



TO: The Cardozo May 2020 Class
FROM: Jenn Kim, Dean of Students
SUBJECT: GRADUATION- ACADEMIC INFORMATION AND DEADLINES
DATE: February 2020

Congratulations on your impending graduation! There is much to do before we get to the end of the semester. This memo includes information about completing your degree, applying for a concentration and other matters of importance which you may find helpful. You will receive a separate memo from the Office of Special Events with details about the Commencement Ceremony which begins at 6:00pm on Wednesday, June 3, 2020, at David Geffen Hall, Lincoln Center.

A. ACADEMIC REQUIREMENTS

- 1. **Graduation Checks.** All J.D. students graduating in May must have a graduation check with The Office of Student Services to ensure that they have met all graduation requirements and complete graduation paperwork. If you did not have your graduation check by the January 29th deadline, please contact the Office of Student Services immediately to schedule one. Failure to do so may mean that you will not graduate on time. All LLM Students must complete their graduation checks by March 31st. Further instructions will be sent via email from LLM Program Director Kevin Gschwend.
- 2. **Unfinished Academic business.** If you have any unfinished academic business from previous semesters -- e.g., incomplete or missing grades, missing faculty writing requirement forms -- you must take care of it now. **Any missing or incomplete grades will be converted to the grade of "F" if the work is not completed and graded by the end of the exam period, Friday, May 15th.** Be sure to leave your professor enough time to grade your work and submit a grade by the deadline.
- 3. **Spring Semester Grades.**

Cardozo Grades: If you have any questions about grades received, you must speak to the professor immediately and get it resolved. No changes in grades for graduating students will be made for any reason after May 29, 2020.

Grades from schools other than Cardozo: Students taking courses at the New School or any institution other than Cardozo are responsible for informing their professors that they are graduating so their grades are submitted quickly, as well as for ensuring that their New School transcript has been received by the Cardozo Office of the Registrar.

4. **J.D. Concentrations and Dispute Resolution Certificates.**

J.D. Concentrations:

J.D. students may graduate with a “concentration.” If you would like to have an official concentration, you must complete the attached forms and submit it **to the Cardozo Office of the Registrar no later than May 1, 2020**. If you would like to review the list of courses that count towards a concentration, you can access the information by going to Cardozo.yu.edu. Click on “students” and then click on “course registration.”

J.D. students may apply for more than one concentration. If you apply and qualify for a concentration, the concentration will be indicated on your transcript. Up to three concentrations can appear on the transcript, though students are permitted to qualify for more. January 2020 graduates who have already applied for a concentration need not re-apply.

Dispute Resolution Certificate:

If you qualify for a certificate in dispute resolution, you must complete the application form and submit it to **Professor Donna Erez Navot** at donna.ereznivot@yu.edu by no later than **Monday, April 6th at 9:00am**. To access the form and relevant information, please see <http://www.cardozo.yu.edu/programs-centers/kukin-program-conflict-resolution/certificate-dispute-resolution>.

5. **LL.M. Concentrations.** LL.M. students pursuing a concentration as part of the General Studies LL.M. must contact Cardozo Registrar, brookdaleregistrar@yu.edu, to request that it be listed on their transcript. Please do so no later than **May 1, 2020**. Students enrolled in other LL.M Programs (e.g., Dispute Resolution, Intellectual Property, or Comparative Legal Thought) are not eligible for concentrations. (January 2019 GLS Graduates who have already applied for a concentration need not re-apply).

6. **Bar Exam Certification Documents** are due no later than **May 1, 2020**. All documents should be submitted to the Cardozo Office of the Registrar.

7. **Finances.**

Graduating students must be sure to pay any outstanding tuition or other charges before graduation. The law school will not graduate, or give a diploma or final transcript to, any student with an outstanding balance.

Please note: all graduating students who received federal or institutional loans during their attendance at Cardozo are required to complete an online Exit Counseling session. You will receive notification from the Office of Student Finance regarding Exit Counseling information and other student loan related details. Do not complete the Exit Counseling until notification has been sent by the Office of Student Finance.

If you have any questions, please contact the Office of Student Finance (email: clфинаid@yu.edu / phone: 212-790-0392).

8. **Library.**

Graduating students who have outstanding fines with the Library, or checked-out, overdue, or missing books must return those materials and pay off any outstanding fines before Wednesday, May 20 at noon. Before you graduate, please make sure you have returned everything you have checked out from the Library and that you have no fines outstanding. If you are unsure about whether you have checked-out materials or fines still outstanding, you may check via [My Library Account](#) on the Library's website. Any other questions can be directed to the Circulation Desk (phone: 212-790-0285).

9. **Office of Career Services.**

The Office of Career Services (OCS) is required by the American Bar Association and other organizations to provide employment data on all J.D. graduates. More importantly, OCS is committed to ensuring that all Cardozo alumni get the highest quality career services throughout their career. To that end, you are required to meet with a counselor before graduation. To receive your Cap & Gown on time, please fill out the survey below and meet with an OCS counselor by Friday, April 15, 2020, 2:30 pm.

If you have secured post-graduation employment, you do not need an exit interview if you fill out the following survey:

[2020 J.D. Graduate Employment Survey link](#)

If you have not yet secured post-graduation employment, you must arrange a meeting with a counselor prior to picking up your cap & gown in addition to filling out the survey, above. If you have recently met with a counselor and are unsure whether you need an exit interview, please contact David Adams at dadams@yu.edu. *Please note that your exit meeting with OCS is in addition to your grad check with student services.*

[OCS Appointment Request Link](#)

Failure to complete the survey and meet with a counselor by Friday, April 17, 2:30 pm will delay your Cap & Gown distribution. Only students with submitted surveys and completed meetings will be cleared by OCS for Cap & Gown distribution during the week of April 20th.

If you have any questions, please do not hesitate to contact OCS at cardozocs@yu.edu.

10. **Lockers.**

As you prepare for graduation and we prepare for the incoming May and August classes, we will need to empty out lockers. As a general matter, all graduating students must empty their lockers by the day of their last exam in May. Please make a note of this in your calendar.

However, we realize that many of you will be studying for the bar exam at Cardozo. If so, you will have the opportunity to register to retain the use of your assigned locker until August 3rd. The deadline to register for this is Monday, April 6, 2020 at 5pm. Lockers retained for use during the bar preparation period must be emptied no later than Monday, August 3rd, 2020 at 5pm. Unfortunately, no exceptions can be made to any of the above deadlines. You can register to keep your locker using this link:

<https://docs.google.com/forms/d/e/1FAIpQLSdjMEZBBRhc81HTZVPXwNXWwkUuk43g8Iicy-gkOOjarHhPIA/viewform>

All lockers that are not cleared by the applicable deadlines above will be emptied of their contents (which will be discarded) and reassigned.

B. DIPLOMAS AND HONORS

1. Since the Commencement ceremony will be held before final grades are fully processed, actual diplomas will not be awarded at graduation. All diplomas will be mailed to the address listed on the student's graduation application. Please make sure if you are not attending the ceremony that you update your mailing and contact information at the Cardozo Office of the Registrar.

2. Those students who graduate with honors (*summa, magna, cum laude*) will have their honors inscribed on their diploma.

3. Students elected to the Order of the Coif will be notified by mail. Make sure you update your mailing address and contact information at the Office of the Registrar or on the web before you leave campus.

C. BAR EXAMINATION PREPARATION

As you may know, virtually everyone takes a commercial bar review course between the end of their final semester and the bar exam, and for very good reason. While Cardozo has no official position on the relative merits of the competing courses, we do strongly feel that you should take a full review course.

There are also a few other things that you might do in anticipation of the exam:

The content of the New York bar exam (also called the Uniform Bar Exam or UBE) is outlined on the National Conference of Bar Examiners (NCBE) website, accessible here:

<http://www.ncbex.org/exams/ube/>. In addition, you might take a look at old UBE questions and answers. If nothing else, study those questions and answers relevant to the courses you are taking this semester as a way of preparing for this semester's exams. Old questions and sample answers can be found on the UBE website using the link above.

You should know that success on the bar exam is quite closely correlated with the law school GPA. This is not a surprise; both reflect performance on law exams. A high GPA does not guarantee you will pass (especially if you *assume* that it does), and a low GPA does not mean that you will fail. But the correlation suggests that if your GPA is low, you should take the bar review course very seriously, clearing out your schedule completely to allow for bar preparation following graduation.

Of course, none of this will mean anything unless you also pay attention to your applications to the Board of Bar Examiners. Please be sure to take great care in following instructions and complying with deadlines.

As a newly-minted alum, you may continue to use the Cardozo Law Library throughout your career. You may study for the bar exam at the Cardozo Law Library [for free](#) and access the wifi network to stream your bar course lectures and materials. If you wish to study at another law school, many of them offer summer bar study access for a fee.

Cardozo graduates also receive several months of post-graduation access to Westlaw, Lexis, and Bloomberg Law (the amount of time is determined by the vendors). Alumni also have off-site access to the [LARC Scholarly Repository and Institutional Archives](#) of Cardozo Law School and to several [other databases](#). For detailed information about services and resources, please visit the [Cardozo Law Library website](#).

SPECIAL NOTES

Please be sure to keep your contact information (address, phone number, etc.) current on Banner Web (yu.edu/myyu) so that the Office of Special Events will be able to contact you and send you further information about graduation. If you have questions as to how to update your record on Banner Web, please contact the Cardozo Office of the Registrar at 212-790-0295. Please also be sure to check Self-Service Banner on the Luminis Portal for graduation updates.

APPLICATION FOR J.D. PROFESSIONAL CONCENTRATIONS

Deadline for submission to Office of the Registrar: May 1, 2020

Name: _____ Month/Yr of Graduation: _____

Student ID#: _____ Telephone #: _____

Professional Concentration(s) for which you are applying:

Professional Concentration #1: _____

Applicable coursework (see the relevant list in the "Professional Concentrations" Document on the Registrar page of the website):

COURSE NAME	SEMESTER/YEAR TAKEN	CATEGORY SATISFIED (E.G., REQUIRED, CORE, EXPERIENTIAL, ELECTIVE, BASIC, ADVANCED)

Professional Concentration #2: _____

Applicable coursework (see the relevant list in the "Professional Concentrations" Document on the Registrar page of the website):

COURSE NAME	SEMESTER/YEAR TAKEN	CATEGORY SATISFIED (E.G., REQUIRED, CORE, EXPERIENTIAL, ELECTIVE, BASIC, ADVANCED)