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2019

**2019-2020**

Benjamin N. Cardozo School of Law

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**Office of Student Services and Advising**  
**BENJAMIN N. CARDOZO SCHOOL OF LAW**

# **STUDENT HANDBOOK**

## **Academic Year 2019 - 2020**

This Student Handbook, effective May 2019, 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 online. Students should check Cardozo online resources for changes.

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Dear Students,

Welcome to 2019-2020 academic year at the Benjamin N. Cardozo School of Law!

This Student Handbook is designed to be a guide to student life at Cardozo Law. It provides important information on rules, regulations, and formal requirements of the law school, as well as information that will be helpful to you as you find your way around and gain access to services and facilities.

There is a great deal of information here, and it may take you some time to read through it all. 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.

Please know that the Office of Student Services and Advising is always available to you should you have any questions about the contents of this Handbook.

Best wishes,

*Maria Saez Tatman*

Dean of Students  
Associate Dean of Student Services & Advising  
Deputy Title IX Coordinator

## ACADEMIC CALENDAR

### 2019-2020

#### Fall Semester 2019

Monday – Friday, July 29 – August 2	Early Interview Week
Tuesday, August 13 – Monday, August 26	LLM Orientation
Thursday – Friday, August 15 - 16	1L Orientation and first Elements class
Monday, August 19 – Thursday, August 22	Elements classes and additional Orientation activities for 1L students
Thursday, August 22	Last day for August-entry 1L students to drop fall classes with a full tuition refund
Friday, August 23	First day of 1L classes
Monday, August 26	First day of upper-level classes
Monday, September 2	Labor Day, no classes, <i>building closed</i>
Tuesday, September 3	Last day to add fall classes; Last day for LLM and continuing JD students to drop fall classes with a full tuition refund
Friday, September 6	<i>Monday schedule; no classes after 4:00 PM</i>
Wednesday, September 11	Last day to drop courses without a “W” being recorded on the student’s transcript
Wednesday, September 26	<i>Monday schedule; Last day to apply for a January 2020 degree</i>
Thursday, September 27	<i>Tuesday schedule</i>
Monday/Tuesday, September 30 & October 1	Rosh Hashanah, <i>no classes, building closed</i>
Wednesday, October 2	Last day to apply for a January 2020 degree
Friday, October 4	<i>Tuesday schedule; no classes after 4:00 PM</i>
Tuesday, October 8	<i>Friday schedule</i>

Wednesday, October 9	Yom Kippur, <i>no classes, building closed</i>
Monday/Tuesday, October 14 & 15	Sukkot, <i>no classes, building closed</i>
Wednesday, October 16	Last day of Elements classes
Friday, October 18	Elements of Law exam for 1Ls; no 1L classes
Monday, October 21	Shemini Atzeret, <i>no classes,</i>
Tuesday, October 22	Simchat Torah, <i>no classes,</i> <i>building closed</i>
Wednesday, October 23	<i>Monday schedule</i> , Contracts begins (1Ls only)
Thursday, October 24	<i>Tuesday schedule</i>
Wednesday, November 27	<i>No classes after 4:00 PM</i>
Thursday, November 28	Thanksgiving, <i>no classes, building closed</i>
Friday, November 29	<i>No classes</i>
Friday, December 6	Last day of classes
Monday, December 9 – Friday, December 20	Final Examinations

### **Winter Session 2020**

Wednesday, January 1	New Year's Day, <i>no classes, building closed</i>
Thursday, January 2 – Sunday, January 19	Winter Session classes (exact dates and offering will be finalized in Fall.)

### **Spring Semester 2020**

Monday, January 20	Martin Luther King holiday, <i>no classes, offices closed</i>
Tuesday, January 21	First day of spring classes
Wednesday, January 22	Last day for JD and LLM students to drop spring classes with a full tuition refund

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Wednesday, January 29	Last day to add spring classes; Last day to apply for a May 2020 degree
Thursday, February 6	Last day to drop spring courses without a "W" being recorded on the student's transcript
Tuesday, April 7	<i>Thursday schedule</i>
Wednesday, April 8	<i>Friday schedule</i>
Thursday, April 9 – Friday, April 17	Spring break, <i>no classes; Building is closed Thursday, April 9; Friday, April 10, Wednesday, April 15 and Thursday, April 16 for Passover.</i>
Wednesday, April 29	Last day of spring classes
Thursday, April 30 & Friday, May 1	Make Up Days/Review Days (if needed)
Monday, May 4 – Friday, May 15	Final Examinations
Monday, May 25	Memorial Day, <i>building closed</i>
Wednesday, June 3 at 6:00 PM	Commencement Ceremony, Lincoln Center

This calendar is accurate as of August 1, 2019. It is subject to change.



## FACILITIES

### Brookdale Center – 55 Fifth Ave.

The law school occupies the first 11 floors of 55 Fifth Ave. 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), cellphone booth, wheelchair accessible restrooms, fountains for filling water bottles

2nd floor: Classrooms (200's), student organization offices, lockers (1-344, 1201-1245), seminar rooms, clinic carrel desks, wheelchair accessible bathroom, gender neutral bathroom, fountains for filling water bottles

3rd floor: Classrooms (300's), café, vending machines, ATM, student lounge, student organization bulletin boards, lockers (345-756, 1171-1200), cellphone booth, wheelchair accessible bathroom, gender neutral bathroom, fountains for filling water bottles

4th floor: Faculty offices, classrooms (400's), seminar rooms, student organization offices, lockers (757-1170), cellphone booth

5th floor: Lawyering and Legal Writing Center, Office of Academic Support, faculty offices, faculty lounge, faculty mailboxes, Faculty Services Office (distribution of class materials), seminar rooms, journal, ADR Competition Honor Society and Moot Court Honor Society offices, nursing station (located in Room 539; entry code available from Office of Student Services and Advising)

6th floor: Library (access only via internal stairway; elevator access available for disabled individuals via arrangement with library staff), 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, gender neutral bathroom

8th floor: Library (access only via internal stairway; elevator access available for disabled individuals via arrangement with library staff), Contemplation room (for silent meditation/prayer)

9th floor: Library (access only via internal stairway; elevator access available for disabled individuals via arrangement with library staff), faculty offices, Faculty Services Office, seminar room, fountains for filling water bottles

10th floor: Dean's Office, Dean of Students' Office, Office of Alumni Affairs, Office of Business Affairs, Office of Communications and Public Affairs, Office of Diversity and Inclusion, 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 room

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

### Emergency Response Policy

As required by federal law, Yeshiva University has established emergency response procedures to address emergency situations requiring immediate notification to the campus community. The University employs separate procedures that govern timely warnings of campus crimes that are sent to the campus community. This policy applies only in situations where the Emergency Response Group (as defined in the policy) determines that there is an immediate threat of danger to the campus community. The “Emergency Response Policy” is available online at <http://www.cardozo.yu.edu/student-life/office-student-services-and-advising/policies>.

More information regarding the safety and security at Cardozo can be found online at [www.cardozo.yu.edu/campus-security](http://www.cardozo.yu.edu/campus-security) and on the University’s website at [www.yu.edu/safety-security/](http://www.yu.edu/safety-security/).

### Evacuation Assistance

In the event of an emergency, the elevators may not be safe to use. Individuals who would be unable to evacuate the building by using the stairs should register with Security immediately by calling 212.790.0303 or visiting the front desk. In the event of an evacuation, Security will call registered individuals to determine their location and ensure their safety.

### Hours/Closings and Cancellations

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

Monday - Thursday	8 a.m. – 12 midnight
Friday	8 a.m. – variable*
Saturday	Building closed (during the December and May exam periods, the building may be open during scheduled times on Saturday nights)*
Sunday	8 a.m. – 12 midnight

Summer Hours:

Monday - Thursday	8 a.m. – 10 p.m.
Friday	8 a.m. – variable*
Saturday	Building closed*
Sunday	8 a.m. – 10 p.m.

\*As part of Yeshiva University, Cardozo is closed from Friday evening (anytime between 4 p.m. – 8 p.m.) through Saturday in observance of the Sabbath. Anyone remaining after the posted Friday closing time must exit the building by 8 p.m. The building also closes for various Jewish and national holidays

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

Cardozo administrative offices are open from 9 a.m. to 5:30 p.m., Monday through Thursday, and 9 a.m. to 2:30 p.m. Friday.

Classrooms that are not in use are generally available to students as study space until 8 p.m. Generally, from 8 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). 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 Cardozo website, and/or an email sent. In the event that online communications are not accessible, information will be 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.

### **Hours of Library Services**

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

Sunday	10 a.m. – midnight
Monday – Thursday	8 a.m. – midnight
Friday	8 a.m. - **

\*\* The library closes at 4 p.m., 5 p.m., or 6 p.m. on Fridays. The specific closing hour for each Friday is posted at the entrances to the library and on the library 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. For the most up to date information, please check the library website. For questions about access, contact the reference librarians in person or via [lawref@yu.edu](mailto:lawref@yu.edu).

### **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. 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 Dunkin Donuts and the prepared food options are available only at scheduled hours on

weekdays when school is in session. In addition, vending machines, refrigerators, and microwaves are available for student use at all times.

The prepared food options available in the café are 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.

Due to event-related activities, part or all of the lounge or café may be closed at any time.

### **Bookstore, Assignments and Duplicated Materials**

Assigned texts for all courses are available at the Union Square North location of Barnes & Noble. Store policies, hours and prices are set by Barnes & Noble management.

A list of textbooks for the semester's courses is posted on the [Registrar's](#) page of the Cardozo website along with Registration materials as it becomes available. The bookstore also carries study aids and an assortment of stationary supplies.

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, during the hours listed below. When duplicated materials supplement a book or books, students are not charged a duplication fee. If there is not an assigned book for a course, there will be a charge for duplicated materials.

Before the start of each semester, assignments for the first day of class are posted on the [Current Students](#) page of the Cardozo website. Syllabi may also be posted on this site and/or Canvas in the relevant course folder.

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

### **Photocopying and Printing**

The law library has Xerox machines on floors 6, 7, and 8 for printing, copying, and scanning. An account is required for all printing. Journals and faculty research assistants can copy or print in the library using the appropriate account.

Journals, official student groups, and faculty research assistants may 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. The Production Department's supervisor is Josh Vigo. He can be reached at 212.790.0255 or [csproduction@yu.edu](mailto:csproduction@yu.edu). For detailed information on the printing procedures for student organizations, please see the [Guide for Student Organizations](#). A copy is available online at <http://www.cardozo.yu.edu/student-life/office-student-services-and-advising/handbooks>.

Please note that for a student organization funded by the University (not funded by the SBA; this is primarily journals), and/or reimbursement by the University for copying fees related to a University event, you must first go to the Production Department. In the event that the Production Department cannot meet your needs, 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. If this procedure is not followed, then you will not be reimbursed. If you have any questions regarding this policy, please contact Jacklyn Tavarez in the Office of Business Affairs at 212.790.0314 or [tavarez@yu.edu](mailto:tavarez@yu.edu).

Three commercial copy centers are located nearby. FedEx Kinkos is located at 4 Union Square E. and at 21 Astor Place, and the Village Copier is located at 20 E. 13th St.

## 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. Individual students are not permitted to independently host events on campus or reserve a room. All events must be sponsored by an office, approved student group, journal, Moot Court, ADR Competition Honor Society or faculty member. 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. Room reservations must be confirmed with Special Events prior to inviting guest speakers and attendees.

Any group or individual wishing to reserve a room for a purpose other than a regularly scheduled class should refer to the step by step guide on the Cardozo website:

[https://cardozo.yu.edu/sites/default/files/Step%20by%20Step%20Event%20Planning\\_0.pdf](https://cardozo.yu.edu/sites/default/files/Step%20by%20Step%20Event%20Planning_0.pdf)

If you have any questions on how to book a room, please contact [CardozoSpecialEvents@yu.edu](mailto:CardozoSpecialEvents@yu.edu) or 212.790.0367.

### 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 Office of Special Events as early as possible to avoid scheduling conflicts and ensure sufficient time to make all arrangements.

For detailed information regarding reservation procedures and timelines, funding, catering, publicity and advertising, audio/visual needs, supplies and security please see the step by step guide to event planning available on the Cardozo website:

[https://cardozo.yu.edu/sites/default/files/Step%20by%20Step%20Event%20Planning\\_0.pdf](https://cardozo.yu.edu/sites/default/files/Step%20by%20Step%20Event%20Planning_0.pdf)

### 3. Mass Email Policy

The Cardozo administration has a 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, the ADR Competition Honor Society or the Moot Court Honor Society. For the full policy, please see the [Student Organization Guide](http://www.cardozo.yu.edu/student-life/office-student-services-and-advising/handbooks/student-organization-guide) online at <http://www.cardozo.yu.edu/student-life/office-student-services-and-advising/handbooks/student-organization-guide>.

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

### 4. Catering and Alcohol

Catering:

The Office of Special Events is able to work with student groups to provide catering for their events. All food that is funded by the SBA or requires reimbursement from the school must be catered by a Yeshiva University certified kosher vendor. All catering requests must come through to the Office of Special Events with at least two weeks’ notice. The maximum amount of food that could be ordered for an event is strictly limited by the number of seats in a classroom, and may also be limited by other factors. All student group treasurers are required to keep track of their own budgets and expenses. Failure to do so will result in an inability to hold events.

Alcohol:

Alcoholic beverages at events should be a rare occurrence. Alcoholic beverages may be supplied by the Office of Special Events when in compliance with the Alcohol policy. For any event where alcohol is available to students, including off-campus events that do not involve catering but involve funding or reimbursement from the school, there must be a bartender and a substantial amount of food and soft drinks. For each on-campus event where alcohol is served to students, there must also be two student alcohol-monitors who must be registered in advance of the event with the Office of Special Events. Guests may be required to show photo ID before being served alcohol. It is essential for any student who organizes an event to review the Alcohol Policy (see the “[Drug and Alcohol Policy](#)” section of this Handbook) and the [Student Organization Guide](#) for more complete information; questions may be referred to the Office of Special Events. Failure to comply with these policies may result in future restrictions in funding or group status.

Please see additional information and details below.

### 5. Insurance and Liability:

- A minimum of 30 days’ notice to the Office of Special Events is required in order to have a performer or outside vendor’s participation in an event.

- Third parties providing entertainment are required to provide evidence of liability insurance. If the third party does not have insurance, please contact the Office of Special Events to discuss alternative options.
- Outside groups and vendors are required to sign a Cardozo Space Rental Agreement and provide proof of commercial general liability insurance including bodily injury and property damage liability, with limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. Yeshiva University must be named as an additional named insured on the policy. All outside vendors also need to have workers' compensation insurance with statutory limits.

## 6. Contact Information

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

- a. Rooms – Office of Special Events, 212.790.0367, [CardozoSpecialEvents@yu.edu](mailto:CardozoSpecialEvents@yu.edu), room 1006
- b. Catering/Attendees – Office of Special Events, 212.790.0367, [CardozoSpecialEvents@yu.edu](mailto:CardozoSpecialEvents@yu.edu), room 1006
- c. Audio/Visual – Law Library; [avrequest-law@yu.edu](mailto:avrequest-law@yu.edu), 212.790.0220
- d. Publicity/Advertising – Office of Communications and Public Affairs; 212.790.0837, room 1052 or John DeNatale; 212.790.0237, [denatale@yu.edu](mailto:denatale@yu.edu) or Rachel Peifer; 212.790.0246, [rachel.peifer@yu.edu](mailto:rachel.peifer@yu.edu)
- e. Budgetary matters/office supplies –Office of Business Affairs, Jacklyn Tavarez; 212.790.0314, [tavarez@yu.edu](mailto:tavarez@yu.edu), room 1015; all student groups are required to keep track of their own budget.

### **Building Maintenance Requests**

Students who wish to report a need for repair or housekeeping may use the following link to contact the [Facilities Department](http://micromain.yu.edu/WorkRequest/Login.aspx): <http://micromain.yu.edu/WorkRequest/Login.aspx>

For requests to adjust heating or air conditioning, or for emergency repair situations, students may contact Security at 212-790-0303 (or ext. 303 from an in-house phone).

### **Security**

The Security Department should be contacted to report theft, vandalism, assault, suspected intruders, dangerous conditions, on-campus injury, 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 law school building, 55 Fifth Avenue is located in the 6th Precinct of the New York City Police Department. The Precinct building is at 233 W. 10th St. 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 about the [Yeshiva University Security Department](http://www.yu.edu/safety-security/), please visit [www.yu.edu/safety-security/](http://www.yu.edu/safety-security/).

Yeshiva University also has an email, text and voice-messaging emergency alert system, YU Alert, which 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 for issues presenting a threat to community safety or situations that require time sensitive distribution of information.

Students should register their cellphones or SMS (short message service), text device and even land-line home phone with the service. Students can also sign up for email alert notifications. 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](http://www.yu.edu/safety-security/yu-alerts/alert-support/), including how 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/).

## **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. Failure to present a valid Cardozo ID card upon request is a violation of the Disciplinary Code. New I.D. stickers can be obtained from the Office of the Registrar at the start of each semester. Valid student identification cards must be presented when obtaining information from the Registrar or when checking out materials from the library. (The student ID card is also the library card.)

### **2. Replacement Identification Cards**

Lost photo identification cards should be replaced as soon as possible. There is a \$10 fee to obtain a replacement card. Students should go to the Office of Student Finance to pay the replacement fee, and then report to the Security Desk at the 5th Avenue entrance to have their picture taken and a new card created.

## **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.

### **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 laptops, bags, 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 at the Circulation Desk for a brief period before bringing them to Security.

Additional information regarding Yeshiva University's policies may be found online at [www.yu.edu/risk-management/property/](http://www.yu.edu/risk-management/property/).

### **Housing**

Cardozo students who are interested in on-campus housing accommodations are welcome to join us at The Benjamin, a residence hall located at 148 Lexington Avenue on Yeshiva University's Beren Campus. For more information about this unique opportunity, please contact [cardozohousing@yu.edu](mailto:cardozohousing@yu.edu). Students who currently live at The Benjamin may also consult their "[Resident's Handbook](#)" for more information regarding specific on-campus policies and procedures. This handbook is provided upon check-in to the building, and is also available on the [Office of Student Services and Advising](#) page of the Cardozo website.

As required by federal law, Yeshiva University (YU) has established policies and procedures to address situations when a student who resides in on-campus housing is determined to have been missing for 24 hours. This policy applies only to students who reside in YU's on-campus housing, which is defined as housing that is owned or controlled by YU or located on property that is owned or controlled by YU, and located within the reasonably contiguous geographic area that makes up a YU campus. The policy does not apply to students residing in apartments or other residences not leased or licensed from YU. The "[Policy for Missing Students](#)" can be found online at [www.cardozo.yu.edu/sites/default/files/MissingStudentPolicy.pdf](http://www.cardozo.yu.edu/sites/default/files/MissingStudentPolicy.pdf).

### **Drug and Alcohol Policy**

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 in midtown (646.592.4210, [counseling@yu.edu](mailto:counseling@yu.edu)) or the New York Lawyers Assistance Program (800.255.0569, [www.nysba.org/lap](http://www.nysba.org/lap)). Additional information on these services is available in the "[Mental Health Services](#)" section of this Handbook and on the law school's website.

The law school requires student groups to handle the consumption of alcohol responsibly and in accordance with applicable New York State and New York City laws and University policies, and to take a leadership role in the provision and consumption of alcohol at events that they sponsor. Specific procedures must be followed in serving alcohol.

All students are required to comply with the University's [Drug and Alcohol Policy](#), and with the [Alcohol Policy for Student Events](#), which can be found online at <https://cardozo.yu.edu/sites/default/files/Alcohol%20Policy%20for%20Graduate%20Student%20Events.%202012.pdf>.

Please contact the Special Events Department at [CardozoSpecialEvents@yu.edu](mailto:CardozoSpecialEvents@yu.edu) to complete the necessary forms.

### **Smoke-Free Environment Policy**

Cardozo is a smoke-free environment. There is no smoking of cigarettes, electronic cigarettes, pipes, hookahs or other such devices 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 outside should be at least 20 feet away from the front entrance to the building.

### **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/](http://www.yu.edu/safety-security/security-policies-and-procedures/).

### **Animal Policy**

Animals are not permitted at Cardozo Law or in Cardozo-owned housing. Exceptions may only be made in certain limited instances. For more information, please see <https://cardozo.yu.edu/student-life/office-student-services-and-advising/policies/pet-policy>. Please also see the [Policies](#) page of YU's Human Resources' website.

## **COMPUTING AND COMMUNICATIONS**

### **Computing**

Computers for student use are available in the library and in the Office of Career Services (OCS). Wireless access points to the University's network are available throughout the law school. The library also has wired open network ports for student laptops on the seventh floor. (Please see "[The Dr. Lillian and Dr. Rebecca Chutick Law Library](#)" section of this Handbook 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/](http://www.yu.edu/its/).

The University has a relationship with Dell for special pricing when purchasing an individual computer ([www.dell.com/yeshiva](http://www.dell.com/yeshiva)). If you purchase a Mac through either [www.apple.com](http://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. 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.

## **Accessing Individual Student Records**

1. Web Access

Cardozo students have easy, 24-hour web access to the following records:

- a. academic records, including recently posted grades, schedules 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
- c. applications, including a listing of which documents have been received and which are outstanding
- d. any academic or financial holds which may require a response from the student
- e. current permanent address on file in the Office of the Registrar (please be sure to keep this updated via [MYYU](#))
- f. 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.yu.edu/myyu](http://www.yu.edu/myyu) and click on “Faculty, Students and Staff”. Log in using your nine-digit Cardozo student ID. Your default PIN is emailed to you from the University. You can retrieve your forgotten PIN and/or reset your PIN by following the instructions

on the [www.yu.edu/myyu](http://www.yu.edu/myyu) page. If you get locked out of the myyu page, please contact the Yeshiva University Help Desk at 212-960-5294 or [helpdesk@yu.edu](mailto:helpdesk@yu.edu).

### 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 written 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 [www.yu.edu/myyu](http://www.yu.edu/myyu) to change their address online. After signing into [www.yu.edu/myyu](http://www.yu.edu/myyu), click on "Faculty, Students and Staff" and then "Update Address and Phone".

## Computer Communication

Cardozo students use a number of computing systems:

**InsideTrack/Luminis Portal** is the one-stop for all links and documents students need to access, from Banner to email to Canvas and Symplicity.

**Banner** is the course selection/registration, financial aid and grade reporting system. You log in 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 through the Luminis Portal or by visiting [www.yu.edu/myyu](http://www.yu.edu/myyu). The username is your nine-digit Cardozo student ID number and your default PIN is emailed to you from the University.

**Canvas** is a course web system used by the faculty and law school administration. Many faculty use it to post readings, syllabi, course information, assignments or past exam questions. Faculty may also use Canvas to send emails to the class or to host a discussion list or chat room. Student clubs and journals may use Canvas for group communication and file sharing.

Canvas is found at <http://yu.instructure.com/>. Your login name is your school email address. Your 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. Email that you receive through Canvas will be sent to you via Cardozo GMAIL.

**Cardozo GMAIL** is the student email system and is accessed at <http://mail.law.cardozo.yu.edu>. You are given an account, "4-8 characters @law.cardozo.yu.edu", before Orientation. The University and law school send emails and announcements to you via **Cardozo GMAIL**. You should use your Cardozo GMAIL account (instead of hotmail, yahoo or other personal accounts) for all types of correspondence

relating to your status as a Cardozo student. You must check your Cardozo GMAIL account very frequently, upwards of once per day. **Students are deemed to have knowledge of all Cardozo GMAIL and Canvas communications from Cardozo.** Inquiries about forwarding your email, a forgotten password or problems with a YU account should be directed to the Student IT Help Point on the seventh floor of the library at [CSL-ITSupport@yu.edu](mailto:CSL-ITSupport@yu.edu) or 212.790.0460.

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 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).

**SmartEvals** is used to administer evaluations for all Cardozo courses. Students will be provided with a login and password.

**Symplicity** is a career resource run by the Office of Career Services (OCS). Students can utilize the platform to find important information regarding employment opportunities as well as apply for jobs, externships, and field clinics.

**YUWIRELESS** is the wireless system at the law school. Your login name is the character string that appears before the @ sign in your school email address. Your default 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. Inquiries and problems should be directed to the reference librarians on the seventh floor of the library at [CSL-ITSupport@yu.edu](mailto:CSL-ITSupport@yu.edu) or 212.790.0460.

Students wishing to communicate with other students may use the Cardozo GMAIL system.

**Whether using school communications or other media, students are expected to reflect the values of community and mutual respect in all communications with members of the Cardozo Community.**

## 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 U.S. mail deliveries. In addition, be sure to immediately update your address in Banner if you move.

The nearest post office is located at 93 4th Ave. (at 11th Street). The main NYC post office is located at 421 8th Ave. (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, 212.790.0864, or 212.790.0456 or, failing that, the Office of the Dean of Students at 212.790.0313. Students wishing to communicate with other students should use the Cardozo GMAIL system. (See information on email in the “[Computer Communication](#)” section of this Handbook.)

## 2. Contacting Faculty Members

Each full-time faculty member posts office hours during which s/he will be available to students. This information is posted by the door to the faculty member’s office and is also posted on [InsideTrack/Luminis Portal](#). 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/faculty-intellectual-life](http://www.cardozo.yu.edu/faculty-intellectual-life).

Most adjunct professors are listed on the Cardozo website at [www.cardozo.yu.edu](http://www.cardozo.yu.edu). Click on the “Faculty & Intellectual Life” tab and then the “Search by Faculty Name” link. If you need to contact an adjunct professor who is not listed there, you may email the Faculty Services Office, [cardozofacultyservices@yu.edu](mailto:cardozofacultyservices@yu.edu), for assistance.

## **Bulletin Boards and Flyers**

### 1. General Information

The posting of flyers is limited to 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
- 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 two smaller first-floor administration 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 and the SBA are responsible for maintaining these 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.

## **Student Concerns Policy**

Cardozo School of Law is interested in hearing about any student concerns. Students are always welcome to approach any member of the law school community directly for assistance.

For issues relating to housekeeping, maintenance and/or heating and air conditioning, students may report a problem to the Facilities Department via Security by calling 212.790.0303 or stopping by the front security desk.

In instances where a student has a concern about a significant problem that directly implicate the school's program of legal education and its compliance with the ABA's accreditation standards, see [www.americanbar.org/groups/legal\\_education/resources/standards.html](http://www.americanbar.org/groups/legal_education/resources/standards.html), that student should file a written complaint with the Vice Dean or the Dean of Students. The written complaint must identify the problem in sufficient detail, including the specific accreditation standard(s) at issue, permit the investigation of the matter and be signed and dated by the student. The signed written statement must also include the student's contact information: name, official law school GMAIL address, phone number and mailing address. The signed, dated statement may be delivered as a hard copy or may be scanned and delivered via email.

Once a written complaint is submitted the law school will respond to the student as soon as possible, but no later than 20 business days after the signed, written statement is received by the Vice Dean or the Dean of Students. The student will be advised, either orally or in writing, of any course of action that is being taken by the law school in response to the complaint or, in the alternative, the reason that the law school has concluded that the concern is already adequately addressed.

Within 20 business days of issuance of the law school's response to the student, the student may appeal that decision to the Dean of the law school. The decision of the Dean shall be final.

The law school will maintain a written record of the complaint and how it was addressed in the Office of the Dean until the subsequent re-accreditation review by the ABA. Such reviews occur every seven years.

The law school will not in any way retaliate against an individual who makes a complaint under this section, nor permit any faculty member, administrator, employee or student to do so.

This policy does not exclude jurisdiction under other law school policies. Where other relevant rules, including but not limited to those pertaining to incidents of sexual harassment, violations of technology regulations and complaints under the Disciplinary Code apply, such rules will continue to apply.

## **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](http://www.americanbar.org/groups/legal_education/resources/standards.html)  
<https://www.nycourts.gov/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 pre-requisites and co-requisites.

### **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. In addition, students must inform the law school of any events occurring while they are enrolled at Cardozo which, had they occurred prior to their acceptance to the school, they would have been obligated to report on their application. This includes, for example, letting Cardozo know if you are convicted of a crime other than a minor traffic violation.



## Outside Commitments and Attendance

### 1. Outside Work

Cardozo's full time JD and LLM programs are designed to take up most of the available working time of students. Students enrolled in 10 or more credits in a semester are prohibited from working more than 20 hours per week. (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 GPA 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. Cardozo's policy, reflecting ABA standards, requires regular class attendance. Students who miss more than 20 percent of the classes in any course are in clear violation of Cardozo policy, and subject to administrative sanctions. Individual faculty members may impose more stringent attendance policies, and may impose sanctions – including reduction in grade or loss of course credit – for violation of Cardozo's attendance policy or their own more stringent policies. To the extent that any faculty member imposes attendance requirements that are stricter than Cardozo's policy (either in terms of the number of classes that must be attended or the consequences of the failure to attend classes), such faculty member must provide notice to students in writing or electronically at the beginning of the semester and no later than the end of the Add-Drop period for upper level courses.

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 temporary medical condition or family emergency, must obtain specific permission from the professor. If permission is granted, the student must arrange for the recording; the Law School is not able to provide recording services for this purpose. Where recording is medically necessary due to a documented disability, the student will be required to sign a relevant agreement with the school and must still attend classes that are being recorded.

F-1 and J-1 students are required by law to register and attend classes full-time every required semester. Full-time is defined as: 9 credits for LLM, 10 credits for JD. Under certain medical and limited academic circumstances, a F-1 or J-1 student may qualify for Reduced Course Load (RCL) authorization. RCL must be authorized by the International Student Adviser in SEVIS prior to dropping below full-time. Dropping below full time during a required term without RCL authorization is a violation of F-1 and J-1 status and will result in termination of your student immigration status.

## JD Program: Overview & Requirements

### 1. Requirements

In order to graduate from Cardozo with the degree of Juris Doctor (JD) a student must:

- a. satisfy any conditions of admission to the law school
- b. complete a minimum of 84 credits while complying with credit limits as set forth in the section “Credit Limits” below
- c. achieve a final cumulative GPA of 2.4 or higher
- d. pass all required courses (e.g., the first-year curriculum and Advanced Legal Research)
- e. satisfy the relevant core course requirement
- f. satisfy the upper-level writing requirement
- g. satisfy the professional responsibility requirement
- h. complete a minimum of six (6) experiential credits
- i. complete conditions imposed as a result of lower GPA, when applicable
- j. complete the foregoing within five years of the date of initial matriculation in law school
- k. satisfy the full-time residency requirement, consisting of four upper-level full-time semesters, and either two first-year full-time (15 credit) semesters or, for May-entry students, three part-time (10 credit) first-year semesters
- l. submit an “Application for Degree” packet and complete a “graduation check” with the Office of the Registrar
- m. have approbation of the faculty, and
- n. while not a requirement for graduation, every applicant to the New York State Bar must demonstrate that s/he has completed 50 hours of qualifying pro bono work.

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

### 2. First-Year JD 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):

<b>Fall Entrants:</b>	
<b>FALL</b> (15 Credits)	<b>SPRING</b> (15 Credits)
Elements (2)	Constitutional Law I (3)
Contracts I (2)	Contracts II (3)
Civil Procedure (5)	Criminal Law (3)
Torts (4)	Property (5)
Lawyering and Legal Writing I (2)	Lawyering and Legal Writing II (1)

<b>May Entrants:</b>		
<b>SUMMER</b> (10 Credits)	<b>FALL</b> (10 Credits)	<b>SPRING</b> (10 Credits)
Elements (2)	Civil Procedure (5)	Constitutional Law I (3)
Contracts (5)	Torts (4)	Property (5)
Criminal Law (3)	Lawyering and Legal Writing I (1)	Lawyering and Legal Writing II (2)

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 GPA 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 Lawyering and Legal Writing and Contracts for August-entry students, a single final grade is awarded at the end of the course, which applies to *both* semesters. While the final grade is pending, the Registrar will enter a temporary grade of "Y" (indicating a year-long course) for the first semester of the class. A mid-year examination is given at the end of the first semester in Contracts. A mid-term may also be given in Contracts for May-entry students.

### 3. Second and Third-Year JD 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 JD Curriculum and Registration Guide** details the relevant considerations and requirements in putting together one's upper-level program. The Guide is updated each semester and posted on the [Registrar](#) page of the Cardozo website (choose "Current Students" then "Registrar" and then "Registration for and Withdrawal from Courses").
- b. **Course Evaluations** and evaluation summary reports from prior years are available online via the [InsideTrack/Luminis Portal](#). 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.
- c. **The Office of Student Services and Advising** welcomes students to meet with its advisers 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 the [InsideTrack/Luminis Portal](#). 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 and Per-Semester 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 13.5 per fall/spring semesters.

Second- and third-year students are permitted to register for a maximum of 16 credits and a minimum of 12 credits 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 adviser in the Office of Student Services and Advising.

A student with special circumstances who needs to take less than 12 credits in one semester must receive prior written permission from the Dean of Students (with the exception of their final semester prior to graduation, when they may take 10 credits if they have not already done so in a prior semester.)

b. Intersession Credits

Unless otherwise indicated, winter and summer intersession courses with separate registration periods do not count towards the 12-credit semester minimum or 16 credit maximum.

c. Credit Limits

i. A maximum of 20 credits from the following group of credit-bearing enterprises can count towards the 84 credits:

- Field work for Alexander Fellows Practicum (10 credits), the Pro Bono Scholars Practicum Field Work (10 credits) and the Prosecutor Practicum (10 credits)
- *Both* field work and classroom work from the following clinics: Criminal Appeals Clinic, Fashion Law Practicum;
- *Both* field work and classroom work from: field clinics and externships; journals; Moot Court and ADR Competition Honor Societies and all competition teams (e.g., Trial Team); independent research; “Legal Practice” course (Law 7825); teaching assistant; New School courses; courses at other divisions of Yeshiva University; credits in excess of classroom meeting hours for regularly scheduled courses (e.g., 1 credit for Pretrial Practice, 1 credit for Contract Drafting, 1 credit for Real Estate Reporter, 3rd credit, if applicable, for the IP Colloquium)

ii. A maximum of 30 total credits **from the preceding group AND the following group** may count towards the 84 credits:

- Both field work and classroom work for: Advanced Mediation Practicum; Asylum Access Ecuador Intensive Clinic; Bet Tzedek Clinic; Civil Rights Clinic; Criminal Defense Clinic; Divorce Mediation Clinic; Human Rights and Atrocity Prevention Clinic; Immigration Justice Clinic; Indie Film Clinic, Innocence Project; Mediation Clinic; Securities Arbitration Clinic; Tech Start-up Clinic; and the classroom seminar component for Alexander Fellows (2 credits), Prosecutor Practicum (2 credits) and Pro Bono Scholars Practicum (2 credits).

iii. Externships, Field Clinics and Clinics

No more than three externships can be counted toward the 84 credits required for graduation (field clinics are not counted in this externship limit). Students must receive permission from the Externship Director in order to do a third externship and such permission is only granted in limited, exceptional circumstances. Only one externship or field clinic may be taken in a given semester, except with special permission. Neither may be taken in the same semester as an in-house clinic.

iv. Teaching Assistants

TA's earn 1 academic credit per semester, but no more than 2 TA credits can be applied toward the 84 credits required for graduation. TA credits are graded pass/fail.

v. Independent Research

No more than 3 independent research credits can be applied toward the 84 credits required for graduation, and no more than 2 independent research credits can be earned in any one semester. Independent research may be graded as pass/D/fail or, if the faculty member and student agree, A/B/C/D/F.

d. Core Course Requirement

All JD students must take a minimum of 5 of the following 13 core courses in order to graduate.

Administrative Law  
 Comparative Law\*\*  
 Conflicts of Law  
 Constitutional Law II  
 Corporations  
 Criminal Procedure  
 Evidence  
 Family Law  
 Federal Courts  
 Federal Taxation  
 International Law  
 Jurisprudence  
 Trusts and Estates

\*\* A fall or spring semester of study abroad, earning a grade of C or better – or equivalent – in all courses, may be used in place of the Comparative Law course requirement in the JD core course list. Students must fulfill the 4 additional core course requirements at Cardozo.

e. Writing Requirement and Limitations on Papers

i. Requirement

All JD students are required to complete a substantial piece of writing under faculty supervision in connection with a credit-bearing enterprise. Substantial is generally considered to be a paper of at least 15 pages in length, or a series of smaller projects that add up to at least 15 pages total. 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:

- a faculty member must agree to supervise the paper and approve the topic of the student's writing;
- the student provides at least one draft of the work to the faculty member for comment; and
- the student completes at least one revised draft responsive to the faculty member's comments.

A series of smaller projects may satisfy this requirement if the projects:

- (1) Present, in the aggregate, opportunities for research, analytical reasoning and writing, equivalent to those presented by a substantial written project; and
- (2) Are supervised by the same faculty supervisor during the course of a single academic year.

A journal writing project (such as a note, case comment or other similar work) may be used to satisfy the writing requirement, on the following conditions: (a) Before November 1<sup>st</sup>, the student must submit a proposal to a full-time faculty member and receive the faculty member's approval; (b) No faculty member may approve or supervise more than five (5) writing projects per academic year; (c) The student must receive final approval of the writing from the supervising faculty member; (d) A student who fails to complete the approved project before September 15 of the following academic year shall be denied both the journal credit (or credits) for the academic year in which the project was approved and the writing credit.

Programs and courses that may be used as a basis for satisfying this requirement (again, requiring specific certification by the faculty member) are indicated in the JD upper-level course list, which is included in each semester's registration materials. Writing a paper for a "writing requirement eligible" course does *not* automatically satisfy the writing requirement. The steps for a qualifying writing project listed above must still be followed. For purposes of the writing requirement, adjunct faculty may supervise a student note completed for a journal, but only if the Vice Dean gives prior written permission for this before the student starts work under the supervision of that faculty member.

In order to satisfy the writing requirement through membership in the *Moot Court Honor Society*, 1) the student must have drafted a separate, discrete part of the brief; 2) that separate part was itself substantial enough in terms of length and legal substance to satisfy the writing requirement standards, and 3) the student independently revised that part after getting comments from the professor in compliance with the writing requirement standards.

A student will not be permitted to obtain writing credit through work done for the *ADR Competition Honor Society*.

Once the work for the writing requirement has been completed, the student must provide a “Faculty Authorization of Writing Credit” form to the faculty supervisor to be completed and submitted to the Office of the Registrar. The form can be downloaded here: <https://cardozo.yu.edu/current-students/registrar/registrarial-forms>

ii. Limitations on Papers

Whether or not a paper is intended for writing credit, *students may not submit the same paper for credit for more than one course or credited enterprise*. On rare occasions, students may be permitted to seek permission for the following:

- to submit one paper for two different classes if the student formalizes a plan with both professors whereby the student does substantial work for both classes without “double dipping”— typically by writing two different papers on related topics that may have an overlapping core of research but that have a different theses or take different approaches, or by writing one paper that is as long as both papers would be if combined. A student must submit the written plan with the approving signatures of both professors. The signed plan should then be submitted to the Vice Dean for approval.
- to submit a paper for a journal note and a class, if the student formalizes a plan with the faculty adviser of the journal and the professor teaching the class in question according to which the paper and note while related to each other, are distinct, i.e. have a different thesis or take distinct approaches to addressing related topics. The student must submit the written plan with the approving signatures of the course professor and the professor who advises the journal. The signed plan should then be submitted to the Vice Dean for approval.

f. 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 JD 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 must be met through successful completion of an upper-level professional responsibility course as designated in each semester’s registration material. Only one professional responsibility course may count towards the 84 credits required for graduation.



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.

g. **Advanced Legal Research (ALR) Requirement**

All JD 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.

h. **Experiential Credits**

All JD students are required to complete six (6) experiential credits (also referred to as skills credits). The registration materials posted each semester will list all the classes that can be used to satisfy the experiential credit requirement.

5. **Residency Requirement and Full-Time Status**

- a. JD 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 Cardozo’s 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 they are required to register for at least 12 credits per semester. 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, with the exception of students in their final semester prior to graduation, in which they may take 10 credits. Please note that 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.

6. **Course Requirements for Students with Lower GPAs**

a. **Students with 1L GPAs of 2.999 and below**

Students who began their studies in or after May 2016 and finish their first-year courses with GPAs of 2.999 or below must satisfy the following requirements in addition to those required of all students:

- ☐ Completion of Remedies and the Law in the second year;
- ☐ Completion of Legal Analytic Methods in the third year; and

- ② Completion of at least 4 out of the following 6 courses: Constitutional Law II, Corporations, Criminal Procedure, Evidence, Family Law, and Trusts & Estates. These 4 courses may also be counted toward the Core Course Requirement described in 4(d) above.

b. Students subject to Academic Guidance

Students whose GPAs fall **below 2.6** for any individual semester, for any individual year, or cumulatively, are subject to an academic guidance requirement. In addition to any other conditions imposed by the Academic Standards Committee, students subject to Academic Guidance are required to attend regular one-on-one meetings with the Director of Academic support to develop and implement effective studying practices. Students will be released from this requirement only when the Director of Academic Support, in consultation with the Academic Standards Committee, determines that the student has made sufficient academic progress to warrant release.

7. JD Professional Concentrations

Cardozo JD students have the option to graduate with a “concentration” in a particular area of practice, although it is not required. Cardozo offers the following 13 professional concentrations:

Business Law  
Civil Litigation  
Corporate Compliance and Risk Control  
Criminal Justice  
Data Law  
Dispute Resolution  
Family and Children’s Law  
Intellectual Property and Information Law  
International and Comparative Law  
Public Law, Regulation, and Government Affairs  
Real Estate  
Rights and the State  
Tax Law

If a student applies, and is approved for, a Professional Concentration, it will be indicated on the final Cardozo transcript; it will not appear on diplomas or on transcripts issued to currently enrolled students. Further information on Professional Concentrations in general, and on requirements for each concentration are published each semester in the registration materials on the [Registrar](#) page of the Cardozo website.

## LLM Program: Overview & Requirements

Please note that the following section refers only to LLM students. **JD students should refer to the “[JD Program: Overview and Requirements](#)” section of this Handbook.** For additional details regarding the LLM program, please refer to the “LLM Curriculum and Registration Guide” on the [Registrar](#) page of the Cardozo website.

### 1. Requirements

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

- a. complete a minimum of 24 credits. One credit is the equivalent of one 54-minute hour of class instruction per week over the course of one semester; and
- b. of the 24 credits required to graduate, at least 18 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 and Yeshiva University courses outside of the law school)
  - i. No more than 4 clinical credits can be applied toward the 24 credits required for the degree.
  - ii. Most full-time students take between 11 and 14 credits per semester. Students in general and international LLM students in particular, are not advised to take more than 14 credits in any semester. LLM students can take up to 16 credits per semester by requesting permission from the Assistant Dean for Graduate and International programs at Cardozo. LLM students are not permitted to take more than 16 credits per semester.

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

- a. Full-time students are those who enroll in 9 or more credits in a semester. Students enrolled in the full-time LLM 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 8 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 LLM students wishing to qualify for the New York Bar exam on the basis of the LLM degree must complete their program in 24 months.**

- iii. Students in the JD/LLM program must complete their LLM degree requirements in two years.

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

Candidates for an LLM degree must have received a minimum of 18 credits from Cardozo. Upon admission, candidates may seek to transfer up to 6 credits earned in another LLM program at another law school accredited by the American Bar Association (ABA). Such credits may be transferred and applied to the LLM 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 LLM program can be awarded for courses taken at any school not accredited by the ABA.

### 4. Curriculum

LLM students choose courses from the Cardozo JD curriculum. The Cardozo JD curriculum includes foundational doctrinal courses (known as “first-year” courses because they are required during the first year of JD 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. LLM students are free to choose courses from the first-year and the upper-level curricula, provided course pre-requisites have been met.

#### a. First-Year JD Curriculum

LLM students may take courses from the following during the semester they are offered:

- i. Contracts (5 credits) – Fall and Spring\*
- ii. Civil Procedure (5 credits) – Fall
- iii. Torts (4 credits) – Fall
- iv. Constitutional Law I (3 credits) – Spring
- v. Criminal Law (3 credits) – Spring
- vi. Property (5 credits) – Spring

\* LLM students who register for the two-semester Contracts course in the Fall semester are expected to register for the continuing Contracts course in the Spring semester. If a student decides not to register for the continuing Contracts course in the Spring semester, the student will receive a “P” or “F” grade for the Contracts course in the Fall semester. No other letter grade will be provided.

Contracts (5 credits) and Criminal Law (3 credits) are also offered during the summer. Please see the section below on “Winter Intersession Courses and Summer Courses.”

If taken other than in the summer, Contracts is a year-long course and students will need to take both Contracts I and Contracts II.

PLEASE NOTE: A maximum of only 4 summer credits will be accepted by New York State in order to qualify to sit for the bar exam.

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 LLM students. For these purposes, “international LLM students” are those students who do not hold a degree from an ABA-accredited U.S. law school. These classes include:

i. Introduction to U.S. Law

All international LLM students are required to take Introduction to U.S. Law during their first semester of enrollment in the LLM 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 LLM students are required to take 2 credits of Advanced Workshop in Legal Research and Writing for International Students. This course is taught over two semesters, with 1 credit being awarded for each semester. All international LLM 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.

iii. Introduction to ADR for LLM Students in New York City

This is an optional course designed to give Cardozo Conflict Resolution LLM students an introduction to ADR processes and orientate them to the landscape of the ADR field in New York. If students plan to return to their home countries after the year, this course will serve as a basis for their future practice. If students plan to stay in New York, the hope is that through the seminar, we can

increase content knowledge and support their networking so that they can better navigate their internship and job search in ADR.

## 5. Writing Opportunities<sup>4</sup>

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 LLM 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. LLM Thesis<sup>1</sup>

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 LLM programs may write a thesis only with special permission and based on a detailed outline or plan.

The LLM 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 3 credits for a thesis, which will generally be 45-60 pages in length.

### b. Independent Research<sup>4</sup>

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 1 or 2 credits per semester, for a total of no more than 4 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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<sup>1</sup>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 24 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.

## 6. Winter Intersession and Summer 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 full-time or part-time LLM students. Specifically, these courses may not be used by full-time LLM students to register for part-time course loads during their second semester of enrollment. The cost of intersession courses are not included as part of regular academic tuition.

Part-time and full-time LLM students who begin their studies in January may take courses offered during the summer semester following their first semester of LLM studies. Up to 4 credits earned from summer courses may be applied towards credits necessary to satisfy the requirements for the LLM degree and for admission to the New York State Bar. Part-time students will pay on a per-credit basis for any credits earned from summer courses. Full-time students may take up to 4 credits free of charge. (A full-time student taking the 5-credit Contracts course over the summer may only apply 4 of these credits to the LLM degree and New York Bar requirements. There is no charge for 5<sup>th</sup> credit.)

## 7. New School Courses<sup>2</sup>

LLM students are permitted to enroll in, and apply toward the LLM 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 sufficiently “law-related”. LLM 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 2 credits for satisfactory completion of the course.

Students should contact the Office of the Registrar for more detailed information on New School courses and how to register for them.

Students who enroll in a New School course are responsible for ensuring that their grades are transferred to the law school.

## 8. Practical and Clinical Experience

Although the LLM 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 18 in-class credits. No more than **4 clinical credits** can be applied toward the 24 credits required for the degree. International students who plan to sit for the New York State Bar

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<sup>2</sup> 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 24 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.

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 24 credits in classroom-based coursework, including no more than 4 clinical credits, in order to qualify to sit for the New York Bar exam. Although up to 4 credits of clinics and field clinics can count toward the 24 credits, the clinical components of the externship programs listed below in section c. “Externships” do not count toward the 24 credits. Descriptions of each of the clinics and externships are available on the Cardozo website at [www.cardozo.yu.edu/clinics-professional-skills](http://www.cardozo.yu.edu/clinics-professional-skills).

Note that not all opportunities are offered every year. Please read the course description on the Cardozo website carefully before applying to any clinics. Many of them have prerequisites and while they may be offered during both fall and spring semesters, admission would depend on fulfilling the pre-requisites during the first semester.

a. Clinics/Practica

- i. Alexander Fellows Practicum (for students with a U.S. JD degree)
- ii. Divorce Mediation Clinic
- iii. Human Rights and Atrocity Prevention Clinic
- iv. Immigration Justice Clinic (year-long; application required spring prior to admission)
- v. Indie Film Clinic
- vi. Mediation Clinic/Advanced Mediation Practicum
- vii. Tech Start Up Clinic

b. Field Clinics<sup>3</sup>

Students admitted to this experiential program will work in a non-profit or government law office, or selected private law office, while attending seminars taught by expert attorneys in the field. 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 mentoring. 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. LLM students can choose from the following field clinics:

- i. Consumer Rights Field Clinic
- ii. Federal Criminal Prosecution Field Clinic – Southern District of New York *\*Note, only U.S. citizens may work here*
- iii. Mainzer Family Defense Field Clinic – The Bronx Defenders
- iv. New York State Office of the Attorney General Field Clinic *\*Note, this is a year-long clinic*

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<sup>3</sup> 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 24 credits in classroom-based coursework (including up to four clinical credits) in order to qualify to sit for the New York Bar exam. For field clinics, the academic credits of the classroom component apply toward these 24 credits, but the clinical credits for the work in the field do not.



- v. Tax Law Field Clinic
- vi. Alternate Dispute Resolution (ADR) Field Clinic
- vii. Art Law Field Clinic
- viii. Department of Financial Services (DFS) Field Clinic
- ix. Special Education Field Clinic
- x. Healthcare Reform Field Clinic; and
- xi. Immigration Law Field Clinic

c. Externships<sup>4</sup>

- i. Heyman/ACCA In-House Counsel Externship Program
- ii. Intellectual Property (IP) Externship Program
- iii. Public Sector Externship Program
- iv. Private Sector Externship Program
- v. Real Estate Externship Program

9. LLM Programs and Concentrations

a. General Studies LLM Program

i. Coursework

In addition to the required courses for international students (Introduction to U.S. Law and Advanced Legal Workshop in Legal Research and Writing I and II), students enrolled in this 24-credit program take Professional Responsibility and 6 credits from the courses on the content outline of the New York Bar exam. The remaining 12 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 LLM 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
- Fashion, Art, Media and Entertainment (FAME) Law
- International and Comparative Law
- Compliance

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<sup>4</sup> 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 24 credits in classroom-based coursework (including up to four clinical credits) in order to qualify to sit for the New York Bar exam. For externships, the academic credits of the classroom component apply toward these 24 credits, but the clinical credits for the work in the field do not.

Students wishing to declare a concentration should apply by the following dates to the Office of the Registrar (either in person to Room 1034 or via email to [brookdaleregistrar@yu.edu](mailto:brookdaleregistrar@yu.edu)) in order to have the concentration noted on their final transcript:

For students graduating in:

June: April 15

September: June 15

January: November 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.

For more detailed information, including directions on how to register, sample schedules and program worksheets, please see the "LLM Curriculum and Registration Guide" on the [Registrar](#) page of the Cardozo website. 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.

#### b. Comparative Legal Thought LLM Program

##### i. Coursework

There is no prescribed curriculum for students in the comparative legal thought LLM 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 12 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 3 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](http://www.cardozo.yu.edu) and click on the "Faculty & Intellectual Life" tab. Once students have developed a thesis topic

and identified a faculty member, they should contact the Assistant Dean for Graduate and International Programs or the Registrar. 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 10 credits in Jewish law courses in addition to the other requirements for the comparative legal thought degree. Deadlines for applying for the concentration are April 15 for students graduating in June; June 15 for students graduating in September; and November 15 for students graduating in January.

c. Dispute Resolution and Advocacy LLM 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 14 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:

- A scholarly paper written for a course or independent study<sup>5</sup> of at least 20 pages using Bluebook citation format. Graded papers must receive a grade of "B" or higher
- 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

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<sup>5</sup> Credits earned for independent study do not qualify for credit toward the 24-credit requirement for the New York Bar exam eligibility.

Students enrolled in this program must participate in an externship<sup>6</sup>, in-house or field clinic, or practical or pro-bono program related to conflict resolution.

d. Intellectual Property Law LLM 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 14 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 LLM 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 an ABA accredited 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<sup>7</sup>

The IP externship program provides students who secure a placement with an IP law firm with the opportunity to combine work at an intellectual property law firm with classroom examination of the field. The goal of the externship is to enable students to gain practical lawyering skills in intellectual property by working at a law firm under the supervision of attorneys who specialize in intellectual property law. LLM students who have completed 12 credits of study, or first-semester LLM students in exceptional circumstances, are eligible to apply for this program.

10. 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 Bar exam 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](http://www.nybarexam.org/Foreign/ForeignLegalEducation.htm).

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<sup>6</sup> Only the seminar portion of externships qualify for credit toward the 24-credit requirement for the New York Bar exam eligibility.

<sup>7</sup> Only the seminar portion of externships qualify for credit toward the 24-credit requirement for the New York State Bar exam eligibility.

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 LLM 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. LLM 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 LLM degree, **must submit the online “[Request for Evaluation of Foreign Academic Credentials](#)” 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 “LLM Certificate of Attendance”. You will be advised accordingly by the Office of the Registrar.

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 LLM 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.

<b>Rule 520.6 (3)(vi)(a):</b> 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:	<ul style="list-style-type: none"> <li>Professional Responsibility for LL.M. students (2 credits)</li> <li>Professional Responsibility (2 or 3 credits)</li> </ul>		
<b>Rule 520.6 (3)(vi)(b):</b> Minimum of 2 credits in legal research, writing and analysis.			
Cardozo Courses:	<ul style="list-style-type: none"> <li>Advanced Workshop in Legal Research &amp; Writing I and II (2 credits)</li> </ul>		
<b>Rule 520.6 (3)(vi)(c):</b> Minimum of 2 credits in American legal studies, American legal system or similar course.			
Cardozo Courses:	<ul style="list-style-type: none"> <li>Civil Procedure</li> <li>Constitutional Law I and II</li> <li>Fundamentals of New York Law</li> <li>New York Practice</li> <li>Introduction to U.S. Law</li> </ul>		
<b>Rule 520.6 (3)(vi)(d):</b> Minimum of 6 credits in subjects tested on the New York Bar exam.			
Cardozo Courses: <i>(Courses in bold indicate those which are particularly recommended for their relevance to the New York State Bar Exam)</i>	<ul style="list-style-type: none"> <li>Alternative Business Entities (2)</li> <li>Civil Procedure (5)</li> <li>Commercial Law (4)</li> <li>Conflict of Laws (3)</li> <li>Constitutional Law I or II (3)</li> <li><b>Contracts (5)</b></li> <li><b>Corporations (4)</b></li> <li><b>Criminal Law (3)</b></li> <li>Criminal Procedure I or II (3)</li> <li><b>Evidence (4)</b></li> <li>Family Law (3)</li> <li>Federal Courts (3)</li> <li>First Amendment (3)</li> <li>Fundamentals of New York Law (2)</li> <li><b>New York Practice (2 or 3)</b></li> <li><b>Property (5)</b></li> <li>Remedies (2)</li> <li>Real Estate Transactions (3)</li> <li><b>Torts (4)</b></li> <li>Trusts and Estates (3)</li> </ul>		
<b>Rule 520.18 (a)(1): Pathway 1</b>			
Cardozo Courses:	<ul style="list-style-type: none"> <li>Orientation (1)</li> <li>Introduction to US Law (3)</li> <li>Adv. Legal Writing &amp; Research (2)</li> <li>Professional Responsibility (2 or 3)</li> <li>Professional Values Workshop for LL.Ms</li> </ul>	6 required skills Credits:	<ul style="list-style-type: none"> <li>Remedies in the Law (2)</li> <li>Contract Drafting or International Transactions (2 or 3)</li> <li>Clinic or externship</li> <li>Intensive Transactional Lawyering Program (3)</li> <li>Intensive Trial Advocacy Program (3)</li> <li>Representation in Mediation (2)</li> </ul>
<b>In addition, the following limits must be adhered to within the 24 credit requirement.</b> Students wishing to exceed this limit may take credits in excess of the 24 credits.			
<ul style="list-style-type: none"> <li>Maximum of 4 clinical credits</li> </ul>		<ul style="list-style-type: none"> <li>Maximum of 4 credits in summer session</li> </ul>	
<b>The following courses do not count toward the 24 credits.</b> Students wishing to enroll in these opportunities may take these credits in excess of the 24 credits.			
LLM Thesis	Independent Study	Other i.e. writing assignments	Study Abroad

## 11. 50 Hour Pro Bono Requirement

On September 14, 2012, the NY Court of Appeals issued a requirement for 50 hours of pro bono service for those applicants seeking admission to the New York Bar.

The court has determined that the 50 hours of qualifying work may take place in another state or country. LLM candidates may complete their 50 hours of pro bono work up to one year before, during or after the LLM course study. Candidates may elect to determine if they have passed the New York Bar exam before engaging in qualifying pro bono work, but must complete the requirements before applying for admission, which takes place once the candidate has received notice of having passed the bar.

The rules define qualifying pro bono work as law-related work done on behalf of low-income persons, nonprofit organizations or government agencies. The student's work must be supervised by an attorney or faculty member (including adjunct faculty and instructors employed by the law school). The student can satisfy the requirement through certain accredited academic programs, such as certain clinics and externships, or by performing pro bono work as a summer associate at a law firm. Other pro bono projects, if supervised by an attorney or faculty member, may also satisfy the requirement. The Cardozo Law Dean's Committee on Pro Bono Service has a publication which more comprehensively details the opportunities at Cardozo which satisfy this requirement available through the law school's Symplicity site. For further information regarding the implementation and requirements of the rule, along with frequently asked questions, please visit [www.nycourts.gov/attorneys/probono/baradmissionregs.shtml](http://www.nycourts.gov/attorneys/probono/baradmissionregs.shtml).

## The J.S.D. (Doctor of the Science of Law) Program: Overview & Requirements

Please note that the following section refers only to J.S.D. students. JD students should refer to the "[JD Program: Overview and Requirements](#)" section of this Handbook. The J.S.D. (Doctor of the Science of Law) is the most advanced degree program at Cardozo School of Law. This is a 3-year research-based program.

### 1. Admission

Deadline for Fall Admission: March 1st

Admission to the J.S.D. program will be granted to those applicants who demonstrate promise as a legal scholar, based on past academic record and publications; faculty recommendations; fluency in English; and proposed research topic. Candidates must hold an advanced law degree (e.g. LL.M.) from a U.S. law school, or its foreign equivalent.

Please contact Val Myteberi, Assistant Dean of Graduate and International Programs, at [myteberi@yu.edu](mailto:myteberi@yu.edu) for more information regarding the J.S.D. program and application.

### 2. Requirements

In order to graduate from Cardozo with a Doctor of the Science of Law, a student must:

- a. spend a minimum of the first two semesters in residence at the Cardozo School of Law; and
- b. complete the 1-credit J.S.D. colloquium, a course designed to provide faculty and peer review and discussion of student research, and teach a basic set of common research techniques; and
- c. complete 6 additional credits of law school coursework in consultation with the faculty supervisor; and
- d. complete and defend a J.S.D. dissertation.

### 3. Curriculum

The core of the J.S.D. is an advanced dissertation conducted under the supervision of a faculty advisor. The dissertation must be deemed by the J.S.D. student's Dissertation Committee to make a significant contribution to legal academic scholarship. Though the specific requirements will be determined by each committee, in general this will consist of a monograph that makes an original contribution to legal scholarship, demonstrates a high level of research skills, and could be published in whole or part either as a book or a series of law review articles.



Students will be required to convene their Dissertation Committee for an oral defense of the dissertation after the written product is approved by the Committee.

J.S.D. coursework to support the dissertation research will be chosen on an individual basis in consultation with faculty advisors.

PLEASE NOTE: Under the guidance of the Office of Graduate & International Programs, candidates should select a faculty member as an advisor prior to submission of the J.S.D. application.

a. First-Year Curriculum

Candidates will be in residence and participate in the J.S.D. Colloquium and must complete six (6) additional course credits in consultation with the faculty advisors. In rare circumstances, a candidate may complete more than six (6) course credits, but only with written permission from the Assistant Dean of Graduate & International Programs. Additionally, candidates will commence research and a draft outline of the required dissertations with faculty advisors.

b. Second-Year Curriculum

During the second year, candidates begin drafting the dissertations and consult with faculty advisors and J.S.D. Committee members.

c. Third-Year Curriculum

Candidates edit and finalize the dissertations and engage in the oral defense of the dissertations.

## Examinations

Most final examinations are given during a two-week period at the end of each semester. A tentative exam schedule is distributed with the [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. 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, the final exam for the fall-entry first-year JD Elements of Law will be held in October and for the LLM Introduction to U.S. Law course in September. Summer final examinations are given in June for Elements of Law, and August for all other courses. A Contracts mid-term is sometimes administered in June/July. Additional exams and quizzes may be scheduled mid-semester.

**Students are prohibited from contacting their professor to discuss the details of their exam before grades for the course have been posted.** Discussing an exam with a professor compromises student anonymity. If a student has a concern regarding an exam, they should speak with someone in the Office of Student Services and Advising as soon after the exam as possible.

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

### 1. Rescheduling of Examinations

Examinations can only be rescheduled in the following circumstances.

- a. A student has **more than** two examinations scheduled in two calendar days, **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 emergency (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. **Students may not contact their professor or any**

**other faculty member if they need to reschedule their exam for any reason.** Discussing the rescheduling of an exam with a professor compromises student anonymity and may result in disciplinary action.

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 typed on letterhead 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.

If a request for rescheduling an examination is granted, OSSA will arrange a date and time for the make-up examination. Generally, 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 an 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 unauthorized withdrawal resulting in a 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 as soon as possible. In such cases, substantiating documentation must be provided. OSSA is not 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, please 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

Unless prohibited by an individual professor, students may elect to use laptop computers to take their examinations, provided they download, install and properly utilize the appropriate exam software. All exam software is operated in English; all international students, please note to have your computer operating system in English. Students will need to supply their own laptop and power cord, which must be compatible with the requirements of the exam software. If a student is taking a multiple-choice or true/false exam, the student **must** take the exam on a computer using 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. Final Examinations – International LLM Paper Translation Dictionaries

International LLM and semester exchange students may use a paper translation dictionary during proctored final examinations, if English is not the student’s native language. Please see the Office of Graduate and International Programs for approval and dictionary certification. This is a required step before bringing a dictionary into a final exam.

## 7. Correct Course/Section Examinations

All students must take examinations only for the course and section for which they are registered. Any student taking an examination in a section for which s/he is not registered may receive an "F" (or a "G" for administrative failure) for the course.

## 8. 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 in-school 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. Using a cell phone during an in-school exam, whether or not the student is in the exam room;
    - f. Leaving an examination room during an in-school examination without the prior permission of the proctor or otherwise in accordance with applicable procedures established with respect to that examination;



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, without limitation, suspension of a student pending completion of proceedings under these rules, expulsion, disciplinary probation, deprivation of course credit, downward adjustment of a grade, restitution, reduction or loss of scholarship, and reprimand, *provided, however*, that prior to expelling a student the Dean or Vice Dean shall, to the extent reasonably practical, consult with the Chair of the Academic Standards Committee, or the Chair’s designee, as to the appropriateness of the sanction; 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:
1. decide whether or not to proceed further, with or without prejudice to reconsideration, or
  2. 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.
- E. Acts of the Committee: The Committee shall act by the affirmative vote of a simple majority of the then current and active members. The Chair shall establish the procedures for the Committee's actions which (with the exception of a formal Hearing described below) need not require a formal meeting but can be made in any reasonable manner including by consent given in writing, telephonically or electronically.

### Article III: Charges

- A. Issuance of Charges: The Committee may issue a charge if it 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 either:
1. a proposed disposition without a Hearing has been rejected by the student; or
  2. the Committee 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 there is sufficient evidence of a violation and does issue a Charge, it will either propose a disposition without a Hearing or issue a notice of Hearing.
  3. The Committee is not required to hold a Hearing before issuing a Charge. However, if, and only if, after a preliminary investigation, the Committee finds that more information is needed before



deciding whether to issue a Charge, it may schedule a Hearing without a Charge in order to gather additional information. Once such a Hearing is scheduled, no Charge will be issued until such additional information is gathered; If, during or after such a Hearing, the Panel (defined below) determines that there is sufficient evidence of a violation to issue a Charge, it will issue such Charge and either a) propose a settlement of the case without a further Hearing or b) conduct a further Hearing. If, after such a Hearing, the Panel determines that there is insufficient information to issue a Charge, it may decide not to proceed further, with or without prejudice to reconsideration.

#### 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, or if there are not four faculty members of the Committee reasonably available, the available members of the Committee and such other faculty members as the Chair shall appoint, 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:
1. A description of the matters under investigation; and
  2. 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 they intend to call, and all documents that they anticipate to present, at the Hearing and, in the case of the Student, whether an Advisor (discussed below) shall attend the meeting.
- C. Conduct of the Hearing: At a Hearing, the Factfinder, any member of the Panel and the Student 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. The Dean of Students (or, if the Dean of Students is unavailable or has a conflict of interest, a substitute designated by the Dean) may attend the meeting. A representative of the University's General Counsel's office, or its outside counsel, may attend the meeting upon the request of the Chair, the Dean or the University's General Counsel.
- 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.

### **Authority of Dean to Enforce Principles of Appropriate Conduct ("Dean's Disciplinary Authority")**

Section C of the Disciplinary Code reserves authority to the Dean to enforce the rules of the school and to take disciplinary action as is appropriate. This memo explains the procedures that the Dean has developed to exercise this authority. The Dean interprets the authority as including both conduct not enumerated in the rules, and conduct that is prescribed where the alleged conduct is not primarily academic in nature and/or a streamlined process is warranted by the circumstances. Nothing in the Disciplinary Code or this Memorandum limits the power of the Dean to deal with an emergency.

Process to be followed:

1. **Report of Violation:** If the Dean of Students or the Vice Dean becomes aware of an alleged violation by a student (the "Student") of the principles of appropriate conduct that in their discretion are judged to be better handled under Article I section C of the Disciplinary Code, the Dean of Students or her/his designee will investigate the alleged violation.
2. **Investigation:** The Dean of Students will meet with the Student and may interview other persons with information. If the Dean of Students determines there is reason to believe that a violation has been committed, s/he will inform the Vice Dean.
3. **Consultation with Academic Standards Committee:** To the extent reasonably practical prior to taking further action, the Dean of Students or Vice Dean shall consult with the Chair of

the Academic Standards Committee as to whether the matter is primarily academic in nature and should be referred to that Committee.

4. Notice: The Vice Dean will notify the Student, by mail and to the Student's YU email address, of the following information: a description of the matter under consideration, and a proposed date and time, not less than seven days and not more than 14 calendar days (absent compelling circumstances) in advance, for a hearing (the "Hearing").
5. 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.
6. Hearing: The Hearing will be held before a panel (the "Hearing Panel") consisting of the Vice Dean and at least two persons appointed by the Dean from the Law School's faculty, excluding members of the Academic Standards Committee. The Hearing will be informal and the rules of evidence will not apply. The Student will have a reasonable opportunity to present her/his case. In addition to the Advisor, the Student may bring documents, witnesses and/or a written statement. The Dean of Students may attend the hearing and present witnesses, documents, etc. The Vice Dean will determine the relevance of any evidence or witness, and may exclude or curtail any questioning or presentation s/he deems inappropriate, irrelevant or redundant.
7. Determination: The Hearing Panel shall report to the Dean as to whether it has determined that there has been a violation of the principles of appropriate conduct, and whether it recommends an exercise of the Dean's Disciplinary Authority. If it does so recommend, it may also recommend an appropriate sanction, including, but not limited to expulsion, suspension, disciplinary probation, deprivation of course credit, downward adjustment of a grade, restitution, reduction or loss of scholarship, and reprimand. The Dean may accept, reject or modify the Hearing Panel's recommendations in her/his discretion. The Dean will notify the Student of her/his decision in writing accompanied by a copy of the Hearing Panel's Report. Copies of the decision and the Hearing Panel's report will be filed in the office of the Dean of Students, and if appropriate, the Office of the Registrar.
8. Appeal: The Student may seek review of the Dean's decision by the Academic Standards Committee of the Law School (the "Academic Standards Committee"). Review may be obtained by filing a written petition with the Dean within ten (10) business days after the date of the issuance to the Student of the Dean's decision. The petition need not follow any particular format, but should indicate all disagreements with the findings of fact, findings of violations of disciplinary rules, sanctions, and reasons for imposing those sanctions set forth in the Hearing Panel's report. The Dean will forward the petition to the Chair of the Academic Standards Committee along with copies of the Dean's decision and the Hearing Panel's report. The Academic Standards Committee will consider the petition as soon as reasonably practical. The Academic Standards Committee shall sustain the Dean's decision unless it determines that it represents an abuse of discretion.

9. Summary Disposition: At any time before or during the Hearing, the Student may be offered suggested sanctions in settlement. If accepted, the settlement will be signed by the Student and filed in the office of the Registrar and/or the Dean of Students, as appropriate.

If the Vice Dean or Dean of Students is unavailable or has a conflict of interest in any Dean's Disciplinary Authority matter, the Dean may designate a substitute.

**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.”<sup>8</sup> 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.<sup>9</sup> Furthermore, in some instances, discipline can include court-imposed sanctions.<sup>10</sup>

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.<sup>11</sup>

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;

<sup>8</sup> BLACK’S LAW DICTIONARY

<sup>9</sup> *See id.* (citing PAUL GOLDSTEIN, COPYRIGHT’S HIGHWAY 12 (1994)).

<sup>10</sup> *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).

<sup>11</sup> OFFICE OF STUDENT SERVICES, BENJAMIN N. CARDOZO SCHOOL OF LAW, STUDENT HANDBOOK.

- b. Failing to attribute to its source any quotation, paraphrase, particular facts or information, or ideas taken from that source.<sup>12</sup>

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 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.<sup>13</sup>

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.*<sup>14</sup>

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."<sup>15</sup> 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

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<sup>12</sup> See all HANDBOOK references to the Disciplinary Code, Rules and Procedures.

<sup>13</sup> See *Crossing Over the Line*, ARIZ. REPUBLIC, July 31, 2002, at 2; Mary Laney, *Student Shortcut Not Worth It in Long Run: Plagiarism Easier To Detect, Harder To Live Down*, CHI. SUN-TIMES, Apr. 25, 2002, at 41.

<sup>14</sup> See *Avoiding Plagiarism in Law School: A Student's Guide To Sources and Their Acknowledgment* (copied from Robert Brill, *Plagiarism in Law School: Close Resemblance of the Worst Kind?*, 31 SANTA CLARA L. REV. 103 (1990) [hereinafter *Avoiding Plagiarism in Law School*]).

<sup>15</sup> The Association of American Law Schools, *Statement of Good Practices by Law Professors in the Discharge of Their Ethical and Professional Responsibilities* (Nov. 17, 1989) (providing "guidance to law professors . . . because law professors serve as important role models for law students"), available at [www.aals.org/ethic.html](http://www.aals.org/ethic.html).

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.<sup>16</sup> 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.<sup>17</sup> 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.

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<sup>16</sup> See *Avoiding Plagiarism in Law School*, *supra* note 7.

<sup>17</sup> See Laney, *supra* note 6 at 41.

## 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.

Final 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 into account in determining a final grade, the overall grading cannot be anonymous. But even then, grading of final 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.

Assignments and other tests need not be graded anonymously.

**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 GPA. An administrative withdrawal is distinct from an unauthorized withdrawal ("G") which is factored into a student's GPA.

### 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/Unauthorized Withdrawal
- 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.

The letter "Y" indicates a year-long class awaiting a final grade.

#### 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<sup>18</sup>

- a. The mean grade for JD 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 JD students in all upper-level courses with 25 or more enrolled JD students shall fall between 3.10 and 3.33.
- c. The mean grade for JD students in upper-level courses with fewer than 25 enrolled JD students shall fall between 3.00 and 3.50.

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<sup>18</sup> 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 mid-year exam will be factored into the final grade, and will be subject to the curve at that point.

- 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:

A and above	5-10%
A- and above	15-25%
B+ and above	40-50%
B- and below	15-25%
C+ and below	5-10%

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

#### 6. LLM Students – Pass/Fail Conversion Policy

LLM students have the option to convert grades in the LLM degree from A+ through D to a “P” grade. Such a designation would remove the grade from the grade point average calculation but the student would still receive credit for the course towards the LLM degree. If a student’s transcript includes 13 or more credits with a “P” grade then all passing grades (grades A+ through D) for the LLM program will be converted to a “P”.

Exception: If any grade is altered due to referral to the Disciplinary Committee, the altered grade will remain and cannot be converted to a “P”.

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. credit 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. an incomplete portion of a course may not be designated by a “P”;
- e. this designation must be made either in person at the Office of the Registrar or via an emailed pdf document to [brookdaleregistrar@yu.edu](mailto:brookdaleregistrar@yu.edu) with a signature by:
  - i. June 7 if the student’s last term is a Spring semester;
  - ii. September 7 if the student’s last term is a Summer semester; or
  - iii. January 22 if the student’s last term is a Fall semester; and

f. Once an individual graduates, no changes of grade 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 serious 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 a time to speak 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 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/Unofficial Withdrawal), 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 GPA purposes and does not affect the GPA.

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”. GPAs are updated 24 hours after a final 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 may retain old exams for up to 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 (GPAs)

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 GPA, 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 GPA** for purposes of providing that information to others; an official GPA can only be calculated by the Office of the Registrar. Students can obtain their official grade point averages from [www.yu.edu/myyu](http://www.yu.edu/myyu). Students must accurately report their GPAs and class ranks. "Rounding up" is not permitted.

Failure to comply with the above-mentioned academic regulations may result in sanctions including, but not limited to: (a) cancellation of your Symplicity account and access to Cardozo job listings; (b) preclusion from participation in the Fall and Spring recruitment programs; and (c) an inability to participate in Cardozo funding programs such as the Public Sector Summer Stipend, the Bridge to Practice Postgraduate Fellowship, Loan Repayment Assistance Program (LRAP) and other school-funded fellowship opportunities.

### 13. Class Rank

LLM students are not ranked.

For JD students, after all spring semester grades have been submitted, the Registrar publishes JD percentile rankings, indicating the GPA cut-offs for percentile groupings for each class. These are posted outside the Office of the Registrar and on the [InsideTrack/Luminis Portal](#). 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 GPA. This is not an official GPA, and for any student enrolled in a year-long course, this GPA will almost certainly be incorrect. Students may not update class rank information on the basis of their mid-year GPA.

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 Procedures" 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. During law school

JD students who are in the top 10% of their class at the end of their first year are designated as Dean's Distinguished Scholars. Students are automatically considered for this distinction and retain it throughout the remainder of their time at Cardozo Law. Scholars may receive a new or additional scholarship award for their second and third years of law school, partially depending on the amount of renewable scholarship they received in their first year.

JD students who are in the top 15% of their class at the end of an academic year are placed on the Dean's JD Honor Roll for that year. Students are automatically considered for this distinction, which is determined at the end of each year and is not automatically renewed; therefore, students should include a designation on their resume as to the relevant year (e.g. for a student who is in the top 15% at the end of the 2019-2020 year, their resume should indicate "Dean's Honor Roll, 2019-2020 Academic Year".)

b. Latin Honors

The top 25% of the JD 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 extraordinarily high GPA's at the discretion of the faculty.

To be eligible to graduate with honors, a JD student who begins law study at Cardozo must complete the entire first-year curriculum and have a total of at least 40-graded-credits at Cardozo.

To graduate *summa cum laude*, a student must have completed the entire first-year curriculum and a total of at least 60-graded-credits (including first-year credit).

Credits received in courses that are graded P/F or credit/no credit are not "graded credits".

Upon graduation, transfer students are eligible for all grade-based honors, except *summa cum laude* and the Brandeis Award, if they have at least 40 credits of graded Cardozo courses (P/F or credit/no credit courses do not qualify as graded credits) and have spent four full-time semesters at Cardozo.

In determining whether a transfer student qualifies for honors, the student's GPA is compared to the GPAs of all graduates in upper-level courses only. (Because 1L grades from another school are not included in a Cardozo GPA, the relevant comparison is to others' performance after their first year.)

For example, a transfer student will graduate *magna cum laude* if his or her Cardozo GPA is in the top 10% of all GPAs calculated using upper-level courses only.

At the discretion of the Vice Dean, transfer students who participated in the Alexander Fellows Program or the Prosecutor Practicum and do not meet the 40-graded-credits

requirement may graduate *cum laude* if they are in the top 20% based on the performance of all student in upper-level courses and may graduate *magna cum laude* if they are in the top 5% based on the performance of all students in upper-level courses.

Transfer students are eligible for all other graduation honors and awards that are not based solely on GPA.

LLM students are not eligible for Latin Honors.

- c. Order of the Coif (pronounced “koyf”) – a national legal honor society

A student is eligible for election to membership in Order of the Coif if the student graduates in the top 10% of the JD class. If a student graduates with more than the required number of credits, those additional credits will be included in the calculation of percentage of graded credits.

- d. A variety of awards for academics, service and other accomplishments are given to JD students at the time of graduation.
- e. Each year, one LLM student may be awarded the Louis Henkin Award for Academic Achievement and Superior Scholarship in the LLM program. Student grades, scholarship and overall law school citizenship are considered. In addition, up to three awards are given for Distinguished Performance in the LLM 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 LLM Candidates

- i. Candidates for an LLM degree must have received a minimum of 18 credits from Cardozo. Upon admission, candidates may seek to transfer up to 6 credits earned in another LLM program at another law school accredited by the American Bar Association (ABA). Note however, that if such LLM credits were taken as part of an exchange program during the student’s completion of the first degree in law, a transfer will not be possible.
- ii. Such credits may be transferred and applied to the LLM 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 GPA.

- iii. LLM 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 Val Myteberi, Assistant Dean for Graduate and International Programs.
- iv. No credit toward the LLM program can be awarded for courses taken at any school not accredited by the ABA.

b. General Regulations for JD Candidates

- i. No transfer credit is given for study at an American law school that is not approved by the ABA.
- ii. JD 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. JD transfer credit must be specifically approved to satisfy the core, writing requirement, professional responsibility requirement, experiential skills, 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 JD student's grade point average for purposes of determining academic standing and class rank at Cardozo, or for determination of honors. For more information on how transfer credits affect the determination of honors, please see the immediately preceding "Honors" section in this Handbook.
- v. Transfer credit will not be awarded for any coursework occurring prior to the beginning of law school study.

See below for additional regulations.

c. Cardozo JD 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](#)" application from the Office of the Registrar and attach relevant course descriptions. Students should then see the Dean of Students, and if written approval is obtained, submit the signed application 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 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 JD 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. Requests to visit another law school in the U.S. during the fall or spring semester will be granted only when supported by compelling personal circumstances (e.g., a spouse or partner 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. JD 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 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 programs for transfer credit towards their Cardozo JD 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 6 transfer credits will be awarded for summer study. Summer courses may not be used to satisfy core course requirements or concentration requirements.
- d. Cardozo Students Taking Law-Related Courses at a Graduate School Other than a Law School
- i. Under special conditions, Cardozo students may obtain a limited number of transfer credits towards a Cardozo JD degree for law-related coursework at

another graduate school that is not a law 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 and with which Cardozo has a pre-existing agreement, such as the New School. If a course at one of these institutions is not already cross-listed at Cardozo, students must obtain prior written permission from the Dean of Students.

- ii. Students seeking such transfer credit must be sure that they meet the New York 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 JD Students Studying Abroad During the Fall and/or Spring Semester:
- i. JD students in their 2<sup>nd</sup> and 3<sup>rd</sup> year can choose to study abroad at various university partners of our school around the world. To learn more, please review the information on the Cardozo website and meet with Kevin Gschwend, Program Director, or Val Myteberi, Assistant Dean, at the Office of Graduate and International Programs.
  - ii. All JD students interested in the semester abroad programs must have a minimum cumulative GPA of 3.00 to be eligible to apply. (Also see the [“International Study Opportunities”](#) section of this handbook).
- f. JD Students who Transfer to Cardozo from Other ABA-Approved Law Schools
- i. Each JD transfer student who is accepted to Cardozo after completing work at another ABA-approved law school is informed in his or her letter of acceptance which, if any, courses previously taken by the student will be awarded transfer credits at Cardozo. Regardless of how many credits are accepted for transfer, a JD student must successfully complete a minimum of three full-time semesters and 42 credits at Cardozo in order to graduate from Cardozo.
  - ii. JD transfer and/or visiting students will be provided an official GPA by the Office of the Registrar upon completion of two semesters at Cardozo of at least 10 graded (not P/F or credit/no credit) credits each. However, such students will not have an official rank until the completion of four semesters.
  - iii. For information on the determination of honors for transfer students, please see the preceding “Honors” section in this Handbook.
  - iv. On resumes and for all job application purposes, JD transfer students must clearly indicate all law school(s) attended. The words “Candidate for JD, [month,

year]” should appear under the name of the degree granting institution. If, after two semesters, students choose to include their GPA, 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. GPA: X.XXX (based on two semesters) (top XX% after four semesters=X.XXX). JD transfer and visiting students are advised to seek assistance from a counselor in the Office of Career Services regarding the representation of GPA, class rank and other information on resumes, cover letters, etc. Failure to adhere to all rules governing the representation of this information may result in disciplinary action.

For a summary of the requirements above, students may reference [“Things to Know About ‘Visiting Out’ from Cardozo Law School”](#).

## **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 and Standards for Academic Dismissal

All JD students are required to maintain a grade point average (GPA) of at least 2.400 for the courses taken in each semester. (A 2.00 is equal to a grade of “C”.) A JD student who receives a semester (non-cumulative) GPA below 2.400 may be dismissed.

Students whose cumulative GPA, 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 JD student who has accumulated the 84 credits required to graduate, but whose cumulative GPA is below a 2.400, may be dismissed and not 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.

A JD student whose GPA falls below 2.6 for any individual semester (including the summer semester for May entry students), for any individual year, or cumulatively, automatically becomes subject to academic guidance. See section i below for additional information.

#### i. Conditions of Academic Guidance

Any student who is subject to academic guidance may be dismissed for failure to adhere to the conditions of the guidance.

Students subject to academic guidance must attend regular one-on-one meetings with the Director of Academic Support to develop and implement effective studying practices. Students will be released from this requirement only when the Director of Academic Support, in consultation with the Academic Standards Committee, determines that the student has made sufficient academic progress to warrant release.

Students subject to academic guidance 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 GPA.

Students with this GPA are also subject to the requirements for students with GPAs below 2.999. See "[JD Program: Overview and Requirements](#)", "Students with Lower GPAs" (section 6) in this Handbook for further information.

### 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 electronically (via email), 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; however, it must contain 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 s/he is readmitted. Any person who is readmitted is placed in academic guidance status (see the section 2.b. above on “Conditions of Academic Guidance”). 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 GPA. The Committee is authorized to impose such sanctions for failure to satisfy conditions of readmission as it determines to be appropriate, including, but not limited to, final dismissal.

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 electronically (via email), 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.

### **Good Standing**

To be in good standing, a student must:

1. comply with all requirements stated in the Cardozo Student Handbook, and
2. not be on probation or in the process of petitioning for readmission after an academic dismissal.

In addition, no letter, certification or other statement will be issued that a student is in good standing if the student:

- a. has failed to fulfill any financial obligations to the school or made satisfactory arrangements for payment;
- b. has a hold on their account due to any outstanding documents required from the student by the school upon matriculation; or
- c. is the subject of an ongoing disciplinary investigation or proceeding.

### **Academic Advising**

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 (“OSSA”) at [Cardozostudentservices@yu.edu](mailto:Cardozostudentservices@yu.edu) or (212) 790-0429 to make an appointment to discuss course selections.
- b. For guidance on relevant courses for specific career paths, students may schedule an appointment with a counselor in the Office of Career Services at <https://cardozo.yu.edu/your-career/cardozo-ocs-appointment-request-form> or by phone at 212.790.0358.
- c. LL.M. candidates are welcome to contact Kevin Gschwend, Director of Graduate and International Programs, for guidance at [kevin.gschwend@yu.edu](mailto:kevin.gschwend@yu.edu) or 212.790.0325.
- 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.
- f. Registration information and course descriptions are available on-line: <https://cardozo.yu.edu/current-students/registrar/registration-and-withdrawal-courses>

## Academic Support

Students concerned about their academic progress (and students the law school has contacted regarding their academic progress) may seek assistance in the following ways.

- a. General guidance in academic counseling and other matters is available in the Office of Student Services and Advising. Students should feel free to call (212) 790-0429 or email [Cardozostudentservices@yu.edu](mailto:Cardozostudentservices@yu.edu) to schedule an appointment with an OSSA advisor.
- b. Individualized instruction in case reading and analysis, legal writing, outlining, note-taking, and examination preparation is available through the Office of Academic Support.
- c. The Director of Academic Support offers various workshops throughout the academic year, including outlining drop-in sessions, exam mobilization workshops, and exam review sessions. Students should watch for announcements for these programs.
- d. First-year J.D. and international LL.M. students should feel free to see their Teaching Assistants in the Lawyering and Legal Writing and Advanced Workshop in Research and Writing courses

for support with library research methodology and strategy and citation form. In other courses, students should see their Teaching Assistants, where available, for doctrinal support.

## **Additional Opportunities: Clinics, Externships, Field Clinics, Independent Research, CPT, Journals, Moot Court, Competition Teams, Research/Teaching Assistants**

### 1. Clinics and Externships

One of Cardozo's particular strengths is its clinical program. Each semester, a detailed memo on the clinic and externship offerings for the upcoming semester is posted to Symplicity. The clinical faculty and externship program hold informational meetings explaining the opportunities offered by, and the requirements and application procedures for, each clinic and externship. 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 and for fall semester clinics are submitted and acted on during the preceding spring semester. The externship application process for spring takes place in the fall/winter. Acceptance to all of the clinics is competitive, but all qualifying externship applications will be granted. Students may only participate in one clinic or externship in a given semester, absent special permission.

Clinic and externships open to LLM candidates are listed in the LLM section on "[Practical and Clinical Experience](#)" of this handbook. LLM students, like JD students, are encouraged to engage in clinics and externships as Cardozo emphasizes experiential learning as part of the LLM program. Additionally, LLM students can earn credit for participation on certain journals, moot court competitions and through independent research papers and CPT (please see sections below for further information).

#### a. Clinics

For in-house clinics, students work in law offices located at the law school and take a seminar taught by full-time or adjunct faculty who supervise student work. The Clinical Program coordinates the application process for all of these programs. Complete information, including a list of the clinics that are offered is available on Symplicity and at the clinic offices in room 1103. Application materials will be available on Symplicity during application periods.

#### b. Field Clinics

In field clinics, practicum classes and judicial clinics students perform fieldwork outside the law school in one practice area or organization. Students work under intensive supervision and take an accompanying practice-area-specific seminar from an adjunct faculty member.

Information, including a list of the field clinics that are offered will be posted each semester in Symplicity's Document Library.

#### c. Externships

For externships, students secure individual fieldwork placements themselves, with assistance from the externship program, and take an externship seminar generally addressing the area of practice. Externship information is available under Externships in Symplicity's Document Library. Once students secure their own positions, they apply for credit on Symplicity. Not all externships offered by employers qualify for credit at Cardozo. Students should be sure to check information and rules on externship credit before accepting an offer.

No more than two externships, or three with special permission from the Externship Director, can be counted toward graduation.

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, the student should contact the Registrar to drop the class(es) s/he needs to drop due to adding the externship, and can do so without receiving a "W" notation.

The law school expects students to adhere to commitments to work. If it is essential to withdraw, students must 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.

Materials describing the externship and field clinic application procedures and deadlines in greater detail are available on Symplicity in the Document Library. Application materials will be available on Symplicity during application periods.

In addition, the student-run Unemployment Action Center has offered not-for-credit 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, JD students in their second and third year of study and LLM 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 or credited enterprise, 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 JD writing requirement. Students who wish to satisfy the upper-level JD 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.

In general, independent research papers will be graded pass/D/fail. If the student and the faculty member agree, and the Vice Dean affirmatively approves, 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.

JD students are permitted to apply no more than 3 total credits of independent research towards the 84 required for graduation. During any single semester of a project, JD students may register for 1 or 2 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, or on the [Registrar](#) page of the Cardozo website. After receiving the signature of the supervising faculty member, the student should bring the form to the Office of the Vice Dean, Room 1010. The Vice Dean will then review the request, and either approve the request and notify the Registrar, or contact the student for additional discussion.

Independent research papers must be completed and submitted to the supervising faculty member 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.*

### 3. Curricular Practical Training (CPT)

Open ONLY to international students and only if they have been a full-time student in F-1 status in the U.S. for at least one full academic year (2 semesters or 9 months). Such students who wish to accept off-campus employment need to apply for CPT approval to qualify their employment, whether paid or unpaid. Students must seek separate approval for each CPT experience.

Students need only apply through the Office of International Students and Scholars for CPT approval in the following situations:

- Off-campus employment through a Cardozo credited-externship program that includes a companion seminar
- Off-campus employment for which the student’s only compensation is a stipend paid for by Cardozo.

For all other situations, students can only obtain CPT authorization through Cardozo's Legal Practice program (LAW 7825, 1 credit). In order to qualify, students must be approved by both the Cardozo Dean of Students and by the YU International Student Advisor. Below is a description of the program:

In the Legal Practice program, students write an independent research paper of at least 15-20 pages. Students may qualify for one such Legal Practice experience per term and up to three while at Cardozo. Although there are no scheduled class meetings, students will be assigned a supervising faculty member for the paper with whom they should consult regularly as their work progresses. Each paper must elaborate on an issue of substantive law that the student encounters in the work experience. The paper may not be attorney-work product; rather, a student should select an issue and use the paper to delve more deeply into the topic from an academic perspective.

Papers are due on the last date of the semester (or for summer work, the day before the first day of classes for fall upper-level students). They should be submitted via email to the supervising faculty member, with a copy to the Dean of Students.

A credit earned through Legal Practice CPT counts towards the maximum of 3 credits for independent research projects for JD candidates, and the 4-credit maximum for experiential credits for LLM candidates. Students must abide by all requirements described in the registration materials and the Student Handbook relating to independent research.

In order to obtain approval for Legal Practice CPT, after speaking with the YU International Student Advisor, students should:

- 1) Obtain a letter from the employer stating; the fact that the student will be doing legal work and supervised by an attorney; the start and end dates; and whether the position is part time or full time
- 2) Print and complete the CPT application available online at <https://www.yu.edu/student-life/resources/international/resources/>
- 3) Scan and email both the employer's letter and the completed YU form to [cardozostudentservices@yu.edu](mailto:cardozostudentservices@yu.edu) and request approval from Cardozo for CPT
- 4) Once approved by the Office of Student Services and Advising, the signed form will be emailed back to the student with a copy to Jennifer Golden, YU International Student Advisor. The Office will also inform the Registrar to enroll the student in Law 7825, Legal Practice, for the 1 credit Legal Practice paper.

The Office of International Student and Scholars Services (OISS) recommends CPT authorization for all unpaid internships and externships, whether the student does or does not need to provide employment authorization documents to the company. The F-1 regulations are written in such a way that CPT is an authorization to do practical training as part of the curriculum for the academic

program, and as such is significant in more ways than simply for the employer to verify employment eligibility. CPT authorization is more than just permission to get paid.<sup>19</sup>

If the position is unpaid and for some reason it is not possible for you to obtain CPT authorization, please make sure that your prospective supervisor is aware of U.S. Department of Labor regulations concerning unpaid internships and that you have assurances (preferably written) to that effect before you accept the position. We also recommend that at the end of your internship you ask your employer to provide you with a letter confirming that there was no remuneration or any other type of compensation provided in any form during the dates you were participating in the internship. Please keep such a letter for your permanent records.

4. Student Honor Organizations: ADR Competition Honor Society, Journals, and Moot Court Honor Society

The Cardozo student-edited journals, the Moot Court Honor Society, and the ADR Competition Honor Society, provide students with a valuable law school experience. As a member of one of the journals, students edit academic articles for publication in the journals and write their own pieces of academic writing (called “notes”). The note writing experience allows students to hone their legal writing skills and develop novel arguments on legal topics of interest. Some notes are selected for publication in the journals. Moot Court Honor Society members sharpen their oral and written advocacy skills by participating in national and international appellate advocacy competitions. ADR Competition Honor Society members are exposed to ADR and develop practice skills in negotiation, arbitration and mediation by participating in various national and international competitions.

Students are invited to join these organizations based on their performance in the first-year Writing Competition. In addition, some journals accept and consider statements of interest when making offer decisions. The Moot Court Honor Society invites students to participate in their organization based on an oral advocacy try-out as well as two writing samples—usually the second research memo that students submit during the fall semester of their first-year Lawyering and Legal Writing course and the brief that students submit during the spring semester of the course, a statement of interest, and a resume. The ADR Competition Honor Society invites students to participate based on an interview and negotiation try-out. It will also take into consideration a student’s performance in the spring, intra-school negotiation competition. Neither the Moot Court Honor Society nor the ADR Competition Honor Society considers students’ performance in the Writing Competition.

The Writing Competition is held in May, immediately following the final exam period at the end of the first year of law school. Transfer students participate in a Writing Competition in August. The journals hold a meeting at the end of the spring semester to introduce themselves and provide information about the format of the Writing Competition for that year. Rising 3Ls who previously were not on a journal, Moot Court Honor Society or ADR Competition Honor Society may be permitted to participate in the Writing Competition.

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<sup>19</sup> **Unpaid internships and externships**: it is not uncommon for students to confuse unpaid internships with volunteering (and therefore conclude that no work authorization is necessary for engaging in an unpaid off-campus activity). However, there is a difference between *volunteering* and engaging in an **unpaid internship**. Volunteering refers to very limited situations, such as serving food at a soup kitchen.

The Writing Competition consists of a case comment portion (writing a case comment on a recent court decision) and a Bluebooking portion (editing a law review article excerpt containing a number of grammatical, stylistic and Bluebooking errors). Students are not expected to prepare for the Writing Competition and need only a current copy of the Bluebook to participate in the Writing Competition. No outside research is permitted. However, students may find it helpful to review the Bluebook prior to the Writing Competition solely to familiarize themselves with the rules for scholarly works. Students should refer to the Writing Competition instructions, which are released at the end of the spring term, for further information. The Writing Competition is run by the Managing Editor of the *Cardozo Law Review*. All questions about the Writing Competition should be directed to [writingcompetition@law.cardozo.yu.edu](mailto:writingcompetition@law.cardozo.yu.edu).

Students who participate in a journal, the Moot Court Honor Society, or the ADR Competition Honor Society for a full year will earn 1 credit, applied to their transcripts only after successful completion of the full year, in the spring semester (ADR Honor Society staff also receive 1 credit for the “Moot Camp”, taught by faculty members, prior to the start of the fall semester). 3L students who are board members and serve for a full-year will earn 2 credits, after successful completion of the full year, 1 applied retroactively to their transcripts for the fall semester and 1 in the spring semester.<sup>20</sup> **Students participating in journals or the ADR Competition Honor Society must make a full-year commitment. A two-year commitment is required for the Moot Court Honor Society.** Students may not withdraw from a journal, Moot Court, or the ADR Competition Honor Society mid-year without compelling extenuating circumstances and permission from the Editor-in-Chief, faculty adviser and Dean of Students. However, if a student receives an offer to join the Moot Court Honor Society through the Paulsen competition, s/he may leave his/her journal or the ADR Competition Honor Society in order to join Moot Court. No special permission is required in this case. However, the student must show that s/he was a member in good standing of the journal at the time of the competition and had kept up with all journal responsibilities until that point.

A description of each of the Student Honor Organizations is available online at [www.cardozo.yu.edu/faculty-intellectual-life/journals](http://www.cardozo.yu.edu/faculty-intellectual-life/journals). Additional information can also be obtained by contacting the Editors-in-Chief of the organizations.

**Please note:** Students may participate in only one of the following organizations:

- a. *ADR Competition Honor Society*
- b. *Moot Court Honor Society*
- c. *Cardozo Law Review*
- d. *Arts & Entertainment Law Journal*
- e. *Cardozo Journal of Equity and Social Justice*
- f. *Cardozo Journal of Conflict Resolution*
- g. *International and Comparative, Public Policy and Ethics Law Review*

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<sup>20</sup> The Business Editor will receive a small stipend each semester but no credit. The Managing Editor will receive credit only. If a journal has combined the position of Managing Editor and Business Editor into the one position of Managing Editor, then that Editor will have the choice of monetary compensation or academic credit but may not receive both.

## 5. 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 a small number of students are involved for a full year on a pass/fail basis and receive 1 credit as a staff member, (the senior editor receives 2 credits for the year). Professor Suzanne Stone edits *Dine Israel*, which may have up to three student editors receiving credit on a pass/fail basis. Participation in these latter two journals is arranged with the professors directly.

## 6. 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 one pass/fail credit for their satisfactory, good-faith participation in the competition (regardless of whether they advance). As with any other class at Cardozo, students must abide by all guidelines and deadlines with regard to the Paulson Competition, including properly and timely withdrawing from the competition if they choose to do so. A third-year student may participate in Paulsen for a second time and receive an additional credit. Some second-year 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.

## 7. Trial Team

Each year approximately 10-15 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 1 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.

## 8. Research Assistants

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

Research assistants are paid an hourly rate for their work. In order to comply with IRS regulations, students hired by a professor as a research assistant must contact Jacklyn Tavarez in Business Affairs, room 1015, as soon as possible after they are hired and before commencing work.

Paperwork will need to be submitted to payroll within 3 days of a student's hire date. Students are **not** allowed to work until they have contacted Jacklyn Tavarez and completed all payroll documents.

## 9. Teaching Assistants

A handful of Cardozo professors, mostly in first-year courses, use teaching assistants (TA). In general, teaching assistants are second- or third-year students who did well in the course in which they are assisting. TAs meet with the class, or subgroups thereof, on a regular basis to go over the material and are available to individual students for consultation.

TAs are not paid; they receive 1 academic credit per semester and are graded on a pass/fail basis. A maximum of 2 TA credits may be applied toward the 84 credits required for awarding of the JD 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.

## International Study Opportunities

For information on international studies, students may contact Val Myteberi, Assistant Dean for Graduate and International Programs, room 1007, at 212.790.0361 or Kevin Gschwend, Program Director, room 1031, at 212.790.0325. More information is also available online at [www.cardozo.yu.edu/academics/international-programs/semester-abroad](http://www.cardozo.yu.edu/academics/international-programs/semester-abroad).

### 1. Overview

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

Study abroad may take place during a year, semester, 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 "[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. JD (Cardozo)/LLM ([Diplôme d'Université en Droit](#)) in French, European or International Law (Paris I)  
Fall through spring semesters  
Language of instruction: French

Cardozo JD students have a unique opportunity to spend their entire 3L year enrolled as LLM 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 LLM. 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

JD 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 core course requirements prior to the semester abroad.

A minimum cumulative GPA of 3.00 is required in order to be eligible to apply for the semester abroad programs. The application for study abroad may be found on our website 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, and 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

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

Cardozo's student exchange program with Bucerius allows one Cardozo JD 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 JD 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

Students enrolled in JD programs at American law schools may enroll for a semester in any of three LLM programs offered by CEU's Department of Legal Studies:

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

d. [Chinese University of Hong Kong](#) (Hong Kong)

Fall or spring semesters  
Language of instruction: English

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. [ESADE](#) (Barcelona, Spain)

Fall semester  
Language of instruction: English and Spanish

ESADE is an independent, nonprofit university institution, founded in 1958 in Barcelona when a group of entrepreneurs and Jesuit Society members joined forces. It began as a business school, offering its first degree in business sciences in 1959 and an MBA in 1964. ESADE has a reputation as one of the best business schools in Europe. The law school was launched in 1993 and offers undergraduate and masters programs in law in addition to continuing legal education. Its law school has an international focus and emphasizes business and technology law.

f. [Peking University Law School](#) (Beijing, China)



Fall or spring semester  
Courses taught in English and Chinese

Peking University (PKU) is the institution with the longest history of modern legal education in China. Offering PhD, master's, undergraduate and continuing education programs to more than 3000 students, PKU Law School specializes in legal theory, constitutional and administrative law, economic law and criminal law and also offers a wide range of courses in international law, litigation, environmental law and others. Courses at PKU Law School include undergraduate offerings in Chinese in a wide variety of areas, including criminal law, human rights, finance law, environmental law and administrative law. The LLM in Chinese Law offers courses in English in various areas of Chinese law including civil law, company law, constitutional and administrative law, IP law, contract law, family law and others.

g. [Tel Aviv University Law School](#) (Tel Aviv, Israel)

Spring semester  
Language of instruction: English

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.

h. [University of Oxford](#) (Oxford, England)

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 program 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 program 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.

i. [University of Paris X-Nanterre](#) (Paris, France)

Fall or spring semester  
Language of instruction: French

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.

- j. [University of Roma Tre](#) (Rome, Italy)  
Fall or spring semester  
Language of instruction: English

The Law Faculty at Roma Tre was established in 1996 and is consistently ranked between three and five among Italian law faculties.

- k. [University of Sydney Law School](#) (Sydney, Australia)  
Fall or spring semester  
Language of instruction: English

Cardozo exchange students generally select courses (units) from Sydney Law's extensive undergraduate JD curriculum. They may also be permitted to enroll in up to two masters units in any of the aster'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 Webpages. 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. 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.
- d. Courses taken for transfer credit may not be duplicative of courses taken at Cardozo.
- e. A student that successfully completes a semester of study abroad (earning a grade of C or better – or equivalent – in all courses) can use the study abroad semester in place of the “Comparative Law” course towards satisfying the Core Course Requirement.
- f. Students with a staff or editorial position on a journal must arrange for their editor-in-chief to authorize in writing to the Assistant Dean for Graduate and International Programs the completion of journal responsibilities abroad.
- g. 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.
- h. Students are responsible for checking fulfillment of all JD 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: JD students may enroll in a program offered by Cardozo 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 JD program and will not be counted towards satisfaction of Cardozo core course requirements or concentration requirements. Only grades earned in a Cardozo summer program will be included in the student’s GPA calculations. Students will not be awarded more than 6 credits total for all 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. Introduction to Mediation (Budapest, Hungary)

This intensive one-week course facilitates the exchange of ideas and cooperative projects among mediation scholars, practitioners, trainers and students from around the world. In addition to offering an introduction to mediation, the

program provides a teaching and training template for mediation training for scholars and practitioners to adapt for use in their home countries. Through lecture, discussion, demonstration and role plays, students will be introduced to mediation theory and skills and examine the impact of culture and context on the consensus building approach adopted.

- ii. The Heyman Center Program in Comparative Corporate Governance at Oxford University (not offered every year)

The program in Comparative Corporate Governance at Oxford University is organized some summers by The Samuel & 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 <http://www.cardozo.yu.edu/programs-centers/samuel-and-ronnie-heyman-center-corporate-governance/international-programs>.

Other Cardozo summer study abroad options may be available through Cardozo. Check [www.cardozo.yu.edu/academics/international-programs/semester-abroad](http://www.cardozo.yu.edu/academics/international-programs/semester-abroad) and/or with the Assistant Dean for Graduate and International Programs for offerings.

#### b. Other Law Schools' Summer Study Abroad Programs

Many U.S. law schools operate ABA-approved summer study abroad programs. Cardozo JD students are eligible to apply for these programs. A list of ABA-approved summer study abroad programs and links to these programs can be found at [https://www.americanbar.org/groups/legal\\_education/resources/foreign\\_study/foreign\\_summer\\_winter\\_programs/](https://www.americanbar.org/groups/legal_education/resources/foreign_study/foreign_summer_winter_programs/). 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 Cambodia, China, Cuba, Ecuador, France, India, Israel, Rwanda and Japan. Information sessions will be held at the start of each semester to announce details of Cardozo Seminars Abroad for that semester.

## Other Courses Outside of the Law School

### Programs:

#### 1. Yeshiva University Joint JD/MSW Program

The JD/MSW program enables candidates to earn both the JD and MSW degrees in four years (A student who already has a B.S.W can earn both degrees in 3 ½ 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 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, may be counted toward the MSW degree, and, similarly, 10 credits of Wurzweiler courses may be counted toward the JD degree. For Cardozo students, the total number of credits per semester for both programs may not exceed 16.

For more information about the JD/MSW program, go to [www.yu.edu/wurzweiler/curriculum/program-plans](http://www.yu.edu/wurzweiler/curriculum/program-plans).

#### 2. Yeshiva University 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 collaboration 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. Interested students must apply online for the Bioethics and Humanities course at <https://www.einstein.yu.edu/education/bioethics/applying/>.

The Certificate Program in Bioethics counts for credit toward the law degree. 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.einstein.yu.edu/education/bioethics/education-programs/](http://www.einstein.yu.edu/education/bioethics/education-programs/).

#### 3. Yeshiva University 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. Interested students must apply online for the Bioethics and Humanities course at <https://www.einstein.yu.edu/education/bioethics/applying/>.

For more information on the Masters of Science in Bioethics go to [www.einstein.yu.edu/education/bioethics/education-programs/](http://www.einstein.yu.edu/education/bioethics/education-programs/).

#### 4. Individual Courses

Cardozo JD students have the opportunity to enroll in a number of law-related, cross-listed courses at institutions outside of the Law School to broaden their education:

- Graduate Courses at the New School

Cardozo JD students may enroll in a law-related, graduate-level New School course. Upper-level JD students may enroll in a maximum of 2 courses total, with only one course in a given semester. Students will receive a maximum of two pass/fail credits for satisfactory completion of the course. This program applies to law-related courses offered at the Milano School of International Affairs, Management, and Urban Policy or at the New School for Social Research (which is the New School's graduate program in social sciences). Both schools are within two blocks of Cardozo School of Law. (Any classes taken at the New School would also be counted towards the 10-credit limit.)

Students should contact the Office of the Registrar for more detailed information on New School courses and how to register for them.

Students are allowed to apply no more than 10 credits of cross-listed classes towards their Cardozo JD degree. These classes cannot be used to satisfy a core course requirement, and cannot be applied towards any professional concentration. Additional information on individual courses may be found each semester in the Registration Materials on the Cardozo website.

### **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/calendar](http://www.cardozo.yu.edu/calendar). Detailed information on graduation is distributed to students during their final semester at Cardozo by the Office of Special Events.

### **Admission to the Practice of Law**

There are two components of "Admissions to the Bar" and obtaining your license to practice law: passing the bar examinations and 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 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 students are permitted to take the exam after graduation, most take it during their second or third year of law school. This exam is administered by the National Conference of Bar Examiners. See <http://www.ncbex.org/exams/mpre/> 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](http://www.uspto.gov/web/offices/dcom/gcounsel/oed.htm) for further information.

b. “The Bar Exam”

In the vast majority of circumstances, the bar exam is taken after graduation. In most states this is a two-day closed book exam. One day is devoted to the Multistate Bar Examination (MBE), covering general principles of black letter law in a multiple choice format. The other day is typically devoted to essay questions and practical testing. Depending on the state, the essay questions may exclusively test on black letter law or be more focused on that state’s specific laws.

The bar exam is administered two times each year, in late July and late February. For information on the New York State Bar exam, see [www.nybarexam.org/](http://www.nybarexam.org/).

In New York State, it is possible for a student to qualify to take the bar exam in February prior to a May graduation through the Pro Bono Scholars Program (PBSP), described below.

1. Pro Bono Scholars Program (PBSP)

Through this program, a limited number of Cardozo students will take the February bar during their third year of law school. They will then work full time their last semester of law school in the spring in either the Pro Bono Scholars Practicum or in an in-house clinic to which they have already been accepted and approved for participation as a Pro Bono Scholar. Selected participants will be enrolled in school and earn full academic credit, while also having the opportunity to gain early bar admission, insight into law practice through a co-requisite seminar and invaluable skills and experience while immersed in a public-interest work environment.

Students will not be permitted to enroll in any other courses while participating in the PBSP. Furthermore, some extracurricular activities such as journal board

positions and Moot Court may be incompatible with participating in the PBSP. The Pro Bono Scholars Program is a 12-credit program. Students receive 10 credits for the field work (graded pass/fail in the external Practicum, letter-graded for in-house clinics) and 2 credits for the mandatory seminar (for a letter grade). Before submitting their applications, students must consult with the Registrar to make sure that they will be able to complete all graduation requirements and that their participation in the PBSP does not bring them above the New York State, ABA and/or Cardozo caps on experiential and other “non-traditional” credits.

For questions, please contact Jennifer S. Kim, the Director of Externships at 212.790.0894 or [jennifer.kim@yu.edu](mailto:jennifer.kim@yu.edu).

2. The components of the bar exam are:
  1. 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. It is administered on the last Wednesday of February and July;
  2. 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-nine states, including New York, give the MPT, which is administered on the Tuesday before the MBE;
  3. the Multistate Essay Examination (MEE), a three-hour six-question essay exam on a dozen or so different subjects. About 65% of the states, including New York, include the MEE as part of their exam.
  4. an individual state exam, which varies, of course, from state to state. In New York, bar applicants must complete a 15-hour online course in New York-specific law, known as the New York Law Course (NYLC), and must then take and pass an online examination, known as the New York Law Exam (NYLE). The NYLC is available on demand on the New York Bar Examiners website, along with supporting course materials. The NYLE is a 50-item multiple choice test, offered at least four times per year. The dates and times of administration of the NYLE are posted on the [New York Bar Examiners](#) website.

All of the exams above except the state exam and Patent Bar exam are administered by the National Conference of Bar Examiners (NCBE). For more information, see [www.ncbex.org](http://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 State Bar exam is available at [www.nybarexam.org](http://www.nybarexam.org) and <http://www.ncbex.org/jurisdiction->



[information/jurisdiction/ny.](#)

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 cover substance, provide study materials and training 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.) Prior to graduation, the only thing that students need to do to prepare for the bar exams is to focus on their studies and take a reasonable number of courses in areas that will be tested on the bar. For more information, see the JD Curriculum and Registration Guide on the [Registrar](#) page of the Cardozo website.

Further information on some of the most popular bar preparation programs is available at [BarBri bar review](#), [Pieper bar review](#) and [Kaplan bar review](#). Representatives from these and other programs also visit the law school at tables on the third floor with materials for students to review.

Students who believe that they are entitled to an accommodation for a disability on the bar examinations should be sure to review the requirements and deadlines for applications for accommodations for each bar examination. It is important to leave plenty of time for this, since separate, earlier deadlines may apply and supplemental or updated documentation or testing may be required.

#### 5. 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 accept an admission packet until the applicant has passed the bar exam. Others, such as New Jersey, will have applicants complete the forms prior to the exam.

Students should be sure to complete these forms carefully, accurately and fully, as the answers will be thoroughly reviewed and may have a significant impact on the student's application for admission. Applicants should NEVER stretch the truth on the application, as one of the most frequent barriers to admission is misrepresentation. In addition, a student's law school application will be forwarded to the bar committee, and any discrepancy between the law school application and the bar application will be explored. If a student is unsure as to whether they were completely candid on their application to law school, they should visit the Registrar's Office with their student ID card and ask to see a copy of their application. If a student needs to amend their application to the law school, they should contact the Dean of Students regarding the relevant issues and procedures.

During law school, students should take a look at the bar admission application for the state in which they may wish to practice. This allows students to begin to gather information ahead of time, rather than doing so under time pressure later on. The New York application is online at the New York Board of Law Examiners website: <http://www.nybarexam.org/Admission/Admission.htm> .

Applicants should save a copy of the completed application to refer to it in case they apply to another state for admission.

#### 6. 50 Hour Pro Bono Requirement

The New York State Court of Appeals requires 50 hours of pro bono service for those applicants seeking admission to the New York State Bar.

The rules define qualifying pro bono work as law-related work done on behalf of low-income persons, nonprofit organizations or government agencies. The student's work must be supervised by an attorney or faculty member (including adjunct faculty and instructors employed by the law school). The student can satisfy the requirement through certain accredited academic programs, such as certain clinics and externships, or by performing pro bono work as a summer associate at a law firm. Other pro bono projects, if supervised by an attorney or faculty member, may also satisfy the requirement. The Cardozo Law Dean's Committee on Pro Bono Service has a publication which more comprehensively details the opportunities at Cardozo that satisfy this requirement available through the law school's Symplicity site. JD candidates must first commence their JD course of study before pro bono hours will qualify toward the 50 hour requirement. For further information regarding the implementation and requirements of the 50 hour rule, along with frequently asked questions, please visit [www.nycourts.gov/ATTORNEYS/probono/baradmissionreqs.shtml](http://www.nycourts.gov/ATTORNEYS/probono/baradmissionreqs.shtml).

#### 7. Continuing Legal Education (CLE)

Many states have established CLE requirements for members of the bar. This means that even after students have graduated from law school, their education is not over. In order to be permitted to practice in the state, lawyers 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. Individuals may begin to earn these credits in the period between graduation and admission to the bar; however, the maximum that may be earned during this period is 16. Cardozo is among a number of entities offering CLE programs in the New York area.

For more information about CLE programming at Cardozo, email [cardozocle@yu.edu](mailto: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](http://www.courts.state.ny.us/attorneys/cle/aplist.pdf). Many CLE organizers provide full or partial fee waivers on a case by case basis. Individuals experiencing financial hardship can 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.

## OFFICE OF THE REGISTRAR - REGISTRATION AND RECORDS

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](mailto:BrookdaleRegistrar@yu.edu)

Website: [www.cardozo.yu.edu/registrar](http://www.cardozo.yu.edu/registrar)

### The office is staffed by:

Registrar

Cynthia Benolken, Associate Registrar

Bledy Capellan, Registration Clerk

Diane Paul, Registration Clerk

## Registration Procedures

### 1. Registration Materials and their Distribution

Registration materials are posted on the [Registrar](#) page of the Cardozo website. Students should check their Cardozo email regularly to ensure 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 classes. Students are urged to check their Cardozo email 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](http://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 the 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 undergraduate or any other non-Cardozo transcripts for a student or outside entities. To obtain a copy of a transcript from a school other than Cardozo, a student must order it from the issuing institution.

Other documents requested from students 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, even if the overlap is minimal. Students should check their course confirmations as soon as they are available and check course times carefully.

#### 7. Pre-requisites and Co-requisites

It is each student's responsibility to ascertain the pre-requisites and co-requisites, if any, for enrollment in upper-class courses. These are indicated in the course descriptions on the Cardozo website and on the JD and LLM Course Lists.

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 pre-requisite or co-requisite is satisfied subsequently.

Upon occasion, a faculty member may waive a course pre-requisite 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 JD and LLM students who register on time are given priority over second-year JD students. Students are advised to check their schedule confirmations carefully and are reminded that third-year or LLM 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 any closed course will have an online, automated waiting list (see the "Waiting Lists" section below). Detailed information about

closed courses and the add/drop process is available each semester on the Registrar's page of the Cardozo website

## 10. Waiting Lists

During the add/drop period, students can add themselves to any classes that are still open (up to 16 credit class cap) via the Banner system. Any course that closes will be part of an automated waiting list system. Students who hope to register for a 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 student will receive an email directly from Banner to let them know that they have 30 hours to sign into Banner and add the class.

Cardozo students who utilize the waitlist will be offered seats in the order in which they added themselves to the list, within their priority category. That is, 3L and LLM students have registration priority over 2L students. Students will receive only one email notification of an available seat in a class. If a student misses the chance to get a seat from the waitlist, they can place themselves on the waitlist again, but their priority will be lower, since they would now be last in line within their priority category.

It is important that students check their Cardozo email on a regular basis so that they will be able to see if they have received this notification. Notification mails will be sent from [registrar\\_waitlist@yu.edu](mailto:registrar_waitlist@yu.edu). It is highly recommended that students add this address to their "Trusted Senders" or "Safe Senders" list to prevent notifications going to the "Spam" folder.

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 adviser 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/unofficial withdrawal; counted as a failure in GPA calculations) for the course.

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

### **Registering for Special Courses and Programs**

The following explains registration procedures for certain special programs. Information on other special programs, such as clinics and externships, independent research papers and teaching assistants, may be found in the [“Additional Opportunities”](#) section of this Handbook.

#### **1. Winter Intersession Courses**

Students interested in taking a winter intersession course, such as ITAP or Representation in Mediation, must register online during the winter intersession enrollment period. Information about winter intersession courses and enrollment will be distributed to students during the fall semester. As with the fall and spring semester enrollment, students will be registered by priority group (i.e., 3L and LLM students will have priority over 2L students, and 2L students will have priority over 1L students). Any credits taken during the winter intersession will not count towards the number of credits counted for the fall or spring semesters.

#### **2. Concentrations**

Applications for JD concentrations will be distributed to students during their final semester at law school. For further information, please see the [“JD Professional Concentrations”](#) document on the Registrar page of the Cardozo website. For information on LLM specialties, please see the [“LLM Program”](#) section of this Handbook.

#### **3. JD Certificate in Dispute Resolution**

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

Additional information is available online at [www.cardozo.yu.edu/programs-centers/kukin-program-conflict-resolution/certificate-dispute-resolution](http://www.cardozo.yu.edu/programs-centers/kukin-program-conflict-resolution/certificate-dispute-resolution). Interested students can contact Professor Lela Love in room 927 at 212.790.0365 to discuss further details.

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

A student who withdraws or is withdrawn while a semester is in progress and who receives financial aid should carefully review Cardozo's "Withdrawal Procedures and Refund Policy" under the Office of Student Finance section of the Student Handbook. Depending on when a student withdraws within a semester and the type and amount of financial aid received, the student may be required to return part or all of his/her student refund to Cardozo. Please be sure to contact the Office of Student Finance prior to withdrawing.

### 1. Leave of Absence – Voluntary and Administrative

#### a. Voluntary

A student who wishes to leave Cardozo temporarily and wishes to retain the option to return at a future date, should schedule an appointment with the Dean of Students to request a semester withdrawal (after the semester has already begun), or a one-semester leave of absence (prior to the start of the semester.) Granting permission is discretionary, not automatic.

While away from school, students 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 a semester withdrawal, students may be entitled to a partial refund of tuition. For information on refunds 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. JD 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 semester withdrawal or leave of absence may result in failure and/or 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. Students placed on an administrative leave must still comply with the law school's time requirements for completion of their studies.

### 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.

A student who officially withdraws from Cardozo prior to the start of the upcoming semester is entitled to a full refund of any tuition paid for that upcoming semester. 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 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, or otherwise in violation of the student's privacy rights under FERPA. Students who wish to amend their records should write to the Registrar and clearly identify the part of the record they want changed and specify why it should be changed. 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;
- 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; and
- d. the right to file a complaint with the U.S. Department of Education concerning alleged failures by the law school to comply with FERPA.

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 serving on Yeshiva University’s Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee; or a volunteer or contractor under the school’s control (such as an attorney, auditor, or collection agent). 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 responsibilities for the school.

Under FERPA, YU is permitted to disclose a student’s education records to officials of other institutions in which it understands that the student is already enrolled or seeks to enroll.

If the student is under 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 currently considered “directory information” (and may be amended from time to time by the school): name, YU email address, photograph, city and state of home residence, dates of attendance at Cardozo, program attended, most recent educational institution attended, degrees and awards received and their dates and participation in officially recognized activities (including positions held). 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 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 Banner account from any computer with an Internet connection.

The Office of the Registrar will not release transcripts from other colleges and institutions. If you require a previous school’s transcript, you must request the transcript directly from that school.

### 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 New York State Bar Examiners by calling 518.453.5990 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 <http://www.ncbex.org/assets/BarAdmissionGuide/NCBE-CompGuide-2019.pdf> and [https://www.americanbar.org/groups/legal\\_education/resources/bar\\_admissions/](https://www.americanbar.org/groups/legal_education/resources/bar_admissions/).

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 “Academics” section of this Handbook.

### **Notary Public**

The Registrar’s Office will notarize items for students free of charge. Students are advised to call 212.790.0295 in advance to confirm whether a notary will be available on a particular day and/or at a particular time.

### **OFFICE OF STUDENT FINANCE**

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

#### **Contact Information:**

Room: 1024

Phone: 212.790.0392

Fax: 212.790.0366

Email: [clfinaid@yu.edu](mailto:clfinaid@yu.edu)

Website: [www.cardozo.yu.edu/studentfinance](http://www.cardozo.yu.edu/studentfinance)

#### **The office is staffed by:**

Jon Goldberg, Director of Student Finance

Linda Lemberg, Assistant Bursar

Cindy Ramirez, Student Aid Advisor

Cardozo students have easy, 24-hour 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, financial aid awards and cost of attendance budgets
- 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](http://www.yu.edu/myyu) and click on “Faculty, Students and Staff”. This will bring you to the login page. Log in 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](http://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 Cardozo email address must notify the Office of Student Finance in writing.

**JD 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.

**LLM students** taking less than 9 credits are charged on a per-credit basis plus fees. LLM students taking 9 or more credits are responsible for payment of full-time tuition and fees for each semester. Students paying for two full-time semesters may take up to 4 credits over the summer without additional charge. Students who enroll in their first full-time semester starting in the spring, and who take up to 4 free credits in the summer, are required to enroll full-time for the following fall semester in order to retain the summer credits without charge. Failure to enroll full-time in the fall semester following the summer semester may result in a retro-tuition charge for the summer credits.

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 proceeding each semester.

### 1. Monthly Payment Plan

Arrangements can be made through Tuition Management Systems (TMS) online by visiting [www.yu.afford.com](http://www.yu.afford.com) 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 five monthly installments for a single term or 10 monthly installments for annual plans. Please note: TMS is not available during the summer semester. Students may schedule the entire cost of tuition and 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. Check Payments on the Web

No fee Internet payments can be made directly from a checking account by going to [www.yu.edu/myyu](http://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 "Student Account Summary by Term". This will take you to your "Account Summary by Term" and will indicate the amount owed. Click on "Make a Payment". You will be routed to another page. Under "Current Account Status" click on "Make a Payment" (once again). Follow the prompts to make your payment.

## 3. Making Payments from Outside the U.S.

The University does not accept foreign currency or foreign checks as payment for tuition. Students 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.

## 4. Bank Wire Transfer Information

Wire payments can be made directly from a 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 email the Office of Student Finance. Please review the wiring policies with your bank; there may be fees deducted from the amount of your payment.

## 5. Paper Check Payments

Payments made by paper check should be made out to "Yeshiva University", and include the student's name and Cardozo ID. Checks should be sent to the following address:

Cardozo School of Law  
Office of Student Finance  
55 Fifth Avenue, Suite 1024  
New York, NY 10003

## 6. Cash Payments

We do not accept payments over \$100.

If you experience any difficulty in making a payment through any of these processes, please contact the Office of Student Finance at 212.790.0392 or [clфинаid@yu.edu](mailto:clфинаid@yu.edu) or visit the office at suite 1024.

**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 “Office of 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 (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

#### **TITLE IV School Code: 002903 (Yeshiva University)**

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 October 1. Continuing students must file the FAFSA on an annual basis by April 15 in order to be eligible for institutional need-based aid and to receive federal aid for the following academic year.

JD students, who are not United States citizens or permanent residents and/or have not been granted refugee or asylum status by the United States, can file Cardozo’s “International JD Student Financial Aid Application” on an annual basis.

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.

Eligible new students will be notified by mail of their financial aid eligibility by receiving a hard-copy (paper) award letter. Eligible continuing students will be notified by email of their financial aid eligibility and can log in to their online [MYYU](#) account to view their financial aid.

## 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 repayment programs](#) include [Income Driven Repayment](#) plans, such as Income Based Repayment, Pay As Your Earn, and Revised Pay As You Earn, all three of which set 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 the "debt management" page of the Cardozo website, <https://cardozo.yu.edu/debtmanagement>. This site provides helpful information on budgeting, loan repayment, loan forgiveness and other important details.

## 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 meets all of the terms of the scholarship, which are explicitly set forth on the recipient's original award letter from the Office of Admissions. These terms may include a stipulation requiring recipients to maintain a specified minimum GPA at the end of each academic year in order to retain funding for the following 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 and did not receive a merit scholarship during their first (1L) year. All students are automatically considered for these funds based solely on their cumulative GPA/academic ranking after all first-year (1L) grades are reported. Eligible students must place within the top 10% of their class in order to be automatically considered. Individual appeals are not considered. 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.

Please note: Cardozo does not offer scholarships above the full cost of tuition.

#### 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 withdraw. 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 seven-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. Federal Student Loans (Stafford Loan & Graduate PLUS Loan)

Federal government guidelines require the prorated return of Title IV funds through the first 60 percent of the semester. The date of separation for the purposes of the Title IV prorated calculation is based on the student's last day of attended class. 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 withdrawal 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 will be required prior to returning to reserve a spot in the class. A maximum of one semester may be authorized.

## **OFFICE OF STUDENT SERVICES AND ADVISING**

The Office of Student Services and Advising (OSSA) serves as the primary 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 OSSA for advice and support, as well as for assistance with specific issues handled by OSSA, as indicated throughout this Handbook.

### **Contact Information:**

Room: 1043

Phone: 212.790.0429

Fax: 212.790.0448

Email: [Cardozostudentservices@yu.edu](mailto:Cardozostudentservices@yu.edu)

Website: <http://www.cardozo.yu.edu/student-life/office-student-services-and-advising>

**The office is staffed by:**

Maria Saez-Tatman, Dean of Students – 212.790.0429, [maria.saeztatman@yu.edu](mailto:maria.saeztatman@yu.edu)

Yannick Brookes, Director, Student Services and Advising – 212.790.0456, [yannick.brookes@yu.edu](mailto:yannick.brookes@yu.edu)

Sarah Steinbruck, Administrator – 212.790.0864, [sarah.steinbruck@yu.edu](mailto:sarah.steinbruck@yu.edu)

## Advising

### 1. Academic

OSSA welcomes the opportunity to 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 the "[Final Examinations](#)" section of this Handbook. Each semester, a tentative exam schedule is provided to all students with registration materials. During the semester, OSSA posts an exam memorandum on the Cardozo website. 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 work, scholarship applications, etc.). Students seeking such a letter should complete the relevant request form and submit it to OSSA. Request forms can be found in the Office of Student Services and Advising, room 1043, and online at <https://cardozo.yu.edu/student-life/office-student-services-and-advising/additional-resources-and-forms/forms>. Forms can be mailed, emailed, faxed or handed in person to OSSA. Please note that these requests may take up to a week 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 the latter. 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 the software program, SmartEvals, and the results of these evaluations are processed by OSSA and made available to students via the [InsideTrack/Luminis Portal](#). The process is completely anonymous. The results are not made available to the professor until after grades have been submitted, and the professor cannot access any of the responses nor determine who has submitted responses. 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 the [InsideTrack/Luminis Portal](#). Students are assigned a particular locker and may only use that locker for the duration of their time at Cardozo. 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 to discuss the situation.

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.

**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 front 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, and the editors of the student journals/Moot Court Honor Society/ADR Competition Honor Society. Along with the Dean of the law school, the Dean of Students also meets with leaders of the student government.

### **Programs & Events**

OSSA offers a range of informational programs on topics such as law school success, health and wellness and the New York State Bar exam.

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 call 212.790.0429 to 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
- 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 in the "Accommodations Memo" 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 consultants whom the Office may engage. At times, additional documentation may be required. All medical information will be kept confidential as required by law.

A memo regarding the documentation needed, along with the initial request form, can be found online at <http://www.cardozo.yu.edu/student-life/office-student-services-and-advising/services-and-programs/disability-accommodations>.

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 process. Please be aware that since these requests take considerable time to process, students should speak with a member of OSSA and submit the necessary documentation at the beginning of the semester, or as soon as possible.

#### 1. Accommodations on the Bar Examination

If you believe that you are entitled to an accommodation for a disability on the MPRE, Patent or 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 you may be required to obtain supplemental or updated documentation or testing.

For tips from former students for students with disabilities applying for special accommodations on the bar, please see the memo posted online at <http://www.cardozo.yu.edu/student-life/office-student-services-and-advising/services-and-programs/disability-accommodations>.

#### 2. Evacuation Assistance

In the event of an emergency, the elevators may not be safe to use. Individuals who would be unable to evacuate the building by using the stairs should register with Security immediately by calling 212.790.0303 or visiting the front desk. In the event of an evacuation, Security will call registered individuals to determine their location and ensure their safety.

### **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/](http://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 [https://www.americanbar.org/groups/diversity/disabilityrights/resources/mentor\\_program\\_mentee\\_information/](https://www.americanbar.org/groups/diversity/disabilityrights/resources/mentor_program_mentee_information/).

## **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 adviser 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, group therapy or stress management groups, psychiatric assessment, medication management, referral services, and crisis intervention services. All services are free of charge and confidential.

The [Counseling Center](#) is located at **205 Lexington Ave., Suite 401** (between 32nd and 33rd Streets) 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 **646.592.4210** or by email at [counseling@yu.edu](mailto: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 646.592.4210 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 Hatzoloh at 212.230.1000. (Hatzoloh 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

For assistance with outside referrals you may contact either the Counseling Center at 646.592.4210 or LIFENET at 800.543.3638. LIFENET is a confidential and anonymous 24/7 mental health hotline which offers referral information.

## 3. Counseling Center Staff

Yael Muskat, PsyD, Director  
Martin Galla Ph.D, Assistant Director  
Rochelle Ausubel, PhD, Psychologist  
Hillary Scudder, PsyD, Psychologist  
Debra Alper, PhD, Psychologist  
Risa Koren, MD, Psychiatrist  
Hillel Grossman, MD, Psychiatrist  
Avi Muschel, Psy.D, Psychologist  
Ilana Barry, Psy.D, Psychologist

## 1. 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
- 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, and 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](mailto:Cardozostudentservices@yu.edu)) or at the Counseling Center (646.592.4210; [counseling@yu.edu](mailto:counseling@yu.edu))
- e. if, after talking to the person, you continue to have concerns, please call the Counseling Center at 646.592.4210 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.

## 2. 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, and 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](#)
- c. [Suicide prevention geared to students](#)
- d. [National Institute on Drug Abuse](#)

## Health Insurance

### 1. Student Health Insurance – United Health Care – managed by Arthur J. Gallagher & Co.

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, Yeshiva University and Cardozo require all students registering for 6 or more credits per semester to maintain health insurance coverage. Coverage must meet or exceed the University's criteria.

Students will be enrolled automatically in the student health plan each year. The premium cost will be placed on the student's Cardozo school account unless the student has comparable coverage and chooses to waive out by the applicable deadline. For more information, including information on the plan's coverage and rates, please visit <http://www.gallagherstudent.com/yeshiva>.

In order to waive out of the plan, a student must complete an online waiver form by the deadline and be approved. **Students must submit a new waiver request each fall for the academic year, even if they were approved the previous year.** To request a waiver, visit <http://www.gallagherstudent.com/yeshiva> and review all relevant information and forms. If a student does not submit an online waiver request by the deadline and subsequently be approved, the student will be responsible for the premium charged to his/her Cardozo account. Unfortunately, there are no exceptions or extensions to the semester waiver deadlines.

An insured student who takes a medical leave of absence from Cardozo 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 at 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 Arthur J. Gallagher & Co.

As with all insurance plans, please remember that not all of your expenses will be covered. The University has made every effort to provide students with low-cost insurance with the best coverage possible at that rate. It is important that students review and understand the terms of the insurance plan. Cardozo cannot be responsible for any balance of payment that may be due after processing by Arthur J. Gallagher & Co.

For additional information on the student health insurance, please see the plan highlights and review the complete plan brochure online at <http://www.gallagherstudent.com/yeshiva>

If you have questions about the student health insurance plan, you may contact Arthur J. Gallagher & Co. at 844.333.1463 or <https://www.gallagherstudent.com/students/customer-service.php?idField=1405>.

Please note, in a medical emergency, call 911 or proceed to the nearest emergency room.

## 2. Dental Plans

The University does not currently offer a dental plan. As an option, students may purchase voluntary dental insurance coverage through Arthur J. Gallagher at <https://www.gallagherstudent.com/products/voluntary-dental-insurance/>. Student can also visit [www.nyu.edu/dental/patientinfo/college\\_stu-dent.html](http://www.nyu.edu/dental/patientinfo/college_stu-dent.html) for information regarding the NYU College of Dentistry Clinic Stu-Dent Plan and/or visit <https://www1.nyc.gov/site/doh/health/health-topics/oral-health-find-a-low-cost-dental-provider.page> for a listing of low-cost options in NYC.

## 3. Other Plans

More information on other health insurance options, including COBRA, public resources, clinics, prescription drug programs and Duane Reade discount cards, can be found on the OSSA website at <https://cardozo.yu.edu/student-life/office-student-services-and-advising/health-services/additional-health-resources> under the “Additional Health Resources” link.

## 4. 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://www.mycisi.com/CISIPortalWeb/default.aspx> using sponsor code CSL-SE. Contact the Office of Graduate and International Programs at 212.790.0361 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.travel.state.gov/content/travel/en/international-travel/before-you-go/your-health-abroad/insurance-providers-overseas.html](http://www.travel.state.gov/content/travel/en/international-travel/before-you-go/your-health-abroad/insurance-providers-overseas.html) 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](http://www.hthworldwide.com)
- iii. Compass Benefits at [www.compassbenefits.com](http://www.compassbenefits.com)

Comparisons between different insurance plans may be made using [www.insuremytrip.com](http://www.insuremytrip.com) or [www.squaremouth.com](http://www.squaremouth.com).

For more information, see “U.S. State Department – Medical Information for Americans Traveling Abroad” at <https://travel.state.gov/content/travel/en/international-travel/before-you-go/your-health-abroad.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.
- iii. SOS ID Cards are available in the Office of Student Services & Advising.

Click on this link to get started:

<http://www.internationalsos.com/MasterPortal/default.aspx?membnum=11BYSG000013>

## 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 two 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 enter the building and attend classes, access technology and email, 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.

## OFFICE OF CAREER SERVICES

The Office of Career Services (OCS) works with you to develop strategies for successfully securing internships and post-graduate employment. OCS provides you with individual counseling, programming and other resources to assist with your job search.

### Contact Information:

Room: 1128

Phone: 212.790.0358

Fax: 212.790.0232

Email: [CardozoCS@yu.edu](mailto:CardozoCS@yu.edu)

Website: [www.cardozo.yu.edu/your-career](http://www.cardozo.yu.edu/your-career)

### The office is staffed by:

Associate Dean; Carey Bertolet Grand – [carey.grand@yu.edu](mailto:carey.grand@yu.edu)

Senior Director; Laura Torchio – [torchio@yu.edu](mailto:torchio@yu.edu)

Director/Coordinator of Diversity Initiatives; Sherry-Ann Smith-Gomez – [sherry-ann.smith-gomez@yu.edu](mailto:sherry-ann.smith-gomez@yu.edu)

Director of Employer Outreach; Tara Mani – [tara.mani@yu.edu](mailto:tara.mani@yu.edu)

Director of the Center for Public Service Law; Alissa Bernstein – [alissa.bernstein@yu.edu](mailto:alissa.bernstein@yu.edu)

Assistant Director; Brad Jarman – [brad.jarman@yu.edu](mailto:brad.jarman@yu.edu)

Employer Outreach Coordinator; Leila Faridi – [Leila.faridi@yu.edu](mailto:Leila.faridi@yu.edu)

Director of Programs and Data; David Adams – [dadams@yu.edu](mailto:dadams@yu.edu)

Legal Market Analyst; Zach Dugan – [zachary.dugan@yu.edu](mailto:zachary.dugan@yu.edu)

Office Administrator; Corinne Shockley – [cshockle@yu.edu](mailto:cshockle@yu.edu)

Systems Specialist; Rick Brown – [rbrown@yu.edu](mailto:rbrown@yu.edu)

Student Engagement Coordinator; Claire Walsh – [Claire.Walsh@yu.edu](mailto:Claire.Walsh@yu.edu)

Career Services is open year-round during the following hours:

Mondays – Thursdays from 9 a.m. to 5:30 p.m.

Fridays from 9 a.m. to 2:30 p.m.

Appointments are recommended and can be made on the [OCS website](#), but the office is always open for walk-ins.

## Resources

The Office of Career Services offers the following resources.

- a. Individualized one-on-one and small group 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. On-campus and off-campus recruitment programs in both the fall and spring, providing access to local, national and international employers;
- d. Access to diversity, specialized and regional legal career fairs;
- e. Access to Symplicity, a database that houses job postings, a calendar of OCS programming, and an extensive resource library;
- f. A library of online and hardcopy job search resources, guides, and directories;
- g. Panel discussions, roundtable 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;
- h. Networking opportunities with law firms, government agencies, public service organizations, bar associations and Cardozo alumni, as well as structured alumni mentor and networking programs.

## Career Services Procedures

- Appointments

Make an appointment online or stop by the reception desk in room 1128. In order to get the most out of your appointment, an updated version of your resume should be uploaded to Symplicity at least one full business day prior to your appointment time. Walk-ins are also welcome at any time, subject only to counselor availability.

- OCS Resource Library

Many excellent resources are available in the OCS library. Please bear in mind that books must remain in the Resource Center, and as a courtesy to your fellow students, no food or beverages are permitted in the Resource Center.

- Individual Interview Rooms

Individual interview rooms may be reserved through OCS, when not otherwise in use, for phone appointments with employers. To reserve a room, please see the OCS receptionist.

- First-Year Students

All first-year JD students must have one individual session with an OCS counselor to establish the ground work with respect your career goals. In addition, each student will be required to have one resume approved by a counselor.

- Communications

While OCS uses a variety of modes to stay connected with you our weekly newsletter will contain all crucial information. Please read it every week.

- Policy for Students/Organizations Requesting Financial Assistance from the Office of Career Services to Attend Career Fairs, Conferences, and Conventions

In certain cases, OCS may reimburse the cost of registration fees for students to attend legal career fairs, conferences and conventions up to \$200. Students are responsible for their travel, accommodation, and other personal expenses. In order for OCS to determine whether registration fees will be reimbursed, individual students are required to submit requests for financial assistance to OCS no later than three weeks before the registration deadline. Please refer to the OCS web site for further information and contact our office with any questions.

## **Mentoring**

Many alumni are happy to assist law students with defining and setting career goals and developing a better understanding of the real life demands of the legal profession. There are many opportunities available to Cardozo students to obtain mentorship from alumni and other professionals. If you have any questions about the mentoring opportunities mentioned above, or would like to discuss other opportunities for mentorship, please visit the Office of Career Services, room 1128.

## **Student Professionalism**

Lawyers are held to the highest moral and ethical standards. These 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. The Office of Career Services (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. Cardozo expects that, as a professional, you will:

- A. Provide accurate, honest and up-to-date information during interviews and in all resumes, cover letters and other materials provided for securing employment; reflect your GPA exactly as reflected in your transcript and without rounding up; reflect your class rank only as authorized by the official class rank issued by the Registrar; and agree to consult Career Services staff if questions arise regarding how to characterize an item in any document or handle an issue in an interview;

- B. **Honor the commitment once any 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 Career Services and the employer if extraordinary or unforeseen circumstances require that the acceptance be modified or that you be released from your acceptance;
- C. Keep appointments, whether for a counseling session with Career Services staff or a career-related program requiring an RSVP, including employer-sponsored events or promptly notify the employer and Career Services if unavoidable and unforeseen circumstances prevent attendance at an event or interview;
- D. Exhibit courtesy, respect and professionalism when dealing with classmates, alumni, networking contacts, law school personnel and employers and their staff members;
- E. Stay informed about Career Services policies, procedures, programs, deadlines, resources, and employment opportunities by reviewing OCS communications, the Cardozo calendar, the Symplicity homepage and notices posted throughout the law school;
- F. Keep Career Services apprised of your summer and postgraduate employment status so that Career Services can fulfill its reporting obligations to Cardozo, the American Bar Association and the National Association of Law Placement.

Failure to comply with Career Services policies regarding professionalism may result in sanctions including:

1. Cancellation of your Symplicity account and loss of access to Cardozo job listings;
2. Preclusion from participation in the fall and spring recruitment programs;
3. Preclusion from participation in career fairs requiring registration by Cardozo;
4. Preclusion from Cardozo funding programs including the Public Sector Summer Stipend, the Postgraduate Fellowship, Loan Repayment Assistance Program (LRAP) and other school-funded fellowship opportunities;
5. 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.

## **OFFICE OF DIVERSITY AND INCLUSION**

### **Mission**

The mission of the Office of Diversity and Inclusion (ODI) is three-fold:



1. To ensure that all Cardozo graduates have the cultural competency to be effective attorneys and leaders;
2. To cultivate and sustain an inclusive campus culture where students, faculty, administrators and staff of all backgrounds feel welcome and valued;
3. To provide support and guidance to students who are underrepresented based upon race, color, culture, ethnicity, gender, gender identity or expression, sexual orientation, disability or medical condition, age, creed, religion, socioeconomic status, ancestry, nationality, citizen or immigrant status, marital or civil union status, familial or parental status, veteran status and the intersectionalities thereof.

In accordance with its mission, the ODI will:

- Conduct research to routinely assess the campus climate and develop initiatives to strengthen Cardozo's commitment to diversity and inclusion;
- Provide resources and programming designed to educate the Cardozo community on topics relevant to diversity and inclusion;
- Offer academic, professional and personal support to underrepresented and first-generation law students as they navigate the challenges presented by law school and the legal profession;
- Partner with Cardozo's alumni and [student affinity groups](#) as well as local and state bar associations and organizations to facilitate community engagement; and
- Collaborate with all other Cardozo offices to ensure that Cardozo's commitment to diversity and inclusion is evident in every facet of the "Cardozo experience" from admission to graduation and beyond.

For additional information about the Office of Diversity and Inclusion, please contact Nicole Seawright at [nicole.seawright@yu.edu](mailto:nicole.seawright@yu.edu) or 212.790.0825.

## THE DR. LILLIAN AND DR. REBECCA CHUTICK LAW LIBRARY

In addition to being a great place to study and access print and electronic materials you need, staff are available to help you find specific information or materials, start your research, and work with students to solve a variety of technological problems.

### Contact Information:

Website: [www.cardozo.yu.edu/Library](http://www.cardozo.yu.edu/Library)

Space: 6th through 9th floors with the entrance on the 12th Street side of the 7th floor

Staff information: <http://www.cardozo.yu.edu/directory/offices/1794>

Circulation and General information: 212.790.0285

Circulation Email: [circdesk@law.cardozo.yu.edu](mailto:circdesk@law.cardozo.yu.edu)

Reference assistance: 212.790.0220

Reference Email: [lawref@yu.edu](mailto:lawref@yu.edu)

Student IT help: 212.790.0460

Student IT Email: [CSL-ITSupport@yu.edu](mailto:CSL-ITSupport@yu.edu)

Circulation staff are available during the open hours of the library. Reference librarians are available to assist library users from 9 a.m. to 6 p.m. Monday through Thursday, 9 a.m. to close on Friday during the school year. Student IT help staff are available from 9 a.m. to 6 p.m. Monday through Thursday, 9 a.m. to close on Friday during the school year.

### Hours of Library Services

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

Sunday	10 a.m. – midnight
Monday - Thursday	8 a.m. – midnight
Friday	8 a.m. – **

\*\*The library closes at 4 p.m., 5 p.m., or 6 p.m. on Fridays. The specific closing hour for each Friday is posted at the entrances to the library and on the library 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.

Resources in the virtual library are available at all times via the library website at <http://www.cardozo.yu.edu/library>. 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.

### Facilities: Computers, Group Study Rooms, A/V Equipment, Photocopying

#### 1. Computers

The law library provides computers for use floors seven and eight.

Questions about or problems with technology, such as Canvas or the Cardozo GMAIL system, should be directed to the Student IT Help Point in person or at [CSL-ITSupport@yu.edu](mailto:CSL-ITSupport@yu.edu).

#### 2. Group Study Rooms

Group study rooms are provided on floors 6, 7, 8 and 9. The presence of books or personal items in a study room does not “reserve” the room. Visit the library website to access the online room reservation system.

#### 3. Outside Library Resources

With the presentation of a currently validated Yeshiva University student ID card, Cardozo students have access to the [List Center Library of the New School](#) (6 E. 16th St.) and to the [Cooper Union Library](#) (7 E. 7th St.). In addition, access to study space at other law libraries may be arranged except during times of heavy usage.

For questions about access, contact the reference librarians in person or via [lawref@yu.edu](mailto: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, and LCD projection. Some classrooms are equipped with video and computer projection equipment. To use this equipment for a class presentation or group meeting, reservations should be made by contacting the Cardozo Educational Technologies Department at [avrequest-law@yu.edu](mailto:avrequest-law@yu.edu).

#### 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 first floor front Security Desk.

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, Printing and Scanning

The law library has Xerox machines on floors 6, 7 and 8 for printing, photocopying and scanning.

## **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 and dictionaries. The Leisure Reading Collection contains 20 current magazines and newspapers,

such as *Forbes*, the *Washington Post* and the *New York Times*. 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 YU 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 (YU) ID cards or registration receipts must be presented upon request to library staff. A YU 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

Library policies can be found at <http://www.cardozo.yu.edu/library/policies>.

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.

Please respect each other and keep noise to a minimum in open areas. Cellular phones should not be used in the library areas as talking can disturb other patrons.

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 Bloomberg, LexisAdvance or Westlaw for research related to a class, in-house clinic or research activity sponsored by Cardozo. Students who are employed generally cannot use their student access to these systems for work-related research assignments. If you have questions, speak to a reference librarian.

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.

## OFFICE OF BUSINESS AFFAIRS

### Check Requests and Check Deposits

#### 1. Non-SBA groups (i.e. journals)

Requests for reimbursements and other check requests must be submitted to the Office of Business Affairs by filling out and submitting the following form, which can be found online.

“Employee & Student Payment form”: <http://www.yu.edu/procurement/accounts-payable/ap-forms/>

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 1015.

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. Contact information for that person including a full mailing address
- c. Whether the check should come back to Business Affairs (the normal procedure) or be sent to a valid mailing address
- d. Explanation of the expense
- e. Conference flier if applicable
- f. **Original receipts for all expenses**

Reimbursements/Payments will take approximately two to three weeks.

Check deposits for subscription revenue or other types of revenue are to be submitted to Jacklyn Tavarez in room 1015, 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, 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.

## **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, students and senators-at-large work with the student groups to develop yearly budgets and allocate funds for the activities of these groups. The SBA independently organizes and/or supports extracurricular events and activities for the student body as well. Major events include the Annual Student Leadership Retreat (summer), Student Orientation (May and Fall Class), Community Town Halls, Food and Blood Drives, Student Appreciation Week, Academic and Community Debates, the Semi-Annual Book Swap, Monthly Social Nights, Fall Bash and Barrister's Ball, Cardozo's semi-formal social event held every spring and the Commencement Ceremony.

In the SBA office, located on the second floor in room 215, there is a computer and phone 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 Alumni Executive Committee, Dean's Advisory Council on Diversity and Inclusion, and the Faculty's Academic Standards Committee (other faculty committees may consult with SBA representatives as needed). The SBA also has its own internal committees on which senators and other students serve together, such as the Budget Committee, Student Life Committee, Social Programming Committee, Office of Career Services Committee and the Legislative Committee.

The SBA consists of approximately 20 elected student Senators, with each class year at Cardozo electing six Senators to represent their class in the Senate. In addition, one LLM and five JD Senators at Large are appointed to support internal committees and Senatorial debate. The SBA is comprised of approximately 30 student representatives in total. The May-entry and LLM classes each elect one Senator to represent their sections. The entire student body is responsible for electing the President, Treasurer and a Student Trustee. The elected Senators are responsible for selecting a Vice President and Secretary from among the ranks of the Student Bar Association.

More information about the SBA and student groups at Cardozo is available online at [www.cardozo.yu.edu/student-life/student-organizations/student-bar-association](http://www.cardozo.yu.edu/student-life/student-organizations/student-bar-association).

## 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 prepared by the Office of Student Services and Advising and is available online at <http://www.cardozo.yu.edu/student-life/office-student-services-and-advising/handbooks>.

The following student organizations have been recognized and funded by the SBA recently:

- American Constitution Society
- Art Law Society
- Asian Pacific American Law Students Association (APALSA)
- Black Law Students Association (BLSA)
- Business Law Society
- Cardozo Advocates for Kids (CAK)
- Cardozo Criminal Law Society (CCLS)
- Cardozo Democrats
- Cardozo Dispute Resolution Society (CDRS)
- Cardozo Environmental Law Society (CELS)
- Cardozo For Immigrant Rights and Equality (FIRE)
- Cardozo International Law Society (CILS)
- Cardozo Labor and Employment Law Society (CLELS)
- Cardozo Law & Internet Club (CLIC)
- Cardozo Soccer Club
- Cardozo Sports Law Society (CSLS)
- Cardozo Startup Society
- Cardozo Student Mentors (May and Fall Students)
- Cardozo Students for Human Rights
- Cardozo Women’s Law Initiative (WLI)
- Courtroom Advocates Project
- Family Law Club



Federalist Society  
Gaming Law Society  
Interactive Entertainment Law Society  
Jewish Law Students Association (JLSA)  
Korean American Law Students Association (KALSA)  
Latin American Law Students Association (LALSA)  
Law Revue  
Louis D. Brandeis Center for Human Rights Under Law, Cardozo Chapter  
Minority Law Students Association (MLSA)  
Muslim Law Students Association (MSA)  
National Lawyers Guild (NLG)  
OUTLaw  
Philosophy and Law Society (PALS)  
Real Estate Law Association (RELA)  
Southeast Asian Law Students Association (SALSA)  
Student Animal Legal Defense Fund (SALDF)  
Suspension Representation Project (SRP)  
Tax Law Society  
Unemployment Action Center (UAC)

## INTERPERSONAL CONDUCT POLICIES

### **Non-Discrimination, Affirmative Action, and Sexual Harassment and Assault 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; embraces diversity as a means of promoting a learning environment; encourages an exchange of information, values and ideas; and is free of improper discrimination, harassment and intimidation.

Accordingly, the Benjamin N. Cardozo School of Law of Yeshiva University does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran or disabled veteran status, pregnancy, marital status, sexual orientation, gender identity or gender expression, alien or citizenship status, creed, genetic disposition or carrier status, or any other legally protected status, 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, intimidation or assault, s/he is encouraged to speak to the Dean of Students in room 1000 (212.790.0313) or the Director of the Office of Diversity and Inclusion in room 1045 (212.790.0825). If you require emergency assistance, please dial 911 or contact Cardozo Law Security Desk at 212.790.0303.

Administrative and investigative responsibility relating to enforcement of this policy has been assigned to:

Renee Coker, Title IX Officer  
Yeshiva University  
Wilf Campus, 2495 Amsterdam Avenue, Room 806  
New York, NY 10033  
Phone: 646.592.4336  
Email: [renee.coker@yu.edu](mailto:renee.coker@yu.edu)

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.

Yeshiva University's Non-Discrimination and Anti-Harassment Policy can be found at <https://cardozo.yu.edu/student-life/office-student-services-and-advising/policies>.

### **Title IX Student e-Learning Course**

Under the Education Amendments Act and as mandated by the Department of Education's, Office of Civil Rights, all first-year students are required to successfully complete Yeshiva University's "Lasting Choices: Preventing Sexual Assault" e-Learning Workshop. Additional information is provided at Orientation.

**All students are required to complete this training within one month of their first day of Orientation.**

### **Anti-Bullying and Hazing Policy**

For more information on YU's Anti-Bullying Policy, please see [Anti-Bullying and Hazing Policy for Students](#).

### **Romantic Relationships Policy**

For more information on YU's Romantic Relationships Policy, please see [Romantic Relationships Policy](#).

## Appendix

### 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.<sup>21</sup>

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

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<sup>21</sup> Web sources for the information in this section include: [www.ou.org](http://www.ou.org); [www.webexhibits.org](http://www.webexhibits.org), [www.zipple.com](http://www.zipple.com), [www.hillel.org](http://www.hillel.org), and others.

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 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”, available online at <http://www.cardozo.yu.edu/student-life/office-student-services-and-advising/handbooks>, 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.