



# Benjamin N. Cardozo School of Law Student Handbook

2024-2025

**Yeshiva University, Benjamin N. Cardozo School of Law**

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## WELCOME TO CARDOZO SCHOOL OF LAW

Dear Students,

Welcome to the 2024-2025 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,

*Jenn Kim*

Dean of Students

Associate Dean of Student Services & Advising, Diversity & Inclusion

Deputy Title IX Coordinator

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## ABOUT THIS CATALOG

Unless otherwise stated in this document, this catalog supersedes all previously published rules and regulations, announcements, statements, catalogs, and academic information and policies with which it is inconsistent.

The rules and regulations set forth in this Handbook are binding on 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, effective at the time they enroll. 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 tuition, fees, course offerings, regulations, policies, admission and graduation requirements, and any other material set forth in its Bulletin or Handbook at any time without prior notice. Changes become effective when posted online. However, students may continue a course of study in effect at the time they enrolled provided that they complete the program within the specified time period. This catalog, posted on the Cardozo website, is the official catalog. Printed versions are copies of the catalog. If there are corrections or changes, they will be published on the Cardozo website.

## BENJAMIN N. CARDOZO SCHOOL OF LAW

The Benjamin N. Cardozo School of Law has three fundamental and mutually reinforcing goals: to provide a fully rounded and rigorous legal education that blends theoretical and practical approaches; to create and sustain an intellectual environment that values and supports imaginative and groundbreaking scholarship; and to strengthen society as a whole by shaping solutions to the pressing legal problems of the day.

Historically the law school has worked to be inclusive and to open the doors of legal education to those from underrepresented or marginalized groups in the legal education and in the profession. That tradition continues today as we actively invest in initiatives to make our campus welcoming to people of all backgrounds, races, sexual identity and religious affiliations. The Cardozo community is open, supportive and personal. The animated debate in and outside of classrooms is respectful of diverse perspectives. We know that diversity is key to our strength as an intellectual and professional community. Students and faculty recognize the critical role attorneys play in protecting the rights of all people.

## UNIVERSITY POLICIES

### Accreditation

Among other agencies, Yeshiva University is accredited by the Middle States Commission on Higher Education and authorized by the New York State Board of Regents.

Cardozo School of Law is accredited by the American Bar Association.

### Non-Discrimination & Harassment

Yeshiva University complies with all federal, state and local regulations governing Non-Discrimination and Harassment including Title VII of the Civil Rights Act of 1964 and Title IX of the Education

Amendments Act of 1972. University and the Benjamin N. Cardozo School of Law are 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.

University-wide policies and procedures pertaining to discrimination and harassment have been established, both as a legal obligation under applicable law and as a visible and formal expression of institutional policy. [Click here for the University's Non-Discrimination and Anti-Harassment Policy and Complaint Procedures](#). This policy includes information about filing a report, seeking a response and options for confidential disclosure. The University will respond to all complaints promptly, thoroughly, and impartially.

If a student believes that they have been the victim of improper discrimination, harassment, intimidation or assault, they are encouraged to speak to the Dean of Students in room 1000 (646-592- 6420). If you require emergency assistance, please dial 911 or contact the Cardozo Law Security Desk at 646-592-6575.

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

Chaim Nissel, PsyD, University Dean of Students Yeshiva University  
Wilf Campus, 2495 Amsterdam Avenue, Room 806 New York, NY 10033  
Phone: 646-592-4201  
Email: [Drnissel@yu.edu](mailto:Drnissel@yu.edu)

Retaliation is prohibited against anyone who filed and/or participated in the investigation of a complaint, even if the complaint is unsubstantiated. 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.

## Privacy

In accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, as amended (20 U.S.C. § 1232g), also known as "FERPA," Yeshiva University has adopted certain policies to protect the privacy rights of its students with respect to their education records. FERPA affords students certain rights of access to their education records. FERPA also limits the persons to whom the University may disclose a student's education records and permits certain disclosure without the student's written permission. Please visit [www.yu.edu/ferpa](http://www.yu.edu/ferpa) to obtain the Yeshiva University FERPA Policy Statement.

## Program Codes

All programs are registered by the New York State Education Department and meet its educational requirements.

HEGIS Code	Program Code	Title	Degree
0499	33682	Certificate in Bioethics*	Adv. Certificate
0499	33683	MS in Bioethics*	Master of Science
1499	35416	Certificate in Dispute Resolution**	Adv. Certificate
1499	28682	LLM in Comparative Legal Thought	Master of Laws
1499	33835	LLM in Dispute Resolution and Advocacy	Master of Laws
1499	21485	LLM in General Legal Studies	Master of Laws
1499	21486	LLM in Intellectual Property	Master of Laws
1401	76087	JD in Law	Juris Doctor
1499	37487	JSD in Law	Doctor of Science of Law

\*These programs are offered jointly with Albert Einstein College of Medicine.

\*\*The certificate in Dispute Resolution is not a standalone certificate and is only awarded to students in the JD program who apply and meet the requirements

## Safety and Security

### University Crime Statistics

Yeshiva University takes its responsibility for on-campus security very seriously and makes every effort to offer its students, faculty and staff a safe and comfortable environment by working closely with the local community and with law enforcement agencies. The University's Advisory Committee on Campus Safety will provide, upon request, all campus crime statistics as reported to the U.S. Department of Education. The U.S. Department of Education maintains campus crime statistic information on its [website](#). In addition, the University's annual security reports, which includes all campus crime statistics, and the University's annual fire safety reports are available on the [University's website](#) or may be obtained from the University's Chief of Security, Paul Murtha ([212-960-5221/security@yu.edu](mailto:212-960-5221/security@yu.edu)).

The annual security report for each campus includes:

- campus crime statistics for the most recent calendar year and the two preceding calendar years;
- campus policies regarding procedures and facilities to report criminal actions or other emergencies on campus;
- policies concerning the security of and access to campus facilities;
- policies on campus law enforcement;
- a description of campus programs to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others;
- campus crime prevention programs;
- policies on illegal drugs and alcohol;
- where information provided by the State on registered sex offenders may be obtained; and

- policies on campus sexual assault programs aimed at the prevention of sex offenses and procedures to be followed when a sex offense occurs.

### 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](#).

More information regarding the safety and security at Cardozo can be found online at the “Emergency and Procedures” section on the [University’s Security Department](#) website. Additional information is also available in the “[Security](#)” section of this Handbook.

### Missing Student Policy

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 detailed policy can be found [here](#).

### Student Conduct and Student Rights

Please visit our policy [website](#) and review the University policies on student conduct and student rights, including:

- Bullying and Hazing Policy
- Drug and Alcohol Policy
- Pet Policy
- Romantic Relationships Policy
- Smoke-Free Environment Policy
- Student Bill of Rights
- Student Complaint Policy
- Title IX (Non-Discrimination and Anti-Harassment Policy)
- Weapons Policy

### Title IX Student E-Learning Courses

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.**

## Use of University Name

The name and logos of Yeshiva University, as well as of its constituent schools (the “Marks”), are owned by Yeshiva University. Students may use the Marks to identify their attendance at Yeshiva University and/or its constituent schools but may not use their University status (or any of the Marks) in any manner which could be construed as implying University (or school) endorsement of any statement, product or service. Any other use of the Marks or any of their components in print or digital/electronic media (including on any product or service) is prohibited without written permission from the Office of the General Counsel.

For use of the Marks by official student organizations and clubs, please see “Use of Yeshiva University Marks by Student Organizations and Clubs”.

## CODE OF CONDUCT

### Disciplinary Code, Rules and Procedures

#### PREAMBLE:

Students are expected to adhere to the highest ethical and professional standards in all of their conduct within the law school and legal communities. Students who violate these standards may be subject to disciplinary action.

Reporting Possible Violations: All Cardozo personnel and students are expected 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.

#### Article I: Academic Integrity

- A. The submission by a student of any examination, course assignment, or degree requirement is assumed to warrant that the thoughts and expressions therein not expressly credited to another are the student’s own.
- B. Student conduct for which disciplinary action may be taken shall include, but not be limited to, commission of any of the following acts:
  1. Law School Examinations. 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, by telephone (cell or otherwise), or through any electronic medium, with another person, except a representative of the Office of Student Services, 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.
  - g. Retaining examination questions after the administration of an in-school exam.
  - 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 or another person on a take-home examination without the prior express permission of the instructor.
  - k. Using artificial intelligence tools, such as ChatGPT or other similar tools, during an exam, unless specifically authorized on the exam.
2. Other Academic Work. Plagiarizing the work of another person or entity or engaging in unauthorized collaboration in any area of a student's work, including but not limited to, papers, journal notes, writing or oral 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.

The use of the output of an artificial intelligence tool (such as ChatGPT or other similar tools) without attribution is plagiarism, just as it is for human-authored works. Thus, plagiarism also includes, but is not limited to:

- a. Representing the output of an artificial intelligence tool as the student's own work.
  - b. Failing to attribute to the use of an artificial intelligence tool any quotation, paraphrase, particular facts or information, or ideas taken from the output of that tool.
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 as outlined in the "Writing Requirement and Paper Limitations" section of the Handbook.



## Article II: Non-Academic Misconduct

- A. In addition to conduct of an academic nature, student conduct for which disciplinary action may be taken shall include, but not be limited to, commission of any of the following acts:
1. Misappropriating notes, books, property, or services from other students or from the Law School.
  2. 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. Yeshiva University's complete FERPA policy can be viewed [here](#).
  3. 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.
  4. Wrongfully depriving members of the Law School community of books, materials, or services otherwise available.
  5. Wrongfully interfering with or disrupting any of the Law School's educational programs, events, or academic exercises. Entering without permission any office of a faculty or staff member. Remaining in any office, building or facility after being directed to leave by any law school or university faculty or staff member.
  6. 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.
  7. Making or disseminating a recording in violation of the Recording Policy without a privileged purpose for doing so.
  8. Engaging in conduct or speech in violation of the Freedom of Expression Policy.
  9. Engaging in other reprehensible conduct with respect to the law school, including, without limitation, harassment of anyone in the Law School community, including faculty, administration, staff or students.
    - a. "Harassment" means physical contact, verbal conduct, written communication (including electronic communications on social media, group chats, or individual texts), and/or nonverbal conduct such as gestures or facial expressions that is:
      - i. directed at, or about, an individual or specific individuals, and
      - ii. derogatory or demeaning.

- b. Reprehensible conduct includes, without limitation, the posting of a fellow student's image or identifying information on social media (or any similar broadly available medium) in a manner or context likely to subject that individual to harassment.
- c. Conduct that a reasonable person would consider as petty slights or trivial inconveniences does not rise to the level of harassment under this Code.

### Article III: Jurisdiction

- A. Academic Misconduct. Initial jurisdiction over alleged academic misconduct, including but not limited to the conduct described in Article I, shall lie with the Academic Standards Committee ("the Committee"). In the event the Committee decides to refer a matter for a hearing, jurisdiction of the matter will move to the Hearing Panel, which shall be comprised of members of the Judicial Board. Decisions of the Hearing Panel will be appealable to the Dean, under the procedures described in Article V.
  - 1. The Committee shall be annually appointed by the Dean and shall consist of no fewer than five full-time members of the faculty. 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 need not require a formal meeting but can be made in any reasonable manner including by consent given in writing, telephonically or electronically.
  - 2. The Judicial Board shall be annually appointed by the Dean and shall consist of five or more full-time members of the faculty. In the event a hearing is necessary under the procedures in Article V below, the Hearing Panel shall consist of three faculty members, appointed by the Vice Dean from the members of the Judicial Board.
- B. Non-Academic Misconduct. Jurisdiction over alleged non-academic misconduct, including but not limited to conduct described in Article II, shall lie with the Office of the Dean, unless the Dean chooses to delegate jurisdiction of the matter to the Committee.
- C. Faculty Discretion. Nothing in these rules shall limit the authority of an individual full-time, non-visiting faculty member to set requirements for individual courses taught by that faculty member (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 relating to the course, including failure in the course or reduction of grade for the course.

### Article IV: Preliminary Investigation of Alleged Academic Misconduct

- A. Commencement of Action, Academic Misconduct.
  - 1. **Initiation of Investigation:** If, upon receiving a report of a possible violation, the Vice Dean or the Dean of Students determines that the matter is of an academic nature and warrants further investigation, the Vice Dean or Dean of Students shall refer the matter to the Chair (the "Chair") of the Committee. If the matter is of a non-academic nature,

the Dean, or if the Dean so designates, the Vice Dean, will determine whether the Dean's office should retain jurisdiction over the matter, which will be pursued under the procedures described in Article VII, or whether it should be referred to the Committee for further action under the procedures of this Article IV and Article V.

2. Upon referral by the Vice Dean or Dean of Students, the Chair may conduct a preliminary investigation of the matter, or appoint, from among the Committee's faculty members, a Factfinder to conduct a preliminary investigation. The Chair or 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.
- B. Preliminary Consideration. After receiving a report of a possible violation, and considering the report of the preliminary investigation, if any, the Committee may:
1. Decide to dismiss the matter, with or without prejudice to reconsideration,
  2. Propose to the student a disposition without a hearing, with suggested sanctions, or
  3. Proceed to the provisions of Article V.

If the Student elects to accept a 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, unless otherwise specifically described in the disposition. A copy of the signed disposition shall be given to the Student and the Dean of Students.

#### Article V: Hearings (Academic Misconduct)

- A. Issuance of Charge.
1. In the event a matter is not resolved under the procedures described in Parts B1 and B2 of Article IV, the Committee may vote to issue a charge and proceed to refer the matter for a Hearing if it is satisfied that such action is warranted.
  2. The Committee shall provide to the student prompt written notification of any such charge in the same manner set forth below.
  3. It is possible that an investigation will result in no Charge being issued. The Committee may also annul any Charge at any point.
  4. If following the issuance of a charge, the matter is not otherwise resolved, the matter shall proceed to a hearing.
- B. All notices required by these rules shall be delivered by (1) personal delivery, or (2) email to the YU email address of the Student.
- C. Establishment of Hearing Panel.

1. If the Committee votes to issue a charge, and the matter is not otherwise resolved, the Chair shall refer the matter to the Vice Dean, who shall appoint from the members of the Judicial Board three faculty members to conduct the Hearing (the "Panel"). The Vice Dean shall appoint a Head of the Panel from the faculty members of the Panel.
2. Following creation of the Panel, the Chair of the Committee shall act as "Manager" of the matter or shall appoint another member of the Committee to act in that role. The Manager shall present the Committee's findings to the Panel and participate in the hearing under the procedures established below.
3. If the alleged conduct by the student relates to a particular course, then the faculty member teaching that course should not act as a member of the Panel or as Manager.
4. The Head of the Panel shall send notice of the hearing to the Student, containing the following information:
  - a. A copy of the charge.
  - b. The proposed date and time for the hearing. The Head of the Panel may consult the Chair and the Student or the Student's Advisor and members of the Panel to find a mutually convenient meeting time, but the Head may set any reasonable time not less than seven calendar days from the time notice is issued, unless the Student and the Head agree to an earlier date.
  - c. The right of the student to have an Advisor present under the rules below.
  - d. The range of possible 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.
  - e. The fact that the Panel may consider prior conduct of the student reported to the Committee that either resulted in dismissal without prejudice or disciplinary probation.
5. Pre-Hearing Disclosure of Information: The Manager 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, all documents that they anticipate presenting at the Hearing, and, in the case of the Student, whether an Advisor (discussed below) shall attend the meeting.

D. Conduct of the Hearing.

1. At the Hearing, the Manager 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.
  2. The Hearing shall be closed. 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.
  3. 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.
  4. The Advisor: The Student shall be entitled to the assistance of any one person as an Advisor, at the student's sole expense. The Advisor may accompany the Student to the Hearing and may question witnesses on the Student's behalf, but may not testify as to facts unless invited to do so by the Panel.
  5. Rules of Evidence: Formal rules of evidence shall not apply, and the Head 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.
  6. Prior Conduct: If the Committee has previously considered conduct of the student resulting in either dismissal without prejudice or disciplinary probation, whether or not there was a hearing, the Panel may consider such prior conduct in its deliberations and report.
- E. Disposition Prior to Conclusion of the Hearing. At any time during the Hearing, the Panel may propose to the Student and the Manager suggested sanctions in settlement of the case. If accepted, the settlement shall be signed by the Student and the Manager 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.
- F. Panel Deliberations and Sanctions. Following the Hearing 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 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 their time in school or if the Student fails to abide by conditions the Panel imposes as part of its sanction.

- G. 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 notice under Article V.B.
- H. Appeal. The Student may appeal an adverse decision by the Hearing Panel to the Dean, by filing notice of appeal with the Vice Dean not later than 10 days after receiving service of the Panel's decision. The Panel shall deliver to the Dean the entire record of the hearing no later than 10 days following the Vice Dean's receipt of the notice of appeal. The Manager and the Student may make written submissions to the Dean. In reviewing the matter, the Dean shall defer to the decision of the Panel unless they find the Panel's findings of fact are clearly erroneous, or the sanctions represent an abuse of discretion. Following consideration of the matter the Dean may affirm the Panel's decision, reverse it, or reverse it and remand the matter to the Panel for further proceedings. If the Dean affirms the Panel's decision, the Dean may reduce but may not increase the sanction imposed by the Panel. The decision of the Dean shall be final.

#### 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.

#### Article VII: Procedures (Non-Academic Misconduct)

##### A. Conduct Involved.

1. Enumerated Actions: Article II of these rules lists multiple types of misconduct which are not or may not be essentially academic in nature. Conduct described in that Article will be subject to the rules described in this Article, unless the Dean chooses to delegate consideration of the matter to the Committee, in which case the provisions of Articles IV and V will govern.

2. Nothing in these rules will limit the Dean's authority to enforce the financial or academic rules of the School, and other principles of appropriate conduct, or to deal with an emergency.

B. Procedures.

1. 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 substantially non-academic in nature, the Dean of Students or their designee will investigate the alleged violation.
  - a. Investigation: The Dean of Students will meet with the Student and may interview other persons with information about the alleged conduct, including the person, if any, who reported the alleged conduct. If the Dean of Students determines there is reason to believe that a violation has been committed, they will inform the Vice Dean.
  - b. 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.
  - c. Notice: The Vice Dean will notify the Student, under the method described in Article V, of the following information: a description of the matter under consideration, possible sanctions, 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 Conference with the Dean and/or Vice Dean.
2. Conference.
  - a. Attendees: The Dean and/or the Vice Dean will attend the Conference. The Student must attend, and the Student shall be entitled to the assistance of any one person as an Advisor, at their sole expense, who may accompany the Student to the Conference. In addition, the Dean of Students may attend the Conference. Additional attendees are subject to the approval of the Dean or Vice Dean.
  - b. Conference: At the Conference the Dean or Vice Dean shall have the opportunity to question the student regarding the alleged conduct, and the student shall be given the opportunity to rebut the allegations. Either may present such evidence as the Dean determines relevant.
  - c. Determination: The Dean or Vice Dean shall consider the matter and determine an appropriate sanction, if any, 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 or Vice Dean will notify the Student of their decision in writing. Copies of the decision will be filed in the Office of the Dean of Students, and if appropriate, the Office of the Registrar.

3. Appeal. The decision of the Dean shall be final. If the decision is rendered by the Vice Dean, the Student may seek review of the decision by the Dean. 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 Vice Dean's decision. The Dean shall sustain the Vice Dean's decision unless they determine that it represents an abuse of discretion.
4. Summary Disposition. At any time before or during the Conference, 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. At any time before, during, or after a Conference, the Dean or Vice Dean may decide to dismiss or not further pursue the matter, with or without prejudice to reconsideration.

## Recording Policy

Rationale: Recordings of law school classes, events, and meetings can serve legitimate educational purposes. At the same time, the law school seeks to foster an atmosphere of trust and to encourage the free and open exchange of ideas.

Policy: The law school may make or authorize the making of recordings in furtherance of its academic mission. Individual law school community members are subject to the following restrictions:

- **Classes:** Students and other class participants may not record course content, such as lectures or review sessions, without the advance permission of the course faculty member or the Office of Student Services. Where permission has been granted to make a recording (or a recording made by the law school has been legitimately obtained), the recording should be used for educational purposes only and may not be shared beyond the class members without the consent of all participants who were recorded.
- **Events:** At large public events where it is customary for participants to take photos and videos, such as commencement, recordings are permitted for personal use. At other events open to law school community members, recordings are permitted for personal use unless specifically restricted by the event sponsor, and such recordings may not be shared beyond the event participants without the consent of all participants who were recorded.
- **Meetings:** Participants in meetings may not record such meetings without the permission of all participants. Where permission has been granted, the recording may not be shared beyond the meeting participants without the consent of all participants who were recorded.

Any recording otherwise permitted by this policy must be open and overt, and not surreptitious.



## Freedom of Expression Policy

### Introduction

The Benjamin N. Cardozo School of Law is committed to a robust and vigorous intellectual life in and out of the classroom in which ideas are explored, theories assessed, and opinions evaluated. Central to this engagement is the freedom to engage in unfettered discourse, argumentation, discussion, and debate both in writing and orally. Freedom of thought, freedom of speech, and freedom of expression in all forms are prerequisites to the fulfillment of the law school's educational and scholarly mission.

Accordingly, Cardozo has the responsibility to ensure an environment in which conflicting ideas and opinions may be expressed and challenged. Indeed, the exchange of differing ideas, opinions, and facts is essential to the explication and assessment of truth, however the concept of truth may be understood. For this to occur, to encourage open and candid exchanges, it is important that the exercise of the freedoms central to the law school's mission be characterized by respect and courtesy, even between those with fundamental disagreements or toward those whose views are controversial, unpopular, or offensive.

Underlying the commitment to freedom of expression and respectful disagreement is the conviction that adherence to these principles will enhance the assessment of the scrutinized ideas or opinions, the belief that doing so will strengthen mutual understanding of differing perspectives, and the hope that it will diminish distrust and disagreement.

### General Principles

Members of the Cardozo community are free to disagree, criticize, contest, or protest the ideas and opinions of other members of the community, or of invited speakers. But such disagreement, criticism, or protest must be peaceful and may not obstruct, disrupt, or interfere with the functioning of either internal or public events, even if some members of the community consider the views expressed fundamentally objectionable or offensive.

### Specific Policies

1. Except as set out in the following paragraphs, all members of the Cardozo community and invited guests of members of the Cardozo community are free to express themselves as they wish. With only narrow exceptions (set out below), the law school does not police the messages or viewpoints expressed within its walls.

2. The law school prohibits conduct or speech that disrupts or hinders freedom of expression or meaningfully interferes with or disrupts routine law school activities such as classes, public lectures, scholarly conferences, panel discussions, student group meetings, or student-sponsored public events. Picketing, distributing literature, and similar activities outside a room in which a person is speaking are permitted, but must not impede access to the room or interfere with the ability to hear or be heard inside the room. In the room, it is not permitted to shout, chant, play music, or otherwise make noise that interferes with a speaker's ability to be heard, to obstruct the view of attendees by holding up signs or standing between speaker and audience, or to physically obstruct access to, or egress from, a room where a speaker or speakers are being presented. Displaying a sign, wearing significant/symbolic clothing, standing, or otherwise protesting noiselessly is permitted unless the protest interferes with the audience's view or prevents the audience from paying attention to a speaker. Displaying signs or remaining standing is restricted to the back of a room.

3. The following types of speech<sup>1</sup> are prohibited at Cardozo and on any on-line platform or forum sponsored by the law school and can be sanctioned.

- a. Speech that violates the law.
- b. Speech that falsely defames an individual.
- c. Speech that constitutes a true threat.
- d. Harassment<sup>2</sup> or verbal abuse<sup>3</sup> of any member of the Cardozo community, including the posting of a student's image or identifying information on social media (or any similar broadly available medium) in a manner or context likely to subject that individual to harassment.
- e. Speech that constitutes an unwarranted invasion of privacy or an unauthorized disclosure of confidential information.
- f. Speech that creates a serious risk to the physical safety of members of the Cardozo community.
- g. Speech that promotes hatred based on race, religion, ethnicity, national origin, gender, gender expression or sexual orientation.

4. In inviting speakers to the law school, students are encouraged to weigh the potential harms and benefits of any contemplated event. Speech that degrades or dehumanizes any member of our community tends to impede rather than advance thoughtful discourse. However, bad choices in this realm will not subject any student to discipline.

5. Postings of fliers, notices, messages, and other hard copy items must comply with the law school's rules for "Bulletin Boards and Flyers," which are set out below.

6. The law school may adopt additional rules and regulations pertaining to freedom of expression so long as such policies are consistent with the fundamental values expressed herein, are not in violation of the law, and are clearly disclosed in writing to all faculty, students, and staff prior to their affiliation with the law school. To the extent that existing appointment letters, agreements, or university-wide employment regulations pertinent to the law school contain statements inconsistent with the freedom of expression policies set forth herein, those narrow exceptions are not superseded by this policy statement.

## Rules for Bulletin Boards and Flyers

### General Information

The posting of paper flyers is limited to bulletin boards. 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:

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<sup>1</sup> Throughout this document, the term "speech" refers to both oral and written communication.

<sup>2</sup> "Harassment" is defined in the Yeshiva University Non-Discrimination and Anti-Harassment Policy, which is incorporated by reference herein.

<sup>3</sup> Restrictions on verbal abuse of students are elaborated in the Yeshiva University Anti-Bullying and Hazing Policy for Students.

- 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 or of an event on the website 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 either on bulletin boards or online that does not meet the requirements stated above will be removed.

#### Notices from Cardozo Administration

Students are encouraged to check the official Cardozo administration bulletin boards on the first floor for resources and helpful information posted there. During the final exam period, students are required to check the bulletin boards for room assignments. 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.

#### Memo on 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>4</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

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<sup>4</sup> BLACK'S LAW DICTIONARY

action may be taken for copyright infringement.<sup>5</sup> Furthermore, in some instances, discipline can include court-imposed sanctions.<sup>6</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;
- b. Failing to attribute to its source any quotation, paraphrase, particular facts or information, or ideas taken from that source. Please refer to the "[Disciplinary Code, Rules and Procedures](#)" section of this Handbook.

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.

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>7</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. . . ."

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<sup>5</sup> See *id.* (citing PAUL GOLDSTEIN, COPYRIGHT'S HIGHWAY 12 (1994)).

<sup>6</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>7</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*]).

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>8</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 Plagiarism and How to Avoid These Mistakes

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

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

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>9</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>10</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

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<sup>8</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

<sup>9</sup> See *Avoiding Plagiarism in Law School*, *supra* note 7.

<sup>10</sup> See Laney, *supra* note 6 at 41.

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.

## PROGRAM DESCRIPTIONS

### Juris Doctor (JD)

#### Degree Requirements and Overview

The JD program is an 84 credit, full-time program. In order to graduate from Cardozo with the degree of Juris Doctor (JD) a student must:

- satisfy any conditions of admission to the law school,
- complete a minimum of 84 credits while complying with credit limits as set forth in the section “Credit Limits” below,
- achieve a final cumulative GPA of 2.4 or higher,
- pass all required courses (e.g., the first-year curriculum and Advanced Legal Research)\*,
- satisfy the relevant upper-level core course requirement,
- satisfy the upper-level writing requirement,
- satisfy the professional responsibility requirement,
- satisfy the race and the law requirement,
- complete a minimum of six (6) experiential credits,
- complete conditions imposed as a result of lower GPA, when applicable,
- complete the foregoing within five years of the date of initial matriculation in law school,
- 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,
- submit an “Application for Degree” and complete a “graduation check” with the Office of Student Services and Advising,
- have approbation of the faculty, and,
- while not a requirement for graduation, every applicant to the New York State Bar must demonstrate that they have completed 50 hours of qualifying pro bono work, passed the New York Law Course and New York Law Exam, and passed the Multi-State Professional Responsibility Exam (MPRE).

\*Students must complete the Advanced Legal Research course by the end (Spring semester) of their 2L year. The 2L year does not include the summer after the 2L Spring semester.

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

#### Course Load and Full Time Status

##### *JD First Year (1L)*

During the 1L year, JD students are registered for a prescribed set of courses for a total of 30 credits. There are no elective first-year courses. Refer to the Program Requirements section for additional information regarding the 1L curriculum.

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. Students who are permitted to drop a first-year course must retake the course once they return and it is offered again.

#### *Upper-Level JD Students*

The JD program is a full-time program. 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. Upper-level (UL) JD students are permitted to take a maximum of 16 credits during the Fall and Spring semesters; however, they are strongly advised against doing so as this is an extremely heavy course load. Students should carefully consider whether this is the best course of action and may wish to consult with an advisor in the Office of Students Services and Advising (OSSA). UL JD students must take a minimum of 12 credits during the Fall and Spring semesters with the exception of the final semester before they graduate. During the final semester, UL JD students may take a minimum of 10 credits if they have not already done so in a prior semester and if by doing so, they will still meet the graduation requirements for the upcoming degree date.

A student with special circumstances who needs to take less than 12 credits in one semester (besides their last semester) must receive prior written permission from the Dean of Students. Please note that Cardozo will not be responsible should a student fall below full-time status in any given semester, and, as a result, lose their eligibility for loans, insurance coverage or any other benefits and privileges dependent on full-time student status.

Winter and Summer intersession courses with separate registration periods do not count towards the 12-credit semester minimum or 16-credit maximum during the Fall and Spring semesters.

#### *JD Residency Requirement*

In order to graduate, JD candidates must attend law school full-time as defined in the "[Course Load and Full Time Status](#)" section above for at least 4 upper-level semesters. Students who earn 84 credits after only 3 upper-level semesters do not fulfill Cardozo's residency requirement for graduation.

In addition, JD students who spend their first year at Cardozo must successfully complete a minimum of 54 credits and 4 full-time semesters (or 3 1L semesters and 2 full-time UL semesters for May-entry students) at Cardozo, regardless of how many transfer credits are accepted from another institution.

JD students who spend their 1L year at another ABA law school and transfer to Cardozo must successfully complete a minimum of 3 full-time semesters and 42 credits at Cardozo in order to graduate from Cardozo.

Participation in Cardozo's intersession programs, or credit-granting summer or winter programs at other institutions, does not count towards fulfillment of the residency requirement.



### Time Limitations

The JD program is structured to be a full-time, 3-year program; however, students in the JD program must complete the degree requirements within five years of the date of initial matriculation in the JD program.

Students who go beyond the 5-year limit for the JD program will need permission from the Dean of Students to continue their studies at Cardozo. If permitted to continue, these students may be required to take additional, more current, coursework. Students who go beyond the time limitations for their program may become ineligible to sit for the bar examination.

### First Year (1L) Required Curriculum

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:

Fall Entrants	
FALL (15 credits)	SPRING (15 credits)
LAW 6202 - Elements of the Law (2 cr)	LAW 6501 - Constitutional Law I (3 cr)
LAW 6001 - Contracts I (2 cr)	LAW 6002 - Contracts II (3 cr)
LAW 6300 - Civil Procedure (5 cr)	LAW 6101 - Criminal Law (3 cr)
LAW 6703 - Torts (4 cr)	LAW 6403 - Property (5 cr)
LAW 6790 - Lawyering & Legal Writing I (2 cr)	LAW 6793 - Lawyering & Legal Writing II (1 cr)
LAW 6010 - Professionalism & Legal Practice (0 cr; P/F)	LAW 6010 - Professionalism & Legal Practice (0 cr; P/F)

May Entrants		
SUMMER (10 credits)	FALL (11 credits)	SPRING (9 credits)
LAW 6202 - Elements of the Law (2 cr)	LAW 6300 - Civil Procedure (5 cr)	LAW 6501 Constitutional Law I (3)
LAW 6003 - Contracts (5 cr)	LAW 6703 - Torts (4 cr)	LAW 6403 - Property (5 cr)
LAW 6101 - Criminal Law I (3 cr)	LAW 6790 - Lawyering & Legal Writing I (2 cr)	LAW 6793 - Lawyering & Legal Writing II (1 cr)
	LAW 6010 - Professionalism & Legal Practice (0 cr; P/F)	LAW 6010 - Professionalism & Legal Practice (0 cr; P/F)

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.

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.



Students who fail a 1L course are required to retake the course the next time it is offered even if they meet the minimum 2.4 GPA requirement to continue in the program. For information regarding minimum academic standards, refer to the "[Maintenance of Academic Standing and Standards for Academic Dismissal](#)" section of this Handbook.

### Upper-Level Requirements

The second-year (2L) and third-year (3L) curriculum is almost entirely elective with the exception of the requirements and limits mentioned in the following sections.

#### *UL Core*

All JD students must take a minimum of five (5) of the following thirteen (13) core courses prior to graduation.

LAW 7521 Administrative Law  
 LAW 7251 Comparative Law\*  
 LAW 7342B Conflicts of Law  
 LAW 7502 Constitutional Law II  
 LAW 7060 Corporations  
 LAW 7118 Criminal Procedure  
 LAW 7330 Evidence  
 LAW 7711 Family Law  
 LAW 7301 Federal Courts  
 LAW 7601 Federal Income Tax  
 LAW 7261 International Law  
 LAW 7211 Jurisprudence  
 LAW 7441 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 core course. Students must fulfill the remaining four (4) UL core courses at Cardozo.

Students who have not met the 1L minimum GPA requirement will be required to meet an additional core course requirement. Please refer to the "[UL Course Requirements for Students with 1L GPA Below 3.1](#)" section.

#### *Advanced Legal Research*

All JD candidates are required to successfully complete the Advanced Legal Research course (LAW 7790). Participation in journals, internship-related research or any other activities involving research cannot be substituted for the class.

JD candidates must successfully complete an Advanced Legal Research (ALR) course **before or during** their 2L year. The course can be taken during the summer immediately before 2L; the Fall or Spring of the 2L year; or the winter session of the 2L year. For students participating in an in-house clinic, ALR must be taken concurrently with or before that clinic. For students taking a full-year clinic, ALR must be taken concurrently with or before the fall semester of that full-year clinic.

### *Professional Responsibility*

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. To fulfill the requirement, students may take Professional Responsibility (LAW 7753), Ethics for Business Attorneys (LAW 7757), Ethics in Litigation (LAW 7759), or any other course listed on the course schedule designated as meeting the professional responsibility requirement.

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.

### *Race and the Law*

Consistent with Cardozo's core mission of ensuring all graduates are culturally competent, JD students must demonstrate an understanding of the legal doctrines, policies, and practices that have allowed structural racism and racial injustice to persist.

JD students must successfully complete one (1) upper-level course on race and the law. Certain clinics and skills-based courses may satisfy the requirement, and a full list of qualifying courses will be listed in the registration materials posted each semester.

### *Experiential Credits*

All JD students are required to complete six (6) experiential credits (also referred to as skills credits). The Banner course schedule will indicate which classes can be used to satisfy the experiential credit requirement.

Note: only up to two (2) credits earned in field clinics or externships can be applied to the experiential credit requirement.

### *Non-Academic Credit Limits*

JD students are limited in the number of non-academic credit they may count towards the 84 credits required to receive the degree. Students who exceed the non-academic credit limits indicated below will need to register for additional credits above the 84 required.

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

Field work for the following:

- Alexander Fellows Practicum (10 credits),
- Pro Bono Scholars Practicum (10 credits),
- Prosecutor Practicum (10 credits);

Both field work and classroom work from:

- The Fashion Law Practicum,

- field clinics and externships;
- journals;
- Moot Court, ADR Competition Honor Societies, and all competition teams (e.g., Trial Team);
- independent research;
- “Legal Practice” course (LAW 7825);
- teaching assistant;
- 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)

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 Bet Tzedek Clinic Practicum;
- Advanced Criminal Defense Clinic Practicum;
- Advanced Filmmakers Legal Clinic Practicum;
- Advanced Securities Arbitration Clinic Practicum;
- Advanced Mediation Practicum;
- Bet Tzedek Clinic;
- Civil Rights Clinic;
- Criminal Defense Clinic;
- Divorce Mediation Clinic;
- Filmmakers Legal Clinic
- Human Rights and Atrocity Prevention Clinic;
- Immigration Justice Clinic;
- Innocence Project;
- Mediation Clinic;
- Patent Diversity Project Clinic
- Securities Arbitration Clinic;
- Tech Start-up Clinic;

The classroom seminar component for:

- Alexander Fellows (2 credits),
- Prosecutor Practicum (2 credits),
- Pro Pono Scholars Practicum Seminar (2 credits)

Students interested in pursuing for-credit, non-academic courses such as journals, competition teams, in-house clinics, field clinics, externships, teaching assistant positions, or independent research should refer to their respective sections of this Handbook for information regarding credit limitations and requirements.

### *UL Course Requirements for Students with 1L GPA Below 3.1*

Students who finish their first-year courses with GPAs of 3.099 or below must satisfy the following requirements in addition to those required of all students:

- Completion of Legal Analytic Methods (LAW 7839) in the third year (3L) spring term; and
- Completion of at least four (4) out of the following six (6) courses. These four (4) courses may also be counted toward the UL Core Course Requirement described in the “[UL Core](#)” section above:
  - Constitutional Law II,
  - Corporations,
  - Criminal Procedure,
  - Evidence,
  - Family Law,
  - Trusts and Estates

### *Students Subject to Academic Guidance*

Students whose GPAs fall **below 2.6** for any individual semester, 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 Success to develop and implement effective studying practices. Students may be released from this requirement only when the Director of Academic Success, in consultation with the Academic Standards Committee, determines that the student has made sufficient academic progress to warrant release.

Students whose term or cumulative GPA falls below 2.6 during or at the end of their 1L year are required to take the two (2) credit Remedies and the Law (LAW 7372) course during the Fall of their 2L year.

### *Writing Requirement and Paper Limitations*

#### *Writing 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:

- Present, in the aggregate, opportunities for research, analytical reasoning and writing, equivalent to those presented by a substantial written project; and
- 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.

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*.

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 course list and the Banner course schedule. 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.

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 from the Registrar website.

#### 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 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.

## Certificate in Dispute Resolution

JD students who wish to obtain a certificate in Dispute Resolution must obtain fifteen (15) credits in courses that satisfy four (4) of the five (5) dispute resolution competency requirements, including:

1. Negotiation
2. Mediation
3. Arbitration
4. Dispute Resolution Processes
5. Interviewing and Counseling

Students must also complete sixty (60) hours of work in a dispute resolution related clinic or externship. Dispute resolution clinics include the ADR Field Clinic, the Divorce Mediation Clinic, the Mediation Clinic, and the Securities Arbitration Clinic.

Lastly, students must fulfill a writing requirement through completion of a minimum twenty (20) page paper on a subject related to conflict resolution. Certificate applicants should seek advanced approval of their writing project from the Director or Associate Director of the Kukin Program for Conflict Resolution to ensure that it meets the criteria for the certificate.

JD students can apply for the certificate program during the Fall of their third (3L) year. Students who will meet the requirements of the certificate by the end of their 3L year will be accepted into the program and will receive the certificate in conjunction with their JD degree. A notation will also appear on their official transcript. Additional information about the program and application requirements can be found [online](#).

## JD/MBA

### About

Cardozo School of Law offers a comprehensive dual JD/MBA degree program with Yeshiva's Sy Syms School of Business. This comprehensive dual degree provides students with the knowledge, skills and legal expertise of a law degree plus the expertise in management and marketing derived from an MBA.

For more information, visit the JD/MBA program [website](#).

### Admission

Candidates for the dual degree program must apply and be admitted to each school separately. Admission to one school does not guarantee admissions to the other, although it may be a factor in strengthening the application.

At this time, admission to the JD/MBA program is only open to current Cardozo students. Interested students can apply for admission to the dual degree program at Syms after their 1L year and at any time until the end of their 3L fall semester. Cardozo students must have a cumulative GPA of at least 3.100 to apply. Alternative pathways are available for recent graduates and 3L's in their final semester. Students interested in alternative pathways should contact Sy Syms School of Business for more information.

### Degree Requirements

Course and degree requirements for the JD program will remain the same as the standard JD program. To view the JD curriculum and degree requirements, please refer to the "[Juris Doctor \(JD\)](#)" section of this

Handbook. Twelve (12) credits in select JD classes will be transferrable to the MBA program. Students will be required to complete an externship or field clinic at Cardozo and a writing requirement.

For more information regarding the MBA requirements for the JD/MBA program, please contact Sy Syms School of Business.

### Program Length

Students can complete the dual JD/MBA program in 4 years. They complete their 1<sup>st</sup>, 2<sup>nd</sup>, and 4<sup>th</sup> years at Cardozo and their 3<sup>rd</sup> year at Syms.

## Master of Laws (LLM)

### LLM Overview and Requirements

LLM students choose courses from the Cardozo JD first-year (1L) and upper-level (UL) curriculum along with a handful of courses that are specific to the LLM program. The Cardozo JD curriculum includes foundational doctrinal courses (known as “first-year” or 1L courses because they are required during the first year of JD study) which lay the foundation of legal concepts; and upper-level (UL) 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 1L and UL curriculum, provided the course prerequisites have been met.

In order to graduate from Cardozo with a Master of Laws, a student must earn 24 credits. Students pursuing the LLM degree can major in General Legal Studies, Comparative Legal Thought, Dispute Resolution and Advocacy, or Intellectual Property Law.

### Credit Limitations

Of the 24 credits required to graduate, at least 18 must be “in-class” credits taken at Cardozo. In-class credits exclude credits earned through a thesis, independent research, externship, in-house clinic or field clinic, etc. However, if a student participates in an externship, in-house clinic, or field clinic with a separate seminar component, the seminar course will count towards the 18 “in-class” credits required for the degree. In-class credits also do not include credits taken at another institution or credits taken with another Yeshiva University school (i.e. the Bioethics program). Please note, for students planning to sit for the New York bar exam, there are additional credit limitations based on the requirements for the bar exam. Please see [“LLM Students Taking the New York Bar Examination”](#) section below.

Additionally, no more than six (6) clinical/externship credits can be applied toward the 24 credits required for the degree.

### Course Load and Full-Time Status

Full-time LLM students are those who enroll in nine (9) or more credits per semester. Students enrolled in the full-time LLM program are required to take a full-time course load per semester (Fall and Spring) for two consecutive semesters.

Most full-time students take between 11 and 14 credits per semester. International students (and students in general) are not advised to take more than fourteen (14) credits in any semester. LLM students who wish to take 15-16 credits per semester must request permission from the Associate Dean for Graduate and International Programs at Cardozo. Students are not permitted to take more than 16 credits per semester.

LLM students enrolled in full-time study may not work outside the law school for more than 20 hours per week. LLM students who are working more than 20 hours per week outside the law school will be required to enroll in part-time studies.

Part-time LLM students are those who enroll in eight (8) or fewer credits per semester (Fall and Spring). The LLM part-time program is not a night program, and students should be aware that they will have to adjust their outside commitments to fit with the law school course schedule.

### Residency Requirement

Candidates for an LLM degree must receive a minimum of 18 in-class credits from Cardozo to be eligible for graduation. Students who have taken courses at another ABA approved law school prior to matriculating at Cardozo should refer to the "[Transfer of Credit](#)" section of this Handbook for information regarding transfer credit and limitations.

### Time Limitations

Full-time LLM students must complete their degree requirements in one (1) year. Part-time LLM students must complete their degree in three (3) years, though; foreign LLM students wishing to qualify for the New York Bar Exam on the basis of their LLM degree, must complete the program within 24 months of the initial date of matriculation in the program or they will be ineligible to sit for the bar examination.

Students who go beyond the 3-year limit for the LLM program will need permission from the Dean of Graduate and International Programs to continue their studies at Cardozo. If permitted to continue, these students may be required to take additional, more current, coursework.

### LLM Majors

#### *Comparative Legal Thought (CLT) Major*

In this 24-credit program, students will earn a LLM degree with a major in Comparative Legal Thought (CLT). Students are required to take a total of fifteen (15) credits comprised of twelve (12) in-class credits in courses chosen from a pre-approved list of courses related to comparative legal thought as well as a three (3) credit thesis supervised by a member of the faculty. Courses can be taken in constitutional law, legal theory, philosophy, religion, and other courses with a humanities-focused inter-disciplinary approach.

Foreign educated CLT majors who plan to sit for the bar exam will need to take an additional 3 credits. For more information, please see the Senior Director for Graduate and International Programs.

For a list of all courses that count towards the CLT major, please refer to the [Appendix](#) of this Handbook. Please note, the list of pre-approved courses is subject to change. Please see the Associate Dean for Graduate and International Programs with any questions.

**CLT Thesis Requirement:** Students in this program are required to write a thesis on a topic related to some aspect of comparative legal thought. Students are awarded three (3) credits for the completion of a thesis which count towards the fifteen (15) credits required for the major.

Students who are admitted to this major should move quickly toward developing ideas for a thesis topic and towards identifying faculty members who might supervise this project. For biographical information about full-time faculty, please visit the [faculty directory](#) online. Once students have developed a thesis topic and identified a faculty supervisor, they should contact the Associate Dean for Graduate and



International Programs. Students will also need to complete the LLM Thesis form along with the supervising faculty and submit it to the Office of the Registrar prior to the start of the semester in which you will work on the thesis. Please note that credits earned for the thesis count toward the 24-credit graduation requirement but do not count toward the 24-credit requirement for the New York Bar Exam.

#### *Dispute Resolution and Advocacy (DRA) Major*

In the 24-credit dispute resolution program, students will earn a LLM degree with a major in Dispute Resolution and Advocacy (DRA). Students in the program are required to take fourteen (14) credits in courses from a pre-approved list related to dispute resolution and advocacy. In addition, students must complete the DRA writing requirement and participate in an approved clinical or practical program in DRA.

Foreign educated DRA majors who plan to sit for the bar exam may need to take additional credits to meet the requirements of the bar exam. For more information, please see the Senior Director for Graduate and International Programs.

For a list of all courses that count towards the DRA major, please refer to the [Appendix](#) of this Handbook. Please note, the list of pre-approved courses is subject to change. Please see the Associate Dean for Graduate and International Programs with any questions.

**DRA 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>11</sup> of at least 20 pages using Bluebook citation format. Graded papers must receive a grade of “B” or higher (or a pass for independent research).
- 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 for getting a signature of the supervising faculty member indicating satisfactory completion of the writing requirement. Students should submit the signed [DRA Writing Credit Form](#) to the Office of the Registrar upon completion of the writing requirement.

**DRA Clinical/Practical Requirement:** Students enrolled in this program must participate in an externship, internship, in-house clinic, field clinic, or a clinic or practical program related to DRA. Please see “[Credit Limitations](#)” section above for limitations regarding externship/internship credits. A minimum of 60 hours of pro bono work in DRA certified by a supervisor can also fulfill this requirement. Credits gained through this experience count towards the 14 needed for the program.

#### *Intellectual Property Law (IP) Major*

In the 24-credit intellectual property law (IP) program, students will earn an LLM degree with a major in Intellectual Property Law. Students in the program are required to take fourteen (14) credits related to

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<sup>11</sup> Credits earned for independent study do not qualify for credit toward the 24-credit requirement for the New York Bar Exam eligibility.

Intellectual Property Law. The IP curriculum includes basic and advanced offerings in each of the three major IP areas: copyright, patent, and trademark. Of the 14 required credits, students must take two (2) out of three (3) of the following introductory courses: Copyright Law, Patent Law, or Trademark Law. Full-time students are required to take these courses during their first semester of study. Please note, not all courses are offered every semester.

If a student has taken an equivalent course in an ABA accredited law school within the past five (5) years, they may apply for transfer credit in place of the introductory course requirement. Please refer to the "[Transfer of Credit](#)" section of this Handbook for more information about the transfer credit process. Students who receive a waiver of one or more of the basic courses must still complete fourteen (14) credits in IP and related coursework.

IP majors with a foreign law degree who are planning to sit for the NY Bar Exam will need to take an additional two (2) credits to meet the requirements for the exam.

For a list of all courses that count towards the IP major, please refer to the [Appendix](#) of this Handbook. Please note, the list of pre-approved courses is subject to change. Please see the Associate Dean for Graduate and International Programs with any questions.

**Intellectual Property Externship Program:** 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. Please note, only the seminar portion of the externship will qualify for credit toward the 24-credit requirement for the New York State Bar Exam eligibility.

#### *General Legal Studies Major*

Students in the General Legal Studies (GLS) program will graduate with an LLM degree in the General Legal Studies major. In addition to the required courses for international students (see "[Additional Curriculum and Study Opportunities](#)" section below), and courses required for students planning to take the bar exam, students enrolled in this 24-credit major may select courses from the JD 1L and UL curricula provided course prerequisites have been met.

#### *Optional Concentrations for the GLS Major*

Students in the General Legal Studies major may, but are not required to, select a concentration in one of the areas below. These concentrations are available to both full-time and part-time students. Each concentration requires students to take a minimum of 8 credits (out of the 24 credits required for the degree) from a pre-approved list of courses relating to the concentration's field of study. Each of the concentrations have required courses. Any course listed as required may also be taken as an elective.

If a student wishes to pursue a second concentration under the General Legal Studies major, the credits earned towards one concentration will not apply towards the other. Students would have to earn an additional 8 credits towards a second concentration. Each course can only be counted toward one concentration.

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.

Students wishing to declare a concentration should submit the LLM Declaration of a Concentration Form by emailing [cardozoregistrar@yu.edu](mailto:cardozoregistrar@yu.edu). The form must be received by the graduation application due date for the upcoming degree.

Please refer to the [Appendix](#) of this handbook for concentration requirements and a list of pre-approved courses for each concentration. Please note, the list of pre-approved concentration courses is subject to change. Please see the Associate Dean for Graduate and International Programs with any questions.

### Additional Curriculum and Study Opportunities

#### *1L JD Courses*

LLM students may take the following JD 1L courses during the semester they are offered:

- Contracts (5 credits) – Fall and Spring\*
- Civil Procedure (5 credits) – Fall
- Torts (4 credits) – Fall
- Constitutional Law I (3 credits) – Spring
- Criminal Law (3 credits) – Spring
- Property (5 credits) – Spring

\* LLM students who register for the two-semester Contracts I course in the Fall semester are expected to register for the continuing Contracts II course in the Spring semester. In some cases, students will be allowed to register only for the first (fall) semester of the course. This exception can only be granted by the Office of International and Graduate Programs. Any student who does not register for the continuing Contracts course in the Spring semester will receive a "P" or "F" grade for the Contracts course in the Fall semester. No other letter grade will be provided.

Some 1L courses are also offered during the summer. Please see the section below on "[Winter Intersession Courses and Summer Courses](#)."

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.

#### *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. The following classes are required for international LLM students and count towards the 24 credits required for the degree.

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 Associate Dean for Graduate and International Programs.

Advanced Workshop in Legal Research & Writing I&II: 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.

#### *Writing Opportunities*

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

LLM Thesis: Students in the comparative legal thought program are required to write a thesis (refer to "[CLT Thesis](#)" section above). 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 Associate Dean for Graduate and International Programs.

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

Independent Research: Cardozo students have the opportunity to undertake substantial writing projects in most seminars, through our clinical programs and journals. On rare occasions, however, highly motivated students may want to pursue independent research in an area not covered by courses or seminars. Independent research is a major research effort culminating in a significant paper. For more information regarding independent research requirements and credit limitations, refer to the "[Independent Research](#)" section of this Handbook.

#### *Winter Intersession and Summer Courses*

Courses may be offered during the intersession between the fall and spring semesters (*i.e.*, in early January), and during the summer. Note that these courses are offered to enrich students' learning experience and are not guaranteed to be offered in every intersession.

Here are the rules that apply to winter and summer courses for LLM students:

- The intersession and summer schedules will not be available until well into the fall and spring semesters, and students who are interested in such courses should keep this in mind when making travel plans for intersession months.

- Students paying for two consecutive full-time semesters may take up to 4 credits over the summer without additional tuition charges. (Some intersession courses have course fees, and full-time students will be charged those fees in full.) Students who enroll in their first full-time semester starting in the spring and who take up to 4 tuition-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 will result in a retroactive tuition charge at the per-credit rate for the summer credits. A full-time student taking the 5-credit Contracts course over the summer may only apply 4 of these credits to the New York Bar requirements. There is no charge for the 5<sup>th</sup> credit. Refer to the “[Office of Student Finance](#)” section for more information about tuition and billing.
- Part-time LLM students are also eligible to take intersession courses and will be charged the standard per-credit tuition for any such courses. A part-time student taking the 5-credit Contracts course over the summer may only apply 4 of these credits to the New York Bar requirements. Such students will be charged for 4 credits; there is no charge for the 5th credit.

### *Practical and Clinical Experience*

Although the LLM degree is primarily an academic degree, Cardozo offers a number of practical opportunities for its students. Selection for these programs is competitive and limited. Please refer to the “[Externships, Field Clinics, and Clinics](#)” section as well as the Clinic [website](#) for descriptions of the clinics and externships as well as limitations and restrictions for LLM students.

### LLM Students Taking the New York Bar Examination

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.	

<p>Cardozo Courses: <i>(Courses in bold indicate those which are particularly recommended for their relevance to the New York State Bar Exam)</i></p>	<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> </ul>	<ul style="list-style-type: none"> <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>	
<p><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.</p>			
<ul style="list-style-type: none"> <li>• Maximum of 6 clinical credits</li> </ul>	<ul style="list-style-type: none"> <li>• Maximum of 4 credits in summer session</li> </ul>		
<p><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.</p>			
LLM Thesis	Independent Study	Other i.e. writing assignments	Study Abroad

For additional information about the bar exam, including eligibility for foreign educated attorneys, submitting a certificate of attendance and other bar related subjects, please refer to the [“Admission to the Practice of Law”](#) section of this Handbook.

## J.D./LL.M

### About the Program

A limited number of outstanding LL.M students or graduates are selected each year to transfer to the Juris Doctor (J.D.) program. If chosen, students will have the opportunity to complete the J.D. degree requirements in two (2) years.

Qualified LL.M graduates may apply as transfer students during their last semester of study with the LL.M program. The JD transfer application period opens in the Spring. If admitted, Cardozo School of Law will grant up to 26 credits taken during the LL.M program toward the 84 credits required for the J.D. degree.

Additional information about the program and the admissions requirements can be found [here](#).

### Eligibility

To be considered for this transfer program, candidates must:

- Hold a foreign first degree in law;
- Be currently enrolled in Cardozo’s LL.M program or have obtained an LL.M degree from Cardozo within the last three (3) years; and
- Have earned a minimum cumulative GPA of 3.4 in their fall and spring LL.M studies or have passed the New York Bar Exam.

## Academics and Structure

All LL.M transfer students admitted to the J.D. program must enroll full-time in the program during the two (2) J.D. academic years and complete the remainder of the 84 credits needed to qualify for the J.D. degree. Students must successfully complete all J.D. degree requirements, including the first-year curriculum, upper-level writing requirement, and upper-level experiential requirement.

## Programs in Bioethics

### JD/MS

The Einstein-Cardozo Masters of Science in Bioethics is a joint degree program offered in collaboration by Yeshiva University, Montefiore Medical Center, Albert Einstein College of Medicine and Cardozo Law School. This 32-credit program seeks applicants with strong academic qualifications and clear professional goals in the domain of bioethics. Accepted students take Bioethics courses at Albert Einstein College of Medicine as well as Bioethics related Law courses at Cardozo. Cardozo students may take up to 10 pre-approved Bioethics credits that will count towards the student's Cardozo degree. Interested students must apply [online](#) for the Bioethics and Medical Humanities Master's program.

### Certificate in Bioethics and Medical Humanities

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 Medical Humanities certificate program.

The Certificate Program in Bioethics counts towards the 10 allowable law related credits that can count toward the JD degree. It is also the required introductory course for the Einstein-Cardozo Master of Science in Bioethics.

### Stand-Alone Courses

JD students who do not wish to pursue the Master's degree may take up to 10 pre-approved Bioethics credits that will count towards the JD degree. Interested students should apply for these courses [online](#).

LLM students may also be eligible to take up to 6 pre-approved Bioethics courses that will count towards the LLM degree. LLM students should note that the Bioethics courses are offered online and do not count towards the 24 credits required to sit for the New York Bar Exam.

For additional information regarding the joint programs in Bioethics, please visit the [website](#).

## Doctor of the Science of Law (JSD)

The JSD is the most advanced degree program at Cardozo School of Law. This is a 3-year research based doctoral program.

### Admission

Deadline for Fall admission: March 1<sup>st</sup>

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, Associate 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.

### Degree Requirements

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

- spend a minimum of the first two semesters in residence at the Cardozo School of Law; and
- 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
- complete 6 additional credits of law school coursework in consultation with the faculty supervisor; and
- complete and defend a J.S.D. dissertation. Students working on their dissertations must register for a corresponding dissertation course each semester until they pass their oral defense. Students must also submit a dissertation to the University library for publishing to the ProQuest database.

### 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.

JSD students will be required to submit a formatted dissertation upon passing their oral defense examination.

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.

### *First-Year Curriculum*

Candidates will be in residence and participate in the one (1) credit 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 Associate Dean of Graduate & International Programs.



Additionally, candidates will commence research and a draft outline of the required dissertations with faculty advisors.

#### *Second-Year Curriculum*

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

#### *Third-Year Curriculum*

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

## ACADEMIC POLICIES, STANDARDS AND EXPECTATIONS

Many of the law school's academic rule 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. Our programs must also be in compliance with New York State regulations.

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:

[2024-2025 Standards and Rules of Procedure for Approval of Law Schools](#)

### [PART 520. RULES OF THE COURT OF APPEALS](#)

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.

### Academic Calendar

Cardozo operates on the semester system. The academic year consists of four semesters: two 14-week semesters (fall and spring), one 2-week winter term, and one 10-15-week semester (summer); the semester length includes examinations and/or final projects. The fall term runs from late August to mid-late December; the spring term runs from late January to mid-May. The summer term runs from late May to mid-August. Classes may meet Sunday through Friday. The Academic Calendars can be found [online](#).

### Academic Advising and Support

#### Academic Advising

A variety of resources is available to Cardozo students for assistance in planning a curriculum and includes the following. Students are required to meet with their program's advisor before registering for their final semester to complete a graduation check.

- J.D. candidate students are encouraged to contact the Office of Student Services and Advising ("OSSA") at [Cardozostudentservices@yu.edu](mailto:Cardozostudentservices@yu.edu), visit [Cardozostudentaffairs.setmore.com](http://Cardozostudentaffairs.setmore.com), or call 646-592-6420 to make an appointment to discuss course selections.

- For guidance on relevant courses for specific career paths, students may schedule an appointment with a counselor in the Office of Career Services through the [Office of Career Services Appointment Request Form](#) or by phone at 646-592-6520.
- LL.M. candidates are welcome to contact Pamela Serota, Senior Director of Graduate and International Programs, for guidance at [pamela.serota@yu.edu](mailto:pamela.serota@yu.edu) or 646-592-6455.
- Individual faculty members may also be 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.
- 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 anonymously by students at the end of each semester are available on the [InsideTrack](#).
- Registration information and course descriptions are available on through Banner Self-Service and the Registrar's [website](#).

### 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.

- General guidance in academic counseling and other matters is available in the Office of Student Services and Advising. Students should feel free to call 646-592-6420 or email [Cardozostudentservices@yu.edu](mailto:Cardozostudentservices@yu.edu) to schedule an appointment with an OSSA advisor.
- Individualized instruction in case reading and analysis, legal writing, outlining, note-taking, and examination preparation is available through the Office of Academic Success.
- The Director of Academic Success offers various workshops throughout the academic year, which can include, but are not limited to, outline preparation, exam preparation, studying strategies, and Bar Exam informational sessions. Students should watch for announcements for these programs.
- 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.

### Attendance and Outside Commitments

#### 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. It is strongly recommended that students work with the Office of Student Life if you anticipate absences for any medical or other personal reason and to follow up with that office after an emergency that causes the student to miss class.

Continued unexcused absences will result in the student being dropped from the course or being awarded the grade of G (failure due to lack of attendance), which may lead to probation or academic dismissal from the college.

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. 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.

### 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.

### Class Rank

For JD students, after all spring semester grades have been submitted, the Dean’s Office publishes JD percentile rankings, indicating the GPA cut-offs for percentile groupings for each class. These are posted on the [InsideTrack Portal](#). The rankings indicate the cut-off for the top 5%, 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. All transcripts issued will indicate a cumulative GPA; however, the cumulative and term GPA’s may change at a later date if the student has pending grades, incompletes, or “Y” grades on their transcript at the time it is issued. 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. **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.

LLM, JSD, MSL, and visiting/exchange students are not ranked.

### Credit Hour Policy

At Cardozo, one (1) credit is the equivalent of 15 50-minute "hours" of class instruction and 30 60-minute hours outside of class over the course of one semester. For more information regarding how credit hours are awarded at Cardozo, please visit the [Credit Hours Policy website](#).

### 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.

### Examinations

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

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 and for the LLM Introduction to U.S. Law course will be held in September or October, after the course has concluded. 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.

### Rescheduling of Examinations

Policies regarding rescheduling an exam are detailed in the Exam Memo, which can be found in on the [Exam Information website](#).

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, in the absence of the Dean of Students, from the Senior Director of Student Life, 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 accommodation 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. A student is considered to have taken an examination once they have received the examination questions. Except in cases of sudden incapacitating illness or crisis that occur during the examination to a person who had no indication of the problem when the examination started, there is no opportunity to re-take an exam at a later date. A student who suddenly becomes ill during the exam, and is unable to complete the exam, must notify OSSA.

The Law School recognizes that rare and extraordinary emergency situations may arise in which a specific student must remain reachable by telephone during an examination. Any student who believes that they are in such a position must speak to the Dean of Students before the examination. A determination will then be made as to whether or not an accommodation will be permitted and what that accommodation might be. Students may not make arrangements to be reached during an examination in any other manner.

If you experience an emergency in the middle of an exam that you believe may prevent you from completing the exam, please notify the proctor.

### 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.

## 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 their 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, making sure that they are viewing the schedule for the proper semester and year. 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.

## Exam Accommodations

Students with documented disabilities may apply for exam accommodations by contacting the Senior Director of Student Life. Students who were granted exam accommodations at their undergraduate institution and/or on the LSAT are urged to discuss exam administration options at Cardozo, but a prior accommodation does not guarantee the same accommodation 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 accommodations for the administration of state Bar Examinations. Students are urged to address this issue as soon as possible with the Senior Director of Student Life, 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 [“Accommodations for Students with Disabilities”](#) section of this Handbook.

## Computers

Students should expect 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. Other devices, such as an iPad or other tablet, are not permissible during exams. Additional information and requirements are provided in an examination memorandum prior to each exam period.

## 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.

### 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 they are not registered may receive an “F” (or a “G” for administrative failure) for the course.

### 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 they have 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.

### 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. The Office of Student Services and Advising does not retain copies of examinations and cannot provide any student with a copy of their exams.

### 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 they are enrolled, including pre-requisites and co-requisites.

### Grades

#### Anonymous Grading

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 exam ID numbers. 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.

### Description of Grades

There are two categories of grades that can be recorded on a student's transcript. Academic grades note academic achievement in a course of study; administrative grades note a student's status in a course of study.

ACADEMIC GRADES		
Quality of Performance	Letter Grade	GPA/Quality Pts.
Excellent	A	4.00
Good	B	3.00
Fair	C	2.00
Poor	D	1.00
Failure	F	0.00
High Pass	HP	0.00
Pass	P	0.00
Low Pass	LP	0.00

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. A plus is counted as 0.333 higher and a minus as 0.333 lower.

ADMINISTRATIVE GRADES	
G	Administrative failure/Unauthorized withdrawal
I	Incomplete
L	Audit (no credit)
N	No credit
W	Withdrawal without penalty or prejudice
Y	Indicates a year-long class awaiting a final grade. Once the second semester is graded, the "Y" grade will be changed to the grade received during the final semester of the course.

Note that credit is earned only for grades A+ - D and HP, P, and LP. No credit is given for grades F, G, I, L, N, W, or Y.



## Curve

Only JD students are included when calculating the curve for a particular course. LLM and non-matriculated 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 and non-matriculated students; individual faculty members may make adjustments for LLM and non-matriculated students if they decide it is warranted.

The JD curve requirements are as follows:

- 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.
- d. 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%

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.

## LLM 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 at the end of each semester via an emailed pdf document to [cardozoregistrar@yu.edu](mailto:cardozoregistrar@yu.edu) with a signature within a week of receiving the final grade.
- f. Once an individual graduates, changes of grades cannot be made.

### Incomplete Policy

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 guidance, 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”.

If the request for an extension is approved, the student will receive an “I” grade for the course. All makeup work for the course must be completed and the professor must assign a grade by the end of the following semester in which the course was taken. Failure to do so will result in the grade being changed to a “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.

### 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 retakes a course in which they previously received a failing 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.

#### Deadline for Submission of Final Grades

All grades are due three weeks after the last day of finals. Grades for graduating students may be due earlier. Students should anticipate some additional time for the processing of grades.

#### 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 re-evaluation of the quality of a student’s work does not constitute 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.

#### Accessing Final Grades

Students may access their grades online from Self-Service Banner. To view grades:

1. Log in to Inside Track
2. Click on the Students menu
3. In the “Student Frequently Used Links” card, click on “view my grades” or navigate to the “Student Dashboard” and view grades from there. Select the appropriate term.

GPA’s are updated 24 hours after a final grade has been submitted. You may also view your grades by requesting an emailed unofficial transcript via Self-Service Banner.

#### 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 (review “[Description of Grades](#)” section above).

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 by requesting an unofficial, emailed transcript via Self-Service Banner. 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.

## Graduation and Commencement

### Eligibility for Graduation

In order to be eligible for a degree, students must complete all required coursework and other requirements for the specific program as published in the Academic Catalog for the semester in which the student first enrolled and apply for graduation by completing the Application for Graduation. If a student fails to submit the Application for Graduation by the deadline (as stated in the academic calendar) to the Office of the Registrar, their degree will not be conferred. Students who fail to complete all requirements for the date of conferral will need to file a new application prior to the degree date deadlines thereafter until the degree is awarded. The degree evaluation period may take up to 3 weeks beyond the stated degree conferral date.

Students are bound by the curriculum that was in effect during the first semester they enrolled in the program. Students are responsible for meeting regularly with their academic advisors and checking their unofficial transcripts to ensure they are on track to graduate. Students should refer to the “[Program Descriptions](#)” section of this Handbook to familiarize themselves with the degree requirements for their program.

### Academic Distinction

A variety of awards for academics, services and other accomplishments are given to JD and LLM students at the time of graduation. For additional information, please see the “[Honors](#)” section of this Handbook.

### Commencement

The commencement ceremony is different than degree conferral and may be held on a different date. Detailed information regarding graduation and commencement is distributed to students during their final semester at Cardozo by the Office of Special Events.

### Diplomas

Diplomas will be mailed to the address students list on the Application for Graduation Form within 8 weeks of the degree date. The last name on the student’s diploma must match the last name on the student’s record at the School; however, students may choose to use a preferred first and/or middle name on the diploma (refer to the Preferred First Name policy on the [ITS Portal](#)). Diplomas cannot be reordered with different names. Duplicate or revised diplomas can be secured under certain circumstances. To review the acceptable reasons to request a duplicate diploma as well as other information regarding diploma orders, please visit the Registrar [website](#).

## Honors

### During Law School

#### *JD Students*

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 2024-2025 year, their resume should indicate "Dean's Honor Roll, 2024-2025 Academic Year").

These distinctions will not appear on student transcripts.

### Commencement Awards

#### *JD Students*

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

#### *LLM Students*

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.

### 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 GPAs 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 their 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 students 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.

### Order of the Coif

Order of the Coif (pronounced “koyf”) is 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.

### International Study Opportunities

When supported by a legitimate educational or professional justification, JD students may be approved to earn up to 12 credits for a one-semester student abroad program and up to 26 credits from the Dual Degree program with the Sorbonne. LLM students are not eligible to study abroad.

Study abroad may take place during a year, semester, or summer.

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 “[Student Health Insurance](#)” section of this Handbook. In addition, students should note that disability accommodations may not be available in foreign countries.

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 March 1<sup>st</sup>, and spring semester applications are due by October 1<sup>st</sup>. Students are notified if they are approved for study abroad approximately one month later.

Students must meet with the Dean of Students to review their transcripts and to ensure that they will graduate on time if they study abroad. The Study Abroad Application requires a signature from the Dean

of Students confirming the student is eligible to study abroad before it is submitted to the Graduate and International Programs Office for review. Students approved to study abroad will also need to meet with the Dean of Students to discuss the courses the student wishes to take abroad. All coursework must be approved prior to study abroad, and the student must complete a [Transfer Credit Form](#) which should be signed by the Dean of Students and submitted to the Office of the Registrar ([cardozoregistrar@yu.edu](mailto:cardozoregistrar@yu.edu)).

Policies which apply to all semester study abroad:

- A maximum of 12 pre-approved credits from study abroad courses may apply to the JD degree unless special permission is otherwise granted.
- Students must be registered abroad at the host institution for the equivalent of 12 ABA credits. Every foreign university has a different credit system; therefore, the computational equivalent of 12 ABA credits will vary by institution. The Graduate and International Programs Office will inform the students of the required number of credits they need to take abroad.
- All courses taken abroad must be pre-approved.
- Credit will be awarded only for courses with a grade of “C” or better (or equivalent). Credit will not be granted for courses taken on a pass/fail or pass/no-credit basis.
- Grades earned from study abroad courses will not be reflected on the student’s transcript, and credit earned during the semester abroad will not affect the Cardozo grade point average.
- Courses taken abroad may not be duplicative of courses already taken at Cardozo.
- JD students who successfully complete a semester abroad (earning a grade of C or better – or equivalent – in all courses) may use their study abroad courses to fulfill the Comparative Law core course.
- Students with a staff or editorial position on a journal must arrange for their editor-in-chief to authorize in writing the completion of journal responsibilities abroad. This approval should be forwarded to the Associate Dean for Graduate and International Programs, the Dean of Students, and the Registrar.
- Students must arrange for the foreign institution to send an official, final transcript to the Office of the Registrar. It is the student’s responsibility to ensure the transcript has been transmitted and received. Please take into account graduation and bar certification deadlines.
- Students are responsible to checking fulfillment of all JD program requirements with the Office of Student Services and Advising both before and after study abroad.

Please see sections below for information about how the study abroad credits are applied to the transcript.

### Cardozo Exchange Programs

For a complete list of Cardozo Exchange Programs as well as the application and other important documents, please visit the [study abroad website](#).

Students approved to study abroad in an exchange program with a partner institution will need to complete a Study Abroad Education Plan and review this plan with the Senior Director of Graduate and International Programs. Courses taken abroad must be pre-approved by the Graduate and International Programs Office. Approved students will be enrolled by the Office of the Registrar in 12 study abroad credits for the semester they are abroad. When a final transcript from the partner institution is received, the study abroad course will be graded on a pass/fail basis. Students receive a pass in the 12-credit study

abroad course if they received a “C” or better in all pre-approved courses they took abroad. Students who do not receive a “C” or better in all study abroad courses, may not receive credit for the semester abroad or may only receive partial credit.

Any student studying abroad for a fall or spring semester through one of Cardozo’s approved exchange programs must pay full tuition to Cardozo School of Law. All Cardozo grants and scholarships apply for the semester abroad.

### Dual Degree Program with Sorbonne Law School

Cardozo JD students have a unique opportunity to spend their entire 3L year enrolled as LLM students at the Universit  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 and English, 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. The program focuses on International Business Law.

### Independent Study Abroad

In some cases, students may receive permission to study abroad at other institutions through an independent study abroad program that is not affiliated with Cardozo School of Law. Students may choose from an ABA-approved semester program abroad or direct enrollment in a foreign university. In either case, students must make a compelling case that their educational objectives may be met at the other institution but not at Cardozo nor through one of Cardozo’s partner exchange programs.

Students interested in studying abroad independently should begin research into options by reviewing the list of ABA-approved semester abroad programs (see [Foreign Programs](#)). 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 ABA-approved. For direct enrollment in a foreign university, students should consult the Internet Legal Research Group’s [Guide to Study Abroad](#).

Students interested in pursuing an independent study abroad opportunity should make an appointment with the Associate Dean for Graduate and International Programs to discuss their options and learn more about the information required for the application and addendum. Additional information can also be found on the [study abroad website](#).

For independent study abroad approval, students must submit an application to the Graduate and International Programs Office along with an Independent Study Addendum. For direct enrollment in a foreign university, students must provide additional information in the Addendum including:

1. An educational plan that describes the learning objectives and how those objectives will be met.
2. Methods of evaluation of student’s performance at the foreign university.
3. Language of instruction at the foreign university, and if not in English, proof of student’s language proficiency.
4. Library resources at the foreign university.
5. Contact information for advisor at the foreign university.



6. Proof that the foreign university is chartered to award first degrees in law by the appropriate authority of its country.
7. Explanation of the system of credits and the number of hours or minutes of instruction per credit at the foreign university.

Students approved to study abroad in an unaffiliated independent program must meet with the Dean of Students to discuss the courses they wish to take abroad. All coursework must be approved prior to study abroad, and students must complete a Transfer of Credit Form and Leave of Absence Form signed and approved by the Dean of Students before the start of the semester in which they are studying abroad. Please refer to the "[Process for Transferring Credit](#)" section of this Handbook to review policies regarding how to transfer credit from another institution and how the credit is applied as well as the section above discussing study abroad policies that apply to all study abroad students. Pre-approved credits taken abroad earning a "C" or better (or equivalent) will appear on the Cardozo transcript as transfer credits. The original grade earned will not appear, and the credits will not factor into the student's Cardozo GPA.

Any student studying abroad for fall or spring semester through an approved independent study abroad program must take a leave of absence from Cardozo School of Law and will pay tuition and fees directly to the independent program. Cardozo grants and scholarships will be suspended for this semester abroad; however, Federal loans may still apply to cover study and travel expenses. Students should refer to the "[Office of Student Finance](#)" section for additional information about tuition and billing.

#### Summer and Winter Study Abroad

A Cardozo JD student may enroll in an ABA-approved summer or winter study abroad program hosted by another law school.

Credits earned during summer or winter study abroad cannot be used to accelerate a student's JD program and will not count towards satisfaction of Core Course Requirements. Students will not be awarded more than 6 credits total for all summer and winter study.

Many U.S. law schools operate ABA-approved summer and winter study abroad programs. Cardozo JD students are eligible to apply for these programs. [Click here](#) for a list of ABA approved summer and winter study abroad programs and links to these programs. Any student interested in studying abroad in a non-Cardozo summer or winter program must meet with the Dean of Students for approval prior to applying to the program.

Students approved for summer or winter study abroad should refer to the "[Process for Transferring Credit](#)" section of this Handbook for information about required forms and how transfer credits will apply to the transcript as well as the section above regarding policies applicable to all study abroad students.

#### Registration

Entering 1L students are automatically registered for their first-year courses by the Office of the Registrar. Upper-level JD and LLM students initially register for the Fall and Spring through a lottery registration process and can subsequently make changes to their schedules during the add/drop period. Closed courses will have waitlists during add/drop. Additional instructions about both processes will be posted to the Registrar [website](#) under "Registration Materials". Students in other Cardozo programs

may have different add/drop deadlines and registration procedures. These students should check their Cardozo emails frequently for important information about the registration process for their respective programs. Registration dates will be communicated via email.

Students who do not register for courses during the initial lottery 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.

Registration materials will be posted on the Registrar website prior to registration. These include the academic calendar, the course list, special topics 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. The Office of the Registrar will only send communications to Cardozo email addresses.

### Continuous Registration

Students must maintain continuous registration in the program until graduation, including registering for research requirements (as specified by individual programs). Any student who neither registers nor secures an official leave of absence for any semester will be considered withdrawn from Cardozo.

### Hold

#### *Transcript Hold*

Upon admission, students are required to submit official, final transcripts from all previously received degrees. 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. Students missing these requirements will have holds placed on their accounts that will prevent registration.

#### *Financial Hold*

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.

### 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. Course times will be posted in Self-Service Banner.

### 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 Self-Service Banner.

Students will be dropped from courses if they have not satisfied the pre-requisite or co-requisite requirements, or 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.

### 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 during the lottery registration process are given priority over second-year JD students; however, enrollment is not guaranteed for any 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.

### Winter Intersession

Students interested in taking winter intersession courses must register online during the prescribed winter registration period. Course information and dates will be distributed prior to registration. As with fall and spring semester enrollment, students will be registered by priority group (i.e., 3L and LLM students will have priority over 2L students). 1L students are not permitted to take winter courses. Any credits taken during the winter intersession will not count towards the number of credits counted for the fall or spring semesters.

LLM students should refer to the "[Winter Intersession Courses and Summer Courses](#)" section of this Handbook for additional requirements and restrictions.

### Course Withdrawals after Add/Drop

After the add/drop period, students may only withdraw from courses with special permission and only until the last day to withdraw from a course with a "W" as stated on the academic calendar. 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 last day to drop a course with a "W" 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.

### Administrative Withdrawal from a Course

Students who no longer wish to attend or become unable to attend a course, should work with the Dean of Students to complete a formal request to withdraw from a course. However, 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 as long as the withdrawal occurs during the designated period to withdraw from a course according to the posted academic calendar. 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. Students who stop attending a course and fail to officially withdraw will receive a “G” grade at the end of the semester.

### Auditing a Course

Current JD and LLM students are eligible to audit a maximum of one (1) course per semester. The student must attend the course regularly and must complete such work as determined by the instructor. Credit is not earned for audited courses, and audited courses cannot be taken for credit at a later date. A grade of “L” (listener) will be listed on the student’s transcript if they attend regularly and meet the other conditions set by the instructor. If the student does not attend or meet the requirements, the grade will be a “W” (withdrawn without penalty). Audited courses do not count towards the degree requirements, and they do not fulfill pre-requisite or co-requisite requirements. 1L JD students are not eligible to audit a course. To audit a course, the student should complete a Request to Audit a Course Form, have it signed by the instructor and by the Vice Dean before the Office of the Registrar can register the student. Students will be registered as auditors after add/drop ends and only if there are available seats in the class.

### Transfer of Credit

#### For Coursework Taken Prior to Matriculation

Upon admission, LLM and JD candidates may seek to transfer previously earned credits from another law school accredited by the American Bar Association (ABA). Credit will not be awarded for courses taken at any school not accredited by the ABA, for coursework occurring prior to the beginning of law school study, or for credit earned as part of an exchange program during the student’s first degree/program in law.

- LLM candidates may transfer up to 6 credits earned in an LLM program from another ABA accredited school prior to matriculation at Cardozo. However, if the credits were earned during an exchange program in the student’s prior degree program, the credit will not transfer.
- JD candidates may transfer up to 42 credits earned at another ABA accredited JD program prior to matriculation at Cardozo. The number of credits accepted for transfer is at the discretion of the Admissions Office and Dean of Students.
- Transfer credit will only be awarded for courses in which the student received a letter grade. Credits for courses graded on a pass/fail scale will not transfer except for courses graded on a P/F scale during the Covid pandemic in the Spring 2020 semester.

- For LLM candidates: Credits may be transferred and applied to the LLM degree only if the student received a grade of “B” or better (or the equivalent) and only if such credits were not applied towards any other degree.
- For JD candidates: Credits may be transferred and applied to the JD degree only if the student received a grade of “C” or better (or the equivalent).
- Only the credits will transfer; the original grade earned will not appear on the transcript or factor into the student’s Cardozo GPA. For JD students, this means that transfer courses are not used in determining academic standing and class rank at Cardozo or for the determination of honors. For more information about how rankings and honors are calculated, please see the “[Honors](#)” and “[Class Rank](#)” sections in this Handbook.
- JD transfer credit must be specifically approved to satisfy the core, writing requirement, professional responsibility requirement, race and the law requirement, experiential skills, Advanced Legal Research requirement, and the Race and the Law requirement.
- Students may not take courses at Cardozo if they have already received transfer credit for taking the course at another ABA accredited law school.

### Current Student Transfer Credits

#### *Courses at Other ABA Approved U.S. Law Schools*

Permission to transfer credits from another institution to Cardozo is solely within the discretion of the Dean of Students. Current Cardozo JD students who wish to obtain transfer credits from another institution must follow the instructions below in the “[Process for Transferring Credit](#)” section. LLM students are not eligible to study at other schools.

Students may not seek transfer credits in courses they have already begun or previously completed.

In exceptional circumstances, a Cardozo JD student 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). For more information, make sure to consult the “[Leave of Absence](#)” section of the handbook.

JD candidates who are visiting at other institutions during their third year must nevertheless be sure to complete a graduation check with the Office Student Services and Advising during their next-to-last semester and ensure that the Office of the Registrar has received a final, official transcript documenting the courses taken at the host institution by the degree date.

Students who have obtained permission to take courses at another institution that is not part of an official exchange study abroad program through Cardozo’s Office of Graduate and International Programs, and will not be enrolled in **any** courses at Cardozo during a given semester, should follow procedures outlined below for receiving transfer credit as well as procedures to obtain a leave of absence (see the “[Change of Status](#)” section of this Handbook).

#### *Summer or Winter Study at Other ABA Approved Law School*

A JD student may attend summer school or winter classes at another ABA approved law school provided that the student is in good standing and has received prior written permission from the Dean of Students. Transfer credited awarded for summer or winter classes may not be used to accelerate their

graduation (i.e. the student 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 and winter study. Summer or winter courses may not be used to satisfy core course requirements.

#### *Law Related Courses at Non-Law Graduate Schools*

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 (see "[Programs in Bioethics](#)" section). 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. 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.

Credit will not be granted for courses completed prior to matriculation.

#### *Study Abroad Programs*

JD students in their 2<sup>nd</sup> and 3<sup>rd</sup> years have the opportunity to participate in a Fall/Spring or Summer/Winter study abroad program. Please refer to the "[International Study Opportunities](#)" section of this Handbook. For detailed information about study abroad programs and policies.

#### *Process for Transferring Credit*

Incoming JD students entering Cardozo after attending their 1L year at another ABA approved law school will be informed in their acceptance letters which, if any, courses taken by the student will be awarded transfer credits at Cardozo.

All other students (including incoming LLM students) seeking to have credits transferred from another institution to Cardozo must submit the following:

- An official transcript from the institution showing all final grades
- Syllabi for the requested transfer courses
- Transfer Credit Form (available on the Registrar website) approved and signed by the Dean of Students for JD students or the Associate Dean for Graduate and International Programs for LLM students.

A student that successfully completes a semester of study at another ABA accredited law school or through a pre-approved study abroad program must earn a grade of "C" or better -or equivalent – (for JD students) and a "B" or better – or equivalent – (for LLM students) in all courses. Transfer credit will only be awarded for courses in which the student received a letter grade. Credits for courses graded on a pass/fail scale will not transfer. Only the credits will transfer; the original grade earned will not appear on the transcript or factor into the student's Cardozo GPA. Students may not receive transfer credits for courses they have already taken at Cardozo.

#### *Residency Requirement and Transfer Credits*

Regardless of how many credits are accepted for transfer, students must meet the New York State and Cardozo residency requirements for their program in order to graduate from Cardozo. Transfer credits from a school outside of Yeshiva University that is not a law school will not be counted towards the residency requirement. For more information, students should review the residency requirements for their program.

## Waiver/Substitution of a Required Course

Students may not waive or substitute a course required for their degree, major, or concentration. If a student has fulfilled the requirement by taking the equivalent course at another ABA approved law school, the student should follow the instructions in the “[Transfer of Credit](#)” section of this Handbook. Students who transfer courses will still need to meet the credit requirements for their degree. Please note, depending on the program, there may be some requirements that must be fulfilled at Cardozo and transfer credits cannot be applied.

## Additional Opportunities

### 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 in other Cardozo degree programs are not eligible to complete independent research.

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.

Faculty members will decide on a case-by-case basis whether to take on the supervision of an independent research paper, and they will determine the length of the required paper and the frequency of contact between the faculty supervisor and student. If the faculty member agrees, the paper may also be used to satisfy the JD writing requirement or the writing requirement for the LLM DRA major. 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 of this Handbook. LLM DRA students should refer to the “[DRA Writing Requirement](#)” section.

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.**

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.*

Students may take independent research for 1 or 2 credits per semester. No more than 2 independent research credits can be earned in any one semester. Independent research is graded as P/F.

JD students can apply no more than 3 independent research credits toward the 84 credits required for graduation.



LLM students can apply no more than 4 independent research credits toward the 24 credits required for graduation.

International LLM students who plan to sit for the NY Bar Exam are urged to keep in mind that independent research credits do not apply towards the 24 credits of classroom-based coursework required to qualify for the NY Bar Exam.

Students seeking to register for independent research should fill out an “Independent Research” form available in the forms section of the Registrar [website](#), have it signed by the supervising faculty member and the Vice Dean. Once signed, it should be submitted to the Office of the Registrar.

### *Externships, Field Clinics, and Clinics*

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 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.

LLM students, like JD students, are encouraged to engage in clinics and externships as Cardozo emphasizes experiential learning as part of the LLM program. Although, LLM students should read the clinic and externship descriptions online prior to applying. Many of them have prerequisites, and while they may be offered during the fall and spring semesters, admission would depend on fulfilling the prerequisites during the first semester. It may not be possible for LLM students to participate in year-long clinics and externships due to the timing of the application deadlines.

Students accepted into clinics, field clinics, and externships must abide by any prerequisite and corequisite requirements. Any student who does not meet the prerequisite and corequisite requirements for the clinic, field clinic, or externship will not be allowed to participate. It is the student's responsibility to ascertain any prerequisite or corequisite courses for their clinical and practicum courses.

Descriptions of each of the clinics and externships can be found on the [Cardozo website](#).

### *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 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.

### *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.

### *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.

### *Limit on Clinic/Fieldwork Courses*

For JD students, no more than two externships, or three with special permission from the Externship Director, can be counted toward the 84 credits required for graduation (field clinics are not counted in this externship limit). 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.

For LLM students, no more than 6 clinical credits can be applied toward the 24 credits required for the degree. Both the clinic or externship work and the associated seminar are counted towards the LLM degree, up to the maximum of 6 credits. Both the clinic or externship work and the associated seminar are counted towards the 24 credits required for the NY Bar Exam, up to the maximum of 6 credits, with the exception of a summer externship where the seminar portion is taught online; in the case of summer externships, only the externship credit may apply towards the credits needed for the NY Bar Exam and not the seminar if taught online. International students who plan to sit for the NY 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 no more than 6 clinical or externship credits, to qualify to sit for the New York Bar Exam. Credits earned through clinics, field clinics, or externships do not apply to the required 18 credit minimum of in-class study.

### *Student Commitment to Clinical Programs*

The law school expects students to adhere to work commitments, in accordance with Career Services policies regarding professionalism. If it is essential to withdraw from a field placement, students must contact the Externship Director at the earliest possible point. Withdrawal after being notified of externship approval, or after signing a field clinic commitment letter, may be taken into consideration for any future field placement application.

The deadline for withdrawal without a "W" in field clinics and externships is the end of the first week of upper-level classes.

### *Student Honor Organizations*

The Cardozo student-edited journals, the Moot Court Honor Society, and the ADR Competition Honor Society, provide students with a valuable law school experience. While both JD and LLM students may participate in the student honor organizations, it may not be possible for LLM students due to the timing of application deadlines.

A description of each of the Student Honor Organizations is available [online](#). 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 Equal Rights and Social Justice
- f. Cardozo Journal of Conflict Resolution
- g. International and Comparative Law Review
- h. Trial Team

#### *ADR Competition Honor Society*

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. 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.

#### *First Year 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 and third-year students who have not previously participated on a journal are eligible for 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.

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).

Neither the Moot Court Honor Society nor the ADR Competition Honor Society considers students' performance in the Writing Competition.

#### *Journals*

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. Students are invited to join these journals based on their performance in the first-year Writing Competition. In addition, some journals accept and consider statements of interest when making offer decisions.

#### *Moot Court Honor Society*

Moot Court Honor Society members sharpen their oral and written advocacy skills by participating in national and international appellate advocacy competitions. 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.

#### *Trial Team*

Students in any class year may choose to try out for the Trial Team and are selected to 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 manually.

#### *Academic Credit for Student Honor Organizations*

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. **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, they may leave their 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 they were 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. Students accepted into Moot Court mid-year will receive a "P" grade for the Fall semester of their journal or ADR Competition Honor Society if they have successfully completed the first semester requirements. All other students who receive permission to withdraw from a journal, Moot Court, or the ADR Competition Honor Society mid-year will receive a "W" for the Fall semester.

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 one position of Managing Editor, then that Editor will have the choice of monetary compensation or

academic credit but may not receive both. With the exception of Law Review, associate editors do not receive credit for participation in a journal.

### 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.

### 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.

### Teaching Assistant

A handful of Cardozo professors, mostly in first-year courses, use teaching assistants (TA). In general, teaching assistants are second- or third-year or LLM 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 earn 1 academic credit per semester and are graded on a pass/fail basis. JD students are permitted to apply a maximum of 2 TA credits toward the 84 credits required for awarding of the JD degree. LLM students can earn credit for a TA position, but the credit will not count toward the 24 credits required to qualify for the NY Bar Exam. Students who serve as TAs for a yearlong course (e.g. Lawyering and Legal Writing or Contracts) will receive one credit per semester. Students cannot serve as a TA if they are currently enrolled in the course, and no student can receive credit for serving as a TA for the same course more than once.

### Research Assistant

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. They do not receive academic credit. In order

to comply with IRS regulations, students hired by a professor as a research assistant must contact Jacklyn Tavaréz 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 Tavaréz and completed all payroll documents.

### 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 situation: Off-campus employment through a Cardozo credited-externship program that includes a companion seminar.

For all other situations, including off-campus employment for which the student's only compensation is a stipend paid for by Cardozo, 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.

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. 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 6-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. Complete the CPT application available through the [online](#) student portal. Make sure to list Dean of Students, Jenn Kim, as the recommender
3. Email [cardozostudentservices@yu.edu](mailto:cardozostudentservices@yu.edu) to receive a CPT Application Form. Send the completed form, along with a copy of the employee offer form, to [cardozostudentservices@yu.edu](mailto:cardozostudentservices@yu.edu).

4. Once approved by the Office of Student Services and Advising, the signed application form will be emailed back to the student with a copy to Office of International Student and Scholars Services. Student Services 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. Students should note, there is a difference between volunteering and engaging in an unpaid internship. Volunteering refers to very limited situations, such as serving food in a soup kitchen. Whereas students may not need work authorization for a volunteer opportunity, they do need work authorization for participation in an unpaid internship.

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.

## SATISFACTORY ACADEMIC PROGRESS

### 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 for all Cardozo programs. The faculty retains the authority to change the rules, policies and individual decisions made by the Academic Standards Committee.

### Good Academic 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:

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

Students who need to obtain a letter of good standing should contact the Office of Student Services and Advising (OSSA) at [cardozostudentservices@yu.edu](mailto:cardozostudentservices@yu.edu) and submit the relevant request form. Some schools

and employment applications require their own good standing forms. These forms should also be sent to OSSA for completion. These requests may take up to 10 days to process.

### 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".)

JD 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".)

The LLM program does not have a minimum GPA requirement.

Students who fail a required course must retake that course. Both the original grade and the new grade will appear on the transcript.

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 a below for additional information.

#### 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 Success to develop and implement effective studying practices. Students may be released from this requirement only when the Director of Academic Success, 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:

- 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
- 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 3.1. See [UL Course Requirements for Students with 1L GPA Below 3.1](#) in this Handbook for further information.



### 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, 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 they 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 they are readmitted. Any person who is readmitted is placed in academic guidance status (see the section 2.a. 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 student whose dismissal has been affirmed by the Academic Standards Committee may further appeal to the Vice Dean. The student must submit a written petition and any supporting documentation by email to the Vice Dean and the Dean of Students within five (5) business days after the date of the notification of the Committee's decision. The petition to the Vice Dean 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. The Vice Dean will review the petition to the Vice Dean, the petition to the Academic Standards Committee, the student's record, and the oral or written report of the Academic Standards Committee. The Vice Dean will defer to the Committee absent extraordinary circumstances. The Vice Dean's decision will be final.

## CHANGES OF STATUS

Cardozo requires the student to be continuously enrolled each semester as required by the student's program until their degree is conferred. To maintain continuous enrollment, students must register each semester required by their individual program or take a leave of absence.

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 their student refund to Cardozo. Please be sure to contact the Office of Student Finance prior to withdrawing or taking a leave of absence.

### Administrative Withdrawal

A student who neither registers nor secures an official leave of absence for any semester will be considered to have withdrawn from the School. Students who fail to register will be administratively withdrawn from the School.

### Leave of Absence

#### Voluntary

Students who must leave the University temporarily either for medical or personal reasons may request a leave of absence by scheduling an appointment with the Dean of Students. A leave of absence is a formal pause in enrollment where a student plans to return to Cardozo at a future date. Leaves of absence are allowed for one semester in a 12-month period, although in exceptional circumstances, a leave of absence may be granted for an additional consecutive semester.

Students are only eligible for a leave of absence after the completion of one (1) semester of coursework. 1L students who decide to drop out during the add/drop period of their first semester should contact the Office of Admissions about the deferral process.

If a student is registered for classes during the semester the leave of absence is requested, the student will be dropped or withdrawn from classes in accordance with the add/drop dates listed on the academic calendar and will be refunded tuition based on the Student Finance refund calendar.

Students who are on a leave of absence are not eligible to receive financial aid. Please refer to the Office of Student Finance section for more information regarding the financial implications of taking a leave of absence. Students enrolled in the school's student health insurance plan should inquire with the Office of Student Finance to determine eligibility to retain their coverage during a leave of absence.

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.

Please Note: Immigration regulations require that students in F-1 and J-1 status register and attend school full-time every semester. A leave of absence will impact a student's legal immigration status. Please contact the Office of International Students (OIS) before dropping below full-time or if you are considering a leave of absence.

Students on leave retain their status as students but are not entitled to attend classes or use campus facilities.

To apply for a Leave of Absence, the student must meet with the Dean of Students and fill out and submit a Leave of Absence form to the Office of the Registrar before the last day to drop a course without a "W" for the given semester. On the form, students should indicate the reason for the leave and anticipated length of the leave (one or two semesters). Granting permission is discretionary, not automatic.

If the need for a leave of absence extends beyond the approved leave of absence (either 1 or 2 semesters), the student must officially withdraw from the School. Students who wish to withdraw must

submit an Application for Withdrawal from the School Form, available on the Office of the Registrar website. The form should be signed by the Dean of Students. Students who do not re-enroll for the semester immediately following the end of their approved leave of absence will be withdrawn and need to re-apply for admission.

Students who need to temporarily leave Cardozo mid semester (after the add/drop period) will not be eligible for an official leave of absence and will be withdrawn from all courses with a “W”. Students may not withdraw from classes after the last day to drop a course with a “W” as stated on the academic calendar. Students who wish to leave mid semester should make an appointment with the Dean of Students to request the mid semester withdrawal. If approved, students should consult with the Office of Student Finance prior to withdrawing from courses for the semester to understand the financial implications.

With the exception of students who have been approved to visit another institution and transfer credits back to Cardozo, students on leave of absence will need to submit a timely re-enrollment form prior to the start of the semester they are returning as indicated in the Leave of Absence form found on the Registrar [website](#). 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.

#### 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.

#### Official Withdrawal

Students who choose to withdraw from their program and do not expect to return at some future date must fill out the Official Withdrawal Form and submit it to the Office of the Registrar. Completion of this form is necessary for the student’s record to bear the notation that an official withdrawal was granted (A student who plans to return at some future date should instead submit a Leave of Absence form; see [“Leave of Absence”](#) section).

Students who are registered for courses at the time of their withdrawal will be subject to the tuition refund rates in effect on the date of their withdrawal. Before withdrawing from a program, students will need to meet with the Dean of Students and the Office of Student Finance regarding deadlines for tuition reimbursement and to address related financial responsibilities. Based on the timing of the student’s withdraw, the student may receive a W on their transcript. See the [“Office of Student Finance”](#) section for more information regarding withdrawal and refund policies and the return of financial aid.

#### Readmission After Withdrawal

A student who wishes to resume studies may have to apply for readmission. Students who were withdrawn (either voluntarily or administratively) and wish to apply for readmission must follow the admissions procedures determined by the Office of Student Services and the Office of Admissions. Their

admission will be subject to the program admissions criteria in effect at the time of application for readmission.

## STUDENT LIFE AND RESOURCES

### Accommodations for Students with Disabilities

The Office of Student Life is the liaison between Cardozo and the YU Office of Disability Services, whose Senior Director assists students with documented disabilities or medical conditions in obtaining reasonable accommodations. In turn, the Cardozo Senior Director of Student Life supports students through the application process and implements approved accommodations.

Some of the disabilities accommodated include physical, emotional or learning disabilities, ADHD, hearing impairments, and visual impairments. Visit the University's [website](#) for more information about documentation guidelines and available accommodations.

Students who wish to request accommodations for a documented disability that affects his/her academic performance and students who suspect that they may have a disability are encouraged to contact Cardozo's Senior Director of Student Life at [Francesca.Acocella@yu.edu](mailto:Francesca.Acocella@yu.edu). Please be aware that these requests take considerable time to process, and students should submit necessary documentation at the beginning of the semester. All accommodations are kept confidential, and the Office of Student Life is prohibited with sharing the information with faculty or other administrative offices. Additional information about the accommodations process can also be found in the Accommodations Memo on the [Office of Student Services and Advising \(OSSA\) website](#).

Information about accommodations for the bar exam can be found in the "[Admission to the Practice of Law](#)" section of this Handbook.

Students who might be unable to use the stairs in case of an emergency, should review the "[Evacuation Assistance](#)" section of this Handbook.

### 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.

#### Examinations

##### *The Multistate Professional Responsibility Examination (MPRE)*

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](#).

##### *Patent Bar Examination*

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 their registration and become a patent attorney. See the [USPTO website](#) for further information.

#### *“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. See the [New York State Bar Exam website](#) for more information.

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

The components of the Bar Exam are:

- the MBE, a six-hour 200-question multiple-choice exam covering contracts, torts, constitutional law, criminal law and procedure, evidence, federal civil procedure 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;
- 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;
- 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;
- 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 \(NCBE\)](#). 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 is available on the [New York State Bar Exam website](#) and the [NCBE website](#).

#### Pro-Bono Scholars Program (PBSP)

Through this program, a limited number of Cardozo JD 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 Office of Student Services and Advising 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 the Director of the Center for Public Service Law, Alissa Bernstein at [alissa.bernstein@yu.edu](mailto:alissa.bernstein@yu.edu), and Dean of Students Jenn Kim, at [jennifer.kim@yu.edu](mailto:jennifer.kim@yu.edu).

### Bar Preparation

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 registration materials posted on the [Registrar website](#).

Further information on some of the most popular bar preparation programs is available at [BarBri bar review](#), [Themis 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.

### Accommodations for a Disability

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 and for each jurisdiction in which you seek admission. 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.

### 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 on the [New York Board of Law Examiners \(BOLE\) website](#).

The rules of eligibility for the New York Bar Exam distinguish between those law graduates trained in the common law in a traditional university leading to the LL.M. and those who are not. Graduates of the traditional three-year, or more, common law education from countries such as the United Kingdom, Ireland, Australia, Canada, New Zealand and Israel are usually eligible based on that legal education. These graduates usually do not have to receive a U.S. LL.M. degree to establish eligibility for the New York Bar Exam but must receive this determination directly from BOLE.

Those educated in the civil-law tradition, or a non-traditional or mixed legal system may qualify for the New York Bar Exam after receiving a U.S. Master of Laws degree with certain requirements, explained in the "[LLM](#)" section of this Handbook below.

#### *Evaluation of Foreign Credentials*

All foreign-educated lawyers, whether eligible based on common law education or through the LL.M. degree, **must submit the online "[Request for Evaluation of Foreign Academic Credentials](#)" 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".

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.

#### *Certification for Bar Examinations*

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. Students planning to take the exam in a state outside New York should contact their state Board of Examiners for information about any degree certification forms that need to be submitted to the Board. Forms that require confirmation of degree conferral should be sent to the Office of the Registrar at [cardozoregistrar@yu.edu](mailto:cardozoregistrar@yu.edu).

Students applying for the New York bar examination will complete a Certificate of Attendance as part of the bar exam application process. This applies to all students, including LL.M. students who received their first law degree in a foreign country. These forms (COA's) will be sent by the NY Board of Law Examiners (BOLE) to the Office of the Registrar for review/approval once the students' have completed the application for the bar exam. In addition to submitting the COA's, the Office of the Registrar will also submit final transcripts for LL.M. students to the NY BOLE. The transcript is not required for JD students.

Students are responsible for applying to the jurisdiction(s) in which they intend to sit for the Bar Examination. Information about the New York State Bar Examination may be obtained directly from the New York State Bar Examiners by calling 518-453-5990 or from the Bar Examiners' [website](#). Information

on the New Jersey Bar Examination is available directly from the New Jersey Board [website](#) or at 609-984-2111. Students applying for the Bar Exam in other jurisdictions should contact the State Board of Bar Examiners in that state for information. Two excellent online sources of information are [NCBE Comprehensive Guide to Bar Admission Requirements \(ncbex.org\)](#) and [American Bar Association Groups Resources](#).

Please visit [The Bar Exam | Cardozo Law \(yu.edu\)](#) for additional information about forms that are completed by the Office of the Registrar.

#### 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 [email the Registrar's Office](#) and ask for 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](#). Applicants should save a copy of the completed application to refer to it in case they apply to another state for admission.

All states require character and fitness forms to be completed by the law school. These forms should be sent to [cardozoregistrar@yu.edu](mailto:cardozoregistrar@yu.edu).

#### 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.

JD candidates must first commence their JD course of study before pro bono hours will qualify toward the 50-hour requirement. LLM candidates may complete their 50 hours of pro bono work up to one year



before, during or after the LLM course of study. LLM candidates may elect to determine if they have passed the NY Bar Exam before engaging in qualifying pro bono work, but they must complete the requirements before applying for admissions which takes place once the candidate has received notice of having passed the bar exam.

For further information regarding the implementation and requirements of the 50-hour rule, along with frequently asked questions, please visit [the New York State Unified Court System website](#).

#### 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). Click [here](#) for a full list of accredited CLE providers in New York State. 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.

### Assignments and Duplicated Materials

A list of textbooks for the semester's courses will be distributed to students via email as it becomes available.

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, students should check Canvas for their first assignments. Syllabi may also be posted to 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.

### Our Building

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, accessible restrooms, fountains for filling water bottles

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

3rd floor: Classrooms (300's), café, vending machines, student lounge, student organization bulletin boards, lockers (345-756, 1171-1200), cellphone booth, accessible and 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, 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), 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/reflection)

9th floor: The Perlmutter Center for Legal Justice, faculty offices, seminar room, fountains for filling water bottles

10th floor: Dean's Office, Dean of Students' Office, Office of Academic Success, 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 Life, 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

### 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**
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.

\*\*During the December and May exam periods, the building may be open during scheduled times on Saturday nights.

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. Some offices may have adopted a hybrid schedule, so please refer to the individual office websites for additional information about office hours.

Please refer to the "[The Dr. Lillian and Dr. Rebecca Chutick Law Library](#)" section of this handbook for information about our library hours and services.

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.

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. Make-up classes will be scheduled by the professor.

### Non-Library Study Space

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.

### Student Lounge and Café

The student lounge is located on the third floor and is generally available for Cardozo student use at all times when 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 when 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 Orthodox Union (O-U). 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.

### Building Maintenance Requests

Students who wish to report a need for repair or housekeeping should log into Inside Track and select "Facilities Work Order Form".

For requests to adjust heating or air conditioning, or for emergency repair situations, students may contact Security at 646-592-6575.

## Communications

### Student Email and Social Media Policy

Students wishing to communicate with other students may use the Cardozo GMAIL system; however, individual students are not permitted to send mass emails. All mass emails must be from a recognized Cardozo organization or office.

The Cardozo administration will determine the appropriateness of emails for mass dissemination. This 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.

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

### Messages

#### *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 or the Office of the Dean of Students at 646-592-6420.

#### *Contacting Faculty Members*

Each full-time faculty member posts office hours during which they will be available to students. This information is posted by the door to the faculty member's office and is also posted on [InsideTrack](#). 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](#).

Most adjunct professors are listed on the Cardozo website. 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.

### 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 Avenue. (at 11th Street). The main NYC post office is located at 421 8th Avenue. (between 31st and 33rd Streets).

## 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](#). Students are expected to abide by all policies in the ITS handbook.

If you purchase a Mac through either [the Apple website](#) or an Apple store, you can get the standard educational discount.

#### Use of Computers on Exams

Please see the “[Examinations](#)” sections of this Handbook.

#### 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, 424, and the Moot Court Room have a power outlet for each seat. Students with a documented disability that requires the use of a laptop in class may contact [cardozostudentservices@yu.edu](mailto:cardozostudentservices@yu.edu).

#### Computing Systems and Platforms

Cardozo students use a number of computing systems:

[InsideTrack 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 [InsideTrack Portal](#).

**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 through Inside Track or by logging in directly at <http://yu.instructure.com/>. If you log in directly to the website, your credentials are the same as your Inside Track credentials. 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 your 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 a forgotten password or problems with a YU account should be directed to [CSL-ITSupport@yu.edu](mailto:CSL-ITSupport@yu.edu) or go to [Information Technology Services | Yeshiva University \(yu.edu\)](https://www.yu.edu/information-technology-services).

Student organizations wishing to send a mass email to the student body should see the “[Mass Email Policy](#).” 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 credentials are the same you would use to log in to InsideTrack. Inquiries and problems should be directed to [CSL-ITSupport@yu.edu](mailto:CSL-ITSupport@yu.edu) or go to [Information Technology Services | Yeshiva University \(yu.edu\)](https://www.yu.edu/information-technology-services).

## 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 made available to students via the [InsideTrack 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.

## 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.

### 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: <https://cardozo.yu.edu/directory>

Circulation and General information: 646-592-6505

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

Reference assistance: 646-592-6500

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

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

The most current library hours are available on the [library website](#). During the fall and spring semesters, the library is generally 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.

## Library Resources

Library staff are available to assist students with locating materials and answering general questions during library hours. Students may schedule an appointment with a reference librarian for help with resources by contacting the Reference Desk at 646-592-6500 or emailing [lawref@yu.edu](mailto:lawref@yu.edu). Resources in the virtual library are available at all times via the [library website](#). Click [here](#) for remote access to electronic resources.

For more information regarding library services including information about use of library computers, group study rooms, A/V equipment, photocopying, and outside library resources as well as detailed information about the library's collections, please visit the [library website](#).

## Library Policies

Valid Yeshiva University (YU) ID cards must be presented upon request to library staff. A YU ID card 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 with unpaid fines or outstanding books will not be cleared for registration or graduation.

Students who fail to comply with library regulations are subject to disciplinary action, including, but not limited to, a suspension of library privileges.

The full list of library policies can be found on the [library website](#).

## 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 [thebenjamin@yu.edu](mailto:thebenjamin@yu.edu).

## Lockers

At the beginning of each semester, locker instructions and guidelines on how to use the lockers are distributed by the Office of Student Services and Advising (OSSA) via email.

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 Senior Director of Student Life 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.

Please note the [University Ban on Lithium-Ion Batteries](#). Batteries for lithium-ion-powered bikes, e-scooters, e-skateboards, hoverboards and other electric transportation devices present a serious hazard and may explode, causing injuries and starting fires. Batteries for these devices may not be carried, used, charged, or stored anywhere in the building, including lockers.

**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 Facilities Work Order Form through Inside Track.

## Office of Business Affairs/Finance & Administration

### Student Reimbursement

Student organizations members/Alexander Fellows/Journal editors should email Kiana Marte ([kiana.marte@yu.edu](mailto:kiana.marte@yu.edu)) and Jacklyn Tavarez ([tavarez@yu.edu](mailto:tavarez@yu.edu)) for all matters pertaining to budget, travel, and reimbursements. Students **MUST** receive prior approval for all out-of-pocket expenses.

### Research Assistant (RA) Onboarding Process

Student/Research Assistants must email Jacklyn Tavarez ([tavarez@yu.edu](mailto:tavarez@yu.edu)) and Kiana Marte ([kiana.marte@yu.edu](mailto:kiana.marte@yu.edu)) to begin the onboarding process. Once you are authorized to start working, you will receive an email with the following subject line **“Welcome to YU”**. If you are found to be working prior to Jacklyn Tavarez/Kiana Marte sending you an email with the subject line ‘Welcome to YU’, you will **NOT** be back paid, and you may no longer be eligible to work for YU.

## Office of Career Services

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

Our team at OCS is ready, willing, and able to discuss these or any matters involving the conduct surrounding applications, interviews, and performance during an internship or externship. If you have questions or concerns about an employer's conduct, please do not hesitate to discuss this with our office. Our students, graduates, alumni, and employers make up a supportive, constructive and rewarding community, and we cannot wait to see how you will make your mark!

### Contact Information:

Room: 1128

Phone: 646-592-6520

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

Website: <https://cardozo.yu.edu/careers>



## Professionalism and Employer Relations

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. Likewise, we expect employers to embody the high level of respect, inclusion, and integrity our profession demands. OCS welcomes its role in facilitating introductions, interviews, and opportunities with legal employers in every sector of the legal marketplace.

OCS asks students to be aware of three critical items as they enter the market for internships, externships, and post-graduate roles:

1. **Accuracy in Application Materials:** You are expected to provide accurate, honest, and up-to-date information during interviews and in all resumes, cover letters, and other materials provided for securing employment. **If you choose to include your GPA on your resume, it must read exactly as reflected in your most current transcript and without rounding up.** Cardozo calculates GPAs to the third decimal point, so you must reflect your GPA accordingly. **You may reflect your class rank only as authorized by the official class rank issued by the Registrar.** OCS is always available if questions arise regarding how to characterize an item in any document or handle an issue in an interview.
2. **Offer Acceptance Guidelines:** If you accept an offer for a full-time position, internship, externship, or clinic, **you are expected to honor the commitment you have made to the employer** and withdraw other applications. It is strongly discouraged to renege or continue interviewing for opportunities with equivalent start dates once an offer of employment is accepted. Accepting multiple offers takes opportunities away from your colleagues at Cardozo, undercuts your reputation, and potentially damages Cardozo's relationship with the employer. Promptly consult OCS if extraordinary or unforeseen circumstances require that the acceptance be modified or that you be released from your acceptance. If you need guidance regarding assessing or navigating job offers, please do not hesitate to speak with an OCS counselor.
3. **Canceling Interviews:** For on-campus interviews, there is usually a cancellation period that can be utilized if necessary. If you do need to cancel an interview, give the employer (and/or OCS, in the case of on-campus interviews) as much notice as possible. **Consult OCS if you need to cancel an interview outside of the cancellation period or with less than 24 hours' notice** (whichever is longer). Unexpected, last-minute interview cancellations can jeopardize Cardozo's and your relationship with the employer. Furthermore, last minute cancellation of interviews may prevent one of your classmates from getting an interview with the employer or having the opportunity to adequately prepare. It is unacceptable to "no-show" for a scheduled interview.

Failure to comply with either of these core OCS policies regarding professionalism may result in sanctions including:

- Cancellation of your Symplicity account and loss of access to Cardozo job listings;
- Preclusion from participation in on campus recruitment programs;

- 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.
- 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.

#### Transfer Student Resumes (Class Rank and GPA)

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.

#### Office of Diversity and Inclusion

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 [cardozostudentservices@yu.edu](mailto:cardozostudentservices@yu.edu) or 646-592-6420.

### Office of the Registrar

The Office of the Registrar handles course registration, provides verification of enrollment and graduation, maintains and distributes students' academic records, approves students for graduation, and certifies graduates as such to state Bar Examiners. Information regarding registration, academic records, and other academic policies can be found throughout this Handbook.

Contact Information:

Suite 1034

Phone: 646-592-6280

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

Website: [Office of the Registrar | Cardozo Law \(yu.edu\)](#)

### Office of Student Finance

The Office of Student Finance is comprised of two parts: the Office of Student Accounts and the Office of Student Aid. Student Accounts handles invoices for tuition and fees and collects and processes payments. Student Aid assists students with financial aid which may include scholarships, grants, student loans, and federal work-study.

Contact Information:

Suite: 1024

Phone: 646-592-6249

Email: [cardozostudentaid@yu.edu](mailto:cardozostudentaid@yu.edu); [cardozostudentaccounts@yu.edu](mailto:cardozostudentaccounts@yu.edu)

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

### Student Access

Cardozo students have 24-hour online access to their charges, billing, financial aid information, and other resources by logging into [InsideTrack](#) and clicking on the appropriate link from the Financial Aid or Student Accounts sections of the Banner Student Dashboard.

### Student Accounts General Policy

Students are billed per semester for tuition and fees. Invoice notices are sent to students' Cardozo email accounts prior to the start of each semester by the Office of Student Finance. Invoice notices direct students to review their semester invoice via [InsideTrack](#). Invoice notices include the semester payment due date, instructions on navigating through InsideTrack to view semester charges (tuition and fees) and financial aid (scholarships, grants, and loans), and detailed information regarding the school's various payment options.

### Past Due Tuition and Fee Balances

- A late fee charge of 1.5% per month will be added to students' accounts.
- A financial hold will be placed on students' accounts.

**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 (part-time) are charged on a per-credit basis plus fees. Part-time LLM students are required to enroll in at least 24 credits at the LLM per-credit tuition rate. 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.

Annual tuition rate increases are effective starting with the summer semester, which is the first official semester of each academic year.

#### *Payment Options*

There are currently several payment options available to facilitate the payment of tuition and fees. Students may make payments in full by credit card, e-check, paper check, wire, or through our monthly payment plan. All payments and payment plan budgets need to be completed and submitted by the payment due date preceding each semester.

***\*Please Note\**** *students are encouraged to make all payments using our online system*

Please visit [the Cardozo website, Billing and Payment Options section](#), for detailed payment information and instructions.

#### *Student Aid General Policy*

Cardozo awards a variety of merit and need-based scholarships, grants, and loans.

Merit scholarship recipients are initially notified by Admissions when admitted to Cardozo. Students who file a FAFSA or Cardozo's International Student Financial Aid Application will receive a financial aid offer email from the Office of Student Finance for the academic year, which will outline their eligibility for student loans and institutional need-based aid (if eligible).

#### *Eligibility and Application*

To apply for federal student aid, which may include Stafford and Graduate PLUS loans, and work-study, eligible students must complete and file the [Free Application for Federal Student Aid \(FAFSA\)](#) per academic year.

#### **TITLE IV School Code: G02903 (Yeshiva University)**

The FAFSA is usually made available online by the U.S. Department of Education beginning October 1 for the following academic year. We encourage students to file the FAFSA as early as possible. We begin setting up and sending financial aid awards for the following academic year for new students around March, and around June for continuing students. We strongly recommend filing the FAFSA on an annual basis no later than April 15.

JD students who are not United States citizens or permanent residents, or who are not considered an eligible noncitizen, can file Cardozo's "International JD Student Financial Aid Application" on an annual basis.

All students are automatically considered for merit scholarships during the admission application process. An additional scholarship application is not required. Merit scholarship awards are based on the strength of a student's academic performance.

Eligible JD students may also qualify for institutional need-based aid, which can include a grant and/or loan.

Eligible students who file the FAFSA will receive a financial aid offer email from the Office of Student Finance. The financial aid offer will outline the student's eligibility for federal student loans, and any other financial aid the student may be eligible to receive, such as institutional merit or need-based aid. The financial aid offer email will also include detailed instructions on accepting, applying, and accessing the financial aid offer(s).

### *Loans*

Most law school students rely on educational loans as their primary source of financial aid. Most eligible students requiring loan funding pursue federal student loans to assist with their education related expenses. These loans include the federal Stafford loan and the federal Graduate PLUS loan. Eligible students are first required to file the annual FAFSA before pursuing federal loan options.

Students may also pursue non-federal student loans, such as private loans and Cardozo's institutional YU loan.

International JD students who are ineligible for federal loans may complete Cardozo's annual International Student Financial Aid Application in order to determine eligibility for Cardozo's institutional YU loan.

[Click here for information on the various loan options.](#)

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 in at least 6 credits, are not permitted to borrow federal 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 plans](#) include [Income Driven Repayment](#) plans, such as Income Based Repayment (IBR), Pay As Your Earn (PAYE), and Save on a Valuable Education (SAVE), 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. This site provides helpful information on budgeting, loan repayment, loan forgiveness and other important details.

### *Scholarships*

Scholarships and grants are direct gifts from Cardozo, through Yeshiva University, to the student.

A limited amount of need-based grant funding may be awarded to eligible JD students who were not awarded a merit scholarship, or were only awarded a limited merit scholarship, and who demonstrate financial need.

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.

A very limited amount of merit-based scholarship funds may be allocated prospectively to JD students who perform exceptionally well during their first (1L) year of law school. All students are automatically considered for these funds based solely on their cumulative 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.

Students' annual scholarship awards are appropriately divided and allocated on a per semester basis. May-Entry 1Ls will have their annual scholarships split equally over three semesters (summer, fall, and spring) for their first year. All other full-time students will have their annual scholarships split over two semesters (fall and spring),

LLM students who are awarded scholarships and attend part-time (less than 9 credits per semester) will have their scholarships divided by 24 credits and allocated on a per-credit basis. (e.g. a part-time LLM student with a \$15,000 scholarship will have it allocated at \$625 per credit (\$15,000 / 24 credits)).

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.

### *Emergency Funds*

#### 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.

#### Carrol and Milton Petrie Foundation Student Emergency Fund

This fund has been created for the purpose of providing emergency cash grants to eligible 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. Eligible students are required to complete Cardozo's Petrie Grant application and demonstrate financial "need".

Application submissions will be reviewed by the Dean of Student and the Director of Student Finance to determine eligibility. Petrie funding cannot be used towards tuition, fees, or any institutional charges. Petrie funding is limited to qualifying expenses (e.g. housing, board, books, supplies, computer, transportation, and medical). Students interested in receiving financial assistance through the Petrie Fund should contact the Dean of students and Director of Student Finance.

### Student Health Insurance

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 application deadline. Please note, there are no exceptions or extensions to the semester waiver deadlines.

Yeshiva University does not offer a dental plan.

Students who are on leave of absence will retain coverage with premium payment for a period of twelve consecutive months from the last day of attendance at the University provided the leave of absence is due to an injury or sickness. To maintain coverage, the student's doctor must certify that the leave is medically necessary. Written certification must be sent to University Health Plans. Students on a non-medical leave of absence will lose University health insurance coverage while on leave.

For more information regarding the plan's coverage and rates and how to waive out of coverage, please visit [the UHP website](#). For waiver, enrollment, eligibility, general benefit questions, or plan issues, contact University Health Plans at 833-207-6455. In a medical emergency, call 911 or proceed to the nearest emergency room.

For additional health resources including information regarding study abroad health insurance, other health insurance options, and prescription drug programs, please visit the [Health Services website](#).

### Withdrawal Procedures and Refund Policy

#### 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, taking a leave of absence or changing from full-time to part-time status.

To withdraw after the add/drop period, a student must obtain the written approval of the Dean of Students.

#### *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.

#### *Official 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. Please refer to the "[Official Withdrawal](#)" section of this Handbook for more information regarding Cardozo's withdrawal policy.

#### *Leave of Absence*

Taking a semester leave requires written approval of the Dean of Students.. Please refer to the "[Leave of Absence](#)" and "[Withdrawal Procedures and Refund Policy](#)" sections of this Handbook for more detailed information.

### 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.

OSSA's [website](#) provides additional details about their services including information about academic advising, personal support, special circumstances and approvals, disability accommodations, and examinations.

OSSA can also assist students with various mental health services issues. The OSSA [Health Services website](#) provides details regarding YU's Counseling Center and other mental health resources. Students can reach the Counseling Center at 646-592-4210 or by email at [counseling@yu.edu](mailto:counseling@yu.edu).

#### Contact Information:

Suite 1043

Phone: 646-592-6420

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

Website: <https://cardozo.yu.edu/ossa>

### 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 Sixto Cartagena. He can be reached at 646-592-4647. All Production orders must be submitted via the [Production Office website](#).

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. If you have any questions regarding this policy, please contact Jacklyn Tavarez in the Office of Business Affairs at 646-592-6406 or [tavarez@yu.edu](mailto:tavarez@yu.edu).

FedEx Office Print & Ship Center is located nearby at 10 Union Square E Suite.

### 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**. Students who fail to provide immunization documentation prior to the start of classes may be unable to attend courses and will have a hold placed on their account that prevents registration.

### Room Reservations & Special Events

The Office of Special Events supports the planning and logistics of all events produced for and by the Cardozo Community. For information and policies regarding use of Cardozo space, room reservations, Cardozo's catering/alcohol policy, and insurance/liability for events, please visit the Office of Special Events [website](#).

### 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 646-592-6575 or 212-790-0303.

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, please visit their [website](#).

#### 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 646- 592- 6575 or visiting the front desk. In the event of an evacuation, Security will call registered individuals to determine their location and ensure their safety.

#### Injuries on the Premise

Individuals who suffer physical injury while on University premises should contact 911, if necessary, 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 646-592-6575 or 212-790-0303, or go to the Security Desk. If a community member notifies 911, please also notify Security in the lobby so that they can direct emergency responders to the appropriate location.

#### 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/).

#### University Ban on Lithium-Ion Batteries

All lithium-ion-powered bikes, e-scooters, e-skateboards, hoverboards and other electric transportation devices are banned from all University campuses, including residence halls, courtyards, and parking lots. They may not be carried, used, stored, charged or otherwise possessed on any University campus. Storage, charging and possession of lithium-ion batteries are also prohibited. These devices and batteries present a serious hazard and may explode, causing injuries and starting fires. These fires cannot be extinguished like traditional fires and create toxic gasses that can be deadly in enclosed spaces. Fire extinguishers do not work on lithium-ion batteries.

Exceptions to this policy are available for electric mobility aids for individuals with disabilities and for authorized research activities. Please contact the [Security Department](#) for more information.

This policy applies to all University faculty, staff, students, visitors and guests. Anyone violating this policy will be required to remove the device/battery in question immediately and will be considered to be in violation of University policy and subject to applicable disciplinary procedures (including removal from University housing if applicable). If any such device/battery is discovered, it may be removed and discarded without notice or reimbursement.

## YU Alert

Yeshiva University 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.

Visit the YU Alert [website](#) for additional information including how to register with the service.

## 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 646-592-6575 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 [the American Bar Association website](#), 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.

## Student Identification Cards

All Cardozo students are required to obtain an official Cardozo photo identification card. Students must keep their identification card with them at all times and must swipe their card and receive a green light or approval from security to enter the building.

Students must follow this protocol 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 security desk 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.)

### Replacement Identification Cards

Lost photo identification cards should be replaced as soon as possible. Students should visit the Security Desk at the 5<sup>th</sup> Avenue entrance to pay the replacement fee and have a new card created.

## 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 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 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, a Student Director of Diversity and Inclusion, 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](#).

### 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.

### *Student Group Communicaton*

Student organizations (including journals, competition teams, affinity groups, and all organizations under and including the Student Bar Association) are permitted to send emails, post on social media, or make statements ONLY about the organization's meetings, events, members, or other content that advances the organization's mission.

### OSSA and 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, OSSA schedules regular meetings with the Student Bar Association's 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 and the Senior Director of Student Life also meet with leaders of the Student Bar Association.

### Use of University Name for Student Groups

Yeshiva University recognizes that student organizations and clubs enrich student life and provide many opportunities for learning and leadership development. Because they are valued components of our community, official student organizations and clubs in good standing and recognized by the University (or its constituent schools) may use the University's YESHIVA UNIVERSITY and/or shield design marks, or the applicable school's name and/or logo, in each case as set forth on Exhibit A or as otherwise approved by the school's Dean (collectively, the "YU Marks"), in order to proudly express their connection to the University.

This right to use the YU Marks may be terminated by the University (or its constituent school) in its sole discretion for any reason, at any time, and remains subject to the student organization or club remaining in good standing and recognized by the University (or its constituent school).

Student organizations and clubs may also create their own logos as long as they do not incorporate any of the YU Marks, any elements of the YU Marks (for example, the shield design), or any terms or design elements that are confusingly similar to the YU Marks. Changing the color, size, orientation, design or other feature of a trademarked University logo to create a "new" design also is expressly forbidden. If a student organization or club chooses to create its own unique logo, the design must be completely distinct from all University logos and cannot be based on past or existing YU brand elements and trademarked designs. In addition, student organizations and clubs may not include any words, symbols,

or images that might reflect poorly on the University or its constituent schools, or their respective faculty, staff, administrators, student body or community.

Student organizations and clubs are also required to incorporate identifiers such as club, society, association or chapter in the name of the organization and the logo so that it is clearly identified as a student organization or club, and not a University/school department or other University/school unit. If the wording “Yeshiva” or “Yeshiva University” or school name is used, it must be clear that the organization/club is a student organization/club.

These guidelines are intended to protect and control the use of the University’s logos and marks. While the University is proud to identify its student organizations and clubs as valued members of our community, it must be clear to the University community and to the public at large what is part of the University, which goods/services originate from the University, and which do not.

Students may direct questions about this policy to the Office of the General Counsel at 646-592-4400.

## Student Records

### Accessing Student Records

Cardozo students have easy, 24-hour web access to their academic records, student account, financial aid records, and more. Students can access their records by logging into Inside Track and navigating to their Banner Student Dashboard.

Students should review the “[Privacy](#)” section of this Handbook for information about the protection of student records.

### Change of Address

Students who change their home or local residences are required to notify the Office of the Registrar within 10 days by clicking on the “update personal information (address/phone)” link in the Banner Student Dashboard. Students are responsible for all mail sent to the old address if their address has not been updated.

### Change of Name

A student who legally changes their first or last name and wishes to use that name on School records must file a Request for Change of Name Form with the Office of the Registrar. They will be required to submit supporting documentation alongside the form.

A student may choose to use a preferred first name that differs from their legal first name. Students who wish to use a preferred first name should contact the Office of Student Services ([cardozostudentservices@yu.edu](mailto:cardozostudentservices@yu.edu)) and submit the Preferred Name Request Form found on the ITS Help Desk [website](#). Click here to sign in to the [ITS Portal](#) to view the full policy.

### Enrollment Verification

Current students who need to verify their enrollment status at Cardozo can print an enrollment certificate by selecting the “request official transcript/enrollment verification” link from the Banner Student Dashboard. Letter of good standing requests should be made to the Office of Student Services and Advising by emailing [cardozostudentservices@yu.edu](mailto:cardozostudentservices@yu.edu).

## Transcripts

Current students may generate unofficial transcripts at no cost by selecting “request emailed unofficial transcript” from their Banner Student Dashboard. Students may order an official transcript to be sent via PDF or paper for a fee by selecting the “request official transcript/enrollment verification” link from the Student Dashboard.

A student’s official records are sent only in the form of a complete transcript. No partial records are sent. Transcripts list courses in progress without grades. Students who believe there is an error in their academic record (e.g. in a grade, average, credit value or course) must promptly contact the Office of the Registrar at [cardozoregistrar@yu.edu](mailto:cardozoregistrar@yu.edu). Even if there has been an error on the part of the University, no request for a correction will be granted unless the student notifies the Office of the Registrar within three months after grades have been recorded.

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.

Cardozo will not release transcripts from other colleges and institutions. If a student requires a previous school’s transcript, they must request that transcript directly from the school even if the student has already submitted it to Cardozo as part of the admissions or transfer process.

Additional information can be found [online](#).

## APPENDIX

### Appendix A: LLM Major Requirements

LLM Comparative Legal Thought Major

**Total number of credits required for the degree: 24**

**Total number of credits required for the CLT major: 15 (12 in-class credits and 3 thesis credits)**

**CLT majors must choose their 12 major credits from the following list of courses:**

LAW 7521 Administrative Law (3)	LAW 7122 Human Rights and Atrocity Prevention Clinic Seminar (3)
LAW 7124 Adv. Human Rights Clinic (2)	LAW 7130 Indigenous Rights in the Americas (2)
LAW 7108 Adv. Human Rights Clinic Seminar (2)	LAW 7261 International Law (4)
Cardozo Colloquium: Sovereignty, Rule of Law, and Fundamental Rights in the Era of National and International Turmoil (2)	LAW 7279 International Criminal Law (2)
LAW 7257 Comparative Constitutionalism (2)	LAW 7146 International Humanitarian Law (3)
LAW 6501 Constitutional Law I (3)	LAW 7269 International Human Rights Law (3)
LAW 7501 Constitutional Law II (3)	LAW 8500 Special Topics: Israeli Constitutional Law in Comparative Perspectives (2)
LAW 8500 Special Topics: Crimmigration & Race: Intersection of Criminal Law, Immigration Law & Race (3)	LAW 7211 Jurisprudence (2)
Criminal Justice and Society (2)	LAW 7242 Law and Literature (3)
Critical Perspectives on Procedure (3)	LAW 8500 Special Topics: Law and War (3)
LAW 7512 Critical Race Theory (2)	LAW 7225 Multiculturalism and the Human Rights of Women (1)
LAW 8500 Special Topics: Environmental Justice (2)	LAW 7510 Race and the Law (3)
LAW 7711 Family Law (3)	LAW 8500 Special Topics: Race, the Constitution, and the American Empire (2)
LAW 7499 First Amendment (3)	LAW 8500 Special Topics: Religious Freedom and Gender Equality (2)
LAW 7392 Forensic Psychiatry & Psychology (2)	Rule of Law in Context (2)
LAW 8500 Special Topics: Gender and the Law (2)	LAW 7234 Sexual Orientation and the Law (2)
LAW 8500 Special Topics: Global & Constitutional Theory (2)	LAW 7520 State and Local Government Law (3)
LAW 7200 How Judges Decide (2)	LAW 8500 Special Topics: Transgender and Reproductive Justice (2)
LAW 7123 Human Rights and Atrocity Prevention Clinic (3)	



## LLM Dispute Resolution &amp; Advocacy Major

**Total number of credits required for the degree: 24**

**Total number of credits required for the DRA major: 14**

DRA majors must also complete the DRA writing requirement and complete an ADR related externship, internship, clinic or practical program (included in the 14 credits required for the major)

**DRA majors must choose their 14 major credits from the following list of courses:**

LAW 7351 ADR in the Workplace (2 or 3)	LAW 8315 Dispute Resolution Processes (3)	LAW 8500 International Peacemaking (2)
LAW 7352 ADR Writing Seminar (2)	LAW 7319 Dispute Resolution (2)	LAW 7380 Interviewing and Counseling (2)
LAW 7124 Adv. Human Rights Clinic (2)/LAW 7108 Adv. Human Rights Clinic Seminar (2)	LAW 7713 Divorce Mediation (3)	LAW 7371 Intro to ADR for LLM's (1)
LAW 7353 Advanced Mediation Practicum (2)	LAW 7716 Divorce Mediation Clinic (3)	LAW 7341 Intro to Mediation (2)
LAW 7362 Advanced Trial Advocacy (2)	LAW 8500 Divorce Process (2)	LAW 7360 Intro to Trial Advocacy (2)
LAW 7814 Anatomy of an Appeal (1)	LAW 7992 E-Discovery (2 or 3)	LAW 7925 Jnl of Conflict Resolution (1)
LAW 7354 Appropriate Dispute Resolution FC (2)/LAW 7355 Appropriate Dispute Resolution FC Seminar (2)	LAW 7759 Ethics in Litigation (2)	LAW 8500 Law of Settlement (3)
LAW 8316 Arbitration Theory and Practice (2)	LAW 7330 Evidence (4)	LAW 7309 Negotiation Theory & Skills (2)
LAW 7803 BXD Mainzer Fam FC (3)/LAW 7804 BXD Mainzer Fam FC Seminar (2)	LAW 7301 Federal Courts (3)	LAW 7307 NY Practice (3)
LAW 7708 Collaborative Family Law (1)	LAW 7986 Filmmakers Legal Clinic (5)	LAW 7389 NY Evidence Theory & Pract (2)
LAW 7876 Collective Bargaining in Sports & Entertainment (2)	LAW 9204 Forensic Science FC (2)/LAW 9205 Forensic Science FC Seminar (2)	Pretrial Practice (3)
LAW 7342 Conflict of Laws (3)	LAW 7990 Healthcare Reform FC (2)/LAW 7771 Healthcare Reform FC Seminar (2)	Private or Public Externship/Seminar in ADR field
LAW 7817 Dept. of Financial Services FC (2)/LAW 7818 Dept. of Financial Services FC Seminar (2)	LAW 7904 Heyman ACCA Field Plcmt (2)/LAW 7778 Hetman ACCA In-House Cnsl Seminar (1)	LAW 7753 or 7391 Professional Responsibility (2 or 3)
	LAW 8009 Housing Justice FC (2)/LAW 8010 Housing Justice FC Seminar (2)	LAW 7308 Rep. in Mediation (2)
	Law 7180 Innovations in Justice (2)	LAW 7377 Rep. in Arbitration (2)
	LAW 7254 Int'l Commercial Arbitration (2)	LAW 7323 Securities Arbitration Clinic (4)
		LAW 7835 Tech Startup Clinic (4)
		LAW 7735 Visual & Performing Arts FC (2)/LAW 7736 Visual & Performing Arts FC Seminar (2)

## LLM Intellectual Property Major

**Total number of credits required for the degree: 24**

**Total number of credits required for the IP major: 14**

**Of the 14 credits required for the major, 2 out of the following 3 courses are required: LAW 7572**

Copyright Law (3), LAW 7574 Patent Law (3), LAW 7577 Trademark Law (3)

**The remaining credits must be chosen from the following list of IP courses:**

LAW 7889 Adv. Filmmakers Legal Clinic Pract.(2)	LAW 7553 IP & Antitrust (2)
LAW 7575 Advanced Patent Law (2)	LAW 7903 IP Business and Transactional Law (2)
LAW 7885 Adv Tech Startup Clinic Pract. (2)	LAW 7993 IP and Info Law Colloquium (2 or 3)
LAW 7763 Advertising Law (3)	LAW 7974 IP Externship (2)/LAW 7842 IP Externship Seminar (1)
LAW 7557 Antitrust (3)	LAW 7775 IP Licensing & Drafting (2)
LAW 7248 Art Law (2)	LAW 7023 Legal Technology (2)
LAW 7954 Arts & Entertainment Law Jrnl (1)	LAW 7895 Media Law (2)
LAW 7853 Blockchain and the Law (2)	LAW 7488 Music Law (2)
LAW 7876 Collective Bargaining, Sports & Entertainment (2)	LAW 7898 Patent Basics (2)
LAW 7487 Design Law (2)	LAW 7574 Patent Law (3)
LAW 7020 Electronic Commerce (2)	LAW 7583 Patent Law Practice (2)
LAW 7836 Entertainment Law (2)	LAW 7494 Privacy Law (3)
LAW 7731 Fashion Law (3)	Privacy Law Seminar (2)
LAW 7744 Fashion Law Practicum (2)	LAW 7603 Social Media Law (2)
LAW 7986 Filmmakers Legal Clinic (5)	LAW 7783 Sports and the Law (2)
LAW 7499 First Amendment (3)	LAW 7867 Start-up Law (2)
LAW 7880 International Data Protection (2)	LAW 7613 Taxation of IP (2)
LAW 7261 International Law (4)	LAW 7835 Tech Start-up Clinic (4)
LAW 7562 International Trade (2)	LAW 7577 Trademark Law (3)
LAW 7570 Internet Law (3)	LAW 7735 Visual & Performing Arts FC (2)/LAW 7736 Visual & Performing Arts FC Seminar (2)

## Appendix B: LLM General Legal Studies Concentration Requirements

### Business, Corporate and Finance Law Concentration

**Total number of credits required for the CORP concentration: 8**

**Of the 8 credits required for the concentration, students are required to take one of the following:**

LAW 7060 Corporations (4), LAW 6001/6002 or LAW 6003 Contracts (5), LAW 7032 Commercial Law (4), OR LAW 7056 Securities Regulation (3)

**The remaining credits must be chosen from the following list of elective courses or from the required course list:**

LAW 7329 Adv. Securities Arbitration Clinic (2)	LAW 7107 Corporate Internal Investigations (2)	LAW 7375 Intro to Financial Statements (1)
LAW 7835A Adv. Tech Startup Clinic (2)	LAW 7611 Corporate Taxation (3)	LAW 8500 ST: Law, Business and Technology (2)
LAW 7039 Alternative Business Entities (2)	LAW 8500 ST: Cryptocurrency & Digital Asset Regulation (2)	LAW 7604 Law of Nonprofit Organizations (2)
LAW 7612 Analyzing Corporate Agreements (2)	LAW 7817 Dept. Financial Services FC (2)/7818 DFS FC Seminar (2)	LAW 7063 Mergers & Acquisitions (2/3)
LAW 7051 Bankruptcy Law (3)	LAW 7020 Electronic Commerce (2)	LAW 8500 ST: Parties and Private Corporate Litigation (2)
LAW 7853 Blockchain and the Law (2)	LAW 7757 Ethics for the Business Attorney (2)	LAW 7615 Pensions & Profit Sharing (2/3)
LAW 7419 Business Immigration Law (2)	LAW 7601 Federal Income Tax (4)	LAW 7844 Private Sector Externship (2)/7843 Private Sector Externship Seminar (1)
LAW 7030 Business Reorganizations (2)	LAW 7813 Global Corporate Compliance (3)	LAW 7021 Sales and Payments (3)
LAW 8500 ST: Cannabis Law (2)	LAW 7904 Heyman In-House Counsel Externship (2)/7778 Heyman In-House Counsel Externship Seminar (1)	LAW 7035 Secured Transactions (3)
LAW 7606 Capital Markets Regulation (2)	LAW 8500 ST: Heyman Business Law Colloquium (2)	LAW 7323 Securities Arbitration Clinic (4)
LAW 7055 Consumer Bankruptcy (2/3)	LAW 7080 Insurance Law (3)	LAW 7867 Startup Law (2)
LAW 7989 Consumer Rights Field Clinic (2)/7768 Consumer Rights Field Clinic Seminar (2)	LAW 7253 International Business Transactions (2/3)	LAW 7833 Tax Law Field Clinic (2)/7834 Tax Law FC Seminar (2)
LAW 7426 Contract Drafting for LLM's (3)	LAW 7254 International Commercial Arbitration (2)	LAW 7620 Tax Policy Seminar (2)
LAW 8500 ST: Corporate Counsel (2)	LAW 8500 ST: International Investment Arbitration (2)	LAW 8500 ST: Taxation of Business Entities (3)
LAW 7132 Corporate Criminal Liability & FCPA (2)	LAW 7680 International Tax (2/3)	LAW 7835 Tech Startup Clinic (4)
LAW 7067 Corporate Finance (2)	LAW 7562 International Trade (2)	LAW 8500 ST: Technology Transactions (2)
LAW 7102 Corporate Fraud (2)	LAW 7374 Intensive Transactional Lawyering Program (3)	LAW 7018 Venture Capital (2)
		LAW 7100 White Collar Crime (3)

## Criminal Law Concentration

**Total number of credits required for the Criminal Law concentration: 8**

**Of the 8 credits required for the Criminal Law concentration, students are required to take one of the following: LAW 6101 Criminal Law (3) OR LAW 7119 Criminal Procedure (3)**

**The remaining credits must be chosen from the following list of elective courses or from the required course list:**

Elective Courses:

LAW 8500 ST: Abolish the Criminal Legal System Colloquium (2)

LAW 7109 Advanced Criminal Law (3)

LAW 7803/7804 Bronx Defenders Mainzer Family Defense Field Clinic & Seminar (5)

LAW 7715 Child Abuse & Gender-Based Violence (2)

LAW 8005/8006 Criminal Appeals Field Clinic & Seminar (4)

LAW 7367 Criminal Justice & Society Colloquium (2)

LAW 7119 Criminal Procedure II (3)

LAW 7104 Criminal Trial Practice (2)

LAW 8500 ST: Crimmigration & Race (3)

LAW 7330 Evidence (4)

LAW 7769/7770 Federal Criminal Prosecution SDNY Field Clinic & Seminar (4)

LAW 7392 Forensic Psychiatry & Psychology (2)

LAW 9204/9205 Forensic Science Field Clinic & Seminar (4)

LAW 7781 Immigration Law (2/3)

LAW 7180 Innovations in Justice (2)

LAW 7363 Intensive Trial Advocacy Program (ITAP) (3)

LAW 7279 International Criminal Law (3)

LAW 7360 Introduction to Trial Advocacy (2)

LAW 8500 ST: Pretrial Criminal Practice (2)

LAW 7111 Rights of Prisoners/Detainees (3)

LAW 8007/8008 State Criminal Prosecution Field Clinic & Seminar (4)

LAW 8500 ST: Trial Practice (2)

LAW 8500 ST: Using AI in Alignment with Social and Democratic Values (2)

LAW 7100 White Collar Crime (3)

LAW 7117 Wrongful Convictions (2)

## Dispute Resolution Concentration

**Total number of credits required for the Dispute Resolution concentration: 8**

**Of the 8 credits required for the Dispute Resolution concentration, students are required to take one of the following:** LAW 8315 Dispute Resolution Process (3), LAW 7319B Dispute Resolution (2), LAW 7309 Negotiation Theory & Skills (2/3), LAW 7341 Intro to Mediation (2), OR LAW 8316 Arbitration Law: Theory & Practice (2)

**The remaining credits must be chosen from the following list of elective courses or from the required course list:**

- |   |   |
|---|---|
| LAW 7354 ADR Field Clinic (2)/7355 ADR Field Clinic Seminar (2)                         | LAW 7180 Innovations in Justice (2)   |
| LAW 7351 ADR in the Workplace (2/3)   | LAW 7363 Intensive Trial Advocacy Program (ITAP) (3)  |
| LAW 7314 Mediation Clinic (4)   | LAW 7254 International Commercial Arbitration (2)   |
| LAW 7352 ADR Writing Seminar (2)  | LAW 8500 ST: International Investment Arbitration (2)   |
| LAW 7353 Advanced Mediation Practicum (2)   | LAW 8500 ST: International Peacemaking (2)  |
| LAW 7329 Advanced Securities Arbitration Clinic (2)                                     | LAW 7380B Interviewing & Counseling (2)   |
| LAW 7362 Advanced Trial Advocacy (2)  | LAW 7371 Introduction to ADR for LLMs (1)   |
| LAW 7803 BXD Mainzer Fam FC (3)/LAW 7804 BXD Mainzer Fam FC Seminar (2)                 | LAW 7360 Introduction to Trial Advocacy (2)   |
| LAW 7708 Collaborative Family Law (1)   | LAW 7925 Journal of Conflict Resolution (1)   |
| LAW 7876 Collective Bargaining in Sports & Entertainment (2)                            | LAW 8500 ST: Law of Settlement (2)  |
| LAW 7989 Consumer Rights Field Clinic (2)/7768 Consumer Rights Field Clinic Seminar (2) | LAW 7830/7829 NYC Labor & Employment Division Field Clinic & Seminar (4)                      |
| LAW 7817 Dept. Financial Services FC (2)/7818 DFS FC Seminar (2)                        | LAW 7325 Pretrial Practice (3)  |
| LAW 8500 ST: Dispute Systems Design (2)   | LAW 7844/7843 or 7998/7996 Private or Public Sector Externship & Seminar (if ADR related) (3) |
| LAW 7713 Divorce Mediation (2/3)  | LAW 7377 Representation in Arbitration (1)  |
| LAW 7716 Divorce Mediation Clinic (3)   | LAW 7308 Representation in Mediation (2)  |
| LAW 7796 Divorce Mediation Intensive (2)  | LAW 7323 Securities Arbitration Clinic (4)  |
| LAW 8500 ST: Divorce Process (2)  | LAW 7733/7734 Special Education Field Clinic & Seminar (4)                                    |
| LAW 7990 Healthcare Reform FC (2)/LAW 7771 Healthcare Reform FC Seminar (2)             | LAW 7833 Tax Law Field Clinic (2)/7834 Tax Law FC Seminar (2)                                 |
| LAW 8009 Housing Justice FC (2)/LAW8010 Housing Justice FC Seminar (2)                  |   |

## Family Law Concentration

**Total number of credits required for the Family Law concentration: 8**

**Of the 8 credits required for the Family Law concentration, students are required to take:** LAW 7711 Family Law (3)

**The remaining credits must be chosen from the following list of elective courses:**

LAW 7314 ADR/Mediation Clinic (4)

BIOE 5101 Bioethics and Medical Humanities (3)

LAW 7803 BXD Mainzer Fam FC (3)/LAW 7804 BXD Mainzer Fam FC Seminar (2)

LAW 7715 Child Abuse & Gender-Based Violence (2)

LAW 7815 Children and the Law (2)

LAW 7708 Collaborative Family Law (1)

BIOE 5326 Death and Dying (2)

LAW 7713 Divorce Mediation (2/3)

LAW 7716 Divorce Mediation Clinic (3)

LAW 7796 Divorce Mediation Intensive (2)

LAW 8500 ST: Divorce Process (2)

LAW 7621 Estate & Gift Tax (3)

LAW 8500 ST: Gender and the Law (2)

LAW 7724 Health Law (2)

LAW 7781 Immigration Law (2/3)

LAW 7380B Interviewing & Counseling (2)

LAW 7341 Intro to Mediation (2),

LAW 7309 Negotiation Theory & Skills (2/3)

LAW 8500 ST: Religious Freedom and Gender Equality (2)

LAW 7490 Reproductive Rights: Law and Justice (2)

LAW 7234 Sexual Orientation and the Law (2)

LAW 7733/7734 Special Education Field Clinic & Seminar (4)

LAW 8500 ST: Transgender & Reproductive Justice (2)

LAW 7441 Trusts & Estates (3)

## Fashion, Art, Media and Entertainment (FAME) Law Concentration

**Total number of credits required for the FAME concentration: 8**

**Of the 8 credits required for the FAME concentration, students are required to take two courses - one from the following courses: LAW 7577 Trademark Law (3) OR LAW 7572 Copyright Law (3), plus one of the following courses: LAW 7248 Art Law (2), LAW 7836 Entertainment Law (2), LAW 7731 Fashion Law (3), LAW 7895 Media Law (2), OR LAW 7488 Music Law (2)**

**The remaining credits must be chosen from the following list of elective courses or from the list of required courses:**

LAW 7889 Advanced Filmmakers Legal Clinic (2)	LAW 7553 IP and Antitrust (2)
LAW 7835A Advanced Tech Startup Clinic (2)	LAW 7993 IP & Information Law Colloquium (2/3)
LAW 7763 Advertising Law (2)	LAW 7903 IP Business & Transactional Law (2)
LAW 7557 Antitrust Law (3)	LAW 7775 IP Licensing and Drafting (2)
LAW 8500 ST: Artificial Intelligence and the Law (2)	LAW 7541 Labor Law (3)
LAW 7954 Arts & Entertainment Law Journal (1)	LAW 7898 Patent Basics (2)
LAW 7853 Blockchain and the Law (2)	LAW 7574 Patent Law (3)
LAW 7876 Collective Bargaining in Sports & Entertainment (2)	LAW 7494 Privacy Law (3)
LAW 7487 Design Law (2)	LAW 7491 Privacy Law Seminar (2)
LAW 7020 Electronic Commerce (2)	LAW 7844/7843 Private Sector Externship & Seminar (if FAME related) (3)
LAW 7744 Fashion Law Practicum (2)	LAW 7603 Social Media Law (2)
LAW 7986 Filmmakers Legal Clinic (5)	LAW 7783 Sports and the Law (2)
LAW 7499 First Amendment (3)	LAW 7867 Startup Law (2)
LAW 7974 Intellectual Property Externship (2)/LAW 7842 Intellectual Property Externship Seminar (1)	LAW 7613 Taxation of Intellectual Property (2)
LAW 7880 International Data Protection (2)	LAW 7835 Tech Startup Clinic (4)
LAW 7562 International Trade (2)	LAW 8500 ST: Technology Transactions (2)
LAW 7570 Internet Law (3)	LAW 7735 Visual & Performing Arts FC (2)/LAW 7736 Visual & Performing Arts FC Seminar (2)

## Intellectual Property Law Concentration

**Total number of credits required for the IP concentration: 8**

**Of the 8 credits required for the IP concentration, students are required to take one of the following courses:** LAW 7572 Copyright Law (3), LAW 7577 Trademark Law (3), OR LAW 7574 Patent Law (3)

**The remaining credits must be chosen from the following list of elective courses or from the list of required courses:**

- |   |  |
|---|--|
| LAW 7889 Advanced Filmmakers Legal Clinic (2)   | LAW 7570 Internet Law (3)  |
| LAW 7575 Advanced Patent Law (2)  | LAW 7553 IP and Antitrust (2)  |
| LAW 7835A Advanced Tech Startup Clinic (2)  | LAW 7993 IP & Information Law Colloquium (2/3)   |
| LAW 7763 Advertising Law (2)  | LAW 7903 IP Business & Transactional Law (2)   |
| LAW 7557 Antitrust Law (3)  | LAW 7775 IP Licensing and Drafting (2)   |
| LAW 8500 ST: Antitrust & Class Action Litigation (2)  | LAW 8500 ST: IP Policymaking (2)   |
| LAW 7248 Art Law (2)  | LAW 8500 ST: Law, Business and Technology (2)  |
| LAW 8500 ST: Artificial Intelligence and the Law (2)  | LAW 7895 Media Law (2)   |
| LAW 7954 Arts & Entertainment Law Journal (1)   | LAW 7488 Music Law (2)   |
| LAW 7853 Blockchain and the Law (2)   | LAW 7898 Patent Basics (2)   |
| LAW 7876 Collective Bargaining in Sports & Entertainment (2)  | LAW 7583 Patent Law Practice (2)   |
| LAW 7487 Design Law (2)   | LAW 7494 Privacy Law (3)   |
| LAW 7020 Electronic Commerce (2)  | LAW 7491 Privacy Law Seminar (2)   |
| LAW 7836 Entertainment Law (2)  | LAW 7844/7843 or 7998/7996 Private or Public Sector Externship & Seminar (if IP related) (3) |
| LAW 7731 Fashion Law (3)  | LAW 7603 Social Media Law (2)  |
| LAW 7744 Fashion Law Practicum (2)  | LAW 7783 Sports and the Law (2)  |
| LAW 7986 Filmmakers Legal Clinic (5)  | LAW 7867 Startup Law (2)   |
| LAW 7499 First Amendment (3)  | LAW 7613 Taxation of Intellectual Property (2)   |
| LAW 7974 Intellectual Property Externship (2)/LAW 7842 Intellectual Property Externship Seminar (1) | LAW 7835 Tech Startup Clinic (4)   |
| LAW 7880 International Data Protection (2)  | LAW 8500 ST: Technology Transactions (2)   |
| LAW 7562 International Trade (2)  | LAW 7735 Visual & Performing Arts FC (2)/LAW 7736 Visual & Performing Arts FC Seminar (2)    |



## International and Comparative Law Concentration

**Total number of credits required for the concentration: 8**

**Of the 8 credits required for the concentration, students are required to take one of the following courses:** LAW 7261 International Law (4), LAW 7251 Comparative Law (3), OR LAW 7342B Conflict of Laws (3)

**The remaining credits must be chosen from the following list of elective courses or from the list of required courses:**

LAW 7124/7108 Advanced Human Rights Clinic & Seminar (4)

LAW 7419 Business Immigration Law (2)

LAW 7150 Colloquium on Global and Constitutional Theory (2)

LAW 7257 Comparative Constitutionalism (2)

LAW 8500 ST: Crimmigration & Race (3)

LAW 7256 European Legal Institutions & the Holocaust (2)

LAW 8500 ST: Gender and the Law (2)

LAW 7123/7122 Human Rights & Atrocity Prevention Clinic & Seminar (6)

LAW 7781 Immigration Law (2/3)

LAW 7130 Indigenous Rights in the Americas (2)

LAW 7956 International & Comparative Law Review (1)

LAW 7253 International Business Transactions (2/3)

LAW 7254 International Commercial Arbitration (2)

LAW 7279 International Criminal Law (3)

LAW 7880 International Data Protection (2)

LAW 7269 International Human Rights Law (3)

LAW 7146 International Humanitarian Law (3)

LAW 8500 ST: International Investment Arbitration (2)

LAW 8500 ST: International Peacemaking (2)

LAW 7680 International Tax (2/3)

LAW 7562 International Trade (2)

LAW 7854 Israeli Constitutional Law in Comparative Perspectives (2)

LAW 7134 Jewish Law and Justice (2)

LAW 8500 ST: Jewish Law Jurisprudence (1)

LAW 7138 Law and Practice at the UN (2)

LAW 8500 ST: Law and War (3)

LAW 8500 ST: Race, the Constitution, and American Empire (2)

LAW 8500 ST: Religious Freedom and Gender Equality (2)

LAW 8500 ST: Rule of Law in Context (2)

Privacy, Cybersecurity, and Data Law Concentration

**Total number of credits required for the concentration: 8**

**Of the 8 credits required for the concentration, students are required to take one of the following courses:** LAW 7494 Privacy Law (3), LAW 7859 Cybersecurity Law (2), OR LAW 7570 Internet Law (3)

**The remaining credits must be chosen from the following list of elective courses or from the list of required courses:**

LAW 7835A Advanced Tech Startup Clinic (2)	LAW 7017 Information Governance Law (2)
LAW 7557 Antitrust Law (3)	LAW 7880 International Data Protection (2)
LAW 8500 ST: Antitrust & Class Action Litigation (2)	LAW 7553 IP and Antitrust (2)
LAW 8500 ST: Artificial Intelligence and the Law (2)	LAW 7993 IP & Information Law Colloquium (2/3)
LAW 7954 Arts & Entertainment Law Journal (1)	LAW 8500 ST: Law, Business and Technology (2)
LAW 7853 Blockchain and the Law (2)	LAW 7023 Legal Technology (2)
LAW 7102 Corporate Fraud (2)	LAW 7895 Media Law (2)
LAW 7107 Corporate Internal Investigations (2)	LAW 7491 Privacy Law Seminar (2)
LAW 8500 ST: Cryptocurrency & Digital Asset Regulation (2)	LAW 7844/7843 or 7998/7996 Private or Public Sector Externship & Seminar (if in the field of privacy, cybersecurity, or data law) (3)
LAW 7992 E-Discovery (2)	LAW 7603 Social Media Law (2)
LAW 7020 Electronic Commerce (2)	LAW 7867 Startup Law (2)
LAW 7499 First Amendment (3)	LAW 7835 Tech Startup Clinic (4)
LAW 9204/9205 Forensic Science Field Clinic & Seminar (4)	LAW 8500 ST: Technology Transactions (2)
LAW 7813 Global Corporate Compliance (3)	LAW 8500 ST: Using AI in Alignment with Social and Democratic Values (2)

## Real Estate Law Concentration

**Total number of credits required for the concentration: 8**

**Of the 8 credits required for the concentration, students are required to take one of the following courses:** LAW 6403 Property Law (5) or LAW 7463 Land Use Regulation (3)

**The remaining credits must be chosen from the following list of elective courses or from the list of required courses:**

LAW 7877 Construction Law (2)

LAW 6001/6002 Contracts (5 total) or LAW 6003 Contracts (5)

LAW 7426 Contract Drafting (3)

LAW 7420 Cooperatives & Condominiums (2)

LAW 7422 Distressed Real Estate (2)

LAW 7471 Environmental Law (3)

LAW 8500 ST: Environmental Justice (2)

LAW 8009 Housing Justice FC (2)/LAW8010 Housing Justice FC Seminar (2)

LAW 7309 Negotiation Theory & Skills (2/3)

LAW 7840/7841 Real Estate Externship & Seminar (3)

LAW 7845 Real Estate Finance (2)

LAW 7421 Real Estate Transactions (2)

LAW 7427 Real Estate Workouts (2)

LAW 7520 State & Local Government Law (3)

LAW 7650 State and Local Tax (2)

LAW 7618 Taxation of Real Estate (2)

## Appendix C: Cardozo Neutrality Statement

As the dean of Cardozo School of Law, I am dedicated to the principles of academic freedom, freedom of speech, and open inquiry. I am also influenced by core Jewish values that require us to seek truth, honor the infinite worth of every human being, and act with compassion toward all. I strive to create a learning environment that encourages students to establish facts, think critically, and form opinions for themselves. We are a vibrant community comprised of individuals of varied backgrounds, identities, and perspectives. We value every community member and welcome diverse views, the respectful exchange of ideas, and rigorous intellectual discourse.

These values counsel against me, in my capacity as dean, or any leaders in the law school administration taking positions or making statements on behalf of the law school concerning public issues or geopolitical events. My decision to adopt a neutrality policy was not made lightly. It emerged after renewed, careful consideration of how to best uphold our values in an increasingly complex and interconnected world. My team and I examined the potential impact of making statements on behalf of the law school and concluded that a public statement suggests an “approved” institutional view and can discourage and chill the holding or expression of other legitimate views, which is at odds with the law school’s fundamental commitment to open inquiry and discussion. The opposite norm—that certain significant events require a statement from the school—could easily cause upset and hurt to segments of our community when no statement on a particular event is issued.

In moments of crisis, the institution’s role is to educate and support: to create opportunities and for a for deep discussion, to encourage students to strengthen their abilities to engage in constructive discussions about difficult issues, and to offer support to those in our community who are directly or indirectly affected by the crisis. Accordingly, law school administrators will not make statements on crises or national or geopolitical events other than those directly related to the mission or functioning of the law school.