

CARDOZO LAW

BENJAMIN N. CARDOZO SCHOOL OF LAW • YESHIVA UNIVERSITY

MEMORANDUM

TO: FALL 2020 ENTERING CLASS
FROM: OFFICE OF ADMISSIONS
RE: ORIENTATION ADMINISTRATIVE FORMS

Attached please find the following:

- Emergency Contact Information Request
- Application Rider
- Student Affirmation form/Disciplinary Code, Rules and Procedures*

Please complete the attached forms and return them back to us at cardozoadmit@yu.edu by Monday, August 17, 2020.

* The corresponding pages for the Student Affirmation form, pages 2 – 5, are for you to keep. Please keep a copy of these pages.

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EMERGENCY CONTACT FORM

Name: _____ Expected date of graduation: _____

Preferred Name: _____

Preferred Pronouns: _____

Local Address: _____

City, State, Zip: _____

Local Phone: _____

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

IN CASE OF EMERGENCY, PLEASE NOTIFY*:

Name: _____ Phone #: _____

Address: _____ Relationship to Student: _____

If the primary emergency contact resides outside of the United States, please complete the following:

The primary emergency contact can verbally communicate in English: **Yes** ___ **No** ___

The primary contact can communicate in writing in English: **Yes** ___ **No** ___

If no, please indicate their primary language: _____

Alternate Contact

Name: _____ Phone #: _____

Address: _____ Relationship to Student: _____

*At least one of the emergency contacts should reside in the United States.

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2020 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
October 1, 2020.



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, 2020)

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.