

CARDOZO LAW

BENJAMIN N. CARDOZO SCHOOL OF LAW • YESHIVA UNIVERSITY

MEMORANDUM

TO: Fall 2019 ENTERING LL.M.
FROM: CLASS OFFICE OF ADMISSIONS
RE: Required Orientation Documents

1. Promptly submit the following items or administrative forms to the Office of Admissions:
 - **Proof of Immunizations**
 - **Meningococcal Vaccination**
 - **Emergency Contact**
 - **Certification and Authorization Rider**
 - **Student Affirmation and Disciplinary Code**
 - **Family Information**
2. If you have not already done so, please arrange for **Final Official Law School Transcripts** to be sent to the Admissions Office. Xeroxed copies or PDF copies will not be accepted. For students who applied electronically through LSAC, LSAC will send your transcripts to us directly.

PLEASE DELIVER ALL DOCUMENTS LISTED IN SECTIONS (1) AND (2) TO THE OFFICE OF ADMISSIONS NO LATER THAN **AUGUST 16, 2019**.

SHOULD YOU FAIL TO PROVIDE ANY OF THE ABOVE ADMINISTRATIVE DOCUMENTS BY **AUGUST 16, 2019**:

- REGISTRATION HOLD(S) WILL BE PUT ON YOUR SCHOOL ACCOUNT,
 - YOU MAY BE PREVENTED FROM REGISTERING FOR CLASSES,
 - YOU MAY BE PREVENTED FROM VIEWING YOUR GRADES,
 - YOU MAY BE BARRED FROM ENTERING THE LAW SCHOOL BUILDING.
-

NOTICE OF IMMUNIZATION REQUIREMENTS

A) Measles, Mumps and Rubella (“MMR”):

The State of New York mandates that students provide proof of immunizations for measles, mumps, and rubella if they were born on or after January 1, 1957. All such students will be required to provide the Office of Admissions with a copy of his/her immunization record or have a doctor complete the immunization form and submit it to the Office of Admissions by **Friday, August 16, 2019**.

B) Meningococcal Meningitis Vaccination Response Form

Regardless of state of residence, all students must complete and submit this form by **Friday, August 16, 2019**.

While you are not required to receive a meningitis vaccination, you are required to register your decision on this issue. New York State advises that students consider taking the meningococcal vaccine, which can prevent a potentially fatal bacterial infection known as (meningococcal) meningitis. New York State Public Health Law (NYS PHL) §2167 requires colleges and universities, to distribute information about meningococcal disease and vaccination to all students meeting the enrollment criteria, whether they live on or off campus.

Yeshiva University is required to maintain a record of the following for each student:

A response of receipt of meningococcal disease and vaccine information signed by the student. The information provided to you must include information on the availability and cost of meningococcal meningitis vaccine (Menomune™ or Menactra); AND EITHER

A record of meningococcal meningitis immunization **within the past 5 years**; OR

An acknowledgement of meningococcal disease risks and refusal of meningococcal meningitis immunization signed by the student.

Additional information and the required form are attached. Please be sure to review the materials and complete and return the form by the deadline.

PROOF OF IMMUNIZATION

Please complete and return this form to the Office of Admissions by **Friday, August 16, 2019**.
Students who fail to complete all required information may be prohibited from attending classes.

Please check the appropriate boxes:

I am a: ☐ J.D. Student ☐ LL.M. Student
I am entering Cardozo Law in: ☐ January ☐ May ☐ August

Student's Name (please print) _____ Date of Birth ____/____/____

Daytime Phone _____ Email Address _____

PROOF OF IMMUNIZATION: Measles, Mumps, Rubella

State law and the seriousness of public health issues mandate compliance with this request. It is required of all students born on or after January 1, 1957.

Examining Physician (please print) _____

Physician's Address _____

Physician's Phone _____

The above named student satisfies NY State immunization requirement as indicated below:

Vaccines received:

Measles vaccine (1st dose) (date received) ____/____/____ Measles vaccine (2nd dose) (2 required) ____/____/____

Mumps vaccine ____/____/____

Rubella vaccine ____/____/____

-OR-

History of disease/date of blood test ____/____/____

**We will accept your physician's forms, blood work results, or records from other schools you have attended.
Forms must provide complete information.**

Please return completed forms by **Friday, August 16, 2019** to:

Office of Admissions | Benjamin N. Cardozo School of Law
55 Fifth Avenue, Room 1168, New York, NY 10003
Ph: 212.790.0357 | Fax: 212.790.0482
cardozoadmit@yu.edu

Meningococcal Disease

What is meningococcal disease?

Meningococcal disease is caused by bacteria called *Neisseria meningitidis*. It can lead to serious blood infections. When the linings of the brain and spinal cord become inflamed, it is called meningitis. The disease strikes quickly and can have serious complications, including death.

Anyone can get meningococcal disease. Some people are at higher risk. This disease occurs more often in people who are:

- Teenagers or young adults
- Infants younger than one year of age
- Living in crowded settings, such as college dormitories or military barracks
- Traveling to areas outside of the United States, such as the “meningitis belt” in Africa
- Living with a damaged spleen or no spleen
- Being treated with Soliris® or, who have complement component deficiency (an inherited immune disorder)
- Exposed during an outbreak
- Working with meningococcal bacteria in a laboratory

What are the symptoms?

Symptoms appear suddenly – usually 3 to 4 days after a person is infected. It can take up to 10 days to develop symptoms. Symptoms may include:

- A sudden high fever
- Headache
- Stiff neck (meningitis)
- Nausea and vomiting
- Red-purple skin rash
- Weakness and feeling very ill
- Eyes sensitive to light

How is meningococcal disease spread?

It spreads from person-to-person by coughing or coming into close or lengthy contact with someone who is sick or who carries the bacteria. Contact includes kissing, sharing drinks, or living together. Up to one in 10 people carry meningococcal bacteria in their nose or throat without getting sick.

Is there treatment?

Early diagnosis of meningococcal disease is very important. If it is caught early, meningococcal disease can be treated with antibiotics. But, sometimes the infection has caused too much damage for antibiotics to prevent death or serious long-term problems. Most people need to be cared for in a hospital due to serious, life-threatening infections.

What are the complications?

Ten to 15 percent of those who get meningococcal disease die. Among survivors, as many as one in five will have permanent disabilities. Complications include:

- Hearing loss
- Brain damage
- Kidney damage
- Limb amputations

What should I do if I or someone I love is exposed?

If you are in close contact with a person with meningococcal disease, talk with your health care provider about the risk to you and your family. They can prescribe an antibiotic to prevent the disease.

What is the best way to prevent meningococcal disease?

The single best way to prevent this disease is to be vaccinated. Vaccines are available for people 6 weeks of age and older.

Various vaccines offer protection against the five major strains of bacteria that cause meningococcal disease:

- All teenagers should receive two doses of vaccine against strains A, C, W and Y. The first dose is given at 11 to 12 years of age, and the second dose (booster) at age 16.
 - It is very important that teens receive the booster dose at age 16 in order to protect them through the years when they are at greatest risk of meningococcal disease.
 - Talk to your health care provider today if your teen has not received two doses of vaccine against meningococcal strains A, C, W and Y.
- Teens and young adults can also be vaccinated against the “B” strain. Talk to your health care provider about whether they recommend vaccine against the “B” strain.

Others who should receive the vaccine include:

- Infants, children and adults with certain medical conditions
- People exposed during an outbreak
- Travelers to the “meningitis belt” of sub-Saharan Africa
- Military recruits

Please speak with your health care provider if you may be at increased risk.

What are the meningococcal vaccine requirements for school attendance?

As of September 1, 2016, children entering grades 7 and 12 must be immunized against meningococcal disease strains A, C, W and Y according to the recommendations listed above.

Is there an increased risk for meningococcal disease if I travel?

- Meningococcal disease and outbreaks occur in the United States and around the world. The disease is more common in the “meningitis belt” of sub-Saharan Africa. The risk is highest in people who visit these countries and who have prolonged contact with local populations during an epidemic.
- To reduce your risk of illness, wash your hands often, maintain healthy habits such as getting plenty of rest and try not to come into contact with people who are sick.

Travel and meningococcal disease:

wwwnc.cdc.gov/travel/diseases/meningococcal-disease

Learn more about meningococcal disease:

www.cdc.gov/meningococcal/

For more information about vaccine-preventable diseases: www.health.ny.gov/prevention/immunization/



MENINGOCOCCAL VACCINATION RESPONSE FORM

New York State Public Health Law requires that all college and university students enrolled for at least six (6) semester hours or the equivalent per semester, or at least four (4) semester hours per quarter, complete and return the following form to Yeshiva University Student Health Center.

Check one box and sign below.

I have:

- ☐ had meningococcal immunization (Menomune or Menactra) within the past 5 years. The vaccine record is attached.
Date received: _____
[Note: The Advisory Committee on Immunization Practices recommends that all first-year college students up to age 21 years should have at least 1 dose of Meningococcal ACWY vaccine not more than 5 years before enrollment, preferably on or after their 16th birthday, and that young adults aged 16 through 23 years may choose to receive the Meningococcal B vaccine series. College and university students should discuss the Meningococcal B vaccine with a healthcare provider.]
- ☐ read, or have had explained to me, the information regarding meningococcal disease. I will obtain immunization against meningococcal disease **within 30 days** from my private health care provider or schedule an appointment for immunization through Mount Sinai/ Beth Israel student health service network.
- ☐ read, or have had explained to me, the information regarding meningococcal disease. I understand the risks of not receiving the vaccine. I have decided that I will **not** obtain immunization against meningococcal disease.

Signed _____

Date _____

Print Student's name _____

Student _____ / ____ / ____
Date of Birth

Student
E-mail address _____

Student ID# _____

Student Phone # _____

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EMERGENCY CONTACT FORM

Name: _____ Expected date of graduation _____

SSN _____

Local Address: _____

City, States, Zip: _____

Local Phone: _____

Resident of (State): _____ College Degree: _____ From (College): _____

IN CASE OF EMERGENCY, PLEASE NOTIFY:

Name: _____ Phone #: _____

Address: _____ Relationship to Student: _____

Alternate Contact

Name: _____ Phone #: _____

Address: _____ Relationship to Student: _____

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2019 ORIENTATION

Certification and Authorization Rider to Application for Admission

1. (a) I certify that I was awarded the degree of _____ from
(Specify, e.g. B.A.)
_____ on _____.
(School Name) (MM/YYYY)

– **OR** –

(b) I certify that I expect to be awarded the degree of _____ from
(Specify, e.g. B.A.)
_____ on _____. I agree to
(School Name) (MM/YYYY)

submit to Cardozo an official transcript showing the award of that degree by

August 16, 2019.

Print Name: _____

Signature: _____ *Date:* _____

* * * * *

2. I certify that since I submitted my application for admission there have been no material adverse changes affecting me or my qualifications or eligibility for law school or my fitness to practice law. I understand that any material misrepresentation or omission in my application materials or this Certification and Authorization Rider may result in rescission of my admission, subjecting me to disciplinary action or dismissal from Cardozo, or revocation of a granted Cardozo degree. In addition, I acknowledge that I have a continuing duty to inform the Law School of any events occurring while I am enrolled at Cardozo which, had they occurred prior to my acceptance to the school, I would have been obligated to report on my application. I authorize Cardozo to verify any information submitted about me, by contacting recommenders, employers or school officials.

Print Name: _____

Signature: _____ *Date:* _____

* * * * *

3. I agree that, absent written instruction to the contrary, Cardozo may use my name, portrait or likeness in connection with School activities or in publicizing the School.

Print Name: _____

Signature: _____ *Date:* _____

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STUDENT AFFIRMATION - DISCIPLINARY CODE, RULES AND PROCEDURES

(Students must complete this form in order to register for courses.)

I hereby acknowledge that I have read the Benjamin N. Cardozo School of Law Disciplinary Code, Rules and Procedures (hereinafter referred to as the "Code") attached to this statement and contained in the Student Handbook. I affirm that I understand the provisions contained in the Code and that in the event that I have any relevant questions in the future, I will speak to the Dean of Students before engaging in any conduct that could possibly be construed as a violation of the Code.

In addition, I am aware that the Law School takes enforcement of the prohibition against plagiarism very seriously, and that it utilizes a service that electronically checks student papers for evidence of plagiarism. I understand that student papers submitted to the service become part of its data base for purposes of checking future papers, and that the Law School reserves the right to require me to submit my papers in electronic form so that they can be processed by the service.

Lastly, I hereby certify that I will not engage in employment for more than 20 hours per week in any semester in which I am enrolled in 10 or more class hours (credits) at Cardozo Law School.

Name (please print)

Date of Entry (January, May, August, 2019)

Signature

Date

DISCIPLINARY CODE, RULES AND PROCEDURES

Article I: Grounds for Disciplinary Action

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

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

1. Engaging in prohibited conduct with respect to a law school examination. Prohibited conduct includes, but is not limited to:

- a. Obtaining unauthorized information about an examination prior to its administration
- b. Communicating by any means whatsoever, including, without limitation, orally, in writing, telephone (cell or otherwise), or through any electronic medium, with another person, except the instructor or the instructor's designees, during an examination;
- c. Conversing with another person in the same course with respect to an examination that one conversant has taken and the other has not;
- d. Using unauthorized materials during an examination;
- e. Bringing a cell phone into an examination room;
- f. Leaving an examination room during an examination without the prior permission of the proctor or otherwise in accordance with applicable procedures established with respect to that examination;
- g. Retaining a "restricted" examination after its administration;
- h. Failing to adhere to stated time limits for an examination;
- i. Engaging in collaboration on a take-home examination without the prior express permission of the instructor;
- j. Consulting outside sources with regard to a take-home examination without the prior express permission of the instructor, or, where such consultation is permitted, failing to cite outside sources relied upon.

2. Plagiarizing the work of another person in any area of a student's work, including but not limited to, papers, journal notes, writing competitions, legal writing assignments, research projects, and competitions sponsored either by the law school or an outside organization, business or agency. Plagiarism includes, but is not limited to:

- a. Representing work completed by or with the assistance of another person as the student's own work;
- b. Failing to attribute to its source any quotation, paraphrase, particular facts or information, or ideas taken from that source.

3. Submitting the same, or substantially the same, written work for more than one academic enterprise without obtaining prior express permission from the faculty member in charge of each enterprise.

4. Misappropriating notes, books, property, or services from other students or from the law school.

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

C. Reservation of Authority to Dean and Faculty Members

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

Article II: Preliminary Investigation of Alleged Violations

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

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

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

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

Article III: Hearings

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

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

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

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

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

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

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

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

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

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

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

Article IV: Faculty Review.

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

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TO: Entering Students
FROM: Office of Admissions
RE: Family Information Form

Welcome to Cardozo Law!

As you become a new member of the Cardozo community, we would like to also welcome your family and provide them with the opportunity to learn more about the law school. For this, we need your help.

The Cardozo Parents Council regularly invites family members to many lectures, symposia, programs and events held at the law school throughout the year. There are also great fall programs specifically for 1L parents.

It has become a Cardozo tradition to host a terrific Sunday brunch in November for **you and your parents**. It is a great day that includes, among other treats, a delicious meal, mock classes led by Cardozo professors, opportunities to tour the law school, and time to meet Dean Melanie Leslie and members of the faculty and administration.

Please complete the attached form or visit the following link to fill it out electronically: www.cardozo.yu.edu/newparentinfo. Please pay special attention to your parent's email information.

It will be a pleasure to have your parents join the Cardozo community at the many terrific events held throughout the year.

Once again, welcome to the law school and thank you for taking the time to complete the attached form. It will be important for you and your parents over the next three years.

BENJAMIN N. CARDOZO SCHOOL OF LAW • YESHIVA UNIVERSITY

Student's Information

Name _____ Expected Graduation Date from Cardozo _____
Address _____ Phone _____
Your Hometown (City/State) _____ Email Address _____
Undergraduate School _____ Degree _____
Graduate School _____ Degree _____

Parent/Guardian Information

Name _____ Home Telephone _____
Email Address _____
Home Address _____
Name of Company _____ Work Telephone _____
Position/Title _____
Business Address _____
Undergraduate School _____ Degree _____
Graduate School _____ Degree _____

Parent/Guardian Information

Name _____ Home Telephone _____
Email Address _____
Home Address _____
Name of Company _____ Work Telephone _____
Position/Title _____
Business Address _____
Undergraduate School _____ Degree _____
Graduate School _____ Degree _____

Spouse/Significant Other

Name _____ Home Telephone _____
Email Address _____
Home Address _____
Name of Company _____ Work Telephone _____
Position/Title _____
Business Address _____
Undergraduate School _____ Degree _____
Graduate School _____ Degree _____

Have any other relatives attended schools associated with Yeshiva University (i.e. Albert Einstein, Stern, etc.)?:

Yes ☐

No ☐

If yes, kindly complete the information below:

Name	Relation	School Attended
_____	_____	_____
_____	_____	_____
_____	_____	_____