add/Drop process, and a limited number of seminars use online waitlists (see the Waiting Lists section below). Detailed information about closed courses and the add/drop process is available each semester in the Registration Information Packet posted on ANGEL.

10. **Waiting Lists**

    Additions of students to most courses will be done online. However, a small number of courses will be designated as a “Waiting List” course. Students who hope to register for a Waiting List course should put their name on the online waiting list for that course. If spots in the course become available during the add/drop period, wait-listed students eligible to register for that course will be sent an email by the Office of the Registrar. Students must respond to the Registrar’s email by return email, fax, or by coming into the Office of the Registrar by 1:00 pm the following day. Failure to do so will forfeit the spot in the course, which will be given immediately to another student.

    Students should not assume that they will be able to enroll in a class for which they have been wait-listed. It is possible that spots may not become available, or that even if they do, there may be more people on the Waiting List than there are available spots. Rather, they must register for another course, which they can drop, if and when they are allowed into the previously closed course.

    Students should not attempt to circumvent the waiting list system by contacting professors for permission to enter a closed course. In order to make the process fair to everyone, even if permission is granted by the professor for a student to enroll, the student will not be permitted to register for the class.
11. Withdrawing from Courses after the Add/Drop period

After the add/drop period, students may only withdraw from courses with special permission. A student who wishes to withdraw from a course must schedule an appointment with the Dean of Students to discuss withdrawal.

If permission is granted, 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. Students registered for a journal or Moot Court will not be permitted to withdraw during the academic year, absent serious extenuating circumstances and permission from the editor-in-chief, faculty advisor, and Dean of Students.

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 G.P.A. calculations) for the course.

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

Registering for Special Courses and Programs

The following explains registration procedures for certain programs. Information on the programs themselves may be found in the Additional Opportunities section of this Handbook.

1. Independent Research and Teaching Assistants

Please note: students are permitted to apply no more than 3 credits from Independent Research and 2 credits from Teaching Assistant positions towards the 84 required for graduation.

   a. Independent Research

   Once a full-time faculty member has agreed to supervise an Independent Research Paper, a student must have him/her sign a completed “Request to Pursue Independent Research” form available in the Office of the Registrar. (In exceptional circumstances, a student may be approved to work with an adjunct faculty member.) After receiving the signature of the supervising faculty member, the student should obtain the signature of the Vice Dean in room 1010. Finally, the student must submit the completed form during the Add/Drop period to the Office of the Registrar.
Students who wish to satisfy the upper-level J.D. writing requirement through an Independent Research Paper must comply with the requirements set out under the Writing Requirement section in the Academics section of this Handbook.

b. Teaching Assistants

TA's receive one credit per semester and are graded on a pass/fail basis. A maximum of two TA credits may be applied toward the 84 credits required for awarding of the J.D. degree. To register, TA’s should complete an Add/Drop card, have the professor initial it, and bring it to the Office of the Registrar. TA’s must register for credit each semester that they hold the position, even if they are assisting with a year-long course.

2. Externships and Field Clinics

Students applying for externship or field clinic approval should register for a full course load during registration, without registering for the externship or field clinic. After approval, the externship program will register accepted students. When the externship or field clinic appears on Banner, a student may contact the Registrar to drop the class(es) s/he needs to due to adding the externship, without receiving a “W” notation.

The law school expects students to adhere to commitments to work. If it is essential to withdraw, students should contact the Externship Director at the earliest possible point. Before the date of the second seminar meeting, students may withdraw without a “W” on the transcript after submitting certain information about the withdrawal. After the date of the second seminar meeting, students must receive special permission from the Externship Director to withdraw from the program and will receive a notation of “W” for both the field placement and seminar.

3. Winter Intersession Courses

Students interested in taking a winter intersession course, such as ITAP or Representation in Mediation, must register in person for the course during the fall at the Office of the Registrar. Students should fill out an Add/Drop card and the Office of the Registrar will add students to these courses according to priority group (3Ls before 2Ls). Any credits taken during the winter intersession will not count towards the number of credits counted for the fall or spring semesters.

4. Concentrations

Applications for J.D. concentrations will be distributed to students during their final semester at law school. (For further information, please see the J.D. Guide to Course Selection under Registration on the ANGEL website.) For information on LL.M. specialties, please see the LL.M. Handbook.

5. J.D. Certificate in Dispute Resolution

Students who complete the prescribed program may receive a Certificate in Dispute Resolution in conjunction with their J.D. degree, and a notation regarding the Certificate will
be made on the recipient’s official transcript.

For additional information, go to Cardozo’s website, click on Programs and Centers, and then Kukin Program for Conflict Resolution. Interested students can contact Professor Lela Love in room 1107 at (212) 790-0365 to discuss further details.

**Change of Status - Leave of Absence/Official Withdrawal**

1. **Leave of Absence – Voluntary and Administrative**
   
a. **Voluntary**

   A student who wishes to leave Cardozo for a semester or more, but who wishes to retain the option to return at a future date, should schedule an appointment with the Dean of Students to request a Leave of Absence. Granting such leaves is discretionary, not automatic. When granted, such leaves are permitted for a maximum of two semesters.

   Students on leaves of absence are responsible for staying informed of and complying with Cardozo's policies, rules, regulations, and deadlines, which are subject to change.

   Depending on the date of the leave of absence, students may be entitled to a partial refund of tuition. For information on refunds upon commencement of a leave of absence, see the Withdrawal Procedures and Refund Policy section in the Office of Student Finance section of this Handbook.

   With the exception of students who have been approved to visit another institution and transfer credits back to Cardozo, students will automatically be billed for a non-refundable deposit in order to secure the option to return to school. J.D. students in their first year of law school must also notify the Admissions Office four weeks prior to their return.

   Failure to obtain approval for a leave of absence may result in the denial of re-enrollment.

b. **Administrative**

   The Law School reserves the right to place students who fail to comply with Cardozo’s academic, financial, behavioral, or other requirements on an administrative leave of absence until such time as such requirements are met or the Dean of Students authorizes re-enrollment. Students placed on an administrative leave must still comply with the Law School’s time requirements for completion of their studies: for J.D. candidates, 5 years; for full-time LL.M. candidates, 1 year; for part-time LL.M. candidates, 3 years.
2. **Official Withdrawal – Voluntary and Administrative**

   a. **Voluntary**

      A student who wishes to withdraw from Cardozo and is certain s/he will not wish to return at a future date must schedule a meeting with the Dean of Students to request an Official Withdrawal.

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

   b. **Administrative**

      The Law School reserves the right to administratively withdraw a student who has not completed his or her degree requirements within the requisite time period. In addition, students may be administratively withdrawn for failure to register for classes for one or more semesters without having secured an approved leave of absence for such time period.

**Student Records**

The Office of the Registrar 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:

   a. the right to inspect and review the student's education records within 45 days of the day the Office of the Registrar receives a request for access. Students should submit to the Office of the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected;

   b. 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 to the Registrar and 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; and

   c. the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The Act protects the privacy of education records, and in general forbids their disclosure to others, including the student’s parent(s), except in the case of a health or safety emergency, as provided by the law.
Education records are not limited to “academic” records. They include virtually all records maintained by the school, in any format, that are directly related (i.e. personally identifiable) to the student. That includes disciplinary as well as academic records, wherever those records may be kept.

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.

FERPA permits the disclosure of information to officials of other institutions where a student is already enrolled or seeks to enroll.

If the student is 21, FERPA permits disclosure to a parent of a violation of law or institutional rule or policy governing the use or possession of alcohol or a controlled substance.

FERPA allows (but does not require) disclosure to a student’s parent(s) if the student (regardless of age) is their dependent for federal tax purposes.

Records will be disclosed pursuant to a judicial order or lawfully served subpoena. Unless the order or subpoena requires confidentiality, 10 days written notice will be given to the student before copies of the records are provided.

The following information related to a student record is considered “directory information”: dates of attendance at Cardozo School of Law; program attended; and degrees and awards received and their dates. Directory information will be disclosed without the student’s consent, unless the student, within ten days of registration each semester informs the Registrar, in writing, that directory information is not to be released without the student’s written permission. Copies of the University’s FERPA policy statement may be viewed on the Yeshiva University website.

**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, signed, and dated request.

2. **Complete Transcripts**
   Student academic records are provided only in the form of complete transcripts. The Registrar will not provide partial records.
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 months after grades have been recorded.

4. **Requests for Transcripts**

Requests for official transcripts must be made in writing to the Office of the Registrar. Requests will usually be filled within three business days as long as there is no “hold” on a student’s account. There is no fee for official transcripts. Students can also print their own unofficial transcripts in the Office of the Registrar or through their online account from any computer with an internet connection.

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.

**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. Letter of Good Standing requests should be made at the Office of Student Services and Advising.

**Certification for Bar Examinations**

Students are responsible for applying to the jurisdiction(s) in which they intend to sit for the bar examination. Students planning to sit for the New York State Bar Examination may contact the Office of the Registrar for information on deadlines and for applications. Information may also be obtained directly from the NYS Bar Examiners by calling 1-800-342-3335 or from the Bar Examiners’ website at [www.nybarexam.org](http://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) 984-2111 or [www.njbarexams.org](http://www.njbarexams.org/). Students applying for the bar exam in other jurisdictions should 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. Two excellent online sources of information are [www.jurist.law.pitt.edu/barexam.htm](http://www.jurist.law.pitt.edu/barexam.htm) and [www.abanet.org/legaled/baradmissions/bar.html](http://www.abanet.org/legaled/baradmissions/bar.html).

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.

For a summary of the nature of various bar examinations and applications, please see the Admission to the Practice of Law section in the Academic section of this Handbook.
OFFICE OF STUDENT FINANCE

The Office of Student Finance is comprised of two parts, The Office of Student Aid and the Office of Student Accounts. Student Aid assists in financing graduate education while Student Accounts bills and collects payments.

Contact Information:
Room: 1024
Phone: (212) 790-0392
Fax: (212) 790-0366
Email: CLFinAid@yu.edu
Website: www.cardozo.yu.edu/StudentFinance

The office is staffed by:
Jon Goldberg, Director of Student Finance
Linda Lemberg, Assistant Bursar
Grisel Martinez, Assistant Director of Student Aid
Valda Harper, Student Accounts Representative
Cindy Ramirez, Student Aid Advisor

Cardozo students have easy, round-the-clock online (Banner web) access to the following:

a. financial aid information including; a listing of documents that have been received and those that are outstanding, and financial aid award information;
b. financial holds which may require a response from the student;
c. tuition bill;
d. payment options;
e. enrolling in and updating direct deposit student refund account;
f. the information contained in the most recent IRS 1098T, which enables students to claim a Lifetime Learning federal tax credit.

In order to access these online records and resources, please visit www.yu.edu/myyu and click on Faculty, Students and Staff. This will bring you to the login page. Login using your 9-digit Student ID number and click on Student Information.

General Policy

Students are billed per semester. The initial tuition invoice for the first semester will be mailed to the student’s permanent address as reflected on Banner web approximately four weeks prior to the payment due date each semester. Subsequent semester tuition invoices will be available on the student’s online Banner account through www.yu.edu/myyu. Notification of the online semester tuition invoice will be sent to the student’s Cardozo email by the Office of Student Finance. You should be sure that Cardozo has your current contact information (mailing address and active email address) at all times so that you can receive important information promptly. The easiest way to update contact information is to access your records online and make the change directly. Written requests to update your information can also be made at the Office of
the Registrar. Anyone wishing to have bills sent to an address other than their permanent address or their on file Cardozo email address must notify the Office of Student Finance in writing.

**J.D. students** taking less than 7 credits are charged on a per-credit basis plus fees. Students taking 7 or more credits are responsible for full tuition and fees for each semester.

**LL.M. students** taking less than 9 credits are charged on a per-credit basis plus fees. LL.M. students taking 9 or more credits are responsible for full tuition and fees for each semester.

Any announced increase in tuition is effective as of the first semester beginning after May 1st.

**Payment Options**

There are currently several payment options available to facilitate the payment of tuition and fees. Students may make payment in full by check or wire. In addition, to meet your budgeting requirements, Cardozo has made a payment plan available through Tuition Management Systems (TMS). All payments and payment plan budgets need to be completed and submitted by the payment due date preceding each semester.

1. **Monthly Payment Plan**

   Arrangements can be made through Tuition Management Systems (TMS) online by visiting [www.afford.com/yu](http://www.afford.com/yu) or by calling toll-free (800) 722-4867. Annual or term-based plans allow you to spread your fall or spring tuition payments into either 5 monthly installments for a single term, or 10 monthly installments for annual plans. Please note; TMS is not available during the summer semester! You may schedule the entire cost of Tuition & Fees less any Financial Aid with no interest or finance charge, but an enrollment fee of $80 is collected by TMS when the plan is established. The fall semester’s first payment to TMS is due July 25; TMS will in turn send it to Cardozo School of Law, Yeshiva University, where it will appear on the student’s account the following month.

2. **Making Payments From Outside the US**

   The University does not accept foreign currency or foreign checks as payment for tuition. You may pay with international money orders drawn on a United States bank. Payment may also be made by transferring/wiring funds directly from your bank to Yeshiva University's account using the information below.

3. **Bank Wire Transfer Information**

   Wire Payments can be made directly from your bank to Yeshiva University’s account with the following information:

   JP Morgan Chase  
   270 Park Avenue  
   New York, NY 10017  
   For the account of: Yeshiva University  
   Account Number: 816595417
ABA Number: 021000021
Swift Code: CHASUS33

Please note: it is crucial that the student name and Cardozo ID number are included with the wire instructions. If you do not know your Cardozo student ID number, please call or e-mail the Office of Student Finance. Please review the wiring policies with your bank; there may be fees deducted from the amount of your payment.

4. Check Payments on the Web

No fee internet payments can be made directly from a checking account by going to www.yu.edu/myyu. From there please click on Faculty, Students and Staff. You will then be directed to another page that will prompt you to enter your Cardozo ID, a nine digit number which begins with either an “8” or a “9”, and a PIN number. After entering these two fields, a new screen will appear where you should select Account Summary by Term. This will take you to your Account Summary and will indicate the amount owed. Scroll to the bottom of this page, and find the button that reads Pay by Check. Click on this button and follow the prompts to make your payment.

If you experience any difficulty in making a payment through this process, please contact the Office of Student Finance at (212) 790-0392 or clfinaid@yu.edu or visit the office at 55 Fifth Avenue, Suite 1024, New York, NY 10003.

Please Note: a Late Payment Fee of 1.5% per month will be added to all past due tuition and fees balances. In addition, any check returned by the bank for any reason will incur a $40 fee.

Student Aid

Cardozo awards a variety of merit and need-based scholarships, grants, and loans. A listing of scholarships appears on the Cardozo Student Finance website.

1. Eligibility and Application

To apply for federal and institutional need-based aid, new and incoming students must complete and file the Free Application for Federal Student Aid at www.fafsa.ed.gov.

TITLE IV School Code: 002903

We begin making awards for new students in March and continue to make awards on a rolling basis. Therefore, we encourage new applicants to file the FAFSA as early as possible. The FAFSA is available online beginning January 1. Continuing students must file the FAFSA by April 15 in order to be eligible for institutional need-based aid.

Please note that Cardozo requires parental information for incoming need-based applicants who have been claimed as dependents on their parents’ tax returns in any of the last three filing years. Additional information may also be requested.
All students are automatically considered for merit scholarships based on academic performance and do not need to submit an additional application for such awards.

2. **Loans**

A majority 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 Student Loan Program, which offers Stafford loans and Graduate PLUS loans. Information on the various loan options is available online at [www.cardozo.yu.edu/studentloans](http://www.cardozo.yu.edu/studentloans).

Cardozo also offers eligible students a low-interest loan. Institutional loans are based on financial need, academic standing, and availability of funds. While at Cardozo and for six months following graduation, no interest is charged or accrued. The interest rate on these loans is currently a fixed 5% with a 10-year repayment period.

Please note that all student loans including federal, private, and institutional loans can only be certified and disbursed during periods of enrollment. Students who are not enrolled over the summer are not permitted to borrow student loans to cover their summer living expenses.

Student loan borrowers who have taken out federal loans to help finance their education will be eligible for a variety of repayment and forgiveness programs offered by the Department of Education. Some of these federal programs include **Income Based Repayment**, which sets the monthly payment based on the borrower’s income, not on the size of the loan indebtedness, and **Public Service Loan Forgiveness**, which will forgive any remaining federal debt after working in the public sector for 10 years.

Additionally, Cardozo has an institutional **Loan Repayment Assistance Program (LRAP)**, which provides funding to help repay student loans for graduates working in the public sector.

It is strongly recommended that all students utilizing financial aid visit Cardozo’s **Debt Management** website. This site provides helpful information on budgeting, loan repayment, loan forgiveness, and other important details.

Please visit the following websites:
Income Based Repayment: [www.studentaid.ed.gov/ibr](http://www.studentaid.ed.gov/ibr)
Public Service Loan Forgiveness: [www.studentaid.ed.gov/node/91](http://www.studentaid.ed.gov/node/91)
LRAP: [www.cardozo.yu.edu/lrap](http://www.cardozo.yu.edu/lrap)
Debt Management: [www.cardozo.yu.edu/debtmanagement](http://www.cardozo.yu.edu/debtmanagement)

3. **Scholarships**

Scholarships and grants are direct gifts from Cardozo, through Yeshiva University, to the student. A limited amount of need-based grants are awarded based on the financial need of the student.
Merit scholarships are awarded by the Office of Admissions to incoming students during the application process and retained as long as the student achieves the specified minimum G.P.A. at the end of each academic year. Individual appeals are not considered.

A very limited amount of merit-based scholarship funds are allocated prospectively to students who perform exceptionally well during their first (1L) year of law school. All students are automatically considered for these funds based solely on their cumulative G.P.A./academic ranking after all first-year (1L) grades are reported. Transfer students are ineligible for scholarship consideration after the completion of their first (2L) year at Cardozo.

Scholarships and grants may only be applied against semester tuition charges. Excluded are charges related to semester fees, health insurance fees, and fees associated with additional academic programs (e.g. Summer Externship Program, ITAP, IMAP, etc.). Some additional academic programs may offer scholarships and grants that are directly related to their program charges.

Given the practical constraints of administering the scholarship program, individual appeals as to merit-based scholarships for continuing students cannot be considered.

4. Emergency Funds
   a. YU Cardozo Ivry Revolving Loan Fund
      Students needing a little assistance to tide them over while awaiting a financial aid disbursement may borrow small amounts without interest from the YU Cardozo Ivry Revolving Loan Fund. Such funding is contingent upon the student providing satisfactory documentation of the anticipated receipt of additional student loan money or third-party financial aid payments. The anticipated funds must be part of the current semester’s expected financial aid, and the student must be enrolled for that semester.

   b. Carrol and Milton Petrie Foundation Student Emergency Fund
      This fund has been created for the purpose of providing emergency cash grants to students in good standing who have short-term, unanticipated, financial difficulties. The Petrie fund is used to help students remain in school rather than being forced to take a leave of absence or drop out. Grants are limited to non-tuition items. Students in such situations should see the Dean of Students to discuss their circumstances.

Withdrawal Procedures and Refund Policy

1. Tuition

   Students withdrawing during the semester are eligible for tuition refunds in accordance with the following schedule:
During the first week** of the semester: 100% tuition refund
During the second week** of the semester: 75% tuition refund
During the third week** of the semester: 50% tuition refund
During the fourth week** of the semester: 25% tuition refund
After the fourth week** of the semester: No refund

** A week is defined as a 7-day cycle starting on the first official day of the semester.

Fees are not refundable.

Students should always meet with the Dean of Students and the Director of Student Finance or another professional staff member of the Office of Student Finance before withdrawing or changing from full-time to part-time status.

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

2. **Stafford Loans**

   Federal government guidelines require the prorated return of Title IV funds through the first 60 percent of the semester. All federal and state financial aid will be returned in accordance with federal and state guidelines. Again, students should always meet with a member of the Office of Student Finance before withdrawing or changing from full to part-time status.

3. **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 Dean of Students.

   **Leave Of Absence**

Taking a semester leave of absence requires the written approval of the Dean of Students. A non-refundable deposit, in the same amount as required for new students, will be required prior to returning to reserve a spot in the class. A maximum of two leaves of absence may be authorized.
OFFICE OF STUDENT SERVICES AND ADVISING

The Office of Student Services and Advising (OSSA) serves as the primary advocate and administrative liaison for the Cardozo student body. Staff members focus on issues concerning all aspects of student life at Cardozo and serve as a resource for information and guidance. You 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.

Contact Information:
Room: 1043
Phone: (212) 790-0429
Fax: (212) 790-0448
Email: CardozoStudentServices@yu.edu
Website: www.cardozo.yu.edu/StudentServices

The office is staffed by:
Judy Mender, Dean of Students – (212) 790-0313, Mender@yu.edu
Heather DePierro, Director of Student Services and Advising – (212) 790-0456, Heather.Depierro@yu.edu
Ashley Kowal, Administrator – (212) 790-0864, AKowal@yu.edu
Juliette Blige, Executive Secretary – (212) 790-0429, Blidge@yu.edu

Advising

1. Academic
OSSA can assist you with course selection and academic planning based upon your academic and career interests; offer guidance in interpreting law school academic policies and procedures; provide you with academic resources; offer general guidance on studying, class preparation, and exams; and assist you to develop a strategy to improve your academic performance.

2. Personal
OSSA is available to you to help you manage the pressures of law school, as well as outside challenges that are compromising your ability to function. Such challenges can include, but are not limited to, emotional distress, academic difficulties, family problems, physical illness, substance abuse, and sexual assault or harassment. If you experience difficulties in or out of law school, or need special support services, you are strongly encouraged to meet with a member of OSSA to discuss your situation. For problems that cannot be handled within the Office, referrals to other resources are available.

Academic Administration

The Dean of Students is the individual responsible for approval of requests in a variety of academic areas from students experiencing special circumstances. These include requests for withdrawals from courses, reduced course loads, letters of good standing, and other academic
requests. The Dean of Students 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.

OSSA handles all aspects of the administration of examinations. General information on examinations is included in this Handbook. Each semester, a preliminary exam schedule is provided to all students with registration materials. Towards the end of the semester, OSSA posts an Exam Memorandum online on ANGEL. This memorandum includes a final copy of the examination schedule and complete information on all exam procedures and guidelines, along with request forms for rescheduling and special arrangements.

**Letter of Good Standing**

OSSA handles all Letter of Good Standing requests. There are three different Letters of Good Standing: one for students who want to transfer to another school, one for students who want to visit another school, and one for general purposes (e.g. for a work, scholarship applications, etc.). Students seeking such a letter should complete the correct request form and submit it to OSSA. Request forms can be found in the Office of Student Services and Advising, room 1043, and online on the Student Services and Advising webpage under Forms. Forms can be mailed, emailed, faxed, or handed in person to OSSA. Please note that these requests take several days to process.

Some schools and employment applications require that their own good standing forms be filled out by the Dean of Students. These forms are also processed by OSSA.

Please note that a Letter of Good Standing is different than proof of enrollment. The Office of the Registrar handles these requests. Please see the Verification of Student Status section in the Office of the Registrar section of this Handbook.

**Course Evaluations**

At the end of each semester students are asked to complete an online evaluation for each course they have taken during the semester. Professors are asked to set aside time in class during the last two weeks of classes for students to complete these evaluations. The online evaluations are completed through Angel, and the results of these evaluations are processed by OSSA and made available to students on Angel and at the Reference Desk in the Library. The process is completely anonymous. The professor cannot access any of the responses and cannot determine who has submitted responses; the results are not made available to the professor until after grades have been submitted. Students are urged to fill out the course evaluations. The evaluations provide students with useful information about courses and professors, give feedback to professors, and help the school improve its academic programming.

**Lockers**

At the beginning of each semester, locker assignments, instructions, and guidelines on how to use the lockers are posted by OSSA on the first-floor bulletin boards and on Angel. Students are
assigned a locker and may only use that locker. Unfortunately, lockers cannot be reassigned
based on a preference to be on a different floor. If you have a legitimate medical reason why you
need a locker on a particular floor, you should make an appointment with the Director of Student
Services and Advising, Heather DePierro, to discuss the situation.

Cardozo is not responsible for locker contents. Please do not leave any items on top of lockers.

If you lock yourself out of your locker, please bring a photo ID to the Security Desk on the first
floor. If your locker is broken, please fill out a locker repair request form available at the first
floor Security Desk.

Student Leadership

Members of OSSA work with student organization leaders both informally and through
scheduled meetings. In addition, in order to better meet the needs of the student body, we
schedule regular lunches with the Student Life Committee, a group of students representing a
cross section of the student community, the Editors of Journals/Moot Court Honor Society.
Along with the Dean of the Law School, the Dean of Students also meets with leaders of the
student affinity organizations and the student government.

Programs & Events

OSSA offers a range of informational programs such as: *How to Maximize Law School Success*,
presented during orientation; *How to Take A Law School Exam; Exam Software and Procedures
Workshop; Train Your Brain, Wellness Week, and What You Should Know About the New York
State Bar Examination*.

In addition, we host a variety of social events on campus throughout the year. These events offer
students a convenient way to relax with peers and foster community at the Law School.

Disability Accommodations

The Office of Student Services and Advising is the Law School office that assists students with
documented disabilities or medical conditions in obtaining reasonable accommodations. OSSA
guides students through the application process and implements approved accommodations. If
you believe that you may need an accommodation, please make an appointment to meet with a
member of OSSA as soon as possible to discuss your situation.

Students seeking reasonable accommodations should bear in mind that they are responsible for
the following:

a. asking for assistance before experiencing difficulty;
b. advising the Office of Student Services and Advising of the exact nature of the
   accommodation(s) desired;
c. providing detailed supporting documentation in a timely manner;
d. meeting all academic responsibilities and deadlines, taking into account any agreed-upon accommodations;

e. submitting a completed initial request form;

f. if seeking accommodations for examinations, submitting a form requesting special exam administration conditions for each and every examination period by the specified date; and

g. bringing any problems to the immediate attention of OSSA, since it can take time to evaluate the request and, if approved, to arrange the accommodations. No relief can be given retroactively.

Supporting documentation should be recent and come from an appropriate, licensed professional who is not a member of the student’s family. The documentation must include specifics as listed below and must be dated, signed, and on the letterhead of the professional. The adequacy of the documentation will be determined by Yeshiva University’s Office of Disability Services or by consultants whom the Office may engage. At times, additional documentation may be required. All medical information will be kept confidential as required by law.

In order to expedite a request and ensure that appropriate accommodations can be provided, students should be sure that their documentation addresses the issues listed below.

1. For students with learning disabilities

   a. Evaluation and documentation should be within the past 3 years
   
   b. Identification of the tests administered as part of a psycho-educational evaluation
   
   c. The nature of the learning disability
   
   d. Description of the student’s functional limitations in law school (i.e. how does the impairment significantly limit a major life activity in an educational setting, e.g. test-taking)
   
   e. Recommendations regarding effective accommodations to equalize the student’s educational opportunities and the rationale for each recommendation

2. For students with Attention Deficit Hyperactivity Disorder

   a. Evaluation and documentation should be from within the past 3 years
   
   b. Assessment consisting of a history of symptoms, including evidence of ongoing impulsive, hyperactive, or inattentive behavior that has significantly impaired functioning over time
   
   c. Identification of the tests administered as part of a psycho-educational evaluation (including standardized measures for inattention, hyperactivity, and impulsivity, if possible)
   
   d. Description of the student’s functional limitations in law school (i.e. how does the impairment significantly limit a major life activity in an educational setting, e.g. test-taking)
   
   e. Recommendations regarding effective accommodations to equalize the student’s educational opportunities and the rationale for each recommendation
3. For students with physical, sensory, and health-related disabilities

   a. Specific diagnosis
   b. Date of diagnosis and date of last in-person contact with the student
   c. Statement as to the major life activities impacted by the student’s impairment(s) and level of severity
   d. Description of the student’s functional limitations in law school (i.e. how does the impairment significantly limit a major life activity in an educational setting)
   e. Recommendations regarding effective accommodations to equalize the student’s educational opportunities and the rationale for each recommendation

4. For students with psychiatric disorders

   a. Specific DSM diagnosis
   b. Instruments and procedures used to make the diagnosis
   c. Date of the diagnosis and date of last in-person contact with the student
   d. Statement regarding the severity of the impairment
   e. Description of the student’s functional limitations in law school (i.e. how does the impairment significantly limit a major life activity in an educational setting)
   f. Recommendations regarding effective accommodations to equalize the student’s educational opportunities and the rationale for each recommendation

5. For students with temporary disabilities

   a. Specific nature of the condition
   b. Date of the diagnosis and date of last contact with the student
   c. Assessment of current level of disability and description of the student’s functional limitations in law school (i.e. how does the impairment significantly limit a major life activity in an educational setting)
   d. Prognosis as to the expected duration of disability
   e. Recommendations regarding effective accommodations to equalize the student’s educational opportunities and the rationale for each recommendation
   f. In the event that the temporary disability continues beyond its expected duration, additional documentation may be required

Please feel free to meet with a member of the Office of Student Services and Advising to discuss any questions or concerns that you may have regarding the requirements above. We look forward to working with you.

A NOTE ABOUT ACCOMMODATIONS ON BAR EXAMINATION:
If you believe that you are entitled to an accommodation for a disability on the MPRE, Patent, or post-graduation Bar examinations (see the Admission to the Practice of Law section of this Handbook), please be sure to review the requirements and deadlines for applications for accommodations for each examination. Leave yourself plenty of time, since separate, earlier deadlines may apply, and since you may be required to obtain supplemental or updated documentation or testing.
Outside Resources for Students with Disabilities

1. Adult Career and Continuing Education Services – Vocational Rehabilitation (ACCES-VR)

   ACCES-VR is a program within the State Education Department (SED). Among other things, ACCES-VR provides subsidized testing for learning disabilities, for those who qualify. Among other qualifications, ACCES-VR looks at an applicant’s financial need. While the process may take several months, ACCES-VR may be a resource for those who are in need of testing for a learning disability and cannot afford the sometimes very high expense. Applicants may also qualify for funding for books or other services. For more information on ACCES-VR and the services it provides, call 212-630-2300 or go to www.acces.nysed.gov/vr/.

2. American Bar Association’s National Mentoring Program

   The American Bar Association’s Commission on Mental and Physical Disability Law established the national Mentor Program for law students with disabilities, prospective law students with disabilities, and recent law school graduates with disabilities. The initiative pairs disabled law students with practicing attorneys with disabilities, often the same disabilities the students have. The mentors offer academic advice, career tips, and general support. For more information, go to www.americanbar.org/disability/Pages/mentor.aspx.

General Health Services

The Law School has established a relationship with a special Health Services Clinic at Beth Israel. The clinic, located at 317 East 17th Street between 1st and 2nd Avenue, 2nd floor, provides primary care services. While clinic services are not automatically free to Cardozo students, those students enrolled in the AHP Student Health Insurance Plan will have the deductible and co-insurance waived for primary care doctor visits at this clinic. (NOTE: This waiver is only applicable to the clinic office and not to other Beth Israel departments.) Students not enrolled in AHP may also utilize the clinic services. In general, the clinic will accept payments by other insurance plans as payment in full, though students are advised to confirm this before incurring a charge. Students without any insurance will be billed, but at a comparatively low rate. If you are unable to afford this rate, please contact the Office of Student Services and Advising at 212-790-0429 to discuss your situation. Further details may be found below.

You can arrange for care by contacting the Clinic at 212-420-2882. Students may call between the hours of 9:00 a.m. and 5:00 p.m. on weekdays to schedule an appointment during the week. During weekends and late hours, you may call the Clinic to speak to a clinician regarding a medical issue. However, please note, in a medical emergency, call 911 or proceed to the nearest emergency room.

The Health Services Clinic provides centralized, toll-free scheduling and an inquiry phone line during regular business hours. A program coordinator will obtain insurance information, make specialty physician referrals during business hours, and schedule expedited routine medical care services and health promotion services by a physician, mid-level practitioner, or physician’s assistant at the above address or in affiliated physician’s offices.
When presenting for care to the above clinic or doctor's office, you will be required to show your current Yeshiva University Cardozo School of Law identification and your current insurance card. You will be responsible for compliance with the requirements of your health insurance plan. (See section below on Health Insurance.)

**Mental Health Services**

Law school can be a challenging time, and students experiencing high levels of stress and/or other emotional difficulties often find it helpful to talk to someone. Students are encouraged to speak with an advisor at the Office of Student Services and Advising.

Students also have the option to seek professional counseling services at the University Counseling Center. Yeshiva’s Counseling Center offers short-term individual counseling, psychiatric assessment, and medication management, referral services, crisis intervention, and emergency services. All services are free of charge and confidential.

The Counseling Center is located at **239 East 34th Street on the fourth floor** of the Schottenstein Cultural Center on the YU Beren Campus. It is open during general business hours Monday-Thursday and until 2:30 p.m. on Friday.

Students can reach the Counseling Center at **917-326-4942** or by email at counseling@yu.edu. When leaving a message, be sure to state your name, that you are a Cardozo student, and whether your problem is urgent. Calls will be returned as promptly as possible, on the same day or next day. If you call the Center at night or on the weekend, your call will be returned the next business day.

1. **Mental health emergencies**
   
   Please inform the Center that you have an emergency when you call 917-326-4942, and repeat that it is an emergency when a staff member returns your call. If you require immediate attention during normal University business hours, leave a message on the Center’s voicemail and then call Yeshiva Security services at (212) 790-0303, and they will contact the Counseling Center staff right away.

   If you have an emergency at night or on the weekend, you may contact University Security at (212) 790-0303 or (212) 340-7800. In case of a life-threatening emergency, please call 911 or call Hatzolah at (212) 230-1000. (Hatzolah is a voluntary emergency ambulance service with numerous locations around the city. It is run by members of the Jewish community but available to the general public.)

2. **Assistance with outside referrals**
   
   You may contact either the Counseling Center or LIFENET at 800-543-3638. This is a confidential and anonymous 24/7 mental health hotline which offers referral information.

3. **Counseling Center Staff**
   
   Chaim Nissel, PsyD, Director
4. **Helping Someone in Trouble**

The health and wellness of students is a matter of concern for every member of the University community including administrators, faculty, staff, and students.

Here are some common signs that someone you know may be having trouble:

- a. abrupt changes in behavior, mood, or appearance;
- b. loss of interest in schoolwork, work, or other activities;
- c. not attending class;
- d. signs of depression including: crying, hopelessness, sleeping or eating difficulties, low-energy, and/or excessive guilt;
- e. withdrawal from friends and social activities;
- f. preoccupation with death and dying;
- g. references to suicide or death in conversation, jokes, or writings; and/or
- h. drug or alcohol problems.

Here are ways to be helpful when someone shows some of these signs:

- a. take the signs seriously;
- b. tell the person you are concerned about them. Point out the signs you’ve noticed;
- c. be willing to listen. Don’t judge, automatically give advice, or try to cheer the person up;
- d. suggest the person call and make an appointment with either the Office of Student Services and Advising (212-790-0429; CardozoStudentServices@yu.edu) or at the Counseling Center (917-326-4942; counseling@yu.edu); and/or
- e. if, after talking to the person, you continue to have concerns, please call the Counseling Center at (917) 326-4942 to discuss the situation. After hours, call Yeshiva Security at (212) 790-0303 or (212) 340-7800.

If the person seems to be in acute danger (is talking of imminent self-harm, is acting dangerously, or has taken a dangerous substance), do not leave them alone. Either you or someone with you should call 911 or Hatzoloh at (212) 230-1000, and then call Yeshiva University Security at (212) 790-0303 or (212) 340-7800.

5. **Additional Resources and Links**

- a. The New York City Lawyer Assistance Program (NYC LAP)

**NYC LAP is a free and confidential hotline available 24 hours a day, seven days a week by calling (212) 302-5787.** NYC LAP is available to law students, attorneys, judges, and their family members in New York City who are struggling
with alcohol or drug abuse, depression, anxiety, stress, as well as other addictions and mental health issues.

NYC LAP offers the following.

i. Consultation  
ii. Evaluation and Assessment  
iii. Counseling  
iv. Referral  
v. Intervention  
vi. Peer support  
vii. Attorney Monitoring Program  
viii. Outreach and Education  

NYC LAP works in conjunction with the Association of the Bar's Committee on Alcohol and Substance Abuse and local volunteers to provide peer assistance, monitoring, and education to the legal community.

b. National Institute of Mental Health  
   www.nimh.nih.gov  

c. Suicide prevention geared to students  
   www.sprc.org/  

d. National Institute on Drug Abuse  
   www.nida.nih.gov

**Health Insurance**

1. **Student Health Insurance – Academic HealthPlans**

Every year, regardless of age, some students encounter unanticipated medical situations which require treatment and may have significant financial repercussions. While few of us expect to become ill in the near future, it is important that you take care of yourself and your finances by securing health insurance coverage. To assist students in avoiding unanticipated medical costs, Cardozo Law School requires all students registering for 6 or more credits per semester to maintain health insurance coverage. Coverage must meet or exceed the University’s criteria listed below.

Students will be enrolled automatically in Plan 1 and have the option of enrolling in Plan 2 of the Student Health Insurance. The premium cost will be placed on the student’s Cardozo school account unless the student has comparable coverage and chooses to waive out of the Plan. In order to waive out of the plan, a student must complete a waiver form and be approved. See additional plan information below.
The Student Health Insurance plan is underwritten by ACE Property and Casualty Company and administered by Academic HealthPlans, Inc (AHP). As always, since you are a student, the University is able to offer you this insurance at a relatively modest cost.

You have 2 options to consider with regard to the Student Health Insurance Plan:

a. **Plan 1 Basic Coverage** with an aggregate maximum of $100,000; or
b. **Plan 2 Enhanced Coverage** with an aggregate maximum of $200,000.

The law school has made special arrangements to have the deductible and co-insurance waived for visits to a primary care doctor at the Beth Israel Health Services Clinic located at 317 East 17th Street, 2nd Floor. This benefit is only available for students who are covered under one of the AHP plans above. (Please note that this waiver does not apply to other departments at Beth Israel.)

Coverage for an insured student who takes a leave of absence from the college due to an injury or sickness shall have his or her coverage continued with premium payment for a period of twelve consecutive months from the last day of attendance in the university. The leave of absence must be certified as being medically necessary by the student’s doctor. The written certification must be submitted to Academic HealthPlans.

All insured students who have been continuously insured under the school’s regular student policy for at least six consecutive months and who no longer meet the eligibility requirements under the policy are eligible to continue their existing coverage for a period of not more than six months under the school’s policy in effect at the time of such continuation.

As with all insurance plans, please remember that not all of your expenses will be covered. We have made every effort to provide you with low-cost insurance with the best coverage possible at that rate. It is important that you review and understand the terms of each insurance plan and decide whether you wish to opt for Plan 2, with greater coverage, or remain with Plan 1. Cardozo cannot be responsible for any balance of payment that may be due after processing by Academic HealthPlans.

For additional information on each plan, please see AHP’s plan highlights and review the complete Plan brochure online at [www.AHPCare.com/Cardozo](http://www.AHPCare.com/Cardozo). Please make your selection carefully; you will not be able to upgrade your coverage after the initial purchase in the Plan until the next enrollment period.

Insurance ID cards will be mailed to the address on file at the school. Please make sure to update your contact information with the Registrar’s Office at Cardozo each time it changes.

Students enrolled in either Plan 1 or Plan 2 may also enroll their spouses and/or dependents. Spouses and/or dependents must be enrolled at the initial time of student enrollment or beginning with the next enrollment period. To enroll your spouse and/or dependent, go to [www.AHPCare.com/Cardozo](http://www.AHPCare.com/Cardozo), download a Spouse and/or Dependent Enrollment Form, and submit payment directly to AHP.
Students who already have coverage equal to or greater than coverage under the Student Health Insurance Plan have the option to request a waiver from the requirements of purchasing the Student Health Insurance Plan. **All waiver requests and relevant documentation must be submitted each semester by the waiver deadline; no exceptions or extensions will be made.** Students must submit a new waiver request each academic year, even if they filed one the previous year. If you request a waiver, you will be required to provide proof that your private insurance plan meets all of the following criteria.

a. The insurance company must be headquartered and operating in the United States, with a U.S. claims address and customer service telephone number
b. The insurance coverage must remain in effect for the entire current academic year
c. The plan must provide inpatient hospitalization benefits in the New York City area, including mental health benefits
d. The plan must provide outpatient benefits in the New York City area, including office visits, outpatient mental health benefits, maternity benefits, and laboratory and radiology procedures (*Please note that coverage for emergency-only care does not satisfy the requirement.*)
e. The maximum benefit payable under the insurance plan must be at least $100,000 (US currency) per condition with a deductible not to exceed $250 (US currency) per year. For international students, the insurance plan must also include coverage for medical evacuation of at least $25,000 (US currency) and repatriation of remains of at least $15,000 (US currency) per year

The following types of insurance plans will **not** be acceptable for waiving out of the Student Health Insurance Plan.

a. Travel policies
b. Insurance plans that always require you to pay for treatment yourself and then apply for reimbursement

To request a waiver, visit [www.AHPCare.com/Cardozo](http://www.AHPCare.com/Cardozo) and review all relevant information and forms. Domestic students can submit all information and forms online. International students will need to download the relevant form and submit the following to Veronica Arredondo at Academic HealthPlans for review.

a. The completed International Student Waiver Form
b. A copy of your insurance policy, in English, indicating:
   i. the dates the insurance coverage begins and terminates;
   ii. any deductibles, copayments, and other out-of-pocket expenses;
   iii. your plan benefits, including a list of medical and mental health treatments that are excluded from coverage. (*Please note that your plan may not be accepted depending on these exclusions.*); and
   iv. name of the Insurance Company and your policy number.

**If a student does not submit adequate proof of equivalent coverage by the waiver deadline, the student will be responsible for the premium charged to his/her account.**
No refund will be given unless a student enters the armed forces and provides proof of active duty.

If you have questions about the Student Health Insurance Plan, you may contact Academic HealthPlans at 855-247-2273 or info@ahpcare.com.

2. **Dental Plans**
   
   For information on dental plans, see Academic DentalPlans at [www.academicdentalplans.com](http://www.academicdentalplans.com).

   In addition, you may want to consider the NYU College of Dentistry Clinic and the Stu-Dent Plan. For further information, see [www.nyu.edu/dental/patientinfo/college_stu-dent.html](http://www.nyu.edu/dental/patientinfo/college_stu-dent.html).

3. **Other Plans**
   
   In addition to the above, there are several other programs, including government benefit programs, which may help students obtain low-cost medical insurance and assistance.

   a. **COBRA**
      
      The COBRA program gives certain workers and their families who lose their health benefits the right to choose to continue group health benefits for limited periods of time under certain circumstances. Please see [www.dol.gov/dol/topic/health-plans/cobra.htm](http://www.dol.gov/dol/topic/health-plans/cobra.htm).

   b. **Public Resources**
      
      i. New York City has an excellent website with links to a wide range of health resources available to people in the 5 boroughs, including available public health insurance programs, low-cost clinics, prescription drug programs, dental clinics, vision services, and the HHC (Health and Hospitals Corporation Options program). To access this information, visit [https://a069-webapps7.nyc.gov/HealthInsLink/Free_LowCost.aspx](https://a069-webapps7.nyc.gov/HealthInsLink/Free_LowCost.aspx)

      ii. New York City also has a public website in which users can view and compare virtually all health insurance options (public and private) in one site from an unbiased prospective. To access this information, visit [http://www.nyc.gov/html/hia/html/resources/community.shtml](http://www.nyc.gov/html/hia/html/resources/community.shtml)

   c. **Clinics**
      
      In addition to information on NYC clinics referenced above, a nation-wide listing of primary health care clinics is available through the website of the US Department of Health and Human Services. See [http://findahealthcenter.hrsa.gov/Search_HCC.aspx](http://findahealthcenter.hrsa.gov/Search_HCC.aspx)
4. Prescription Drugs

   a. The New York State Attorney General's Office

      The NYS Attorney General’s Office has set up an excellent website on prescription drugs, including information on discounted or free prescription drug programs, price comparisons among pharmacies, and how to use caution when reviewing program information. You can access this information via www.ag.ny.gov/bureaus/health_care/about.html.

   b. New York City

      New York City has information on several low cost programs. See http://www.nyc.gov/html/hia/html/resources/services.shtml.

   c. Prescription Assistance Program

      If you are unable to afford prescription medication, see if you qualify for the Prescription Assistance Program. The Partnership for Prescription Assistance helps qualifying patients without prescription drug coverage get the medicine they need by finding a program that is right for them. Visit www.pparx.org for more information or call 1-888-477-2669.

   d. BigAppleRx

      BigAppleRx is New York City's first official prescription drug discount card. It is available free of charge and can be used at more than 2,000 city pharmacies. To learn more and apply for the card, please visit www.bigapplerx.com.

   e. Duane Reade Discount Cards

      Discounts for most prescription drug purchases are available to Cardozo students at Duane Reade stores. Students who need to purchase a prescription drug but do not have coverage for such purchases through health insurance obtain a "single-use" card at the Cardozo Office of Student Services and Advising, room 1043. This card is good for one trip (which may include several prescription drug purchases) to any Duane Reade store. (The store located at 14th Street between 5th Avenue and University Place is the most familiar with the program.) Students will only be able to obtain one card per request; however, they may return to OSSA for additional "single-use" cards as often as they need to fill prescriptions. At the pharmacy, students must present their Cardozo student ID card along with their single-use card at the time of purchase. For most prescriptions, students will be charged the equivalent of a Medicaid rate on the prescription, which frequently amounts to approximately 40% off of the retail price.

5. Study Abroad Health and Safety

   a. Health Insurance
Students should secure health insurance coverage for the duration of their overseas study. Not all domestic insurance policies will cover students while they are abroad so check with your provider.

If you do not have adequate coverage under your current policy, you may wish to take advantage of Cardozo’s contract with Cultural Insurance Services International (CISI). Those who wish to be enrolled for this insurance may self-enroll at https://webapps3.aifs.com/CISIPortalWeb/pub/SelfEnrollment.aspx using sponsor code CSL-SE. Contact the Office of Graduate and International Programs with any difficulties. This insurance coverage is only available while you are abroad.

If you would like to contract for your own coverage for the time you are abroad, there are a variety of companies and plans to consider. See www.studentsabroad.state.gov/health/medicalinsurance.php for some helpful considerations. You may consider the following companies which provide insurance for those going abroad for educational purposes.

i. STA Travel International ID Card Insurance (this very basic insurance is automatically included with international ID cards issued by STA Travel).

ii. HTH Worldwide at www.hthworldwide.com

iii. Compass Benefits at www.compassbenefits.com

Comparisons between different insurance plans may be made using www.insuremytrip.com or www.squaremouth.com.

For more information, see U.S. State Department – Medical Information for Americans Traveling Abroad at www.travel.state.gov/travel/tips/brochures/brochures_1215.html

b. Travel Assistance Program – International SOS

Students studying abroad are required to register with International SOS, a 24-hour international medical, security, and travel assistance program which provides local expertise, advice on medical and security pre-travel issues, and emergency assistance during critical illness, accident, or civil unrest. It is also a one-stop repository for all of your important information, including passport number, emergency contacts, medical history, etc. Registration is in two steps.

i. Activate your record: This is registration of your name, passport information, and emergency contacts. You should also include medical history and upload important documents (including a copy of your passport) here.
ii. Register your trip: This is where you put details of your travel outside the United States.

Click on this link to get started:
THE OFFICE OF CAREER SERVICES

The Office of Career Services (OCS) works with students to develop strategies for success in securing internships and post-graduate employment. Toward this end, OCS provides students with individual counseling, programming, and resources that introduce them to all areas of the legal profession, as well as assist them in enhancing the skills that are necessary to be successful in their chosen practice.

Contact Information:
Room: 1128
Phone: (212) 790-0358
Fax: (212) 790-0232
Email: CardozoOCS@yu.edu
Website: www.cardozo.yu.edu/CareerServices

The office is staffed by:

Associate Dean & Professor of Professional Development, Marcia Levy – (212) 790-0374
Director & Coordinator of Diversity Initiatives, Sherry-Ann Smith – (212) 790-0413, snsmit@yu.edu
Director, Center for Public Service Law, Leslie Thrope – (212) 790-0360, thrope@yu.edu
Associate Director & LL.M Advisor, Jeff Becherer – (212) 790-0387, becherer@yu.edu
Assistant Director & Alumni Outreach Coordinator, Julie Anna Alvarez – (212) 790-0827, jalvare1@yu.edu
Assistant Director & Employer Outreach Coordinator, Mark Goldfarb – (212) 790-0364, mgoldfar@yu.edu
Recruitment Manager, David Adams – (212) 790-0450, dadams@yu.edu
Receptionist/Reciprocity Coordinator, Corinne Shockley – (212) 790-0358, cshockle@yu.edu
Systems Specialist, Rick Brown – (212) 790-0430, rbrown@yu.edu
Administrative Assistant, Pamela Lewis – (212) 790-0358, pplewis@yu.edu

OCS is open year round, during the following hours:

Mondays – Thursdays from 9:00 a.m. to 5:30 p.m.
Fridays from 9:00 a.m. to 2:30 p.m.

Career Services & Resources

The Office of Career Services offers the following resources.

a. Individualized one-on-one counseling regarding career options, job search strategy, employment resources and building your resume through practical experience

b. Mock interviews and personalized critique of interview skills
c. A Center for Public Service Law that coordinates resources and programs to enhance your public service opportunities, both throughout law school and beyond, including professional employment, judicial clerkships, internships, public service funding programs, and more

d. On-campus and off-campus recruitment programs in both the fall and spring, providing access to local, national, and international employers

e. Access to diversity, specialized, and regional legal career fairs

f. Access to internships and job postings on Symplicity, PSLawNet.org, Idealist.org, and Internships-USA.com

g. The Symplicity Document Library, providing information that includes the following: interviewing and preparing resumes and cover letters, bar associations, writing competitions, fellowships, as well as a calendar for upcoming OCS programs and deadlines

h. An extensive resource library equipped with attorney and law firm directories, career-related reference materials, and individual computer work stations to provide state-of-the-art access to employment information and job listings

i. Numerous panel discussions, roundtable events and forum events, workshops, and “practice profile” lunches to expose you to a broad range of practicing attorneys in a wide variety of legal fields

j. Networking opportunities with law firms, government agencies, public service organizations, bar associations, and Cardozo alumni, as well as structured Alumni Mentor and Networking programs

**OCS Procedures and Rules**

1. **Appointments**

To schedule an appointment with a career counselor, students should contact the OCS receptionist at (212) 790-0358 or stop by the reception desk in room 1128. Counseling appointments are 30 minutes in length. Students should email an updated version of their resume to the counselor with whom they are scheduled to meet at least one business day prior to their appointment time. The reception desk can provide students with the email address of the counselor with whom they will meet.

Upon arrival for an appointment, students must check in with the OCS receptionist.

If you do not have an appointment, OCS offers several “walk-in” opportunities for quick and simple questions that can be answered in less than five minutes. We hold “Thursdays on Three” each week during the fall and spring semesters with multiple counselors stationed at a
table in the third floor Greenberg Student Lounge to answer questions. On Mondays and Wednesdays at least one counselor is available from 12:00 – 1:30 p.m. All counselors offer several “walk-in” hours each week. Walk-in hours change from week to week; be sure to consult your Symplicity homepage to ascertain the current week’s walk-in times.

When scheduling an appointment for a mock interview, the receptionist must be informed so that a double time slot can be scheduled.

2. OCS Resource Library

OCS library books must remain in the Resource Center.

No food or beverages are permitted in the Resource Center.

Conversations in the Resource Center must be kept at a low volume. Cell phone use is not permitted.

Students are permitted to use the OCS fax machine for employment search related purposes only. An OCS cover sheet, available at the reception desk, must be used when sending faxes. Faxes may not exceed ten pages. Individuals may only send ten faxes per day. Completed fax requests must be given to the receptionist. Students may pick up their confirmations at the end of the day.

Computers in the resource room work stations are only for use in connection with an employment search. We ask that students limit their computer use in the resource center during busy times when numerous students are waiting to use a computer.

3. First-Year Students

All first-year J.D. students must attend a mandatory first-year orientation session and meet with an OCS counselor to have their resumes reviewed. Students who do not meet with a counselor will be unable to participate in OCS programming, including on-campus interviewing.

First-year J.D. students may begin one-on-one counseling in accordance with the following dates:

- May-entry students are eligible to meet with counselors as of September 15, 2012.
- Students entering in August may meet with counselors as of November 1, 2012.
- January-entry students may meet with counselors as of March 15, 2013.

Prior to meeting with a counselor, 1L’s will have access to the Office of Career Services resources and are invited to attend programs and events organized and sponsored by OCS.

4. Communications

OCS communicates with students through the following means: a daily e-news blast; the Symplicity homepage; the main Cardozo calendar; the OCS Facebook page; a weekly
diversity e-newsletter sent via OCS Diversity listserv; OCS bulletin boards located on the 11th floor; and the Public Interest Law Students Association (PILSA) board. OCS sends all communication to your “@law.cardozo.yu.edu” email address.

Student Professionalism

As a profession, lawyers are held to the highest moral and ethical standards. Those standards take effect as soon as you enter law school and govern your behavior during every step of your job search, from drafting your resume to accepting an offer and joining your new employer. OCS welcomes its role in establishing a professional partnership with Cardozo students and takes seriously its obligation to educate students about the importance of professionalism. It is essential that you take your role in the partnership as seriously. To participate in OCS programming you must:

a. stay informed about OCS policies, procedures, programs, deadlines, resources, and employment opportunities by reviewing OCS communications, the Cardozo calendar, the Symplicity home page, and notices posted throughout the law school by OCS;

b. adhere to all instructions and deadlines in dealings with OCS staff and employers;

c. keep appointments, whether for a counseling session with OCS staff or a career-related program requiring an RSVP;

d. exhibit courtesy, respect, and professionalism when dealing with classmates, alumni, networking contacts, law school personnel, and employers and their staff members;

e. conduct yourself in a responsible and professional manner when attending all OCS or employer-sponsored events both on and off campus;

f. provide accurate, honest, and up-to-date information during interviews and in all resumes, cover letters, and other materials provided for securing employment; agree to consult OCS staff if questions arise regarding how to characterize an item in any document or handle an issue in an interview;

g. be prepared for and attend all employment interviews and employer-sponsored events for which you have RSVP’d (including those held at Cardozo and those held at employer offices) or promptly notify the employer and OCS if unavoidable and unforeseen circumstances prevent attendance at an interview;

h. accept responsibility for your individual job search and be proactive in pursuing appropriate legal experience and utilizing job search resources including networking opportunities;
i. honor the commitment once an offer of employment is accepted; promptly withdraw all pending applications and cease seeking other employment or entertaining additional offers once an offer has been accepted; promptly consult OCS and the employer if extraordinary or unforeseen circumstances require that the acceptance be modified or that you be released from your acceptance; and

j. keep OCS apprised of your summer and postgraduate employment status so that OCS can fulfill its reporting obligations to Cardozo, the American Bar Association, and the National Association of Law Placement.

Failure to comply with OCS policies regarding recruitment program protocol, event attendance, representation of your experience and credentials, and the exhibition of courtesy and professionalism at on and off-campus employer-sponsored and recruitment events may result in sanctions including:

a. cancellation of your Symplicity account and access to Cardozo job listings;

b. preclusion from participation in the Fall and Spring Recruitment programs;

c. preclusion from participation in career fairs requiring registration by Cardozo Law School;

d. an inability to participate in Cardozo funding programs such as the Public Sector Summer Stipend, the Postgraduate Fellowship, Loan Repayment Assistance Program (LRAP), and other school-funded fellowship opportunities; and/or

e. a notation on your Cardozo transcript acknowledging unethical or unprofessional conduct and recommendation of further disciplinary action to be carried out by the law school administration.
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 many research guides which contain information specific to the resources available at the law library. Complete information on the library and its collections can be found in the Law Library Guide which is distributed to students at orientation as part of the Orientation Handbook.

Contact Information:
- Room: 6th through 9th floors with the entrance on the 12th Street side of the 7th floor
- Phone: (212) 790-0220
- Email: LawRef@yu.edu
- Website: www.cardozo.yu.edu/Library

The Library is staffed by:
- Associate Dean, Lynn Wishart
- Assistant Librarian, Norma Feld
- Senior Public Services Librarian, Kay Mackey
- Public Services Librarian, Kim Ronning
- Public Services Librarian, Peter Walenta

The Director of the Library is Lynn Wishart, Associate Dean. 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.

Librarians can be reached by telephone at (212) 790-0220, by instant messaging lawref on Google or cardozolawref on AIM, GoogleTalk, or Yahoo; or by email at lawref@law.cardozo.yu.edu or lawref@yu.edu. The Law Library has a Facebook page located at www.facebook.com/CardozoLawLibrary. You are welcome to “like” the page to get up-to-date information about the library and legal technology.

Reference librarians are available to assist library users from 9:00 a.m. to 7:00 p.m. Monday through Thursday, 9:00 a.m. to 4:00 p.m. on Friday, and 1:00 p.m. to 6:00 p.m. on Sunday during the school year.

**Hours of Library Services**

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

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
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<tbody>
<tr>
<td>Sunday</td>
<td>10:00 a.m. – midnight</td>
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<tr>
<td>Monday - Thursday</td>
<td>8:00 a.m. – midnight</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00 a.m. – **</td>
</tr>
</tbody>
</table>
The library closes at 4:00 p.m., 5:00 p.m., 6:00 p.m., or 7:00 p.m. on Fridays. The specific closing hour for each Friday is posted at the entrances to the library and on the ANGEL website. Holiday closings and other changes are also posted. Students requiring the use of a library facility on Friday night and/or Saturday should inquire at the Library reference desk regarding other facilities outside the Law School available for their use.

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

- **Sunday**: 10:00 a.m. – 10:00 p.m.
- **Monday-Thursday**: 8:00 a.m. – 10:00 p.m.
- **Friday**: 8:00 a.m. – 6:00 p.m.

Resources in the virtual library are available at all times. For remote access to electronic resources, click the link to the resource in BEN or click the link to the E-Journal Portal that appears on various Law Library web pages, on ANGEL, or on the “search” page of BEN.

**Facilities: Computers, Conference Rooms, A/V Equipment, Photocopying**

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 seven and eight. Applications currently available in the law library include Corel WordPerfect and Microsoft Office (word processing, spreadsheet, and presentation software).

   The law library has both wired and wireless connectivity for your personal laptop computer. Inquire at the Reference Desk for information on getting access to one or both of these networks.

   Questions about or problems with the ANGEL course web or the Cardozo GMAIL system should be directed to the reference librarians in person or at lawref@yu.edu. In addition to responding to questions about ANGEL, Cardozo GMAIL, network connectivity, or various applications including the exam software, the librarians will troubleshoot basic hardware and software problems.

2. **Group Study Rooms**

   Group Study Rooms are provided on floors 6, 8, and 9. 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. **Outside Library Resources**

   With the presentation of a currently validated Yeshiva University student ID card, Cardozo students have access to the Fogelman Library of the New School (55 W. 13th Street; www.library.newschool.edu/fogelman/) and to the Cooper Union Library (7 East 7th Street; http://library.cooper.edu/). In addition, the library is a member of METRO, the New York
Metropolitan Reference and Research Library Agency, through which Cardozo 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.

For questions about access, contact the reference librarians in person or via lawref@yu.edu.

4. **Audio-Visual Equipment**

The library supports the audio/visual needs of the Cardozo community. To support student activities and classroom presentations, the library provides digital audio recorders, overhead projectors, video cameras, microphones, a document camera, and LCD projection. Classrooms are equipped with video and computer projection equipment. To use this equipment for a class presentation or group meeting, reservations should be made with the reference librarians. Video playback stations are found in the library.

5. **Lost and Found**

Books, notebooks, and other items of value found in the library are held for a short time at the 7th floor Circulation Desk and then are turned over to the security desk at the Fifth Avenue entrance to the building.

Library users are advised not to leave personal belongings (including laptop computers, backpacks, etc.) unattended in the library. The library takes no responsibility for the personal property of its users.

6. **Photocopying**

The law library has photocopiers on all floors for self-service copying and networked printing. The same account is used for photocopying and for printing.

**Collections**

1. **General Information**

The library's collections 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, such as 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. New York legal materials represent the third collection housed also on the 7th floor.

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 three-week periods, and books may be renewed for a second three-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.

Most electronic materials are available outside the law school building through links in BEN. A few materials are restricted by their publishers to on-site use; you must be on the YU network to get access to these resources.

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. **Interlibrary 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 may direct a student to another local library. With the presentation of a currently validated Y.U. student ID 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 can answer questions about area libraries and issue passes, when deemed necessary, to these METRO and Conference libraries.
Regulations Concerning Use of the Law Library

1. General Requirements

Valid Yeshiva University (Y.U.) ID cards or registration receipts must be presented upon request to library staff. A Y.U. ID 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 is not permitted inside the library and food may not be brought into the library.

Liquids must be carried in a container with the lid secured.

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

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.

3. Acceptable Use of Technology

Students can use LexisNexis or Westlaw for research related to a class, in-house clinic, or research activity sponsored by Cardozo. Students who are employed cannot use their student LexisNexis or Westlaw passwords for work-related research assignments. Most other electronic resources are provided for academic use only. Bloomberg Law accounts may be used for work-related research purposes.

Moving, opening, or tampering with equipment is prohibited. Attaching personal equipment to library equipment or telephone lines is prohibited.

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

Student Bar Association

The Student Bar Association (SBA) is the center of student life at Cardozo and represents Cardozo students in all matters concerning the student body and the school. The SBA is also the umbrella organization for all student groups funded by the student activity fee. The SBA elected senators and students-at-large work with the student groups to develop yearly budgets and allocate funds for the activities of these groups. The SBA independently organizes extracurricular events and activities for the student body as well. Major events include the Food and Blood Drives, Student Appreciation Week, Student Mentor Program, the Semi-Annual Book Swap, bi-monthly social nights, Fall Bash, and Barrister's Ball, Cardozo's semi-formal social event held every spring.

In the SBA office, located on the second floor in room 215, there is a computer, printer/scanner, phone, and a fax machine that are available to all students.

In addition, the SBA communicates directly with the faculty and administration concerning student opinions on all school-related matters. Senators serve as members of various faculty and administrative committees, such as the Junior Advisory Board, the Faculty’s Academic Standards Committees (other faculty committees may consult with SBA representatives as needed), and Student-Faculty Relations. The SBA also has its own internal committees on which senators and other students serve together, such as the Budget Committee and the Legislative Committee.

The SBA consists of approximately twenty-two elected students and four appointed students-at-large. The entire student body is responsible for electing the President, Treasurer, and a Student Trustee, while each class year at Cardozo elects six senators to represent their class in the Senate. The May-entry, January-entry, and LL.M. classes each elect one senator to represent their sections. The elected senators are responsible for selecting a Vice President and Secretary from among themselves.

More information about the SBA and student groups at Cardozo is available online at www.cardzosba.com.

Student Groups

There are a number of official student groups organized around particular shared interests or areas of law. The student organizations sponsor outside speakers, panel discussions, exhibits, social events, and excursions. Students interested in founding a new club or receiving funding for a student organization must submit a proposal to the SBA. Only SBA-approved groups and groups approved by the Office of the Dean are permitted to hold events on campus. Students in leadership positions should be sure to review the Student Organization Guide for details on resources and procedures. The Student Organization Guide is available online on ANGEL under Cardozo Community in the Student Organization Resources and Event Planning folder, and in the Office of Student Services and Advising, room 1043.
The following student organizations have been recognized and funded by the SBA recently:

- American Constitution Society (ACS)
- Art Law Society
- Asian Pacific American Law Student Association (APALSA)
- Basketball Club
- Black Law Students Association (BLSA)
- Cardozo Advocates for Battered Women (CABW)
- Cardozo Advocates for Kids
- Cardozo Criminal Law Society (CCLS)
- Cardozo Dispute Resolution Society (CDRS)
- Cardozo For Immigrant Rights and Equality (FIRE)
- Cardozo Students for Human Rights (CSHR)
- Chabad
- Christian Legal Society
- Cyber Law
- Family Law Club
- Federalist Society
- Intellectual Property Law Society (IPLS)
- Jewish Law Students Association (JLSA)
- Korean American Law Students Association (KALSA)
- Labor and Employment Law Society (LELS)
- Latin American Law Students Association (LALSA)
- Law Revue
- Law Students for Reproductive Justice (LSRJ)
- Microfinance and Entrepreneurship Society (MFE)
- Minority Law Students Association (MLSA)
- National Lawyers Guild (NLG)
- OUTLaw
- Public Interest Law Students Association (PILSA)
- Real Estate Law Association
- Russian American Law Students Association (RALSA)
- Softball Club
- Southeast Asian Law Students Association (SALSA)
- Sports & Entertainment Law Students Association (SELSA)
- Student Animal Legal Defense Fund (SALDF)
- Suspension Representation Project (SRP)
- Tax Law Society
- Tennis Club
- Transfer Visiting Students Organization (TVSO)
- Trusts and Estates Association (TEA)
- Unemployment Action Center (UAC)
- Young Attorneys Relaxing with Needle Crafts (YARN)
- Yoga Club
- Youth Advocates
Student Life Committee

The Student Life Committee (SLC) is a collaborative working group composed of SBA-appointed student members, volunteer student members, and Cardozo and Yeshiva University administrators. The group’s goal is to address a wide range of quality of life issues affecting Cardozo students.

At the SLC’s monthly meetings, student questions, comments, and concerns are discussed, and the committeebrainstorms proposed solutions. The SLC addresses academics, facilities, student services, and all other aspects of student life.

The Vice President of the SBA serves as the Chair of the SLC. Students wishing to provide input to the Committee should feel free to contact Benjamin Cooper at Benjamin.cooper@law.cardozo.yu.edu.

Student-Faculty Relations Committee

The Student-Faculty Relations Committee provides a forum for exchanging ideas and sharing perspectives. Examples of topics that have been discussed include advance information about course content; faculty feedback to students on student performance; faculty office hours; and student course evaluations. Student members of the Committee are selected from the Student Bar Association and the Student Life Committee.

The Jurist

The Cardozo Jurist is the law school’s student-run newspaper and is published on a monthly basis. Composed of a staff exceeding forty students, the newspaper covers issues unique to Cardozo as well as trends in the broader legal community. The Jurist is an easily accessible way for students to voice their concerns and make a positive impact in the Cardozo community. Current and past editions of the paper as well as exclusive web content can be found at www.cardozojurist.com. The Jurist office is located in room 212. To contact the Jurist staff, email info@cardozojurist.com.
MISCELLANEOUS

Student Identification Cards

1. General Policies

All Cardozo students are required to obtain an official Cardozo photo identification card. Photos are taken for ID cards early in the semester, and notices are posted regarding time and location of the photographer's sessions. Students must keep their identification card with them at all times and present their card each time they enter the building and any time a member of the Cardozo security or administrative staff requests that they do so. Valid student identification cards must be presented when obtaining information from the Office of the Registrar or when checking out materials from the library. (The student ID is also the 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 Finance for clearance, and then report to the Security Desk at the 5th Avenue entrance to have their picture taken and a new card created. There is a $10 fee to obtain a replacement card.

Security

The Department of Security and Safety should be contacted to report theft or vandalism, suspected intruders, dangerous conditions, fire, medical emergencies, smell of smoke, or other emergencies. Security may be reached at (212) 790-0303 (or ext. 303 from an in-house phone) when the Law School building is open. After hours, Security may be reached at (212) 960-5200.

The Brookdale Center, 55 Fifth Avenue, and the apartments at 15 East 11th Street are located in the 6th Precinct of New York City Police Department. The Precinct building is at 233 West 10th Street and can be reached at (212) 741-4811. The Security Department Administrators maintain a close liaison with the Police Department concerning all security matters on campus. Security Department personnel do not possess law enforcement authority and have no authority to arrest.

For further information on the Yeshiva University Department of Security and Safety, please visit www.yu.edu/safety-security/.

Yeshiva University also has a text and voice-messaging emergency alert system, YU Alert, that is used as an important means of providing emergency alerts, timely warnings, and notification of major campus or facility shutdowns.

YU Alert is not used for general announcements, only issues presenting a threat to community safety or situations that require time sensitive distribution of information.

Students should register their cell phones or SMS (short message service), text device, BlackBerry, and even land-line home phone with the service. YU Alert allows students to
register multiple devices, and students can be notified at different locations via different devices simultaneously.

For further information on YU Alert and how to register with the service, see www.yu.edu/safety-security/yu-alerts/alert-support/.

**Notary Public**

Isabel Balson, Registrar, and Cynthia Benolken, Associate Registrar, will notarize items for students free of charge. Ms. Balson and Ms. Benolken may be reached at (212) 790-0295. Students are advised to call to confirm that a notary is available.

**Housing**

Residents of Cardozo housing at 15 East 11th Street who have concerns or problems can consult their Resident’s Handbook, which is provided to all residents when they arrive and is updated each year. It is also posted on the Cardozo website and ANGEL website.

**Proof of Immunization**

In accordance with Centers for Disease Control guidelines and New York State law, all Cardozo students, born on or after January 1, 1957, regardless of country of origin, are required to show proof of immunity against measles, mumps and rubella. Students must show documentation of having received two doses of measles vaccine (if given singly), two doses of mumps vaccine (if given singly), and at least one dose of rubella vaccine; or to have received 2 doses of the combined MMR (measles-mumps-rubella) vaccine. In lieu of immunization documentation, a student may submit the results of blood tests indicating immunity to all three illnesses or submit documentation of the eligibility for a waiver of the immunization requirement.

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

In addition to the above, and in accordance with New York State Public Health Law 2167, students enrolled for at least 6 semester hours must review information about Meningitis and Meningococcal vaccine and complete and submit a Meningococcal Meningitis Vaccination Response Form.

Any student who has not received the requisite forms and background information should contact the Office of Admissions immediately.
Injuries on the Premises

Individuals who suffer physical injury while on University premises should contact the security guard in the lobby and notify the Office of Student Services and Advising. Anyone in need of assistance due to illness or injury, or are aware of another person who needs assistance, should immediately contact a security guard by dialing (212) 790-0303, or ext. 303 from an in-house phone, or go to the Security Desk.

Weapons Policy

The possession of any weapon (as defined in local, state and federal statutes, and includes, without limitation, firearms, knives and explosives) on any University campus is strictly prohibited. This prohibition applies to all facilities owned, leased or otherwise controlled by the University, and whether academic, residential or otherwise. Failure to comply with this Policy may result in disciplinary action by the University (up to and including, in the case of a student, suspension or expulsion and, in the case of an employee, termination of employment) and also may result in criminal prosecution. In addition, the University reserves the right to confiscate the weapon. This Policy applies to all members of the University community as well as all visitors and guests, and regardless of whether the possessor is licensed to carry that weapon.

For more information, please see www.yu.edu/safety-security/security-policies-and-procedures/.

Lost or Stolen Books and Property

All losses or thefts should be reported immediately to a security guard. Students should not leave their belongings (including laptop computers, pocketbooks, etc.) unattended and should carefully lock their lockers. Lost property may be claimed at 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.

Additional information regarding Yeshiva University’s policies may be found online at www.yu.edu/risk-management/property/.

Check Requests and Check Deposits

1. Non-SBA groups (i.e. journals)

   Requests for reimbursements and other check requests should be submitted to the Office of Business Affairs by filling out and submitting the following forms, which can be found online.

   a. For Non-Travel: “Request for Payment” Form
      http://bh-ada.mis.yu.edu/financeforms/YUCheck.pdf

   b. For Travel: “Employee/Student Travel Reimbursement” Form
      http://bh-ada.mis.yu.edu/financeforms/TravelE.pdf
For each request you must download and print a new request form. Photocopied forms cannot be used. Students may not use any old forms they may already have. The University now requires a new form with its individually generated ID number to assist the University in tracking your request. This ID number can be found in the upper right hand corner of the form. If the ID number appears as all zeros, go to the yellow tool bar at the top of the page and look for a tab called Options. Click on this tab and then click Trust this Document One Time Only. This will populate the ID number.

Before printing a request form type your information into the form. Once the form has been printed it must be submitted to Jacklyn Tavarez in the Office of Business Affairs, room 1021.

In addition, if you have not been reimbursed previously and are a U.S. citizen, you need to fill out a W-9 Form. If you have not been reimbursed previously and are an international student, you need to fill out a W-8 Form.

Requests for reimbursements must be submitted within 45 days of incurring the expense or returning from travel, whichever is later.

The request should include the following information.

a. Name of the person who should receive the reimbursement
b. Social Security number of the person who should receive the reimbursement
c. Contact information for that person including a full mailing address
d. Whether the check should come back to Business Affairs (the normal procedure) or be sent to a valid mailing address
e. Explanation of the expense
f. Conference flier if applicable
g. The original receipt

If you have never received a payment from the University and are therefore not entered into the Accounts Payable system, it will take approximately two weeks to receive your reimbursement check.

If you are already entered into the system, it will take approximately one week to receive reimbursement.

To find out whether you are in the Accounts Payable system, please contact Jacklyn Tavarez at (212) 790-0314.

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

2. SBA Groups

Check request forms may be found in the SBA Office in room 215. All check requests must be approved by the Treasurer or President of the Club for which the check is requested.
Requests must be accompanied by appropriate documentation. Any request for funds that have not been budgeted or separately approved will be returned unfilled. Students and groups that spend money not budgeted or approved do so at their own risk and are not guaranteed reimbursement by the SBA.

**Mentoring**

There are several mentoring programs available to Cardozo students and alumni.

1. **Student-Alumni Mentor Program**

   The Student-Alumni Mentor Program (Program) is designed to assist law students with defining and setting career goals and developing a better understanding of the real life demands of the legal profession. Mentors participating in the Program are Cardozo alumni in legal practice who are willing to volunteer their time to guide Cardozo students in navigating the law school experience, as well as navigate the first steps on the path toward becoming legal professionals.

   There are mentors residing both within and outside the NYC metro area, which can be a great added benefit to students seeking to gain insights into other geographic areas of interest. Drawing on his or her wealth of varied experiences, an alumni mentor may offer you valuable insights regarding:

   a. techniques for succeeding in law school;
   b. skills development, such as networking and interviewing;
   c. professionalism;
   d. legal practice areas;
   e. obtaining experience and resume building; and
   f. effective job search strategies.

   Please see the Networking section of Symplicity for step-by-step instructions on participating in this program.

   If you have any questions about the Student-Alumni Mentor Program, or would like to discuss other opportunities for mentorship, please see the Office of Career Services, room 1128.

2. **Student Bar Association Mentor Program**

   The Student Bar Association (SBA) pairs 2L and 3L mentors with interested 1L mentees. Mentors help with everything from assisting students in acclimating in the first weeks to the law school experience to providing advice on exams or course selection for 2L year. If you are interested in the program, please email the SBA at cardozosba@gmail.com for further details.
3. May Mentors Program

Since May-entry students begin their studies in the summer when upper-level students are off-campus, a special May Mentors Program is offered to these students to help with academic and social transitions. The May Mentors are students who, themselves, were members of a May-entry class. Information is available through the Office of Student Services and Advising.

Graduation

The date of graduation is included in the academic calendar at the front of this Handbook and on the Cardozo website at www.cardozo.yu.edu. Detailed information on graduation is distributed to students during their final semester at Cardozo by the Office of Special Events and is posted on ANGEL under Cardozo Community in the Graduating Students folder.

Jewish Holidays and Kosher Food

Students at Cardozo may see references to Jewish holidays and kosher food. For those who are interested, below is a brief description of some of the holidays, including those for which the Cardozo schedule may be modified, and a brief explanation of kosher food and food for the Passover holiday.²³

The Jewish calendar is primarily lunar, so the dates on which these holidays fall in the “secular”, primarily solar, calendar change every year, with a leap-month added to the Jewish calendar in certain years to compensate for the difference between the lunar and solar calendars. The days of the Jewish Holidays begin shortly before sunset and end shortly after sunset.

1. Holidays

a. Shabbat (The Sabbath)

Takes place every seventh day, beginning on Friday night and ending shortly after sunset on Saturday. It is a day of rest, reflection, and prayer with special rituals, including the lighting of candles, blessings over the wine, and challah bread. No work is to be done on the Sabbath.

b. Rosh HaShanah (literally, Head of the Year)

Refers to the celebration of the Jewish New Year. It marks the beginning of a ten-day period of prayer, self-examination, and repentance, which culminate on the fast day of Yom Kippur. The customs and symbols of Rosh HaShanah reflect the holiday's dual emphasis, happiness and humility. Special customs observed on Rosh HaShanah include; the sounding of the shofar (ram’s horn), using round challah, and eating apples and honey (and other sweet foods) for a sweet new year.

c. Yom Kippur

Is the "Day of Atonement" and refers to the annual observance of fasting, prayer, and repentance. The Yom Kippur fast also enables one to put aside physical desires and to concentrate on spiritual needs through prayer, repentance, and self-improvement. It is customary in the days before Yom Kippur to seek out friends and family whom they have wronged and personally ask for their forgiveness.

d. Sukkot

A Hebrew word meaning booths or huts; refers to the festival of giving thanks for the fall harvest as well as the commemoration of the forty years of wandering in the desert. Sukkot is celebrated five days after Yom Kippur and is marked by several distinct traditions. One tradition, which takes the commandment to "dwell in booths" literally, is to build a sukkah, a booth or hut.

e. Shemini Atzeret

Takes place on the eighth day of Sukkot, but is considered a separate holiday. In Israel, it is celebrated on the same day as the Simchat Torah (see below). As is frequently the case with long-standing holidays, there are multiple explanations for this holiday. For example, it is the holiday on which special prayers asking for rainfall and water for the coming year are said. In addition, it is understood as a day highlighting the relationship between God and the Jewish people.

f. Simchat Torah

Hebrew for "rejoicing in the Law", this holiday is a joyous celebration of the completion of the annual reading of the Torah and an affirmation of its life-long study. Among other rituals, Torah scrolls are taken from the ark and carried or danced around the synagogue.

g. Chanukah

Meaning "dedication" in Hebrew, refers to the joyous eight-day celebration during which the victory of the Macabees over the armies of Syria in 165 B.C.E. and the rededication of the Temple in Jerusalem is celebrated. The modern home celebration of Chanukah centers around the lighting of a special menorah which holds 9 candles (one candle for each day and one to light the other candles); unique foods, latkes and jelly doughnuts; and special songs and games.

h. Tu BiSh'vat

The "New Year of the Trees", is an arbor day. Scholars believe that Tu BiSh'vat was originally an agricultural festival, marking the emergence of spring. Tu BiSh'vat has become a tree planting festival, in which trees are planted in Israel in honor or in memory of a loved one or friend.
i. **Purim**

Is celebrated by the reading of the Scroll of Esther, known in Hebrew as the *Megillat Esther*, which relates the basic story of Purim. Under the rule of King Ahashuerus, Haman, the King's prime minister, plots to exterminate all of the Jews of Persia. His plan is foiled by Queen Esther and her uncle Mordechai, who ultimately save the Jews of the land from destruction. Purim has become a thankful and joyous affirmation of survival against all odds and is often celebrated with costume parties and fairs.

j. **Passover ("Pesach" in Hebrew)**

Is a major spring festival, commemorating the Exodus from Egypt over 3,000 years ago. The ritual observance of this holiday centers around a special home service called the seder (meaning order) and a festive meal; the prohibition of leavening; and the eating of matzah (an unleavened bread). A book called the *hagaddah*, meaning "telling," which contains the order of rituals, readings, prayers, and songs for the seder, is read.

k. **Shavuot**

Is a festival marking the giving of the Torah at Mount Sinai. Like so many other holidays, Shavuot began as an ancient agricultural festival, marking the end of the spring barley harvest and the beginning of the summer wheat harvest. It was distinguished in ancient times by bringing crop offerings to the Temple in Jerusalem. Special customs on Shavuot include staying up late for special readings and the serving of dairy dishes to symbolize the sweetness of the Torah, as well as the "land of milk and honey".

2. **Kosher Food**

Kosher food is food that is prepared and stored in ways dictated by Jewish kosher dietary laws. These laws include such restrictions as a prohibition against the eating of certain animals (e.g. pigs, shellfish); the prohibition of mixing milk with meat or poultry; a requirement for certain methods of slaughter of animals; and the extension of these rules to ensure that there is no contamination of items used in food preservation, storage, and service. Not all Jewish people observe the rules for keeping kosher, and for those who do observe rules, there are different levels of observance.

Since Cardozo Law School is part of Yeshiva University, certain microwaves and refrigerators may be designated as kosher, and students are asked to respect these designations. In addition, the food service is a kosher one. However, since Cardozo is a non-sectarian school, you may bring in any kind of food that you wish for your own consumption.

Student leaders who are planning events should consult the Student Organization Guide on ANGEL for additional information on catering.
3. **Passover Food**

In addition to the rules above, there are special rules as to the food that may be eaten during the Passover holiday. As a result of these rules, the vending machines and food service at Cardozo are closed during this holiday.

In commemoration of the fact that the Jews left Egypt in a hurry without enough time to let their bread rise, the Passover observance includes removal of “chametz” or leaven. Chametz includes anything made from the five major grains that is not cooked within a short time after being mixed with water. The grain product that is eaten during Passover is matzah, which is unleavened bread, made from flour and water and cooked very quickly. It comes in many forms so that it may be used for baking, and as a noodle or bread substitute. Chametz must even be removed from the home, and the prescribed process of cleaning to remove it is detailed and extensive.
ALCOHOL POLICY FOR STUDENT-SPONSORED EVENTS

The Law School requires students to handle the consumption of alcohol responsibly and in accordance with applicable New York State and New York City laws. In addition, student groups are required to take a leadership role in the provision and consumption of alcohol at events that they sponsor and must comply with the University’s alcohol policies. These policies are available in the Office of Student Services and Advising, room 1043, and on the Law School’s website at www.cardozo.yu.edu/StudentServices.

Any student experiencing problems with drug or alcohol abuse or concern about a fellow student, is encouraged to contact the Office of Student Services and Advising or seek the confidential services of the Yeshiva University Counseling Center or the New York Lawyers Assistance Program. Additional information on these services is available in the Mental Health Services section of this Handbook and on the Law School’s website.
NON-DISCRIMINATION, AFFIRMATIVE ACTION, AND SEXUAL HARASSMENT POLICIES

The Benjamin N. Cardozo School of Law is committed to supporting, encouraging, and fostering an open and inclusive community that respects the dignity of each individual, that embraces diversity as a means of promoting a learning environment, that encourages an exchange of information, values, and ideas, and that is free of improper discrimination, harassment, and intimidation.

To that end, Cardozo's policy is to ensure that its programs are administered in a manner that does not improperly discriminate on the basis of any individual's or group's actual or perceived race, sex, religion, creed, color, national or ethnic origin, ancestry, sexual orientation, gender identity or expression, age, disability, veteran or disabled veteran status, marital or civil union or domestic partner status, citizenship status, or other categories protected by law, or in retaliation for opposition to any practices proscribed by this policy.

If a student believes that s/he has been the victim of improper discrimination, harassment, or intimidation, s/he is encouraged to speak to the Dean of Students in room 1042 and at (212) 790-0313. Administrative and investigative responsibility relating to enforcement of this policy has been assigned to the University’s Diversity & Affirmative Action Officer, who is located at the Resnick Campus (Einstein), 1300 Morris Park Ave, 1206 Belfer Educational Center, Bronx, NY 10461 and can be reached at (718) 430-3771. When warranted, the University will take appropriate corrective action to remedy all violations of this policy, up to and including termination and/or expulsion. Where appropriate, the University may also report discriminatory conduct to licensing boards. Yeshiva University prohibits any form of retaliation against any employee or student for filing a bona fide complaint or for assisting in a complaint investigation.

A copy of Yeshiva University’s Policy Statement on Non-Discrimination, Affirmative Action, and Unlawful Workplace Harassment may be found on Yeshiva University’s website at www.yu.edu/hr/diversity/.