B. ACADEMIC MATTERS

Mission Statement
Cornell Law School’s mission remains that articulated by Cornell President Andrew Dickson White upon the founding of the law school 120 years ago: “Our aim is to keep its instruction strong, its standard high, and so to produce … a fair number of well-trained, large-minded, morally based lawyers in the best sense.”

Cornell Law School offers a 3-year J.D. program for 200 students per class, a one-year LL.M. program for 90 students from countries throughout the world, and a doctoral (J.S.D.) program for about 2-3 new students per year. Cornell Law School has 40 tenured and tenure-track faculty, including 17 with chaired faculty positions; and 8 clinical professors in the legal research and writing program and in clinics at the local, national, and international level. The Cornell Law School faculty is consistently ranked among the top in the country for scholarly productivity and influence. The faculty has pre-eminence in many areas, including quantitative and qualitative empirical legal studies, international and comparative law, and robust doctrinal scholarship in core fields.

Our commitment is to continue to be recognized as the leader among law schools at combining inspiring theoretical, doctrinal, and experiential teaching with cutting-edge scholarship in a supportive, intellectually rich community, so that our graduates can achieve excellence in all facets of the legal profession.

Learning Outcomes
(a) A law school shall require that each student receive substantial instruction in:
   (1) the substantive law generally regarded as necessary to effective and responsible participation in the legal profession;
   (2) legal analysis and reasoning, legal research, problem solving, and oral communication;
   (3) writing in a legal context, including at least one rigorous writing experience in the first year and at least one additional rigorous writing experience after the first year;
   (4) other professional skills generally regarded as necessary for effective and responsible participation in the legal profession; and
   (5) the history, goals, structure, values, rules and responsibilities of the legal profession and its members.

(b) A law school shall offer substantial opportunities for:
   (1) live-client or other real-life practice experience, appropriately supervised and designed to encourage reflection by students on their experiences and on the values and responsibilities of the legal profession, and the development of one’s ability to assess his or her performance and level of competence;
   (2) student participation in pro bono activities; and
   (3) small group work through seminars, directed research, small classes, or collaborative work.

ACADEMIC DEGREE REQUIREMENTS
The Law School offers several law programs and a number of joint degree programs.
Each program has specific credit and course requirements, which are summarized below. Please consult the website at http://www.lawschool.cornell.edu/registrar for specific details, or consult directly with Terry Thompson, Registrar, (162 Myron Taylor Hall, 255-3628, law.registrar@cornell.edu).

**Juris Doctor**
Candidates for the degree of Doctor of Law (J.D.) must satisfactorily complete seventy-eight (78) weeks of law study, eighty-four (84) semester credit hours, and six full semesters.

The program and course of study must be completed no earlier than 24 months and no later than 60 months after commencement of all law study.

**First Year Program:**
Required first year courses are the following:

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<thead>
<tr>
<th>Fall Credit Hours</th>
<th>Spring Credit Hours</th>
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<tbody>
<tr>
<td>Civil Procedure</td>
<td>3</td>
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<tr>
<td>Constitutional Law</td>
<td>4</td>
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<tr>
<td>Contracts</td>
<td>3</td>
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<td>Lawyering</td>
<td>2</td>
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<td>Torts</td>
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<tr>
<td>Civil Procedure</td>
<td>3</td>
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<td>Contracts</td>
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<tr>
<td>Criminal Law</td>
<td>4</td>
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<tr>
<td>Lawyering</td>
<td>2</td>
</tr>
<tr>
<td>Property</td>
<td>4</td>
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In the first semester all students are assigned to a small section in Civil Procedure, Constitutional Law, Contracts, or Torts. In addition, each student is assigned to a small section of Lawyering. The Law School’s Lawyering Program, a required full-year course for first-year students, introduces the fundamentals of legal research, analysis, and writing. Full-time legal research and writing faculty provide instruction. The full-year curriculum guides students through a series of integrated research and writing assignments that address case and statutory analysis, objective and persuasive writing techniques, and research skills necessary for the preparation of legal memoranda and briefs. The spring semester culminates with a moot court exercise that introduces students to the techniques of oral advocacy in a courtroom setting. Clinical Professor Joel Atlas (307 Myron Taylor Hall, 255-6499, jba23@cornell.edu) is the Director of the Lawyering Program for J.D. students.

**Upperclass Courses:** After the first year, the curriculum remains structured but students enjoy a wide range of course choices.

The ABA and N.Y. State require law students to take mainly regular law school courses. Of the required 84 credits, students may not take more than 20 credits outside of such regular courses. These 20 credits include full-term externships, part-time externships,
directed reading, supervised writing, supervised teaching (including Lawyering Honors Fellows), courses taught in other university divisions, and clinics taught by instructors whose primary professional employment is not within the Law School. The course registration materials will identify the courses that are subject to the 20-credit maximum. The ABA and N.Y. State impose two other requirements on reaching the required 84 credits: (1) externships and all clinics (including those taught by regular faculty) cannot exceed 31 credits, and (2) all courses taught outside a law-school curriculum (including those in other university divisions) cannot exceed 13 credits. For students particularly interested in doing a full-term externship, advance planning will be more critical to avoid disappointment. See ABA Standard 311 and Interpretation 311-1(b).

A student is permitted to take a maximum of thirteen credits from courses in other university divisions. There are also per course limits and per semester limits for such courses as directed readings and supervised writings. For example, only one three-credit supervised writing course will be allowed per semester. All externships and directed reading, supervised writing and supervised teaching are graded S/U. (Note that students also have the ability to take two graded upperclass courses S/U if that option is made available by the course instructor).

A Law School may not permit a student to be enrolled at any time in coursework that would exceed 20 percent of the total coursework required by that school for graduation. Therefore, the Dean of Students will not allow students in the JD program to take more than 17 credits in any one semester. Students in the JD/LLM program will be allowed to take a maximum of 21 credits per semester. The Registrar will provide similar maximum semester credit information for those in various joint degree programs in separate registration documents. See ABA Standard 311(d).

Students must be registered for a minimum of 12 hours per semester. To request permission to register for fewer than this a student must petition the Dean of Students (a student must take at least 10 hours each semester, 9 of which must be in the Law School).

Particular upperclass courses are usually not required, but prior to graduation, a student must complete the writing requirement, must take a skills course, and must take a course in professional responsibility.

**Writing Requirement**: The upperclass writing requirement for the J.D. degree is met by satisfactorily completing one colloquium, seminar or problem course. The course cannot be taken S/U. Courses satisfying the requirement are identified each semester at: https://support.law.cornell.edu/students/forms/CurrRecommendations_and_DegreeRequirements.pdf

Problem courses explore actual or simulated problems in a field of law. Students prepare memoranda of law, legal instruments, legislative drafts, and similar documents. Seminars entail extensive reading and reflection in a field of law. Students prepare one or more
substantial research papers in article, comment, or note form.

**Skills Requirement:** J.D. students are required to take a skills course for at least one credit hour before graduation. Courses satisfying the requirement are identified each semester at:
https://support.law.cornell.edu/students/forms/CurrRecommendations_and_DegreeRequirements.pdf

**Professional Responsibility Requirement:** All law students must satisfactorily complete an upperclass course in professional responsibility of at least two credits before graduation. Every year, the school offers several different classes which satisfy this requirement. Courses satisfying the requirement are identified each semester at:
https://support.law.cornell.edu/students/forms/CurrRecommendations_and_DegreeRequirements.pdf

**Second Year Recommended Core Courses:** Although no particular course is required in the upperclass years, the faculty strongly recommends that students take core courses during the second year: Administrative Law, Business Organizations, Evidence, Federal Income Taxation. Course enrollment may need to be limited by availability of classroom capacity or by teacher preference.

**Transferring to Cornell Law School**
(1) Students transferring into Cornell Law School from another ABA approved law school may receive up to 32 credit hours toward the 84 credit hours required for a JD degree. The amount of credit is determined by the Registrar and depends upon the particular courses taken by the transfer student.

Students at Cornell Law School who are enrolled in the JD program may receive up to 6 credits of advanced standing for work done at other ABA-approved law schools, including work done in summer and winter session programs. Transfer credit will not be given unless the work done is completed at the C or better level. Such work must be approved in advance by the Dean of Students.

More information about the transfer process can be found at
http://www.lawschool.cornell.edu/admissions/FAQ/admission_and_preparation.cfm

(2) The Law School has a number of formal programs through which participating students are eligible to receive advanced standing credit of up to 24 credit hours for satisfactory work completed. The list of participating institutions with which the Law School has written agreements for transfer dual degree credit can be found at
http://www.lawschool.cornell.edu/international/study_abroad/international_dual_degrees/index.cfm
This link [http://www.lawschool.cornell.edu/international/study_abroad/semester_abroad/](http://www.lawschool.cornell.edu/international/study_abroad/semester_abroad/) contains more information about the law school’s exchange programs. J.D. students may earn up to 12 credits for a semester abroad.

**Concentration Options**: Third-year students may concentrate in a particular field of law. To encourage such focus, the school grants certificates to students who complete the requirements of one of four concentrations: advocacy, business law and regulation, general practice, and public law. A student may receive recognition for fulfilling only one concentration. Each concentration program requires the completion, before graduation, of 14 credit hours, including a writing course in the designated area. Consult the Law School Registrar’s staff (160 Myron Taylor Hall) for details or the web at: [https://support.law.cornell.edu/students/forms/Concentration_Option.pdf](https://support.law.cornell.edu/students/forms/Concentration_Option.pdf)

**J.D. with Specialization in International Legal Affairs**
J.D. students may elect to become candidates for the degree of J.D. with Specialization in International Legal Affairs (J.D./I.L.A.). Ordinarily students make this election at the beginning of their second year, although it may be possible to become a candidate during the third year if it would still be possible to satisfy the requirements of the specialization before graduation. The Law School offers from thirty to forty courses in international law, comparative law, international economic law, and related fields. To receive the degree of J.D./I.L.A., candidates must satisfactorily complete eighty-nine credit hours of study, which must include required courses of comparative law, conflict of laws, and public international law. For more information, contact Laura Spitz, Associate Dean of International Affairs (G55 Myron Taylor Hall, 255-3104, lms76@cornell.edu).

**J.D./LL.M. Program in International and Comparative Law**
The Cornell Law School offers certain J.D. students the opportunity to receive both the J.D. degree and an LL.M. (Master of Laws) in International and Comparative Law in three years. The requirements for the program include completing an additional 20 credit hours of study in international, comparative and foreign law subjects (including the required courses of comparative law, conflict of laws, and public international law), in addition to the credits required for the J.D. degree. The twenty credits must include participation in the Paris Summer Institute for at least 4 credits. In no event may a student receive a total of more than 12 credits toward the required 20 credits from summer/winter intersession courses, including credits earned from the Paris Summer Institute. Students in the program must maintain an overall grade point average of at least 2.80 in order to graduate with the dual degree. Students may apply for the program in their initial application to the Law School or following matriculation. Current students interested in applying for the program should contact Laura Spitz, Associate Dean of International Affairs (G55 Myron Taylor Hall, 255-3104, lms76@cornell.edu) for additional information.

**Four Year J.D./French Master en Droit Degree Program**
The Law School offers a four-year J.D./Master en Droit dual degree program with the
Université Paris I Panthéon-Sorbonne. The J.D./Master en Droit requires complete fluency in French and English, and involves legal studies for two years at Cornell and two years at Paris I. Following completion of studies in Paris the participants receive both the J.D. degree from Cornell University and the Master en Droit degree (either an M-1 degree or both an M-1 and an M-2 degree) from the Université Paris I. The dual degree program is small and extremely selective. For additional information, please contact Laura Spitz, Associate Dean of International Affairs (G55 Myron Taylor Hall, 255-3104, lms76@cornell.edu).

**Three-Year J.D./Master of German and European Law and Legal Practice (M.LL.P.) Degree Program**

The Law School offers a unique three-year J.D./Masters of German and European Law and Legal Practice (M.LL.P.) dual degree program with Humboldt-Universität zu Berlin. The J.D./M.LL.P. requires complete fluency in German and English. Students may apply for the program in their initial application to the Law School or following matriculation. For J.D. students, the J.D./M.LL.P. program involves legal studies for two years at Cornell followed by one year at Humboldt-Universität zu Berlin. Following completion of studies in Berlin, the participants receive both the J.D. from Cornell University and the Master of German and European Law and Legal Practice from Humboldt-Universität zu Berlin. The German students in the program must first complete the first state examination in Germany with an outstanding score followed by either one year of study at Cornell for the LL.M. degree. The dual degree program is small and extremely selective. For additional information, please contact Laura Spitz, Associate Dean of International Affairs (G55 Myron Taylor Hall, 255-3104, lms76@cornell.edu).

**Three-Year J.D./LL.M. at Heidelberg Degree Program**

The Law School offers a three-year J.D./LL.M. dual degree program with the University Heidelberg. The J.D./LL.M. requires complete fluency in German and English. Students may apply for the program in their initial application to the Law School or following matriculation. For J.D. students, the J.D./LL.M. program involves legal studies for two years at Cornell followed by one year at the University of Heidelberg. Following completion of studies in there, the participants receive both the J.D. from Cornell University and the LL.M. from the University of Heidelberg. The German students in the program must first complete the first state examination in Germany followed by either one year of study at Cornell for the LL.M. degree. The dual degree program is small and extremely selective. For additional information, please contact Laura Spitz, Associate Dean of International Affairs (G55 Myron Taylor Hall, 255-3104, lms76@cornell.edu).

**LL.M. Program**

The LL.M. (Master of Laws) program is designed for holders of a non-U.S. first degree in law and provides the opportunity for students to gain both basic and specialized knowledge about U.S. domestic law, as well as international and comparative law. Students must complete 20 credit hours for L.L.M. (24 if they would like to sit for the N.Y. Bar).
**J.S.D. Program**
The J.S.D. (Doctor of the Science of Law) program is very small. An applicant to the J.S.D. program is accepted only when, in the judgment of the Law School faculty, the applicant has exceptional qualifications, the Cornell program offers sufficient advanced courses in the applicant’s field of interest, and the Law School faculty is in a position to provide supervision of the proposed course of study.

**Student Exchanges and International Terms Away**
A student may not spend more than a total of one upperclass semester away in our off-campus programs, such as term away, study abroad, and full-term externship, except for participation in a special Cornell Law School program such as the JD/Master en Droit.

Students in the J.D. program have an opportunity to study for a semester with law faculties at the following partner institutions:

- **American University in Cairo**
  Cairo, Egypt, an English-language exchange

- **Amsterdam Law School**
  Amsterdam, The Netherlands, an English-language exchange

- **Bucerius Law School**
  Hamburg, Germany; an English-language exchange

- **University of Buenos Aires**
  Argentina, South America; a Spanish-language exchange

- **University of Cape Town**
  Cape Town, South Africa; an English-language exchange

- **Universidade Católica Portuguesa School of Law**
  Lisbon, Portugal; English-language exchange

- **Central European University**
  Budapest, Hungary; an English-language exchange

- **University of Chile**
  Santiago, Chile; a Spanish-language exchange

- **ESADE (Escuela Superior de Adminstración y Dirección de Empresas)**
  Barcelona, Spain; a Spanish-language exchange, with limited English-language options
Ewha Womans University
Seoul, Korea; an English-language exchange

University of Hong Kong
Hong Kong, China; an English-language exchange

O.P. Jindal Global Law School
near Delhi, India, an English-language exchange

Keio University
Tokyo, Japan; a Japanese-language exchange, with limited English language options

King’s College London

Università degli Studi di Milano
Milano, Italy; an English Language exchange

University of Oslo
Oslo, Norway; an English-language exchange

University of Ottawa
Ottawa, Ontario Canada; an English or French-language Exchange

Peking University Law School (Beida)
Beijing, China; an English-language exchange

Pompeu Fabra University
Barcelona, Spain; a Spanish-language exchange

University of Pretoria
South Africa; an English-language speaking

Sciences Po Ecole de Droit
Paris, France; an English-language exchange

University of Sydney
Sydney, Australia; an English-language exchange

Tel Aviv University
Tel Aviv, Israel: an English-language exchange (also Hebrew, if fluent)

Waseda University
Tokyo, Japan
Joint Degree Programs With Other Cornell University Graduate Divisions

The Law School offers the following joint degree programs with other Cornell University graduate divisions:

* J.D./M.B.A. (4 year) - Master of Business Administration
* J.D./M.B.A. (3 year) - Master of Business Administration
* J.D./M.I.L.R. - Master of Industrial and Labor Relations
* J.D./M.P.A. - Master of Public Administration
* J.D./M.R.P. - Master of Regional Planning
* J.D./Ph.D. or M.A. - in Philosophy
* J.D./Ph.D. - in Developmental Psychology
* J.D./Ph.D. or M.A. - in other fields of the Cornell Graduate School
* M.S.L.S. - Master of Science - Legal Studies Program

* Admission to these joint degree programs is obtained by applying directly to the other schools. Contact the admissions office in the other school as soon as your interest arises as deadlines and procedures vary. In general, after completing your first year of Law School, the second year is completed entirely in the other unit, but some variations on this pattern have been permitted in individual cases. Admissions criteria in other units may be quite different than the Law School’s criteria, so make no assumptions about your admissibility! Once you have been admitted to the other program, please contact Terry Thompson, Registrar, (162 Myron Taylor Hall, 255-3628, law.registrar@cornell.edu).

Cornell A.B.A. Approved Summer Study Program

Cornell Summer Institute of International and Comparative Law in Paris: Cornell Law School jointly sponsors a five-week program held at the Université Paris I every July. Six to ten Cornell Law School courses are offered each summer. All instruction is in English. Students in the summer program come from Cornell, other U.S. law schools, and from 15-20 other countries.

Attendance at the Paris Summer Institute is mandatory for all students enrolled in the J.D./LL.M. program.

For more information about the Paris Institute, please visit http://www.lawschool.cornell.edu/international/study_abroad/paris_summer/

Other A.B.A. Approved Law Schools: Candidates for the various J.D. degrees may obtain up to six credits for satisfactory work done in summer or winter programs sponsored by American Bar Association approved law schools, including ABA approved programs in foreign countries. For students in the J.D./LL.M. program, these credits may be in addition to the required Cornell-Paris I summer credits. Specific requests should be directed to the Dean of Students in writing.
CLINICAL AND EXTERNSHIP PROGRAMS

Clins
The Law School provides second and third year students with a number of opportunities, through its clinical program, to engage in the actual representation of clients under the direct and close supervision of faculty. Students receive academic credit for clinical coursework. The Clinics include: Advocacy for LGBT Communities Clinic 1, 2 & 3, Asylum and Convention Against Torture Appellate Clinic, Attorneys for Children, Capital Punishment Clinic 1 & 2, Criminal Defense Trial Clinic, E-Government Clinic 1 & 2, Family Law Clinic, Farmworker’s Rights Clinic, Global Gender Justice Clinic, Advanced Global Gender Justice Clinic, International Human Rights Clinic (and Advanced International Human Rights Clinic), Labor Law Clinic 1 & 2, New York Attorney General’s Office Clinic, Securities Law Clinic 1, 2 & 3, and N.Y. Attorney General Clinic 1 & 2. In some of these clinics the student is actually admitted under a student practice rule of the New York courts to practice law while under the direct and close supervision of a faculty member. Clinical students are involved in all phases of representation, e.g. interviewing and counseling clients, fact investigation, pre-trial litigation, hearings and trials, brief writing and appellate argument. There are also clinics that provide background legal and factual research assistance to non-profit organizations, and other clinics that provide legal practice experience through simulation exercises. For most students this clinical experience is the student's first opportunity to apply what s/he learned in the classroom to the actual practice of law, and it is the responsibility of the faculty to insure that that transition is smooth, helpful and provides high quality legal service to the clients being represented as well.

The academic credit for each of these courses ranges between four and six credit hours per semester. Students may earn up to 31 credits hours for clinical courses, field placements programs and externships (including classroom components), within defined parameters towards the 84 credit hours required for the JD degree requirements.

CAPITAL PUNISHMENT CLINIC

The Cornell Death Penalty Project is an undertaking of the Cornell Law School. The Project sponsors two clinics that provide students with the opportunity to assist in the representation of capital defendants, both at trial and at various stages of the appeals process. The Project also sponsors periodic symposia related to capital punishment, and in addition, conducts empirical research on jury decision making in capital cases. This research is frequently published in law reviews, and is sometimes brought directly to the attention of the courts in cases where the Project appears as amicus curiae. For more information, consult the website at: http://www.lawschool.cornell.edu/research/death-penalty-project/index.cfm.

Externships

Occasionally second and third year students find that their educational and career goals would be best achieved by spending a portion of their law school time working at a placement outside the law school. The four long standing externship courses include: Externship-Full Time; Externship-Part Time, Neighborhood Legal Services; Externship-
Part Time, Judicial; and Externship-Part Time, Other Local. These externships allow students to work under the supervision of an attorney at a placement with a non-profit or governmental agency virtually anywhere in the world for an entire semester and for course credit commensurate with the time worked at the placement (four to twelve credits). As with clinical courses, the students have the opportunity to immerse themselves in the actual practice of law under the direct and close supervision of the placement attorney while also maintaining contact with the faculty member and other externs. Planning for and acceptance into all externship courses occurs at least one semester in advance.

A fifth externship course, Externship - Pro Bono Scholars Program, is relatively new and was created by the New York Court of Appeals. It allows third year law students to take the New York Bar Exam in February of their third year, after which they provide pro bono legal services full time to low income clients for thirteen weeks at a placement with a private law firm, governmental agency or non-profit organization. The course is otherwise closely modeled after the Externship-Full Time course mentioned above and is also for twelve credit hours.

Students may earn up to 31 credits hours for clinical courses, field placements programs and externships (including classroom components), within defined parameters towards the 84 credit hours required for the JD degree requirements.

**Externships – Full Time or Part Time**

The Full-Term Externship course allows students to earn 12 credit hours as externs working full time for a minimum of 65 days at various approved placement sites. Students can enroll in the Full-Term Externship during the spring semester of their second year, or the fall or spring semester of their third year. The sites, usually non-profit organizations or governmental agencies, are initially selected by the student. Approval preference is given to sites that meet the student’s educational needs and sites close to Ithaca or in New York City, Washington, D.C., or other cities identified on the basis of student demand. The Legal Aid Clinic (148 Myron Taylor Hall, 255-4196) has notebooks with information about sites where students previously externed. Students interested in this course need to review the BlackBoard website for the course.

Interested students are required to submit a written application for the Full-Term Externship course to the instructor by the deadline set during the semester preceding the externship. The application must include, among other things, a description of the placement and the activities that the extern expects to perform, a statement of the extern’s educational and career goals, and an explanation of how those goals are better met at the placement than at the law school. The instructor will review the applications and decide whether each applicant should be granted conditional approval. For students to receive final approval, the placement site must accept the student for the placement and meet specified criteria including identification of an attorney at the placement who will closely supervise and mentor the extern.
In addition to his or her work responsibilities for the placement, the extern will participate in weekly web-based Blackboard discussions, prepare a learning agenda and weekly journal entries for the faculty instructor, host the instructor for a site visit, do a written evaluation of the placement and the placement experience for the law school’s files.

If there are open positions remaining in the course, students may take the course for less than 12 credit hours with the permission of the instructor. These are Externships – Part Time. The students must meet the same course requirements as the students who take the course for 12 credit hours, except that the number of weekly work hours and credits will be proportionately lower.

If there is over enrollment in the course, students not admitted may petition the Associate Dean for Academic Affairs for approval of an individualized externship opportunity. The instructor for the Full-Term Externship does not act as the faculty supervisor for the individualized externships. Therefore, those students must find a faculty member who will agree to serve as the student’s faculty supervisor and, in that capacity, to supply supervision essentially equivalent to that provided by the course instructors. A student whose petition is granted is expected to fulfill the requirements described in the paragraph immediately above for students enrolled in the Full-Term Externship course.

A student, except in the case of severe personal hardship and except for participation in a special program such as the J.D./Master in Global Business Law that itself extends for more than a semester, may not spend more than a total of one upperclass semester away in our off-campus programs, such as term away, study abroad, and full-term externship.

Courses in Other Cornell University Divisions
In addition to courses that are part of the Law School curriculum, courses relevant to legal careers are sometimes offered in other colleges in the University. All Cornell University courses are listed in Courses of Study, available at the University Registrar’s Office website: http://courses.cornell.edu/.

Students may not elect courses outside the Law School during the first year. Thereafter, students may enroll in any university course subject to certain limitations. The course is recorded on the student’s transcript. Students who want to receive Law School credit for courses offered in other departments or schools at Cornell should apply to the Associate Dean for Academic Affairs. Forms are available in the Law School Registrar’s Office, 160 Myron Taylor Hall or on-line at: http://www.lawschool.cornell.edu/registrar under course registration. The application must show: (1) that the outside course offers an educational opportunity not available in the Law School; (2) that the course is significantly related to the student’s Law School program; and (3) that the substantive content and instructional approach of the outside course are sufficiently rigorous and sophisticated to make a significant contribution to the law student’s professional education. Students may be granted up to 12 hours of credit for approved outside courses, including language courses.
Grades for courses taken outside the Law School are not included in merit point computations. A student electing a course outside the Law School, for credit or otherwise, must be registered for at least 9 credit hours in the Law School each term. Regardless of the number of courses taken outside the Law School, a student must earn at least 72 semester credit hours in the Law School.

**Auditing Courses**
With the permission of the instructors, law students may register for law courses as auditors. Auditors may not sit for exams. The courses will appear on their official transcripts. The majority of non-law courses may not be audited.

**Term Away for Educational Reasons**
Each year a few students may obtain permission to enroll at another law school for the fourth or fifth semester of their J.D. program. The program is not available to students who have already spent a term away from Cornell or who plan to do so. To qualify a student must have unique educational objectives that can be met at the other institution, but not at Cornell. A significant portion of the credits to be earned at the host institution must be in courses not offered by Cornell and must relate to a clearly defined educational or professional objective. The proposed host school must be of comparable quality to Cornell Law School and must be willing to entertain an application for admission as a special student. Additionally, if the proposed host school is in the United States, permission will be granted only to students who wish to practice in a particular specialized area of law and cannot do so successfully without course work unavailable at Cornell, and who can demonstrate a firm commitment to practice such law as evidenced by a job offer in the specialized area, a written statement of serious interest from a prospective employer in the specialized area, or a written statement from one of the Law School's career counselors that the student has actively and vigorously pursued employment in the specialized area.

Students who wish to pursue this option at another law school in the United States must request permission from the Associate Dean for Academic Affairs. Students wishing to pursue this option at a foreign law school should contact the Executive Director of International Programs. Because the number of terms away approved by the school is very limited, students should submit their written request as early as possible and in any event no later than October 1 for the following spring semester and January 20 for the following fall semester. The written statement should address the criteria indicated above for approval of a term away. The student is responsible for securing any information from the proposed host school that may be needed to act on the request for the term away. Any details of applying to the host school are also the student’s responsibility to ascertain and address.

Permission to study at another school is contingent upon the student actually being admitted to the courses he or she claims to need. Credit for the term away is granted when the student submits satisfactory evidence of completing a semester’s course work
of 12 to 16 credit hours. Because grading systems vary, course work completed at the host school is not included in computing the student’s merit point ratio at Cornell.

A student, except for participation in a special program such as the JD/Master in Global Business Law that itself extends for more than a semester, may not spend more than a total of one upperclass semester away in our off-campus programs, such as term away, study abroad, and full-term externship.

ACADEMIC DEFICIENCY
A student who receives a grade of D+ or below in a first-year course must either repeat the course or take an upperclass course or courses to be designated by the Dean of Students in order to remedy this gap in the student’s legal education.

A J.D. student will be placed on informal probation if, at the close of the first year of law study or at the end of any subsequent term, the student’s merit point ratio is less than 2.80.

A J.D. student will be dropped for scholastic deficiency:
- (a) if at the close of the first year of law study or at the end of any subsequent term, the student’s merit point ratio is less than 2.50 or
- (b) if in the judgment of the faculty the student’s work at any time is markedly unsatisfactory. Work is considered markedly unsatisfactory if, for example, in each of two successive terms, the merit point ratio for the work of each term (considered separately) is lower than 2.50.

Visiting students may be dropped for unsatisfactory scholastic work at any time.

ACADEMIC HONORS AT GRADUATION
The faculty awards academic honors at graduation as follows: The faculty awards the J.D. degree summa cum laude by special vote in cases of exceptional performance. The school awards the J.D. degree magna cum laude to students who rank in the top 10% of the graduating class. Students who rank in the top 30% of the class receive the J.D. degree cum laude unless they are receiving another honors degree. Recipients are notified by a letter from the Dean and a notation on their official and unofficial transcripts.

The Order of the Coif is an honorary scholastic society the purpose of which is to encourage excellence in legal education by fostering a spirit of careful study, recognizing those who as law students attained a high grade of scholarship, and honoring those who as lawyers, judges and teachers attained high distinction for their scholarly or professional accomplishments. The Order of the Coif is granted to those who rank in the top 10% of the graduating class. To be eligible for consideration for the Order of the Coif, a graduate must take 63 graded credits in law school. This is a national organization that determines its own rules.
**Dean’s List:** Each semester all students whose semester grade point average places them in the top 30% of their class are awarded Dean’s List status. Students are notified of this honor by a letter from the Dean of Students and a notation on their official and unofficial transcripts.

**Myron Taylor Scholar:** This honor recognizes students whose cumulative MPR places them in the top 30 percent of their class at the completion of their second year of law school. Students are notified of this honor by a letter from the Dean of Students and a notation on their unofficial transcripts.

**ACADEMIC INTEGRITY**
The faculty certifies candidates for receipt of a Cornell degree. Academic integrity is a component of receipt of a Cornell Law degree, as well as academic competence. In addition, the Dean of the Cornell Law School certifies to bar examiners that a graduate possesses the good character necessary to be a member of the bar. The Law School’s Code of Academic Integrity and the Campus Code of Conduct are included in this Student Handbook. The Law School Code is also available at the Registrar’s website: http://www.lawschool.cornell.edu/registrar/ under Law School policies.

**ACADEMIC PRIZES**
A number of prizes are awarded each year at the law school. Many are based on academic achievements. The Dean of Students notifies prize recipients by letter as soon as the awards are made.

**Prizes and Awards**
- Peter Belfer Memorial Prize
- Boardman Third-Year Law Prize
- CALI Excellence for the Future Award
- Arthur S. Chatman Labor Law Prize
- Daniel B. Chernoff Prize
- Cornell Law Library Prize for Exemplary Student Research
- Cuccia Prize
- Fraser Prize
- Freeman Award for Civil-Human Rights
- Morris P. Glushien Prize
- Stanley E. Gould Prize for Public Interest Law
- Harry G. Henn Prize in Corporations
- Seymour Herzog Memorial Prize
- International Academy of Trial Lawyers Award
- Louis Kaiser Prize
- Marc E. and Lori A. Kasowitz Prize for Excellence in Legal Writing and Oral Advocacy
John J. Kelly, Jr., Memorial Prize.
Ida Cornell Kerr and William Ogden Kerr Memorial Prize
Langfan Family Moot Court Fund
David Marcus Memorial Prize
Robert S. Pasley Memorial Prize Fund
Herbert R. Reif Prize
The Esther and Irving Rosenbloom Prize Fund
Helen Belding Smith and Henry P. Smith III Moot Court Fund
The Honorable G. Joseph Tauro Dean’s Prize
Frederic H. Weisberg Prizes

CLASS ATTENDANCE
Regular and punctual class attendance, beginning on the first day of the semester, is required of all students. Faculty members monitor attendance and may enforce the rule by reporting the student to the Associate Dean for Student Affairs; by removing a student from the course or excluding a student from an exam (after reasonable written warning); or by another mechanism announced in the course syllabus prior to the end of add/drop. If a student is excluded from an exam, a grade of F is entered, or in the case of a clinical course, the student may receive a lowered grade or a grade of U. Faculty members are encouraged to utilize photo seating charts which will be prepared at instructor request by administrative assistants. Students who are ill or have another valid reason for missing class are encouraged to contact the instructor directly and are required to notify the Associate Dean for Student Affairs if more than three days are missed.

CLASS RANK
As a matter of faculty policy we do not release the academic rankings of our students. Interested individuals, including employers, have access to the top 10% approximate cumulative grade point cut off for the most recent semester of completion. In addition, at the completion of the students second semester and every semester thereafter the top the top 5% approximate cumulative grade point average is also available. In general students are not ranked however the top five students in each class are ranked and are notified of their rank. Current information is available at the Law School Registrar’s office at 160 Myron Taylor Hall and at: http://www.lawschool.cornell.edu/registrar

COMPUTERS IN THE CLASSROOM
Many instructors (but not all) allow students to use laptop computers to take notes in class. However, some instructors impose particular seating requirements on laptop users, due to noise disruption to other students. Students are not allowed to record classes without the instructors’ permission.

COURSE EVALUATIONS
Toward the end of every semester, students have the opportunity to evaluate each course through completing a course evaluation. The results give valuable feedback to the
instructor, the Associate Dean for Academic Affairs, and the Dean of the Law School. In addition, the Cornell Law Student Association does its own course evaluation survey. Results of the CLSA survey are available on the CLSA website:
http://www.lawschool.cornell.edu/students/index.cfm

EXAMS
The majority of courses, except seminars and problem courses, have an examination. Exams are scheduled and administered by the Law School Registrar and his staff. The exam schedule is generally available before course registration.

Materials permitted in the exam room vary widely according to instructor preference. Students are expected to pay close attention to the instructor’s announcement as to those materials that are permitted in the exam room. (It is a violation of the Code of Academic Integrity to have unauthorized materials in an exam room as well as to fail to observe scrupulously other exam procedures such as precise time limits.) The Code of Academic Integrity is included in this Student Handbook. The Code is also available at the Registrar’s website at: http://www.lawschool.cornell.edu/registrar under Law School policies

Law School course examinations are graded by the course instructor on an anonymous basis. Identification of the student with the grade is made only after the anonymous exam grades have been recorded with the Law School Registrar.

The course instructor may exclude a student, after reasonable written warning, from any examination because of irregular attendance or neglect of work during the term. Exclusion from an examination results in a grade of F, which is calculated in the student’s cumulative merit point ratio.

A collection of Law School exams is available from the registrar’s website:
http://www.lawschool.cornell.edu/registrar

Exam Deferrals: An examination may be deferred only if a student has examinations scheduled in direct conflict with each other, two in one day, more than two exams in the first week, three in three days (same week), or four in one week.

Deferrals for illness or other serious personal reasons may be approved by the Dean of Students (165 Myron Taylor Hall, 255-5839). Students who experience unusual problems or personal crises during exams should call as soon as the problem arises. In all cases, deferred examinations must be taken at the earliest available time under the deferral policy.

Students are never permitted to take an exam before the scheduled exam date. It is a violation of the Code of Academic Integrity to discuss an exam with a student who has
not yet taken the test. The *Code of Academic Integrity* is included in this *Student Handbook*. The Code is also available at the Registrar’s website: http://www.lawschool.cornell.edu/registrar under Law School policies.

**Practice Exam for Students Enrolled in First-Year Courses:** A practice exam is given each year in late October or early November for students enrolled in first-year courses during the fall semester. Each student will be given a practice exam in Civil Procedure, Constitutional Law, Contracts, or Torts prepared by the student’s instructor in that course. An announcement informing each student of the subject of his or her practice exam will be posted prior to the practice exam. The time for taking the practice exam is 50 minutes, and like all examinations at the Law School, the practice exam is given anonymously. Students are encouraged to take the practice exam, but they are not required to do so. The practice exam is intended entirely as a learning experience. It should help give students a sense of the type of questions that appear on law school exams and the type of answers that are expected.

Faculty members typically write comments on the practice exams rather than assign letter grades. In any event, even if the faculty member gives the practice exam a grade, the grade is not officially recorded and will have no effect on the student’s final grade in the course.

**Exams and Dictionaries:** J.D. students whose native or working language is not normally English may request the use of a non-legal dictionary for exam use by submitting a written request to the Registrar Terry Thompson (160 Myron Taylor Hall, 255-3628, law.registrar@cornell.edu). The non-legal dictionary must be supplied by the student and the dictionary may be in print or electronic format; provided, however, that any electronic dictionary must be a stand-alone dictionary with a set memory (e.g., a dictionary program that is loaded on a laptop computer does not qualify). All electronic dictionaries must be approved by the Registrar well in advance of the examinations.

**LL.M. students** with questions regarding the use of a non-legal dictionary for examinations should contact Assistant Dean Aimee Houghton. Exchange students with questions regarding the use of a non-legal dictionary for examinations should contact Associate Dean Laura Spitz.

**Computers Used For Exams:** Laptops are permitted in the exam room provided that the instructor has approved the use of laptops. All electronic devices, except those approved for use in taking the examination, must be turned off and then stowed away in a backpack or the like, so as to be inaccessible to the student during the examination. A student may not use a laptop for examinations not on the approved roster, unless the student has a documented disability and has received advanced approval from the Dean of Students and the Administrative Committee. A full description of the Law School’s Disability Policy is in the *Student Handbook*, online at the Law School Registrar’s site: https://support.law.cornell.edu/students/forms/Disability_Accommodations_Memo.pdf or
call the Law School Registrar’s Office (160 Myron Taylor Hall, 255-7190) for a copy.

**FACULTY ADVISORS**

A first year student’s primary faculty advisor is his or her small section teacher. In addition, a number of faculty members have volunteered to serve as faculty advisors. A complete list of faculty advisors is available from the registrar’s site: https://support.law.cornell.edu/students/forms/Faculty_Advisors.pdf

In general, students are welcome to call on members of the faculty in their offices for discussion and assistance in connection with problems arising in their program of study. Many faculty have regular office hours posted on their office door. The Dean of Students serve as general academic advisors to all J.D. students. For an appointment, call or stop by the Dean of Students office (165 Myron Taylor Hall, 255-0565) or Dean DeRosa’s office (144A Myron Taylor Hall, 255-9982, jrd29@cornell.edu).

**GRADES**

**JD Grading Policy:** Faculty grading policy calls upon each faculty member to grade a course, including problem courses and seminars, so that the mean grade for J.D. students in the course approximates 3.35 (the acceptable range is 3.2 to 3.5).

However, faculty who announce to their classes that they might exceed the cap are free to do so. If the 3.5 cap is exceeded in any class pursuant to such announcement, the transcript of every student in the class will carry an asterisk* next to the grade for that class, and for various internal purposes such as the awarding of academic honors at graduation, the numerical impact of such grades will be adjusted to be the same as it would have been if the course had been graded to achieve a 3.5 mean. Because the possibility of higher grades and a transcript asterisk may be relevant to some students in selecting courses, all faculty must announce their intentions regarding this aspect of the grading policy. As a practical matter, this can be as simple as a statement by faculty that they intend to grade within the cap set by faculty policy, or, alternatively, that they reserve their right under the policy to award asterisked grades with a course mean above that specified by the policy.

Faculty are not obliged to adhere to the 3.35 goal in grading courses with fewer than ten J.D. students receiving letter grades. They are expected, however, to be mindful of the goal.

Students who opted for Satisfactory/Unsatisfactory grading in the class should be awarded a grade of S if they would have received a C- or better. A grade of U should be given to any student who would have received a D+ or worse.

Grades awarded are:

```
A+ 4.33  B+ 3.33  C+ 2.33  D+ 1.33  F 0.00
A  4.0   B  3.00  C  2.00  D  1.00
```
Grading Option:
Each J.D. student, after the first year, may elect to take up to two upperclass courses at Cornell Law School on an S/U basis. Students must make this election to the Law School Registrar’s Office using the online form in the two week period immediately following the end of the course add/drop period. If made, the election shall be irrevocable. Students may not make this election in courses that they use to satisfy the law school’s upperclass writing requirement.

In addition, instructors may designate specific courses that they teach as not eligible for the S/U election. Instructors of courses offered solely within the Cornell Law School program may not require S/U grading for students, except when expressly approved by the faculty for distinctive courses such as directed reading and writing, supervised teaching, multicultural work environment, and full-term externships.

Grade Point Average (Merit Point Ratio): A student’s merit point ratio (MPR) is determined by dividing the total number of merit points awarded by the number of credit hours of work taken. Credit hours of course work for which a grade of F was given are included in the computation. Grades on course work outside the Cornell Law School are not included in the merit point ratio.

Grades in seminars, problem courses and clinical courses are generally based upon written projects, oral presentations, and class participation, according to instructor preference. Grades in most other courses are based upon an exam and other written and oral projects, if the instructor so chooses. In addition, class participation may be an element of a student’s final course grade.

Graduate Program Grading Policy:
LL.M. candidates do not receive letter grades, but instead are graded only in terms of:

High Honors (HH), Honors (H), Satisfactory (S), and Unsatisfactory (U)

There is no faculty policy regulating the proportion of HH, H, S, and U grades that faculty may give to LL.M. students. However, under guidelines adopted by the faculty in 2011 effective with the Fall 2011 semester, a grade of HH is appropriate for students who would have received an A or higher, H is appropriate for students who would have received a grade in the B+ to A- range, and S is appropriate for students who would have received a grade in the range of C- to B, and U is appropriate for students who would have received a D+ or lower grade.

Merit points are currently not assigned to HH, H, S, and U grades. For LL.M. candidates, the Law School faculty determines whether the student’s course work meets the necessary standard for the award of the LL.M. degree.
For J.S.D. candidates, each student’s Special Committee determines whether the student’s course work meets the necessary standard for the award of a graduate degree.

**Grade Review:** No final grade may be changed by a faculty member after submitting the grade except upon written statement to the Dean of the Law School explaining the reason for the change. In general, Cornell Law School faculty change grades only when the original grade is caused by a mechanical or mathematical error. The law school has no formal grade appeal procedure.

**Grade Confidentiality:** All student grades are considered by Cornell Law School to be strictly confidential information. Release of grade information to faculty members and administrators is granted only for bona fide educational purposes. The Law School Registrar will release grade information to prospective employers, investigators, or any other person only with written permission of the student. This policy reflects that of the University and the requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA), which gives students the right to (1) inspect their own records; (2) challenge incorrect information in those records; (3) keep their records private; and 4) file a complaint with the U. S. Department of Justice. Up-to-date versions of currently recognized University policies are available at [http://www.policy.cornell.edu](http://www.policy.cornell.edu)

**Incomplete Grades:** An incomplete grade for a law course may be submitted by an instructor only if the student has a substantial equity at a passing level in the course with respect to work completed and also has been prevented by circumstances beyond the student’s control from completing all course requirements on time. An incomplete grade must be removed by the student a) at the next regular examination in the subject (providing such examination is taken within one calendar year from the entry of the incomplete grade), or b) in the case of courses in which the grade is based in whole or in part on written work, no later than the end of the semester following that in which the incomplete was entered. Failure to remove the incomplete grade within the specified time limit will result in an automatic entry of F on the student’s transcript.

**Policy on Student Complaints Relating to ABA Program of Legal Education Standards**

The Cornell Law School invites students to share any concerns they might have about the Law School’s program of legal education as it relates to matters that directly connect to ABA Standards. Students having such a concern should submit the concern, in writing, to the Associate Dean for Student Affairs or the Associate Dean for Academic Affairs. The student’s written complaint should identify the ABA accreditation standard that is at issue and must be signed by the student. The Associate Dean for Student Affairs or the Associate Dean for Academic Affairs will work with the appropriate administrator to investigate the issue and if possible, to address the concern. The Associate Dean for Student Affairs or the Associate Dean for Academic Affairs, as appropriate, shall keep a record of all such complaints for and of follow-up action taken for eight years. The
student who filed the complaint will be provided with a written update on the response within 30 days of receipt of the complaint.

**GRADUATION - CORNELL UNIVERSITY COMMENCEMENT AND LAW SCHOOL CONVOCATION**

Students enjoy two opportunities to celebrate the conclusion of their law school experience. Official graduation for law students takes place at Cornell University Commencement. In addition, the law school holds its own Final Class Convocation.

Dates are set forth below:

<table>
<thead>
<tr>
<th>Year</th>
<th>Date of Law School Convocation</th>
<th>Date of University Commencement</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>Sunday, May 15</td>
<td>Sunday, May 29</td>
</tr>
<tr>
<td>2017</td>
<td>Sunday, May 14 (Tentative)</td>
<td>Sunday, May 28</td>
</tr>
<tr>
<td>2018</td>
<td>Sunday, May 13 (Tentative)</td>
<td>Sunday, May 27</td>
</tr>
</tbody>
</table>

For both Convocation and Commencement, students are urged to make hotel and dinner reservations as soon as possible. Some area hotels and restaurants will take reservations as early as three or four years in advance. For information about local hotels and restaurants, or if you have any questions about Convocation and/or Commencement, contact Linda Majeroni, Events Coordinator, at 255-6536, lam32@cornell.edu.

**IN-ABSENTIA STUDY**

Without exception, all Cornell law students must successfully complete two full academic years in residence at Cornell and six full semesters in order to qualify for the Cornell J.D. degree. Subject to administrative limitation, permission may be granted for a student to spend the second or third year of the J.D. program at another law school for a reason of extreme personal hardship. Applications for in-absentia study should be submitted to the Dean of Students (165 Myron Taylor Hall) as soon as the hardship arises. Decisions are made by the Administrative Committee.

**REGISTRATION**

**University Registration:** All students must register with Cornell University each semester. To become a registered student at Cornell University, a person must: complete course enrollment according to individual college requirements, pay tuition for the current semester, satisfy New York State health requirements, and remove any “holds” from the college, the office of the Judicial Administrator, Gannett Clinic, the University Registrar, or the Bursar. Students must accomplish the above requirements by the end of the third week of the semester. Cornell University does not allow persons who are not registered with the University and who are not enrolled in courses in a given semester to attend classes. The University reserves the right to require unauthorized, unregistered persons who attend classes or in other ways seek to exercise student privileges to leave the University premises. The University does not permit retroactive registration and does not record courses or grades for unregistered persons.
All law students must have a complete admissions file and provide proof of prior study and degree(s) in the form of an official transcript before matriculation with Cornell Law School.

As a student at Cornell Law School, you are required to provide the law school administration with an accurate email address and working phone number. Both of these contact points must be kept in working order so that the law school faculty and administration is able to contact you within a short period of time. It is your ongoing obligation to regularly check for emails or phone calls from the faculty or administration and to respond to them within 48 hours or sooner during the academic year.

**University ID Cards:** The Cornell University identification card serves principally to identify persons as faculty, staff, or students currently employed or registered at Cornell University, as well as access to University services. The identification card is the property of the University. Upon matriculation with Cornell University, each student is issued an identification card.

**Law School Course Registration:** First-year law students are enrolled in courses by section. Sections are assigned randomly by the Law School Registrar. Students are notified of their section assignment during the orientation process. Students are not permitted to switch sections.

**Course Selection for Second and Third Year Law Students and LL.M. Students:** Pre-course enrollment for each semester at Cornell Law School generally takes place in June for the fall semester and October for the spring semester. Dates are announced in advance and are published in the weekly newsletter, *Scoops*, on the student registration site at [http://www.lawschool.cornell.edu/registrar](http://www.lawschool.cornell.edu/registrar) and by email. Students are able to check the status of the satisfaction of degree requirements prior to each semester’s registration by using the online Degree Audit page. Students are also provided with detailed information about the course offerings and registration procedures, including procedures for enrollment in seminars. Course enrollment may be limited by classroom capacity or by instructor choice.

**Add/Drop Policy:** All law course changes must be made on-line at: [http://www.lawschool.cornell.edu/registrar](http://www.lawschool.cornell.edu/registrar)

(1) **Unlimited Enrollment Course Add and Drop Policy:** A student may add or drop upperclass courses with unlimited enrollment until 4 pm Friday, September 4, 2015, for fall 2015 courses and until 4 pm Thursday, February 3, 2016, for spring 2016 courses. Limited enrollment courses constitute exceptions to the rule; see below.

After the add/drop period, students may not add a course and may drop a course only with the approval of the Dean of Students. Requests for permission to drop
courses after the third week of the term are approved by the Dean of Students only in cases of illness or extreme personal hardship, which do not include work assumed in curricular or extracurricular activities.

(2) Limited Enrollment Course Add and Drop Policy: All requests to drop a problem course, seminar, or other limited enrollment upperclass course for fall 2015 term must be submitted by 12 Noon, Thursday, September 3, 2015. For spring 2016 term, the date is 12 Noon, Wednesday, February 2, 2016. No special permission to drop is needed during this period except for those courses which have indicated special rules. A student who wishes to drop a limited enrollment course after this deadline may do so only with the permission of the instructor and the Dean of Students. A student who drops after the initial deadline will not be permitted to add a different problem or seminar course.

(3) Waiting Lists: Students will be contacted by email if a place becomes available in a limited enrollment offering for which they are on the wait list. Students must check their email and schedules every day. Anyone admitted to a limited enrollment course who no longer wishes to enroll in the course, must drop the course on-line by 12 Noon, Thursday, September 3, 2015, for fall courses, and 12 Noon., Wednesday, February 2, 2016, for spring courses.

TRANSCRIPTS

Official Transcript: Official transcripts are available only from the Office of the University Registrar, B07 Day Hall, telephone number 255-4232, without cost. The order procedure is available at: http://transcript.cornell.edu. An official transcript does not post gpa. Office hours are Monday through Friday, 8:00 A.M. to 4:15 P.M.

Unofficial Transcript: Unofficial transcripts are available from the Law School Registrar’s Office, 160 Myron Taylor Hall. The request must be submitted in writing by filling out a form at the Registrar’s Office or on the website at http://www.lawschool.cornell.edu/registrar under academic matters. Allow a minimum of two business days for processing. A student may request an unofficial transcript with or without gpa.

WITHDRAWALS AND LEAVES-OF-ABSENCE

A student may withdraw from the law school at any time by submitting a written notice of withdrawal to the Law School Registrar. Subject to the provisions described in the leave of absence policy at http://www.lawschool.cornell.edu/registrar/lawschool_policies.cfm, the withdrawal is effective on the date the written notice is received by the Registrar. A student who withdraws from the Law School is not entitled to return.

All students are eligible to request a leave of absence from the Law School by submitting a written petition to the Law School Administrative Committee c/o the Law School Dean
of Students. The petition should describe in detail the circumstances surrounding the request. For a copy of the Law School’s leave of absence policy and for procedures for return, including procedures for reentry following a health leave of absence, write or call the Law School Registrar at 255-3628, law.registrar@cornell.edu.

C. NON-ACADEMIC MATTERS

BAR ADMISSION
Graduates of the Law School sit for state bar examinations in many states. In the most recent examination year, the three most common states were New York, California and Massachusetts.

Each state sets its own requirements for admission including curricular requirements. Each student is responsible for knowing the bar admission requirements in any state where they wish to practice, and for satisfying that state bar’s curricular requirements, which are available at http://www.ncbex.org. In addition, a state bar may impose other requirements such as a pro bono requirement. Beginning in January 2013, a new rule affecting bar admission in New York will be in effect. All candidates seeking admission after January 1, 2015, will need to file documentation showing that they have completed 50 hours of qualifying pro bono work. For more information please refer to their website at: http://www.nycourts.gov/attorneys/probono/baradmissionreqs.shtml

The rules of certain states (not New York) require either notification to the bar admission authorities of intent to begin the study of law or registration with the authorities when law studies begin. Students should obtain instructions from the proper source (usually the state board of bar examiners or the clerk of the court of highest jurisdiction) in the state in which they intend to practice. Failure to comply with the instructions may substantially delay admission to the bar as well as increase costs. For current bar requirements, students should consult The Comprehensive Guide to Bar Admission Requirements, published annually by the American Bar Association Section of Legal Education and Admissions to the Bar and National Conference of Bar Examiners. A copy is available at the Law School Registrar’s office, 160 Myron Taylor Hall or the web at: http://www.ncbex.org/assets/media_files/Comp-Guide/CompGuide.pdf

Students should be aware that all state bar authorities will request the Dean of the Law School or the Dean of Students to certify that an applicant is of good moral character and fit to be a member of the bar. Questions or concerns about this process should be directed to the Dean of Students.

Any student matriculating at Cornell Law School consents to the mutual exchange of information, for educational and bar admission purposes, between the school and the bar examiners or other authorities of any jurisdiction to which that student seeks admission.
**Scoops**

Students are responsible for knowing the information in *Scoops*, so please make a habit of reading it.

*Scoops* is the Law School’s weekly newsletter and is available every Monday morning during the semester while classes are in session at the following website: http://support.law.cornell.edu/technology/scoops/scoops.html or from the *Scoops* link on the Registrar’s website at: http://www.lawschool.cornell.edu/studentlife/scoops.cfm. Back issues are also available at this site.

Student organizations are strongly encouraged to list events in the *Scoops* weekly calendar. Items are due by Thursday noon. They may be submitted in person to the Assistant Registrar in the Registrar’s office (161 Myron Taylor Hall, 255-5837) or by email to: law.scoops@cornell.edu

**Part-Time Employment During School**

A number of part-time student jobs are available at the Law School and the University during the academic year for second and third year law students. First year students are not encouraged to work during the school year, especially during first semester. Positions at the Law School include research assistants for the faculty, teaching assistants in a number of courses, tour guides, computer lab consultants, as well as a number of administrative support positions. Available positions in the Law School are generally listed in the weekly Law School activities newsletter, *Scoops*, or by an e-mail notice. Positions in other areas of the University, as well as the University Counsel’s Office, are available from time to time and are often listed in *Scoops*, or on the Student Employment website.

The first step interested students should take in seeking employment at the University (or in public or non-profit agencies in town) is determining if they qualify for federal work study funds. This is done in the Financial Aid Office of the Law School. Work study funding significantly reduces the cost of employment to the Law School, and permits more students to be employed. Students who do receive an offer of employment at the School must complete appointment papers prior to the start of their employment. Students will need to bring appropriate documents to verify their employment eligibility. To find out what documents are required for employment, as well as any questions regarding the student appointment process, questions may be directed to Nicola Hanna (257 Hughes Hall, 255-4299, nh37@cornell.edu).

**FINANCIAL MATTERS**

**Bursar Bills**

Cornell University tuition and room and board charges are billed by the University Bursar’s Office. Tuition and room and board charges will be billed in July and December
and must be paid prior to registration. It is possible that some charges will not be listed on the first bill and will appear on a later bill. A student must be prepared to pay any charges appearing on a later bill even though the student receives a financial aid refund before the charges are billed. All bills are due by the date stated on the bill; all payments must be received by that date to avoid finance charges. For more information about bursar bills please visit: [http://www.dfa.cornell.edu/treasurer/bursar/](http://www.dfa.cornell.edu/treasurer/bursar/), you may also call (607) 255-2336 or email uco-bursar@cornell.edu (please include your 7 digit ID#).

If you experience problems in dealing with the University’s Bursar’s Office, contact the Law School Director of Financial Aid Rachel DeBois, (226A Myron Taylor Hall, 255-5141).

**LAW SCHOOL REGISTRAR’S OFFICE**  
The Law School Registrar and staff handle all aspects of course registration and maintain the students’ educational records. The staff also administers all Law School exams. The Law School Registrar’s office (160 Myron Taylor Hall) is open to the public Monday through Friday, 8:00 A.M. to 4:00 P.M., and longer hours during exams and registration period. Questions regarding registration, exams and educational records can be directed to the Registrar by calling 255-3628 during regular business hours or by email at: law.registrar@cornell.edu. The Law School Registrar’s website is: [http://www.lawschool.cornell.edu/registrar/](http://www.lawschool.cornell.edu/registrar/)

**NOTARY PUBLIC**  
The following staff members at the Law School are public notaries:

- Donna Dingy (151 Myron Taylor Hall, 255-5252).
- Rosemary Lacey (160 Myron Taylor Hall, 255-5839).
- Connie Pendergast (226 Myron Taylor Hall, 255-7474).

Please contact one of these individuals directly to make arrangements for use of the notary public services.
Cornell Law School
2015-16 Academic Calendar

Fall Term 15

Monday, August 10  ORIENTATION & UNIVERSITY REGISTRATION for new LL.M. students and the mandatory Graduate Program instruction begins (Introduction to the American Legal System) [one-year Master’s program]

Monday, August 24 & ORIENTATION & UNIVERSITY REGISTRATION for all new J.D.

Tuesday, August 25 students [three-year J.D. program]

Wednesday, August 26 Fall term instruction begins

Note: Law School classes will be held on Labor Day; Monday, September 7, 2015

Saturday, October 10  Fall recess begins

Monday, October 19  Instruction resumes

Wednesday, November 25  Thanksgiving recess begins

Monday, November 30  Instruction resumes

Friday, December 4  Instruction ends

Wednesday, December 9  Final examinations begin

Friday, December 18  Final examinations end

Spring Term 16

Monday, January 18  No Classes - Martin Luther King Day.

Tuesday, January 19  Lawyering Program instruction begins for first-year students

Monday, January 25  Spring term instruction begins in all other first-year courses & for upperclass students

Saturday, March 26  Spring recess begins

Monday, April 4  Instruction resumes

Friday, April 29  Spring term instruction ends

Wednesday, May 4  Final examinations for upperclass students begin

Thursday, May 5  Final examinations for first-year students begin

Friday, May 13  Final examinations for upperclass students end

Sunday, May 15  Law School Convocation

Tuesday, May 17  Final examinations for first-year students end

Sunday, May 29  University Commencement

J.  LAW SCHOOL WITHDRAWALS & LEAVES OF ABSENCE
A student may withdraw from the law school at any time by submitting a written notice of withdrawal to the Law School Registrar. The withdrawal is effective on the date the written notice is received by the Registrar. A student who withdraws from the law school is not entitled to return.

All students are eligible to request a leave of absence from the law school by submitting a written petition to the Law School Administrative Committee c/o the Law School Dean of Students. The petition should describe in detail the circumstances surrounding the request. For a copy of the law school’s leave of absence policy and for procedures for return, including procedures for reentry following a leave of absence for health reasons, write or call the Law School Registrar at 255-3628.

TUITION REFUND POLICY
Amounts personally paid for tuition may be refunded if the student requests a leave of absence or withdrawal from the office of the dean of his or her college of enrollment. The date of this request will determine the tuition liability for the semester. All students refer to the “Proration Schedule for Withdrawals and Leaves of Absence” at: http://www.dfa.cornell.edu/dfa/ treasurer/bursar/studentsparents/leaving.cfm

Repayment policy. Students receiving financial aid from the university who withdraw during a term will have their aid reevaluated, possibly necessitating repayment of a portion of aid received. Repayment to aid accounts depends on the type of aid received, government regulations, and the period of time in attendance. Students with questions should consult with Director of Financial Aid Rachel DeBois (226a Myron Taylor Hall, 255-6292).

LAW SCHOOL POLICIES AND PROCEDURES GOVERNING LEAVES OF ABSENCE

Note: A student must receive the JD within 60 months of beginning law study.

1. The expectation of the Law School is that, once a student begins his or her studies, he or she will complete the degree program in the standard length of time (e.g., three years for a J.D. student). However, in appropriate cases, a Cornell law student in good academic standing may apply for a leave of absence prior to completing the degree, such leave to take effect immediately upon completion of the semester in which the application is made. (Only in extraordinary circumstances, e.g., those involving severe medical/psychological problems, will permission be given for a leave to begin during the course of a given semester.)*

2. To apply for a leave, a student must submit a written petition to the Administrative Committee describing the reasons for the leave. In the event a student is incapacitated
due to medical/psychological problems, a petition for a leave of absence may be submitted by a parent, spouse, or any other person designated by the student in advance. In extraordinary circumstances, e.g., where the student’s conduct has been unusually disruptive to the Law School or University community or where the student’s conduct suggests that remaining in school poses a significant risk to the health or safety of the student or others in the Law School or University community or a significant risk of disruption to the Law School or University environment, the Dean, in consultation with the Administrative Committee, may require the student to take a leave of absence.

3. Leaves are typically granted for one year only. (Where the leave begins during a given semester, the student would normally be expected to return at the beginning of that same semester the following year.) Prior to the expiration of the leave, a student may request, in writing, a one year extension of the leave. Only in extraordinary circumstances will a leave be extended beyond two years, and decisions to extend a leave beyond two years may be made only by the Dean in consultation with the Administrative Committee. Only in extraordinary circumstances will a student who has already taken one leave of absence be granted a second leave of absence.

4. If a leave of absence is granted, the Law School and/or the University will maintain jurisdiction over the adjudication of any Law School and/or University disciplinary action involving the student. A student may be required to participate in the adjudication of the disciplinary action while on leave.

5. In certain circumstances, the Committee may attach written conditions to the leave. For example, where a leave of absence is requested for health reasons, the leave may be conditioned on counseling or health treatment while on leave of absence or other requirements appropriate to the conditions giving rise to the leave.

6. Before the end of the semester in which the leave is scheduled to expire, the student must notify the Administrative Committee that he or she expects to return to school at the beginning of the following semester. Included in the notification must be a statement that the student has not been charged with any crime during the period of the leave or, if a student has been charged with a crime, the full details of the incident(s) leading to the charge. If conditions have been attached to the leave, the student must demonstrate that such conditions have been satisfied.

7. As a general matter, a student will not be permitted to resume his or her studies unless the Administrative Committee is satisfied that the student has the ability to complete law school and the judgment and integrity to function as a member of the profession. For example, in the event that the leave of absence was granted due to health reasons, the Administrative Committee must be satisfied that the problems which precipitated the leave are resolved and that the student is able to handle all of the physical or emotional stress, as applicable, of attending law school, and that there is no significant risk of danger to the student or others or of disruption to the Law School or University
environment. The Committee may require the student to make available relevant health records, to permit the Committee to communicate directly with the student’s physicians or counselors, and, in appropriate circumstances, to undergo additional health evaluation.

8. Reentry may be conditional. For example, a student may be required to engage in regular and ongoing medical, psychiatric or psychological treatment when specifically related to the conditions giving rise to the leave if the Committee believes that, without such ongoing treatment, the individual will not be able to function effectively as a student or will pose a significant risk to the health or safety of himself or others or a significant risk of disruption to the Law School or University environment.

9. If the Administrative Committee determines that the student will not be permitted to return to the Law School, that decision may be appealed to the Dean of the Law School. The Dean’s decision will be final.

10. The Law School may modify its leave policy in light of experience and consistent with the law.

11. Please note that when a student requests a leave of absence for health reasons, the Law School works closely with the staff of the Gannett Health Center. Details on current Cornell University Health Leave of Absence policy are available on-line at http://www.gannett.cornell.edu/services/leaveofabsence.cfm