

# 2025 – 2026 Student Handbook

Cornell Law School

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# Welcome and Introduction

Dear Students,

Welcome to the 2025-2026 academic year at Cornell Law School!

It is an honor and a privilege to welcome all of you to Myron Taylor Hall, for those studying in Ithaca, and to the Bloomberg and Tata Centers for those of you studying on our Roosevelt Island campus. My hope for you all is that these spaces will feel like your academic home.

As lawyers and lawyers in training, it is critical that you stay informed of the rules that govern the members of our community. The Student Handbook is designed to provide you with the Law School and University policies relevant to your studies and extracurricular engagements. The Student Handbook also serves as a starting point to answer many of your questions regarding academic matters, student services, departmental contacts, and more.

I encourage you to make [Scoops](#), the Law School's e-newsletter, part of your Monday routine. You should also check your Cornell email daily. Regularly monitoring these sources will keep you informed on new policies, program offerings, and official announcements from administration. Please do not, however, view these resources as substitutes for speaking directly to members of the law school administration, faculty, staff, and fellow students. You chose to attend a small law school. Take advantage of it!

And last, a note to our students at the Cornell Tech campus. You have two homes now. With all the benefits come two sets of rules (and calendars!) to follow. Cornell Tech's policies can be found [here](#) and its calendars [here](#). If you are on the Tech campus and have questions about which policies might apply to you, please contact [Bonnie Klein](#), *Assistant Program Director, Law, Tech & Entrepreneurship Program*. Tech LL.M. students may also contact [Cornell Tech Student & Academic Affairs](#).

I look forward to working with you, and I extend best wishes for a successful and rewarding year.

Best regards,

**Jenny Hutcherson**

Dean of Students

# Guiding Principles

## Mission Statement

Cornell Law School's mission remains as articulated by Cornell President Andrew Dickson White upon the founding of the law school in 1887: "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, a one-year LL.M. program for internationally educated attorneys, a Master's in Legal Studies, as well as an LL.M. Program in Law, Technology, and Entrepreneurship at the Cornell Tech campus in New York City for experienced practitioners, and a doctoral (J.S.D.) program with the Cornell Graduate School. Cornell Law School has more than 70 full-time faculty members many of whom have chaired faculty positions and hold prominent roles 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 foundational fields.

Our commitment is to continue to be recognized as the leader among law schools in 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

Cornell Law School is fully committed to providing our students with the analytical, reasoning, and practical skills fundamental to exceptional lawyering. We further believe that the lawyers in the best sense — lawyers who have the strongest positive impact on their clients, organizations, and communities—are those who can combine these skills with self-awareness, responsibility, clear ethical values, and strong interpersonal and leadership skills. Cornell Law School seeks to develop lawyers who will not only be skillful problem solvers and effective client advocates but who will also flourish in law school and throughout their careers, becoming high-impact leaders in the organizations and communities of which they will be a part.

Therefore, we offer a rigorous program of legal education designed to prepare students, upon graduation, for admission to the bar and for effective, ethical, and responsible participation in the legal profession at the highest levels.



Upon completion of the program of legal education, Cornell Law School graduates will:

- Possess knowledge of the substantive and procedural law required for effective participation in the legal profession. Graduates will be able to:
- Identify and describe legal terms, concepts, theories, rules, and principles.
- Understand how the law operates in domestic and global contexts.
- Engage effectively in legal research, analysis, and problem-solving in a time frame appropriate to legal practice.

Graduates will be able to analyze common law and statutory authority independently and critically to:

- Spot relevant issues.
- Identify controlling authority and accurately assess the weight of authorities.
- Apply governing rules to legally relevant fact patterns.
- Marshal relevant facts and governing rules to reach reasoned, well-supported conclusions that address the issues at hand.
- Employ deductive reasoning and analogy to devise strategies and solutions for complex legal issues in academic environments and in various practice settings.
- Communicate effectively in both oral and written form as counselors and advocates.

Graduates will be able to:

- Identify appropriate audience(s) and tailor written and oral advocacy accordingly.
- Convey legally relevant information objectively and persuasively.
- Explain complex legal concepts orally and in writing in a manner that both members of the legal profession and the public can understand.
- Interact respectfully and effectively with persons of all backgrounds and levels of skill and training, demonstrating professionalism both in person and online.
- Write and speak clearly and concisely in a well-organized, well-reasoned manner.
- Assess complex fact patterns in a professional conversation, deposition, or oral argument and provide meaningful legal analysis during that discourse.
- Employ active listening skills.

- Possess the practical skills fundamental to exceptional lawyering and client representation.

Graduates will be able to:

- Work effectively in teams and independently.
- Pose creative solutions to complex problems independently and through collaboration with peers, senior members of the profession, and interdisciplinary teams.
- Engage in culturally competent interactions in an increasingly global legal community connected across countries and cultures through technology, immersive study, and transnational practice.
- Appreciate the impact of their professional conduct and counsel in diverse professional settings, both formal and informal, in person and online.
- Reflect on and draw lessons from experience to improve their own performance and provide effective professional feedback to others.
- Arrange their affairs in a professional manner, including by meeting deadlines, keeping scheduled appointments, attending, and preparing appropriately for client and court meetings, and responding promptly to administrative offices, clients, and colleagues.
- Regularly reflect on their unique aptitudes and capacities and proactively consider how these capabilities align with the broad variety of legal skills and practice settings, taking timely and appropriate steps to seek support when necessary.
- Conduct themselves with the highest moral and ethical standards.

Graduates will be able to:

- Demonstrate knowledge of the ethical rules and expectations which govern members of the legal profession.
- Apply those ethical expectations throughout their course of study and careers in interactions with courts, clients, and colleagues.
- Apply the law governing lawyers to resolve ethical, moral, and other professional dilemmas.
- Understand what the governing law is.

- Exercise with due care the role entrusted to them as officers of the legal system and public citizens, having special responsibility for the quality of justice.

## Equal Education and Employment Opportunity Statement – Nondiscrimination Policy

Cornell University has an enduring commitment to supporting equality of education and employment opportunities by affirming the value of diversity and by promoting an environment free from discrimination.

Cornell University's complete Equal Education and Employment Opportunity Statement can be found here: <https://hr.cornell.edu/about/workplace-rights/equal-education-and-employment>

Concerns and complaints related to prohibited bias, discrimination, harassment, and sexual and related misconduct should be directed to the [Cornell Office of Civil Rights](#); 500 Day Hall, Ithaca NY 14853; 607-255-2242; [civilrights@cornell.edu](mailto:civilrights@cornell.edu). Questions or complaints arising under Title IX should be directed to the Title IX Coordinator, Lauren Branchini; 500 Day Hall, Ithaca, NY 14853; [607-255-2242](tel:607-255-2242); [titleix@cornell.edu](mailto:titleix@cornell.edu). Information about how to report an incident or file a complaint is available at [titleix.cornell.edu](http://titleix.cornell.edu). J.D., LL.M., or Exchange students may also contact [the Dean of Students](#) (1-607-255-5839), [Assistant Dean for External Education](#) (1-607-255-2434), or the Law School Director of Human Resources who is the designated [harassment advisor](#) (1-607-255-2101). Each can assist you with navigating the next steps.

# Academic Degree Requirements

## Juris Doctor Program

### Curricular Requirements

The Juris Doctor Degree requires the completion of 84 credits. Course requirements are divided into [First Year Course Requirements](#) and [Upper-Level Course Requirements](#).

#### *First Year Course Requirements*

The first year curriculum includes the foundational doctrinal courses required to continue to upper-level courses. 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, and a section of Professional Development.

Required first-year courses are the following:

<b>Fall Credit Hours</b>	<b>Spring Credit Hours</b>
Civil Procedure – 3 credit hours	Civil Procedure – 3 credit hours
Constitutional Law – 4 credit hours	Criminal Law – 3 credit hours
Contracts – 4 credit hours	Elective – 3 or 4 credit hours
Torts – 3 credit hours	Property – 4 credit hours
Lawyering – 2 credit hours	Lawyering – 2 credit hours
Professional Development – .5 credit hours	Professional Development – .5 credit hours

#### [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, for which 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.

### Professional Development

The full-year required Professional Development course provides students with a basic understanding of the legal profession and the numerous career paths available to lawyers. Students will explore basic concepts of legal professionalism while they learn and practice the skills necessary for effective lawyering including the importance of networking and mentoring. Students will learn the importance of wellness including available resources and practices to ensure their wellness throughout an effective and lengthy legal career. Students will also work on effective communication strategies. Finally, students will develop an individual career development strategy to guide them during the exploration of their professional interests throughout the next three years.

### Upper-Level Course Requirements

After the first year, the curriculum remains structured, but students enjoy a wide range of course choices. Upper-level students are required to complete a writing requirement, a professional responsibility requirement, and an experiential learning requirement.

### Regularly Scheduled Law School Courses

The ABA and the NY Board of Law Examiners (BOLE) require law students to take mainly regularly scheduled law school courses. Of the required 84 credits, students must take at least 64 hours in regular courses. This means a student completing a total of 84 credit hours may not take more than 20 credits in non-regular classes, which include: the Pro Bono Scholars program, full- and part-time externships, directed reading, supervised writing, supervised teaching (including Lawyering Honors Fellows), supervised experiential learning, courses taught in other university divisions (where degree credit is awarded), and practicum courses taught by instructors whose primary professional employment is not within the Law School.

Students may not receive more than 12 hours of law credit for courses taught outside a law school curriculum (including those in other university divisions). [Petitions for credit](#) must be submitted for both graduate and undergraduate classes, to be reviewed by the Associate Dean for Academic Affairs.

For students particularly interested in doing a full-term Externship or the Pro Bono Scholars Program, advance planning will be more critical to avoid falling short of the 64-credit hour requirement of regular courses. See [ABA Standard 311\(a\) and Interpretation 311-1](#).

### Externships, Directed Reading, Supervised Writing, Teaching, and Experiential Learning

All externships and directed reading, supervised writing, supervised teaching, and supervised experiential learning are graded on a Satisfactory/Unsatisfactory basis. (Note that students also have the ability to take two graded upper-class courses S/U if that option

is made available by the course instructor). In order to have directed readings, supervising writing, supervised teaching, and courses taught in other university division applied toward the Law School's degree credit requirements, students must obtain advanced permission by submitting the appropriate forms available on the Forms and Requests page of the Registrar's website.

There are also per-course limits and per-semester limits for the courses listed above. Students may not receive credit for **more than**:

- three credits of supervised writing per semester, for a total of 12 credits.
- three credits of supervised experiential learning, with a one-semester enrollment limit.
- two credits of directed reading per semester, for a total of eight credits.
- two credits of supervised teaching per semester, for a total of eight credits.
- twenty total credits of externship over the four upper-class semesters.

### Enrollment Limits

Based on the faculty's policy, a student may not be enrolled at any time in coursework that would exceed 20 percent of the total coursework for the degree. Therefore, the Dean of Students will not allow students in the J.D. program to take more than 17 credits in any one semester. Students in the J.D./LL.M. program will be allowed to take a maximum of 21 credits per semester. The Registrar will provide similar maximum per semester credit information for those in various joint degree programs in separate registration documents. To timely complete degree requirements and maintain academic rigor, students are expected to be registered for at least 12 credits (at least 9 of which must be at the Law School). Students may petition for a one-semester reduced course load, if special circumstances arise, by submitting the following form at the Registrar's Office [Forms page – Exception to Hours form](#). You will receive an email from the Law School Registrar's Office when a decision has been made on your petition. To be considered full-time in the Law School for visa, financial aid, and registration purposes, a student must enroll in at least 10 credit hours each semester, 9 of which must be in the Law School. The Law School does not have a part-time J.D. program.

### Writing Requirement

The upper-class writing requirement for the J.D. degree is met by satisfactorily completing one colloquium, seminar, or problem course of at least 3 credits. The course cannot be taken S/U. Courses satisfying the requirement are identified each semester in the [Course Catalog](#).

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 the field of law. Students prepare one or more substantial research papers in article, comment, or note form.

A three-hour problem course or seminar that satisfies the writing requirement requires the student to produce high-quality legal writing demonstrating substantial effort. Although the form, nature, and length of the written work may vary across courses, the preparation of this written work will involve extensive faculty supervision, criticism, review, and, when appropriate, rewriting. Attention is given to structure, rhetoric, and English composition as well as legal analysis and expression.

Work that has been done in another context, including a summer job or one of the Law School's student journals, may not be used to satisfy the writing requirement unless the student submits a paper that represents a substantial further development of work done in one of those contexts with the instructor's informed approval. A student seeking to submit or extend a colloquium, seminar, or problem course paper to a journal must fully disclose the paper's origin to the journal, which may decide whether to accept it.

#### **Professional Responsibility Requirement**

All candidates for the J.D. degree must satisfactorily complete an upper-level course in professional responsibility of at least two credits before graduation. Courses satisfying the requirement are identified each semester in the [Course Catalog](#).

#### **Experiential Learning Requirement**

J.D. students must complete one or more experiential course(s) totaling at least 6 credit hours. See ABA Standard 303(a) (3). Courses satisfying the requirement are identified each semester in the [Course Catalog](#). The options for Experiential Learning are described below, and include Clinical Courses, Practicums, Supervised Experiential Learning, and Externships. Please note that each option has application, admission, and registration requirements that must be met for participation.

##### *Clinical Courses*

The Law School's clinical courses provides law students opportunities to engage in the actual representation of clients under the direct and close supervision of members of the clinical faculty. Students are selected by individual clinic instructors. General LL.M. students, under some circumstances, may also enroll in the clinics, also with instructor approval. A list of our current clinics is available on the [Clinical Webpage](#).

Academic credit for each of these courses varies and can be as many as six credit hours per semester.

### *Practicum Courses*

Practicum courses are similar to clinical courses. The primary difference is that practicum courses are adjunct-taught, and students do their work outside the clinical program offices, sometimes in the offices of the supervising adjunct professor. Please note that practicum courses do count as non-regular credit hours, which should be factored into your academic planning.

### *Supervised Experiential Learning*

Supervised experiential learning courses allow students to complete a discrete pro bono advocacy project under faculty supervision. The course operates much like directed reading or supervised writing – students must make arrangements directly with a faculty member. Only full-time, long-term members of the faculty may teach this course. The student's role must involve a substantial lawyering experience that implicates one or more of the Law School's learning outcomes. Work for the course should consist of the types of matters that are currently handled by the clinical program. If a student wishes to seek pro bono hours certification for their work in the course, the student and faculty member should ensure the work satisfies the relevant standard. Like the clinics and practicum courses, this course will not satisfy any writing requirement. Please note that Supervised Experiential Learning credit hours do count as non-regular, which should be factored into your academic planning.

Faculty may determine credit awards based on either work product or the number of student hours worked. If student work hours form the basis, the current minimum hours-to-credit ratio is 42.5 hours worked over the term for each credit (ABA Standard 310). These courses are graded on S/U basis only. Students may enroll in the Supervised Experiential Learning course for only one semester.

### *Full-Term Externships*

Students have the opportunity to enroll in the Full-Term Externship during the spring semester of their second year, or the fall or spring semester of their third year. A Full-Term Externship is analogous to full-time employment, and therefore students are not permitted to take additional courses in addition to a full-time externship for the semester. As students may not spend more than one semester away (see *Residency Requirements*), students opting for a full-term externship may not elect Study Abroad, a Term Away for Educational Reasons, Pro Bono Scholars Program, or other away options. Please note that Externships are considered non-regular hours, and thus cannot be counted as meeting the required 64 credit hours of regular coursework for the J.D. Degree. Students on Academic Watch or Academic Intervention status are not eligible for full-term externships.



The Full-Term Externship course allows students to earn 12 credit hours by working full-time (40 hours/week for 13 weeks) at a pre-approved placement. Qualifying placements include judicial chambers, government, public sector, and corporate counsel offices in local, state, national and international settings (international placements must be full-time in-person). All placements must be pre-approved by the Director of Externships before the application deadline.

Students are responsible for identifying, applying for and obtaining an externship.

Approval preference is given to sites that meet the student's educational needs or to sites that provide training in law that is not otherwise usually taught at Cornell Law School. For students to receive final approval, the placement site must accept the student for the placement and meet specified criteria including identification of a licensed attorney at the placement who will closely supervise and mentor the student. In addition to their work responsibilities for the placement, the extern will participate in weekly web-based Zoom meetings discussions, prepare a learning agenda, and conduct weekly written assignments, in the form of either journal entries, short essays, or blog posts, for the faculty instructor. The placement sites will host the instructor for a virtual site visit via Zoom meeting. The instructor will conduct a written evaluation of the placement and the placement experience for the law school's files. The placement site will submit mid-semester and end-of-semester surveys to the instructor regarding the experience. Similarly, the students will complete mid-semester and end-of-semester self-evaluations.

#### *Pro Bono Scholars Program*

The Pro Bono Scholars Program 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 twelve weeks at a placement with a governmental agency or non-profit organization.

This program requires advance planning to make sure your graduation requirements are fulfilled by the end of your fifth semester. It also requires an ongoing commitment to bar preparation. Students must complete 520 hours of placement and seminar work in March-May.

Students must meet with the Director of Externships & Pro Bono Scholars Program and placements must be approved as part of the application process. Students must have a cumulative 3.3 MPR to be eligible, and students who are on Academic Watch or Academic Intervention are ineligible. As Cornell has a 5-semester residency requirement. Students who have studied abroad or taken a full-time (12 unit) externship are ineligible. Students

may not enroll in any other law school classes during the semester they are enrolled in the PBS program.

Acceptance in the program is conditional, students must be making satisfactory progress in preparing for the February bar and deemed ready to pass the bar. If it is determined by mid-January that the student is not considered ready for the bar, the student will not be allowed to participate in the PBS program. If that is the case, a student would be able to convert their placement into a general externship or take other classes.

### *Part-Time Externships*

Students have the opportunity to elect a part-time externship course for less than 12 credit hours with the permission of the instructor. 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. Similarly, the number of written assignments is proportionate to the number of credits. If a student is not admitted to the Externships course, the student may petition the Associate Dean for Experiential Education for approval of an individualized externship opportunity. A student whose petition is granted is expected to fulfill the requirements described in the section regarding the Full-Term Externship course.

Please note that Externships are considered non-regular hours, and thus cannot be counted as meeting the required 64 credit hours of regular coursework for the J.D. Degree. Students on Academic Intervention status are not eligible for part-time externships.

### **Upper-Level Recommended Foundation Courses**

Although no particular course is required in the upper-class years other than those indicated above, the faculty strongly recommends that students take four foundational courses during the second year: Administrative Law, Business Organizations, Evidence, and Federal Income Taxation. Course enrollment may need to be limited by the availability of classroom capacity or by teacher preference.

The faculty further recommends that students take courses in the following area(s) before they graduate. Note that enrollment in particular courses may need to be limited by the availability of classroom capacity or by teacher preference.

- *Law, Inequity, and Structural Exclusion.* The faculty believe that a well-rounded legal education should include an understanding of how law can act not only as an instrument for furthering particular client goals or as a basis for rights promotion but also as a mechanism for inequity and structural exclusion.

- *International and Comparative Law.* The world has become deeply interconnected across countries and cultures through the transnational movement of people, products, and ideas. In light of the increasingly globalized nature of many legal practice areas, and the way in which comparative perspectives may provide insight into domestic issues, lawyers should have an understanding of how the law operates in international and comparative contexts.

## Special Curricular Options

### *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 seven concentrations:

- Advocacy
- Business law and regulation
- Conflict resolution
- General practice
- Law, inequity, and structural exclusion;
- Public law
- Technology and law.

A student may receive recognition for fulfilling only one concentration. Each concentration program requires the completion of 14 credit hours, including a writing course, in the designated area.

### *Honors in International Legal Affairs*

J.D. students may elect to specialize in International Legal Affairs. Ordinarily, students make this election at the beginning of their second year, although they may join the program later provided it is still 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 J.D. degree with Honors in International Legal Affairs, candidates must satisfactorily complete eighty-nine total credit hours of study (five more than standard JD requirements), which must include a pre-determined number of hours in required courses in each of three groups, [found here](#).

Please note that in deciding whether you can complete the program requirements, J.D./ILA program students will be allowed to take a maximum of 18 credits per semester during the second and third years. No exceptions can be made to this 18-credit maximum.

### *J.D. Program in Information and Technology Law at Cornell Tech Campus*

J.D. students in good academic standing may apply to spend a semester in their second or third years studying in the Program in Information and Technology Law at the Cornell Tech Campus (the “JD Tech Program”). Students may select from the law courses available at the Tech Campus and may also take Johnson School courses offered at the Cornell Tech campus, subject to the usual restrictions on the number of credits that may be taken outside the Law School, and any prerequisites or instructor permission that may be required by the course.

Students are eligible for and encouraged to seek out part-time in-person externships in New York City at technology companies, with judges, or in legal aid organizations. Application processes for the Program in Information and Technology Law are announced each year by e-mail and usually run in the early part of the spring semester for attendance the following academic year.

### *Study Abroad*

Students in the J.D. program have an opportunity to study abroad for a semester with law faculties at partner institutions around the world. More information about the law school’s exchange programs is available at [Semester Abroad – Cornell Law School Community](#), and a list of participating Partner Schools [can be found here](#). Students seeking to participate in the study abroad programs are encouraged to do so in the Spring Semester of their second year or Fall semester of their third year. Students are generally not approved to study abroad in their final semester. Any student with extenuating circumstances that may warrant an exception to this practice should consult with the Assistant Dean of External Education prior to petitioning for approval.

Students must meet the following requirements to be considered eligible for Study Abroad: have a minimum required cumulative MPR of 3.2 and not be on Academic Watch or Academic Intervention status; receive and acknowledge receipt of disclosures regarding accommodations and support services available at host schools; meet with the Dean of Students for approval of plans for degree completion; and submit a complete and compelling application including a statement of purpose indicating how Study Abroad ties to overall academic and career goals. Applications that do not meet those requirements will not be considered.

Students participating in the study abroad program must register at the host institution for the equivalent of 12 Cornell Law credits. If, due to extenuating circumstances beyond the student's control, the equivalent of 12 Cornell Law credits is not offered or available, the Dean of Students may authorize a lower credit load, in which case no less than the equivalent of 10 Cornell Law credits will be approved, as required for full-time status. A student must receive a passing grade, as determined by the host law school's grading scale, in order to receive Cornell credit for a course.

### **Cornell-Paris I Summer Institute of International and Comparative Law in Paris**

The Cornell-Paris I Summer Institute of International and Comparative Law in Paris is an ABA-approved summer study program.

Cornell Law School jointly sponsors a four-week program held at the Université Paris I every July. Six to eight 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. For more information about the Paris Institute, please visit [Cornell-Paris I Summer Institute – Cornell Law School](#).

### **Dual Degree Options**

#### *Three-Year J.D./LL.M. Program in International and Comparative Law*

Cornell Law School offers certain J.D. students the opportunity to receive both the J.D. degree and an LL.M. (Masters of Laws) in International and Comparative Law in three years. The combined pathway for the J.D. and LL.M. degrees is a more comprehensive approach and requires 20 credits more than the standard J.D., for a total of 104 credit hours. Students may earn both a J.D. degree and an LL.M degree with a specialization in International and Comparative Law by taking courses on a compressed timeline with the inclusion of a Summer Session at Cornell-Paris I Summer Institute.

In addition to the credits required for the J.D. degree, the requirements for the program include completing an additional 20 credit hours of study in international, comparative, and foreign law subjects. The twenty credits must include required courses in conflict of laws and public international law, as well as a specifically designated comparative law course that is general in scope and includes instruction in civil law systems (several options may be available).

Students seeking both the J.D. and LL.M degree through the three-year pathway may take a maximum of 21 credits per semester. The degree requirements also 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 3.0 to graduate with the joint degree. Students may apply for the program in their initial application to the Law School or in the spring semester of their first year.

Participants in this program are subject to the same limitations on semesters away, and rules regarding regular vs non-regular credit hours as traditional J.D. candidates.

#### *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 fluency in French and English. The program is small and extremely selective. For participants admitted by Cornell with Paris I concurrence, it involves legal studies for two years at Cornell and two years at Paris I. Students may apply to the program in their initial application to the Law School or, if spaces are available, following matriculation. Participants admitted by Paris I with Cornell's concurrence have a Baccalaureate degree or a first-level Master's degree before arriving at Cornell. They must complete 62 credits at Cornell over two years and return to Paris I for their final year of study. Following completion of studies in Paris the participants receive both a J.D. degree from Cornell University and a master's degree (at the M1 and/or M2 level) from the Université Paris I. Students must complete the requirements for a Paris I Master's degree before they can receive their Cornell J.D. and be certified to take the bar exam of a U.S. state. In some cases, the timing of the dual degree program may require students to receive their J.D. degree in August and sit for a U.S. bar exam in February rather than July.

#### *Three-Year J.D./LL.M. Program with Université Paris I Panthéon-Sorbonne*

Students who are admitted by Cornell into the J.D./Master en Droit dual degree program may, if spaces are available, apply to transfer into the three-year J.D./LL.M. in French, European, and International Business Law dual degree program with the Université Paris I Panthéon-Sorbonne. Students who are interested in transferring into this program should discuss their interest with [International Programs](#) (1-607-255-2434), by the start of their second year at Cornell. Requests to transfer into the program also require approval by the Université Paris I Panthéon-Sorbonne. The program requires complete fluency in French and English. It involves legal studies for two years at Cornell and one year at Paris I. Following completion of studies in Paris the participants receive both the J.D. degree from Cornell University and the LL.M. degree in French, European, and International Business Law from Université Paris I.

### *Three-Year J.D./LL.M. Program with Universidade Católica Portuguesa*

The Law School offers a three-year J.D./LL.M. dual degree program with Católica. LL.M. courses are taught mainly in English. Students may apply for the program in their initial application to the Law School or, if spaces are available, following matriculation. The J.D./LL.M. program involves legal studies for two years at Cornell followed by one year at the Universidade Católica Portuguesa. Following the completion of studies there, the participants receive both the J.D. from Cornell University and the LL.M. from the Universidade Católica Portuguesa. The program is small and extremely selective.

### **Joint Degree Programs**

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

<b>J.D./M.B.A. (4 year)</b>	Master of Business Administration
<b>J.D./M.B.A. (3 year)</b>	Master of Business Administration
<b>J.D./M.I.L.R.</b>	Master of Industrial and Labor Relations
<b>J.D./M.P.A.</b>	Master of Public Administration
<b>J.D./Ph.D.</b>	Doctor of Philosophy in Developmental Psychology
<b>J.D./Ph.D. or M.A.</b>	Doctor of Philosophy in other fields of the Cornell Graduate School

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 interest arises as deadlines and procedures vary. In general, after a student completes their 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 admissibility. Once a student has been admitted to the other program, it is their responsibility to notify the Law School Registrar's Office and Dean of Students.

### *J.D./M.B.A. (4 year)*

Candidates for the J.D./M.B.A. (4 years) must apply to and be accepted by both schools. Students will spend their first year entirely in one school and their second year entirely in the other school. During the third and fourth year, they will take a mix of courses from the Law School and Johnson to meet the degree requirements of both programs.

Candidates for the J.D./M.B.A. must satisfactorily complete 84 credit hours of Law School coursework and are required to choose Business Organizations in the spring as their 1L elective. 72 of the 84 credits for the law degree must be earned in the Law School. Cross-listed courses will count towards the 72 credits and will be factored in the student's law school merit point ratio (MPR). In addition, students may take up to 12 credits of courses related to legal training taught by members of the university faculty outside of the Law School, subject in each case to the approval of the Law School's Associate Dean for Academic Affairs. To receive credit for such courses they must fill out and submit the [Notification of University \(Non-law\) Course Enrollment for Law Students](#) form available from [the Registrar's office](#) before the end of the add/drop period for the course in the semester the course is taken.

During six of the eight terms, they must register for at least 9 credits in the Law School (which may include courses cross-listed between Johnson and the Law School). A total of 117 credits is required for the receipt of both degrees.

#### *J.D./M.B.A. (3 year)*

Candidates for the J.D./M.B.A. (3-year) will spend their entire first year at the Law School, totaling 32 credits. Candidates for the J.D./M.B.A. are required to choose Business Organizations in the spring as their 1L elective. The entire second year is spent primarily in Johnson. During the second year, students must also take a minimum of 9 credits of Law School coursework each semester (which may include courses cross-listed between Johnson and the Law School). The third year is spent mainly in the Law School. During the third year, students must take a minimum of 9 credits of Law School coursework per semester. They should take one course in Johnson each semester (which may be a cross-listed course). Students should expect to take a total of up to 30 credits or more for the third year. All courses for credit must be taken at either Johnson or be Law School classes. In total, students must take 21.5 credits of foundational courses and 21.5 credits of elective courses at Johnson and a minimum of 9 credits per semester and a total of 72 credits of the 84 credits for the law degree earned in the Law School. Cross-listed courses will count towards the 72 credits and will be factored in the student's law school merit point ratio (MPR). In addition, students may take up to 12 credits of courses related to legal training taught by members of the university faculty outside of the Law School, subject in each case to the approval of the Law School's Associate Dean for Academic Affairs. To receive credit for such courses they must fill out and submit the [Law Credit for Non-law Courses](#) form available from the Registrar's Office before the end of the add/drop period for the course in the semester the course is taken.



As part of the Law School curriculum, students who wish to pursue the 3 Year J.D./M.B.A. are required to take Business Organizations during the spring semester of the first year.

## General LL.M. Program

### Curricular Requirements

All General LL.M. students are required to:

- Enroll in, attend, and pass the Introduction to the American Legal System (IALS) course held during Orientation;
- Enroll in, attend, and pass a three-credit seminar with a substantial writing component that satisfies the legal writing requirement or Principles of American Legal Writing.
- Enroll in and attend courses totaling at least 20 law credits over two semesters (not including IALS); and
- Receive passing marks in 20 credit hours of law school coursework.

LL.M. students may take no more than six (6) credits total outside of regularly scheduled law school classes without approval from the Dean of the Students. These six credits include externships of 4 hours or less, directed readings, supervised writings, and courses taught in other university divisions.

Students may register for up to 17 credits and no less than 10 credits per semester or seek approval from the Dean of Students.

### *Experiential Learning*

LL.M. students are eligible to apply for and enroll in experiential learning clinics, but should limit registration to a total of 6 hours or less of clinical courses.

### *Writing Requirement*

LL.M. students must satisfactorily complete one 3-credit seminar with a substantial writing component that satisfies the writing requirement or take *Principles of American Legal Writing*. The course cannot be taken S/U. Courses that fulfill the writing requirement will be noted on the [Course Catalog](#). A three-credit paper or five-credit Master's thesis supervised by a faculty member may also satisfy the legal writing requirement in place of a seminar.

## Additional New York Bar Exam Requirements

It is the responsibility of the LL.M. student to familiarize themselves with the requirements of the New York Bar, which are subject to change. Those planning to sit for the New York Bar exam must complete 24 credits of classroom coursework, which must include a professional responsibility course, a legal research course, and foundational subjects covered by the New York Bar Exam. More information can be found on the [New York State Bar Examination Memorandum](#).

## Special Student Status

Students currently enrolled in the General LL.M. program who wish to continue taking courses during the next academic year after completing current degree requirements must apply to [the Dean of Students office email](#) by April 1<sup>st</sup>. Email requests should include a brief statement of plans for the next academic year, including reasons for continuing with coursework, financial support for continued study if student visa status will need to be extended, and a current Cornell Law School transcript.

## Transferring to J.D. Program from Cornell Law School's General LL.M. Program

Candidates for the LL.M. degree who wish to transfer to the J.D. program must submit a transfer application no later than April 1. The transfer procedures and requirements will, in general, be the same as those applicable to J.D. students at other law schools who seek to transfer into the Cornell J.D. program (including the requirement of an acceptable admissions test). However, at least one letter of recommendation should be from a Cornell Law faculty member who has taught the student. Only LL.M. students who have elected to be graded on the J.D. scale and curve will be considered for transfer to the J.D. class. Cornell LL.M. students who are accepted into the J.D. program as transfers are eligible to receive up to 24 law credits obtained in pursuit of the LL.M. degree toward the J.D. degree requirements and must complete an additional four semesters at Cornell enrolled in J.D. courses. Cornell LL.M. students who transfer into the J.D. program are ineligible to receive the pending LL.M. degree.

## Additional Programs

### Master of Science in Legal Studies

Candidates for the Master of Science in Legal Studies (M.S.L.S.) degree must satisfactorily complete 30 credits of work of part-time study. All M.S.L.S. students are required to enroll in: 5 foundational online courses totaling 12 credits, elective courses totaling 13.5 credits, and completion of a capstone project totaling 4.5 credits. More information on required courses and faculty [can be found here](#).

M.S.L.S. students are not permitted to enroll in any residential or online courses at Cornell Law School or any other unit of Cornell University beyond what is offered for the M.S.L.S. program.

### *Advanced Standing for the Master of Science in Legal Studies through Prior Learning Assessment:*

The Master of Science in Legal Studies (MSLS) program will grant advanced standing to individuals that have completed prior learning assessments through identified certificates from eCornell.

- A maximum of 4.5 credits of advanced standing will be awarded.
- Advanced standing is only available towards the completion of the Master of Science in Legal Studies and cannot be used towards any other degree offered by Cornell Law School.
- A score commensurate with B (85%) or higher must be achieved in the certificate to be considered for advanced standing.
- Certificates that correspond to the following courses in the MSLS will be the only courses considered for Advances Standing:
- Business Contracts: students who have completed the eCornell Certificate in Business Contracts will be eligible to apply for a *3-credit reduction credits required for the degree*.
  - Conducting Legal Research: students who have completed the eCornell Certificate in Conducting Legal Research will be eligible to apply for a *1.5-credit reduction credits required for the degree*.
  - Additionally, any students that meet both criteria will be eligible to apply for *4.5-credit reduction credits required for the degree*.

Any applications received after the first 7 weeks of the MSLS program will not be considered for advanced standing.

Students must apply for advanced standing upon admission to the program.

### **Master of Laws (LL.M.) in Law, Technology, and Entrepreneurship**

Candidates for the Master of Laws degree in Law, Technology, and Entrepreneurship (Tech LL.M.) must satisfactorily complete a minimum of 33 credits of work over two semesters at the Cornell Tech campus. The program contains 25 credits of requirements, including several foundational technology law courses, introductions to business and programming

fundamentals, and Cornell Tech's cross-disciplinary Studio program. Students also must complete 8 credits of electives distributed across various categories.

Candidates who timely applied for and were admitted to the three-semester Tech LL.M. Program must additionally complete at least 12 credits of further legal study among specified courses offered at the Cornell Law School campus in Ithaca, and which must include a professional responsibility course, a legal research course, and foundational subjects covered by the [New York Bar Exam](#).

### Doctor of the Science of Law

The minimum residency for the Doctor of the Science of Law (J.S.D.) degree is two semesters, although the program usually requires four to six semesters to complete. Additional degree program expectations are outlined in the [J.S.D. Field of Law Handbook](#).

# Academic Policies And Procedures

## Academic Integrity

Cornell Law School students are held by faculty and administration to the standards of two comprehensive and complementary documents regarding Academic Integrity: the [Law School Code of Academic Integrity](#) (also known as the Cornell Law School Honor Code), and the [Cornell University Code of Academic Integrity](#). In commencing and continuing their studies at Cornell Law School, students agree to abide by these codes and refrain from any and all academic dishonesty, including but not limited to the examples offered in these documents. The [Law School Honor Code](#) also governs procedures for those charged with violations of these standards, and the outcomes of being found guilty of misconduct.

The Faculty and Administration certify candidates for the receipt of a Cornell Law School degree, both to University and State Bar officials. Academic honesty and competency are key components of the character, fitness, and integrity necessary for degree conferral and entrance to the profession.

Students should familiarize themselves with both documents, as ignorance of the policies held in each is not an adequate defense. Questions about the Honor Code should be directed to the Associate Dean for Academic Affairs.

### [Examples of Violations of the Code of Academic Integrity](#)

### [Acknowledging the Work of Others](#)

## Determination of Credit Hours

Course credit hours are determined using American Bar Association (ABA) Standard 310. The Law School ensures compliance with the ABA's credit-hour guidelines through the curricular review undertaken for all courses by the Associate Dean for Academic Affairs, through the supervision of clinics and simulation courses by the Associate Dean for Experiential Education, and through the oversight of field placements by the Externship Director. The Associate Dean for Academic Affairs assesses how many credits are appropriate for the hours of instruction and out-of-class workload based on the course description and syllabus faculty submit.

## Courses for Credit in Other Cornell 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](#).

J.D. students may not elect courses outside the Law School during their first year. Thereafter, students may enroll in university courses, subject to limitations placed by the associated colleges.

All courses are recorded on the student's Official University Transcript. Students who want to receive Law School credit for courses offered in other departments or schools at Cornell must complete the [Law Credit for Non-Law Courses](#) form with the Law Registrar, prior to the start of the semester the course is taken. Students who submit the required forms after this deadline will not be approved to apply the credits toward Law School degree requirements.

The application will be reviewed by the Associate Dean for Academic Affairs, and must show:

- that the outside course offers an educational opportunity not available in the Law School
- that the course is significantly related to the student's Law school program
- that the substantive content and 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. Grades for courses taken outside the Law School are not included in merit point computations on the Law School grade report. 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.

## Grading

### Standards

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 and attendance may be elements of a student's final course grade.

### Merit Point Ratio

A student's merit point ratio (MPR) is based on courses taken within Cornell Law School and is determined by dividing the total number of merit points awarded by the number of credit hours of law school coursework taken for a letter grade. Credit hours of coursework

for which a grade of F was given are included in the computation. Courses taken on an S/U basis, mandatory or elective, are not included in the merit point ratio calculation. Grades on coursework outside Cornell Law School are not included in the merit point ratio. The Merit Point Ratio is similar to Grade Point Average (GPA) at other schools.

### 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 the 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:

- inspect their own records;
- challenge incorrect information in those records;
- keep their records private; and
- file a complaint with the U. S. Department of Justice. ([Family Educational Rights and Privacy Act](#)). Up-to-date versions of currently recognized [University policies](#).

### Grade Review

No grade may be changed after submission by the instructor of the final grade except to correct a computational or clerical error by the instructor or the administration. The Law School has no formal grade appeal procedure.

### Incomplete Grades

An incomplete grade for a law course may be submitted by an instructor **only** if the student has 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:

- 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

- 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 an F on the student's transcript.

### J.D. 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 falls in the 3.2 to 3.5 range. Faculty are not obliged to adhere to that range in grading courses with fewer than ten J.D. students receiving letter grades. They are expected, however, to be mindful of the standard.

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 is given to any student who would have received a D+ or worse. Grades awarded are in the table below.

Letter Grade	Value
A+	4.33
A	4.0
A-	3.67
B+	3.33
B	3.0
B-	2.67
C+	2.33
C	2.0
C-	1.67
D+	1.33
D	1.0
D-	0.67
F	0.00



### *J.D. S/U Grading Option*

Each J.D. student, after the first year, may elect to take up to two upper-class courses at Cornell Law School on a Satisfactory/Unsatisfactory basis. Students must make this election to the Law School Registrar's Office during the S/U election period for the semester 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 upper-class 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. These courses will be marked as SX/UX, meaning they are graded exclusively on an S/U basis, and do not count against the 2 course limit for S/U grading.

### *J.D. Class Rank*

As a matter of faculty policy Cornell Law School does not release the academic rankings of our students. Interested individuals, including employers, have access to the top 10% approximate cumulative merit point ratio for the most recent semester of completion for J.D. students. In addition, at the completion of the second semester and every semester thereafter the top 5% approximate cumulative merit point ratio is also available. In general, J.D. students are not ranked. However, the top ten students in each class are ranked and are notified of their rank. Current information is available on the Law School Registrar's website at Current [Law School Grading](#).

### *J.D. Academic Honors*

The faculty awards academic honors at graduation according to cumulative MPR as follows: The faculty awards the J.D. degree *summa cum laude* by special vote in cases of exceptional performance. The faculty 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. Thirty-two graded credits in Cornell Law School classes are required for honors eligibility. Of these, at least twenty graded credits must be obtained in upper-level courses. Recipients are notified by a letter from the Dean of Students and a notation on their official and unofficial transcripts.

### *The Order of the Coif*

This honorary scholastic society's purpose 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 J.D. students whose cumulative MPRs 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 in the academic year, J.D. students whose term merit point ratio places them in the top 30% of their class will be awarded Dean's List status. Students are notified of this honor 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 the Dean of Students and a notation on their unofficial transcripts.

### *J.D. Academic Prizes*

A number of prizes are awarded each year at the law school. Many are based on academic achievements, as well as other qualities valued by the legal profession. The Dean of Students notifies prize recipients by letter as soon as the awards are made. The list of currently awarded prizes can be found [here](#).

## **General LL.M. Grading Policy**

LL.M. candidates are graded on the scale of High Honors (HH), Honors (H), Satisfactory (S), and Unsatisfactory (U), except that an LL.M. student may, after consultation with a Dean of Students/Graduate Legal Studies advisor, elect to be graded on the J.D. scale and curve. This election applies to the entire academic year and must be made by notifying the Law School Registrar within the first four weeks of the date fall semester classes begin.

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, 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. There is no faculty policy regulating the proportion of HH, H, S, and U grades that faculty may give to LL.M. students.

Merit points are not assigned to HH, H, S, and U grades. For General 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.

### Cornell Tech LL.M. Grading Policy

Candidates for the Cornell Tech LL.M. degree shall be graded in accordance with the same standards as J.D. candidates, with the mean grade calculated separately for J.D. students and Cornell Tech LL.M. students in any particular class. Cornell Tech LL.M. students may not take required courses on an S/U basis unless those courses are offered S/U only.

(Students participating in the 3-semester Tech LL.M. Program may also not elect to take courses on the General LL.M. grading scale unless those courses are offered exclusively on that scale.)

### Master of Science in Legal Studies Grading Policy

M.S.L.S. candidates are graded on the scale of A to F. In addition, the courses within the first campus intensive program will be graded as Satisfactory (S) and Unsatisfactory (U). S is appropriate for students who would have received a grade in the range of A to C, and U is appropriate for students who would have received a D+ or lower grade. There is no faculty policy regulating the proportion of A to F, S, and U grades that faculty may give to M.S.L.S. students.

### Non-Degree Exchange and Visiting Student Grading Policy

Exchange students are graded on the J.D. scale, but if allowed by their home institution they have the option to have all of their grades (for that semester and, if applicable, for the following one) converted to the General LL.M. grading scale (HH/H/S/U).

Students who elect to be graded on the General LL.M. scale must confirm their election within the first four weeks of their first semester at Cornell. Students must receive written confirmation from the home school advisor that the General Studies LL.M. grading scale is acceptable prior to confirming the selection to be graded on that scale.

### Academic Deficiency

#### J.D. Academic Deficiency

A J.D. student who receives a grade of D+ or below in a first-year course will be regarded as having an academic deficiency in that course that must be remedied. The student must either repeat the course or take an upper-class 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 academic watch status if, at the close of the first semester of law study or the end of any subsequent term, the student's semester merit point ratio or cumulative MPR falls in the bottom 5% of the class. Students with multiple incomplete grades may be placed on academic watch status at the discretion of the Administrative Committee based upon a recommendation from the Dean of Students.

Being placed on Academic Watch status is not reported on the student's transcript or to employers but requires that the student complete the following each semester while on Academic Watch:

- Meet with the Dean of Students to review course selection. Courses must include:
  - election of at least 1 exam course
  - election of at least 1 bar tested subject
  - total enrollment of 17 hours or less in the academic semester
- Meet with the Director of Academic Support regarding the faculty- adopted learning outcomes. This will include a review of exam skills, time management, and more.
- Students on Academic Watch status will not be eligible for the following:
  - Study Abroad/Exchange programs
  - Pro Bono Scholars Program
  - Registration in more than 4 credit hours of Externship or outside courses, including supervised writing and teaching courses without approval by the Dean of Students.
- Students who fail to satisfactorily meet, at any time, the requirements to engage with the Dean of Students or the Director of Academic Support will be referred to the Administrative Committee for potential placement on Academic Intervention status outlined further below.

A J.D. student will be removed from Academic Watch status once they have improved their MPR above the bottom 5%. Conversely, a student will be elevated to 'Academic Intervention' status following two total semesters on Academic Watch status when they have not improved their MPR above the bottom 5% or sufficiently remedied their multiple incompletes, or at any time when the Administrative Committee of the faculty judges their efforts to engage with the Dean of Students and Director of Academic Support to be unsatisfactory.

Being placed on Academic Intervention status is not reported on the student's transcript or to employers but requires that the student complete the following additional steps each semester while on Academic Intervention:

- Meet with the Dean of Students for pre-registration and final registration.
- Students on Academic Intervention status will not be eligible for the following:
  - Study Abroad/Exchange programs
  - Pro Bono Scholars Program
  - Externships
  - Outside courses, including supervised writing and teaching courses
- Meet with the Director of Academic Support and conduct pre-graduation exit counseling to discuss plans to remedy academic shortcomings and discuss strategies concerning whether to take the bar exam and how to properly prepare for the bar exam with the law school's enhanced support.

The faculty Administrative Committee will consider whether a J.D. student should 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 (except the student's final term), the student's cumulative merit point ratio is less than 2.8 or b) if the merit point ratio in each of two successive terms (except the student's final term), when calculated separately, is less than 2.8.

### General LL.M. Academic Deficiency

Depending on the grade scale elected, a General LL.M. student who receives an Unsatisfactory or grade of D+ or below at the close of the first semester of law study will be placed on informal probation and must meet with the Dean of Students prior to continued enrollment. An LL.M. student will be dropped for scholastic deficiency if, in the judgment of the faculty, the student's work at any time is markedly unsatisfactory. Work may be considered markedly unsatisfactory if, for example, the merit point ratio for work in the first semester is lower than 2.00 or two or more Unsatisfactory grades are received.

### Cornell Tech LL.M. Academic Deficiency

A Cornell Tech LL.M. student will be placed on informal probation if, at the close of the first semester of law study, the student's merit point ratio is less than 2.50, and must meet with the Program Director prior to continued enrollment. A Cornell Tech LL.M. student will be dropped for scholastic deficiency if in the judgment of the faculty, the student's work at any time is markedly unsatisfactory. Work may be considered markedly unsatisfactory if, for

example, the merit point ratio for work in the first semester is lower than 2.30. Students should see their Cornell Tech curriculum sheet, available at [Cornell Tech Student & Academic Affairs](#), for further information about academic requirements.

### Master of Science in Legal Studies Academic Deficiency

Depending on the grade scale for the course, an M.S.L.S. student who receives a U or grade of D+ or below after completion of any course within the program will be placed on informal probation and must meet with the Assistant Dean of External Education prior to continued enrollment. An M.S.L.S. student will be dropped for scholastic deficiency if in the judgment of the faculty the student's work at any time is markedly unsatisfactory. Work may be considered markedly unsatisfactory if, for example, the merit point ratio for work after completion of at least 6 credits is lower than D+ or two or more U grades are received.

### J.S.D. Academic Deficiency

Each student's Special Committee determines whether the student's coursework meets the necessary standard for the award of a graduate degree. A J.S.D. student will be dropped for scholastic deficiency if, in the judgment of the faculty, the student's work at any time is markedly unsatisfactory.

### Non-Degree Exchange and Visiting Student Academic Deficiency

Exchange and visiting students may be dropped for unsatisfactory scholastic work at any time.

### Class Attendance

Students are required to maintain regular in-person classroom attendance. Students are advised that excessive absences can result after reasonable written warning by: 1) grade lowering; 2) removing a student from the course; 3) denial of permission to complete course work and/or sit for the exam; or 4) another mechanism announced in the course syllabus prior to the end of the add/drop period. Missing more than one-fifth of classes for any reason is presumptively excessive. Students who are ill or have another valid reason for missing class are encouraged to contact the instructor directly. Students are required to notify the Dean of Students if they miss three or more days of class in a row. If a student is excluded from an exam, a grade of F is presumptively entered, or in the case of a clinical course, the student may receive a lowered grade or grade of U.

Faculty members may establish a higher standard of regular attendance than that described above, and may also take this higher standard of attendance into account in determining the student's grade as long as the faculty member has, before the end of the add/drop period, announced an intention to do so or has included that intention in the

syllabus or other class materials distributed in the first week of class. The student's obligation to be in regular attendance derives both from faculty rule and the rule of state bar examiners. As a prerequisite to a student's admission to the bar, the Dean must certify to state boards of law examiners that the student has been in regular attendance. The Law School must be the student's principal commitment during each semester. Extensive outside employment by students is also disfavored because of its tendency to interfere with the student's academic life at the Law School.

## Residency Requirements

A student may not spend more than a total of one upper-class semester away in our off-campus programs, including but not limited to: a Term Away for Educational Reasons, Study Abroad, or full-term externship, including the Pro Bono Scholars Program. An exception is made for participation in special Cornell Law School degree programs such as the J.D./Master en Droit, where the program itself extends for more than a semester.

All Cornell J.D. students must complete five full academic semesters in residence at Cornell (or four in the case of transfer students) and six (6) full semesters total to qualify for the Cornell J.D. degree.

## In-Absentia Study

Upon petition to the Administrative Committee, 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](#), as soon as the hardship arises.

## Term Away for Educational Reasons

Students may petition for permission to enroll at another law school for the fourth or fifth semester of their J.D. program. Known as Term Away for Educational Reasons, this option is specifically for study at an ABA accredited, domestic institution, and does not include Cornell Law School study abroad partner institutions. The program is not available to students who have already spent a term away from Cornell's Ithaca campus or who plan to do so on a study abroad program, Pro Bono Scholars Program, or a full-term externship placement outside of Ithaca.

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 or visiting student. Permission will be granted only to students who demonstrate a firm commitment to practice in a particular specialized area of law as evidenced by:

- A job offer in a 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 must first contact the Dean of Students to determine eligibility, review program requirements, and discuss their plan for degree completion in relation to the Term Away. The student must then request permission from the Associate Dean for Academic Affairs.

Because the number of Term Away petitions approved by the school is very limited, students should submit their written request via email to the Associate Dean for Academic Affairs as early as possible but no later than October 1 for the following spring semester and January 20 for the following fall semester.

The written petition 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 being admitted as a visiting or special student to the host law school, and the ability to be actively enrolled in the courses for which a need is claimed. Credit for the term away is granted when the student submits satisfactory evidence of completing a semester's coursework of 12 to 17 credit hours. Because grading systems vary, coursework completed at the host school is not included in computing the student's Merit Point Ratio at Cornell.

### Intersession Coursework at Other ABA-Approved Law Schools

Candidates for the various J.D. degrees may obtain up to six (6) 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. Credit will not be awarded unless the work done is completed at the C or better level and is in an upper-level course. Receipt of such credit must be approved in advance by the Dean of Students. 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 regarding the Cornell-Paris I program should be directed to Dawne Peacock, Co-Director, [Cornell-Paris I Summer Institute](#).

## Leaves of Absence

Note: A student must receive the J.D. within 84 months of beginning law study.

The expectation of the Law School is that, once a student begins their studies, they 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.\*

### Initiating a LOA

There are two allowable avenues for a leave of absence: Health Leave of Absence (HLOA) and Personal Leave of Absence (PLOA). A student may choose to request a Health Leave of Absence (HLOA) as a disability accommodation, or to provide time needed to pursue treatment for or attend to a health condition. Students seeking this kind of leave have an intent to return to academic pursuits at the university. A student may choose to request a Personal Leave of Absence (PLOA) due to an opportunity or personal circumstances that are not related to a health condition.

Students are responsible for initiating either LOA requests by submitting the request form via [withdrawal.cornell.edu](http://withdrawal.cornell.edu). 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.

To apply for a Health Leave of Absence, a student should first consult with the university's Student Disability Services office about possible accommodations to mitigate the need for a leave. The Health Leaves Coordinator is responsible for consulting with the student, the student's health care provider, Student Disability Services, and the Law School before granting an HLOA. See Cornell University [Policy 7.1 – Voluntary Leave of Absence for Students](#) – for more information.

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.

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.

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.

### Returning from LOA

Before the end of the semester in which the leave is scheduled to expire, the student must notify the Administrative Committee that they expect 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.

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.

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.

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

Tech LL.M. Students should contact their Program Director and/or Cornell Tech Student & Academic Affairs before commencing the above process.

Master of Science in Legal Studies students should contact their Administrative Dean before commencing the above process.

*\* This language is not intended to discourage interested students from applying for a leave of absence during the early weeks of a semester. Any student at any time with an interest in a leave of absence is encouraged to speak with the Dean of Students office, whenever the need arises during the semester.*

## Withdrawals and Tuition Refund Policy

A student may withdraw from the law school at any time by submitting a [withdrawal request](#). The withdrawal is effective on the date the written notice is received unless otherwise stated in the request. A student who withdraws from the law school is not entitled to return.

### Tuition Refund 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 the aid received. Repayment to aid accounts depends on the type of aid received, government regulations, and the period of time in attendance. For more information, contact the Cornell Law School [Financial Aid Office](#).

Amounts personally paid for tuition may be partially refunded if the student requests a leave of absence or withdrawal. The date of this request will determine the tuition liability for the semester. All students should refer to the [“Proration Schedule for Withdrawals and Leaves of Absence”](#).

## Law School Registrar's Office & Registration

### Law School Registrar's Office

The Law School Registrar and staff handle all aspects of course registration and maintain the student educational records. The staff also administers all Law School exams. The Law School Registrar's Office is open Monday through Friday, 8:00 A.M. to 4:00 P.M., and longer hours during exam periods. Questions regarding registration, exams, and educational records can be directed to the Registrar's office by [email](#), or, at (1-607-255-7190) during regular business hours, or at the [Law School Registrar's website](#).

### University Registration

All students must register with Cornell University each semester. To become a registered student at Cornell University, a person must: settle all financial accounts, including current semester tuition, satisfy New York State and University health requirements, and have no registration holds from the Law School, the Office of the Judicial Administrator, Cornell Health, 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 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.

### Registrar Communications

Students at Cornell Law School are required to provide the law school administration with an accurate email address, local mailing address, and working phone number that is checked regularly. These contact points must be kept in working order so that the law school faculty and administration are able to contact students within a short period of time. It is a student's ongoing obligation to regularly check for emails or phone calls from the faculty or administration and to respond to them within 24 hours or sooner during the academic year.

### Required Submission of Prior Transcripts

All admitted students must submit a final transcript from their undergraduate institution as required by ABA Standard 502(d). Failure to submit the final transcript will result in a

registration hold, barring the student from registering for spring term courses, including the 1L elective. Students who have not submitted a final transcript will be administratively withdrawn at the end of the fall term and will lose access to Cornell University facilities, financial aid, and other resources, including free transportation access on TCAT.

## Official University Transcript

Official transcripts are available only from the [Office of the University Registrar](#) and may be ordered through your [Student Center](#). An official transcript does not post a Law School MPR.

## Unofficial Grade Report

Unofficial grade reports are available from the Law School on the Registrar's Office website at [Forms and Requests](#). This unofficial grade report may not fully reflect external courses taken in other divisions of the university. If you have questions or concerns about this grade report, please contact the Law Registrar at [law.registrar@cornell.edu](mailto:law.registrar@cornell.edu).

## Course Registration

### First-Year J.D. Students

First-year J.D. students are enrolled in courses by section. Sections are assigned by the Law School Registrar. Students are notified of their section assignment and are enrolled in their courses before Orientation. First-year students are not permitted to change assigned sections, course schedules, or course sequencing. During their second term, 1Ls will select an elective from a pre-approved list of upper level courses along with their required 1L courses.

### Second- and Third-Year J.D. Students, General LL.M. Students, and Exchange Students

Pre-registration enrollment at Cornell Law School generally takes place in June for the fall semester and October for the spring semester, typically lining up with University registration dates. Dates are announced in advance and are published in the weekly newsletter, Scoops, on the student registration site and by email. Upper-level 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 under [My Information](#). 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.

## Tech LL.M. Students and J.D. Tech Students

Tech LL.M. Students and J.D. Students studying at the Cornell Tech Campus for a semester will follow Cornell Tech's registration procedures and schedules. Students are responsible for ensuring that they are enrolled in the courses needed to satisfy their requirements.

Details are available on the [Cornell Tech Student & Academic Affairs curriculum page](#). Cornell Tech LL.M. Students will use the Cornell Tech / University registration system for pre-enrollment, course adds and drops, and waitlists. Students should be familiar with those policies as posted by Cornell Tech's Office of Student & Academic Affairs. Students should especially note that LAW classes follow the Law School add/drop period, which is generally shorter than the University period. More details about Cornell Tech course registration policies can be found [here](#).

## Clinics, Practicum Courses, Supervised Experiential Learning, and Externships

J.D. students and General LL.M. students may enroll in "community-engaged" experiential courses pursuant to the following guidelines. Most of the opportunities are only available to J.D. 2Ls, 3Ls, and LL.M. students, though a small number of 1L students may enroll in the spring 1L Immigration Law and Advocacy Clinic. The law school attempts to provide every J.D. student the opportunity to enroll in a clinic or practicum course during their time at Cornell Law (although not necessarily their course of choice). Note that, in addition to the live-client courses described [here](#), simulation courses also satisfy the experiential learning requirement.

## Add/Drop Policy

All course changes are made through your Cornell Student Center. The Law Registrar will notify students of the beginning and end dates of each Add/Drop period via email, Scoops, and Law Registrar's website, so adhering to those deadlines is the responsibility of the student. Students are reminded to review all course enrollment, including law courses and any non-law courses, immediately following the Add/Drop period to confirm their finalized course schedule.

Requests for permission to drop courses after the deadline are approved by the Dean of Students. Any course drop requested after the Add/Drop deadline are not guaranteed, and if granted will result in a Withdraw (W) on your official transcript.

Please note that some courses have differing Add/Drop deadlines as noted in their course descriptions, for example accelerated or Tech courses.

## Waiting Lists

Students will be automatically added to courses as space becomes available in classes for which they are waitlisted. Students must check their schedules every day during the Add/Drop period for waitlist status to make sure they are attending all classes in which they are enrolled.

## Withdrawals

Withdrawals after the end of the add/drop period will be recorded as a “W” on the student’s transcript.

## 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. Aggregate evaluation scores are available on the Registrar’s website at [Student Login](#) and are accessible with Net ID authentication.

## Exam Policies

The majority of courses at the Law School’s Ithaca campus, except seminars and problem courses, have an examination. Exams are scheduled and administered by the Law School Registrar’s Office. The exam schedule is generally available before course registration.

Students may only use approved technological devices for exams. 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 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 available at the Registrar’s Office under [Policies and Requirements](#). It is a violation of the Code of Academic Integrity for any student to contact the course instructor about an exam after the exam has begun or at any time until grades are final. Any problems or issues should be addressed in writing to the Law School Registrar.

Law School course examinations are graded by the course instructor on an anonymous basis. Identification of the student with their 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 a reasonable written warning, from any examination because of

irregular attendance or neglect of work during the term. Exclusion from an examination will result in a failing grade for that course.

A collection of prior Law School exams is available in the [exam archive database](#). A selection of prior exams also is available in the Law Library.

## Practice Exam for J.D. 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 an opportunity to take 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. Students may not choose the topic of their 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 give students a sense of exam procedures. Additionally, the practice exam should 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. 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.

## Exam Deferrals and Accommodations

If a student has examinations scheduled in direct conflict with each other, two exams in one day, more than two exams in the first week, three exams in three days (same week), or four exams in one week, they may request a Policy Based exam deferral. The Law School Registrar will provide information regarding Exam Deferrals mid-semester.

Students who experience illness or personal crises during exams may submit an Emergency Exam Deferral form on the [Exams and Grading page](#). Under no circumstances should a student contact a course instructor to request or arrange a deferred examination. 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, to discuss a deferred exam with other students, or to notify the course



instructor of deferred status. [The Code of Academic Integrity](#) is included in this Student Handbook.

Students seeking exam accommodations subject to the Americans with Disabilities Act must comply with the procedures explained in the section on support services for Law Students: Disability Services, and meet with the Dean of Students or the Assistant Dean for External Education depending on the student's degree program.

## Exams and Dictionaries

Two (2) non-legal dictionaries will be provided in each exam room for any student in that room to use. Online dictionaries will not be accessible and electronic dictionaries are not allowed during exams.

## Computers Used for Exams

Students may use only approved technological devices for proctored exams, which are approved by the Registrar's Office. 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. Most exams are taken using [Exam4 software](#).

## Information Technologies

Having a laptop computer is required for Law School. Students purchasing a laptop computer for school should review the [student computer recommendation page](#) for more information, particularly concerning exams and online instruction.

Cornell University and Cornell Law School provide students with a variety of computer services. All students have access to the wireless network, e-mail and calendar, and printing. For more information on these, and other services available to students, please review [Student IT Resources](#).

All students are required to own a laptop to take exams, which are administered electronically at Cornell Law School via Exam4 by Extegrity. Minimum requirements for Exam 4 can be found [here](#), though we encourage you to make sure your system has at least 16GB of RAM and at least a 256GB hard drive. While Cornell Law School does not recommend a make, model, or source for laptops, the Cornell Store offers computers for purchase. More information can be found [here](#).

For additional information, please contact the [IT Service Desk online](#) or at (607-255-5500).

## Computers and Other Technology 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 using a computer or any other device without the instructor's advanced permission.

Because of the Law School's anonymous grading policy, faculty are not aware of which students receive accommodations. Accordingly, students seeking to use a laptop as a disability accommodation must do so by coordinating with the Dean of Students, Registrar, and Student Disability Services Office subject to approved accommodations.

## Class Recordings

Students are not allowed to record classes using a computer or any other device without the instructor's express permission. Recordings of classes arranged by the Law School's IT Department will only be released to students in the event of unavoidable absences and only with the professor's express permission, unless otherwise authorized by the SDS Accommodations process. Students do not have permission to disseminate classroom recordings. The availability of classroom recordings does not alter Cornell Law School's or the ABA's policies. Students seeking classroom recordings as a disability accommodation must do so by coordinating with [the Dean of Students](#) and [Student Disability Services Office](#) subject to approved accommodations.

## Accommodations for Students with Disabilities

It is our intention to provide reasonable accommodations for students with qualifying disabilities. The policy outlines procedures for applying for an accommodation(s) due to such a disability. They apply to classroom accommodations, exam accommodations, and accommodations relating to our building.

Students who believe they are entitled to an accommodation should communicate with the Dean of Students as soon as possible. If at all possible, you should initiate the process before your matriculation, or, if later, as soon as the disability arises. Students enrolled in non-law courses for which accommodations are needed should consult with University Student Disability Services.

1. To initiate working with Student Disability Services (SDS) visit their [website](#) and select *Register for Accommodations*. You will be directed to fill out the Disability Self-Disclosure Form. If you have questions about the process, you may contact [SDS](#) for assistance. They can offer you advice and guidance on the services available to students at the University. Students requesting disability

accommodations must submit the Disability Self-Disclosure Form along with any supporting documentation of your disability. The form and guidelines for disability documentation are available on the [Student Disability Services website](#).

2. Once you have filled out the Disability Self-Disclosure form, SDS will arrange for a meeting between you and a counselor. After gathering sufficient information, SDS will forward a written recommendation regarding possible accommodations for your disability to the Law Dean of Students for consideration by the Administrative Committee. Due to the academic calendar, the Committee must have the written recommendation by the beginning of the fourth week of the semester for which accommodations are being requested. This recommendation is a precondition to action by the Law School's Administrative Committee on any request for an accommodation. The Administrative Committee may request additional documentation or clarification of your records.
3. SDS will ask you to make a written request regarding any specific type of exam accommodation or other academic accommodation which you believe to be appropriate. In this regard, they will request proof of the accommodations which you have been granted in the past. While your prior testing history and other accommodation history are relevant to the SDS determination of reasonable accommodations in Law School, it is important that you realize that SDS will not necessarily agree to grant the particular accommodations that you have been given in the past. The SDS and the Administrative Committee will thoroughly consider your request for an accommodation given your disability and the essential components of our academic program. It is important for you to realize that an important feature of that program is the comparative grading of students based on examinations that are time-pressured, competitive, and occasionally stressful.
4. Once DOS has received the information below, the Committee will consider the request and respond.
  - Written recommendations from Student Disability Services, regarding any suggested accommodations and
  - any additional information requested by the Administrative Committee.
5. A student should not discuss his/her need for classroom or exam accommodations directly with a particular law faculty member, unless asked by the Dean of Students on behalf of the Committee to do so. The Administrative Committee may, on occasion, feel it is appropriate to discuss a particular accommodation request with an individual faculty member.

If the specific accommodations that you requested are denied, you may appeal that decision to SDS if any new or differing medical documentation is available.

If you wish to request an accommodation on bar examinations, you must direct your request to the state or states to which you are applying for admission. Each state has its own procedures for bar admission.

If you believe you are being discriminated against because of your disability, you have the right to file a grievance [under Cornell Policy 6.4](#).

# Support Services and Campus Resources for Law Students

## Law School Student Services & Support

### Dean of Students

The Law School's Dean of Students is responsible for a number of student services, including academic advising, policy creation and enforcement, and student wellbeing and belonging. The DOS is also your connection to University resources that you might need throughout your time as a Cornell student. Should you experience crises or any time of need, the Dean of Students Office is here to help. We have resources that cover everything from food insecurity to addiction counseling to neurodivergent support and much more.

### Academic Support

The Office of Academic Support supports all law students—from Orientation through the bar exam—with time management coaching, study strategies, peer mentoring, supplements, and other study aids, study-skills training, and exam practice and feedback. You can reach out to schedule a meeting or to learn more about [Academic Support](#).

### Legal Information Institute (LII)

The Legal Information Institute at Cornell Law School is the oldest provider of free U.S. legal information on the Internet. Motivated by its founders' belief that access to the laws that govern society is a fundamental tenet of effective government, LII explores and develops new technologies that make it easier for people to find and understand the law. Last year, more than 40 million visitors to the [LII's website](#) accessed more than 160 million pages of content, including both primary sources like the United States Code and Code of Federal Regulations and secondary materials such as the student-authored Supreme Court Bulletin Previews, the Women & Justice Collection, and the WEX online legal reference. LII staff work with students in disciplines such as law, computer science, and information science to build features and collections that fulfill the mission of providing open access to the law. Law students can work for the LII in various capacities, ranging from legal research and writing to serving as law domain experts alongside computer and information science students on interdisciplinary project teams. The LII generally seeks out law students to work on projects as needed by advertising in Scoops.

## Law Library

The Cornell Law Library is one of the nation's foremost centers for domestic, foreign, and international legal research. The majestic Gould Reading Room has been named one of the most beautiful college libraries in the world. With its extensive print, digital, and special collections, the Law Library is the hub for in-depth scholarly legal research on myriad subjects.

The Reading Room is open to law students 24/7 with keycard access. The Law Library circulation desk is open to check out books, phone chargers, umbrellas, and more until 8 pm most weekdays except for Friday. To find information about circulation desk hours, law students should visit our [hours page](#). Study spaces are located throughout all six floors of the library; a [study space reservation system](#) enables students to arrange group or quiet study spaces on select floors in advance. For questions about Law Library access, students should contact the [circulation desk by email](#) or at (607 255-7236).

Law research librarians are available throughout the year to answer questions about research and for consultation on research sources, topics, and strategies. To contact law librarians with a research question or request a consultation, law students can [email](#). A law librarian will respond within 24 hours to the request Mondays-Fridays from 9 am-5 pm.

A wide range of electronic books, tools, and study aids are available for borrowing and can be found in the library catalog. We offer dozens of databases which can be accessed off campus, as well as research guides that assist law students in conducting legal and scholarly research. Law students will also be receiving biweekly emails from Keywords, the Law Library newsletter that provides ongoing research tips and updates throughout the academic year.

Law librarians teach legal research classes to first-year J.D. students in their Lawyering course and LL.M. students in their Introduction to American Legal System and Principles of American Legal Writing courses. Students also have the opportunity to earn credit in advanced, experiential legal research courses taught by law librarians. These courses target students' areas of interest and topical issues in the legal profession such as business, technology, international law, and critical evaluation of legal information literacy in an age of AI.

## Notary Public

Several staff members at the Law School are public notaries. Please contact the Dean of Students Office or the Registrar's Office to learn more about notaries currently in the building.

## 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. These cards may be required for events in the Law School and throughout the University. They also act as your keycard to get into the building, your bus pass, and your swipe card for any meal plan or fitness center membership elected. Find out more about uses, regulations, and benefits – including spouse/partner cards – [here](#).

## 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 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 Academic Affairs will work with the appropriate administrator to investigate the issue and if possible, to address the concern. The Associate Dean for Academic Affairs, as appropriate, shall keep a record of all such complaints 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.

## Financial Matters

### Bursar Bills

The University Bursar Office bills Cornell University tuition and room and board charges. These charges are posted to a student's bursar account in July and December and must be paid in full prior to registration deadlines. It is possible that some charges may not be listed on the initial bill and will appear on a future bill. A student must be prepared to pay any charges appearing on a subsequent bill even though the student has received a financial aid refund before the charges were applied. Finance charges may be accrued for any outstanding balance not paid by posted due dates [here](#). For more information about bursar bills visit [the Office of Bursar website](#), or contact the University Bursar Office by [email](#) (260 Day Hall, or at 1-607-255-2336).

## Financial Aid

Financial aid at Cornell Law School is comprised of loans, institutional grants and scholarships, and federal work-study. Institutional grant and scholarship awards for J.D. students are committed for a three-year period and are generally not adjusted after matriculation.

Students who are not currently registered at Cornell Law School are not eligible to receive Cornell Law School grants or scholarships. For more information, contact the Cornell Law School [Financial Aid](#) (Office: 115 Myron Taylor Hall, or at 1-607-255-5141).

### *Satisfactory Academic Progress Policy for Cornell Law School Financial Aid Applicants*

Federal regulations (General Provision CRF 668.1) require that Cornell University review the academic progress of students who apply for and/or receive financial assistance.

Satisfactory academic progress is comprised of three areas as required by federal regulations. A student must complete their degree within a specified period, demonstrate they are making progress towards the completion of their degree by earning a minimum number of credit hours each semester, and achieve a GPA that is consistent with meeting graduation requirements. This regulation applies to each financial aid applicant, whether a previous recipient or not. [The Law School's Satisfactory Academic Progress Policy](#).

## Public Interest Fellowships (Ithaca Campus)

Another source of funding for public interest and judicial summer jobs is the Public Interest Fellowship (PIF) program. The program is largely supported by the law school in addition to student fundraising and direct contributions from faculty, staff, and alumni. The program is managed by the Career Development Office which will send out information about registering for the program during the Spring semester. For information, contact the [Career Development Office](#) 128 Hughes Hall, or at 607-255-3597).

## Public Interest Loan Repayment Assistance Plan (Ithaca Campus)

Cornell Law School offers a post-graduation Public Interest Loan Repayment Assistance Plan for J.D. students who are employed in public interest positions. A description of the LRAP is available in the [Law School Financial Aid Office or on the web](#).

## Law School Emergency Funds Loans (Ithaca Campus)

Short-term emergency loans are available for students awaiting the disbursement of financial aid. These loans can only be requested once a semester and are generally available within three business days. For more information, contact the [Cornell Law School Financial Aid Office](#) (115 Myron Taylor Hall, or at 1-607-255-5141).



## Grants (Ithaca Campus)

Students experiencing a temporary hardship beyond their control may also apply for an award from the Lukingbeal Fund. The Lukingbeal Fund is designed for unexpected situations, such as food insecurity, necessary medical or dental procedures not covered by the student's health insurance, or travel for a family emergency. Grant funding is limited. Students may apply for an emergency grant from the Lukingbeal Fund by completing the [Lukingbeal Fund application](#).

Some students may also be eligible to receive grants from the [Cornell Access Fund](#), the [CU Emergency Fund](#), or other available CU funding sources.

## J.D. Summer Work Study Grants (Ithaca Campus)

Many first and second-year law students obtain unpaid summer employment in the public or private non-profit sector. Work-study grants may be available through the Cornell Law School Financial Aid Office for such employment. For more information, contact [Cornell Law School Financial Aid Office](#) (115 Myron Taylor Hall, or at 1-607-255-5141).

## Employment

### Career Development Office

The Career Development Office (128 Hughes Hall) is an integrated career office, here to counsel students when defining their career path, educate students on diverse legal career options, collaborate with student groups to present relevant programming, provide helpful resources, and connect with legal employers and alumni. Students can access [The Career Development Office website](#), and can also reach the Office by [email](#) or at (1-607-255-5873).

### Public Service Engagement

The Career Development Office works with students pursuing employment in public service, which includes government agencies, public defender and prosecutorial offices, and non-profits both in the U.S. and abroad. The office is available to discuss the many ways in which to incorporate public service into any career path and to discuss the specifics of loan repayment assistance through Cornell's Loan Repayment Program, the externship program, and opportunities for pro bono service. Students can reach the office by [email](#), or at (1-607-255-3597).

### Judicial Engagement

Students and alumni interested in pursuing post-graduate judicial clerkships should reach the office by [email](#). Resources for clerkship candidates can be found at [Judicial Clerkships](#).

## Private Sector Engagement

The office works with students and alumni to provide robust opportunities in the most elite and prestigious firms and businesses from around the world. Contact us to discuss your plans, goals, and ideas.

## Part-Time Employment During School

Cornell Law students are not expected to work but rather are expected to dedicate their time and attention to their studies as full-time students. Students who choose to work part-time during the academic year are strongly encouraged to limit their employment obligations to no more than 20 hours per week. First-year students are not encouraged to work during the school year, especially during the first semester. A number of part-time student jobs are available at the Law School and the University during the academic year mostly for second and third-year law students. Positions at the Law School include research assistants for the faculty, teaching assistants in a number of courses, tour guides, 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 at 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 [Law School Human Resources](#) ( 481 Myron Taylor Hall or at 1-607-255-4299).

## Public Interest Opportunities, Including Volunteer and Pro Bono

Term-time pro bono opportunities with various organizations are available. The Director of Public Interest and Community Engagement offers support for students to assist legal services providers during Spring Break or work with local legal services organizations to serve the community. In addition, the Career Development Office administers the Frank H. T. Rhodes and the Rubinstein Fellowships. These fellowships provide up to two years of post-graduate paid opportunities to new Cornell Law School J.D. graduates who, in

partnership with nonprofit organizations, create projects to further the delivery of legal services to underserved communities. Contact the Career Development Office by [email](#), (128 Hughes Hall, or at 1-607- 255-3597) for more information.

## Employment for Spouses/Partners

Due to Ithaca's small size (30,000 plus 20,000 students), employment can be difficult to find, and spouses/partners should be prepared for a job hunt that lasts at least several months. All available positions with the University are posted and must be applied for [online](#). Additional resources can be found on the Graduate School's webpage for [Students with Partners and Families](#).

## Career Development for the Tech LL.M. Program

Career development for the Cornell Tech LL.M. Program is provided by the Director and Assistant Director for the Law, Technology & Entrepreneurship Program.

## University & Local Resources

We are fortunate to be part of a diverse, collegial, caring university community that provides an extensive network of services, activities, and events to our students. For a comprehensive list of all such resources, please visit the [Resources for Students & Campus Wellbeing website](#).

## Wellness

Cornell Health is a nationally recognized leader in health care with an integrated approach to wellness and wellbeing. To schedule an appointment with a medical doctor or with a member of the Counseling and Psychological Services (CAPS) team, contact [Cornell Health](#), by phone at 1-607-255-5155.

## Campus Safety and Emergency Preparedness

The Cornell University Police Department (CUPD) enforces Cornell safety procedures as well as local, state, and federal laws on campus. CUPD offers various services and programs to advance the safety and security of all Cornell University community members. Learn more about CUPD's programs at the [CUPD website](#). CUPD is based in Barton Hall and may be reached at (1-607-255-1111).

## Imminent Threat to Safety of the Community

Cornell community members receive [Cornell ALERT emergency messages](#) on the mobile phone number listed in their personal contact information. We encourage all members of the Cornell community to enter a mobile phone number in their personal records, so they

receive these important alert messages. Learn more at the [Emergency Management website](#).

## Disability Services

Cornell offers disability services through the [Student Disability Services office website](#). Law students who feel that they may need special accommodations due to a permanent or temporary disability should make an appointment with the Dean of Students Office when they enroll or, if later, as soon as the disability arises. A copy of the Law School's procedures for arranging disability accommodations is available [here](#). All final decisions about academic accommodations for law students enrolled in law courses are made by the Administrative Committee. Please review the policy now as the process of applying for and arranging accommodations is individualized, thoughtful, and thorough and, as such, can be quite time-consuming.

Students with questions regarding available services should contact the Director of Student Disability Services by [email](#).

## Cornell Dining

Cornell's Campus Life Dining has earned a reputation as one of the best dining services in the country. It offers a wide variety of meal plans, ranging from lunches only, Monday through Friday, to a full-board plan. A [variety](#) of Campus Life meal plans for graduate and professional students can be found here. These plans allow for cash-free purchasing at any Campus Life dining facility.

For further information, including hours of operation for Campus Life dining facilities, contact the [Campus Life Dining Office website](#) (201 Robert Purcell Community Center, or at 1-607-255-8582).

# Policies on Student Activities

## Student Activities (Ithaca Campus)

Student groups are encouraged to organize and sponsor intellectual and social events throughout the academic year. A comprehensive description of funding sources, policies, and procedures is available on [the Student Activities website](#).

Student groups utilize the Cornell University Campus Groups platform to manage group membership, send e-mails to group members, and request funding through [GPSAFC](#). Students with questions about event planning should contact [the Dean of Students Office](#).

## Cornell Law Students Association and Other Student Organizations

The Cornell Law Students Association (CLSA) promotes community building, fosters school pride, coordinates the efforts of student groups by serving as an umbrella organization, and serves as a liaison with the administration and outside groups.

Among CLSA's responsibilities are distribution of funds, assignment of office space and bulletin board space, planning and execution of large-scale events such as Fall Ball and Barrister's Ball, and law school students' representation on internal faculty committees and external committees like the Graduate and Professional Student Assembly.

There are many other active student organizations within the law school community. First-year students seeking information about any of our student organizations are encouraged to attend the student activities fair held during Orientation early in the fall semester. In addition, a full list of all Cornell Law School student organizations, including officer names and contact information, is available on [the Student Organizations website](#).

## Faculty Committees

Each year the Dean of the Law School appoints faculty and senior administrators to committees involved in policy decisions at the Law School. Most of the faculty committees have a student representative as a voting member. The CLSA Board selects the student representatives. Committee assignments will be announced in Scoops or on the student listserv. Students are encouraged to communicate their concerns about committee topics directly with the student representative or the Committee Chair.

## Student Organization Journals

There are presently four student-run journals at the law school. The writing competition referred to in the following descriptions of the Cornell International Law Journal (ILJ), Cornell Journal of Law and Public Policy, and Cornell Law Review is generally held in late May/early June after first-year exams are completed. The LII Supreme Court Bulletin holds its writing competition during the Spring semester for first-year and second-year students. LL.M. students are only eligible for membership in ILJ and are invited to apply early in the fall term.

### Cornell International Law Journal

The Cornell International Law Journal publishes pieces by academics, activists, politicians, sophisticated practitioners, and students on contemporary issues in international, transnational, and comparative law. Edited by students, the journal publishes four issues each year on a continually expanding variety of international legal topics. The journal also hosts an annual symposium on a contemporary issue in international law. Admission to the journal is through the writing competition at the end of the first year.

Transfer students admitted after the writing competition deadline, as well as General LL.M and J.S.D. students, may also join the journal by completing a supplementary membership application prior to the beginning of their first fall semester. Write-on and work-on opportunities for membership are also available.

### Cornell Journal of Law and Public Policy

The Cornell Journal of Law and Public Policy is a student journal dedicated to exploring the intersections of law and public and social policy. The journal strives to be interdisciplinary and publishes articles by experts in government, the judiciary, public policy, and the social sciences, and by legal scholars and student authors. The journal publishes four issues annually, with one issue dedicated to a journal-sponsored symposium. The journal also publishes student, academic, and practitioner pieces on its online platform *The Issue Spotter*. The journal selects members on the basis of a writing competition. Students can join the writing competition conducted jointly with the Cornell Law Review and the Cornell International Law Journal, or they can write in the journal's supplemental competition. All other students are welcome to join the journal after having fulfilled a full semester of quality work, demonstrating strong skills and commitment to the journal.

### Cornell Law Review

The Cornell Law Review is a leading national law review. Issued seven times a year, it is edited by second and third-year students. The Law Review determines membership after

the completion of the first-year writing competition held at the close of each academic year. Membership eligibility is based on academic standing, writing ability, or a composite score of the two that also provides students with an opportunity to demonstrate how they will bring diverse viewpoints to the organization. The Cornell Law Review publishes articles submitted by both leading scholars and up-and-coming junior faculty members. In the past, the Cornell Law Review has also published articles submitted by practitioners, judges, and public officials. The Law Review also aims to encourage student scholarship. In this role, the Law Review publishes ten to twelve student notes each year.

## LII Supreme Court Bulletin

The LII Supreme Court Bulletin publishes student-written Previews of upcoming United States Supreme Court cases. The Bulletin publishes the Previews on the [LII website](#), emails them as a free service to thousands of subscribers including law students and practicing attorneys across the nation, excerpts them in The Federal Lawyer magazine (the Federal Bar Association's official publication), and links them to the SCOTUS blog. The Bulletin consists of 12 pairs of 24 writing associates and an editorial board of 9 managing editors, an executive editor, and an editor-in-chief. The Bulletin's associates are selected each spring through a Writing Competition and all student staff and editors are paid for their contributions to the Bulletin.

# Law School Standards for Professional Conduct and Non-Academic Matters

Law students' interactions and behavior are governed by five different documents:

- this Student Handbook
- the Cornell University [Code of Conduct](#) and related procedures,
- the Law School [Code of Academic Integrity](#) (Honor Code), and
- the [Standards for Professional Conduct Within the Cornell Law School](#).
- Students at the Cornell Tech Campus must also abide by the Tech Campus's [Standards for Professional Conduct](#).

## Standards for Professional Conduct Within the Cornell Law School

Members of the law school community who are law professors, lawyers, or are training to be lawyers are expected to treat members of the law school community with courtesy, decency, and respect under all circumstances, and with professionalism in professional settings. A diversity of views and styles are welcomed, but all are subject to the obligation of treating others as full human beings and colleagues.

It is impossible to be exhaustive about professional obligations, and perhaps impossible to list all conceivable exceptions to such obligations. Nevertheless, the following specific guidelines have been written to suggest some of the contours of professional behavior for law students and faculty. These guidelines necessarily address conduct that varies greatly in its gravity. They should all be understood and interpreted in the spirit of the underlying general obligation to treat others as full human beings and colleagues:

1. Classroom disagreements may be heated but should be expressed in terms of the merits of the position taken, rather than the worth of the person taking the position. Epithets and other ad hominem attacks are always inappropriate, although arguments drawn from one's own experience and responses to such arguments are not. Thus, for example, deriding a speaker's position on parochial schools with a religious slur is unprofessional, but saying "Growing up as a member of a religious minority, I felt coerced into saying the pledge of allegiance," is not.
2. Respect for and consideration of the educational and professional aspirations of others is required. Thus, for example, a student who retains library materials that are in demand by others after they are no longer needed or fails to decline a job offer as soon as they know they will not accept it, acts inappropriately.



3. Destroying the notices, posters, or bulletin boards of other individuals or groups is not appropriate. Where either the author or the forum suggests that comment is invited, comment is permissible unless it violates some other standard.
4. Professional obligations should not be assigned based on gender, race, ethnicity, religion, sexual orientation, or disability, although publicly expressed views on related issues may sometimes be considered when assigning obligations. For example, assigning the research of a particular question to a student because of her Asian surname is unprofessional, but an assignment based on the view they had expressed in the Korematsu case is not.
5. Persons with evaluative authority such as professors, law review editors, moot court board members, and teaching assistants should seek to make their questions and examinations as fair as possible to various subgroups of students as is consonant with pedagogical and evaluative purposes. For example, the deliberate use of sexual innuendo in a law review competition is unprofessional, but a question concerning the validity of an abortion regulation is not.
6. Touching another person in a sexual way on law school premises or while engaged in law school business is not appropriate absent prior knowledge that the person consents to such touching. Touching should also be in keeping with the context and institutional roles of the parties. For example, an arm around the shoulder may be appropriate between friends during lunch, but not appropriate during class.
7. Comments made on law school premises to a person about his or her physical appearance should not be overtly sexual absent prior knowledge that the person consents. Other comments on personal appearance should be consonant with the professional obligations of the context. Thus “you look great in that dress,” is not per se objectionable in the hallway, but is inappropriate during the critique of a moot court argument.
8. Intentional physical intimidation, whether it rises to the level of harassment, is always inappropriate. Thus, deliberately blocking a person’s way in the hall or cornering a person in the locker room is unprofessional.
9. When a person asks not to be touched in a particular way, that request should be honored regardless of whether the touch was intended to be sexual or intimidating or would be construed as sexual or intimidating by a reasonable person.

The above guidelines are aspirational and are not intended to create new sanctions or to provide authority for the interpretation of any preexisting sanctions under either the Campus Code or the criminal law.

The Campus Code of Conduct prescribes substantive rules of non-academic student conduct. Questions about the Campus Code of Conduct and related procedures should be directed to [the Office of Student Conduct and Community Standards email](#) or at (500 Day Hall, 1-607-255-4680).

[The Student Code of Conduct](#) and the [Student Code of Conduct Procedures](#) are intended to preserve a higher education community and residential campus where ‘any person’ in the community can pursue their education in a secure and nourishing environment.

[The Standards for Professional Conduct Within the Cornell Law School](#) is an aspirational code adopted by the Law School faculty in 1994.

## Bar Admission and Character & Fitness

### Bar Admission

Graduates of the Law School sit for bar examinations in various jurisdictions. In the most recent examination year, the three most common jurisdictions were New York, California, and Washington, D.C.

Each jurisdiction sets its own requirements for admission including curricular requirements. Each student is responsible for knowing the bar admission requirements in any jurisdiction where they wish to practice, and for satisfying that bar’s curricular requirements, which are available on the [NCBE website](#). In addition, bar admission may require additional certifications such as pro bono service. For example, candidates seeking admission in New York will need to file documentation showing that they have completed 50 hours of qualifying pro bono work as well as take the New York law course and pass the New York law exam. For more information, please refer to [the New York Board of Law Examiners website](#).

The rules of certain jurisdictions (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 jurisdiction 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 the National Conference of Bar Examiners. A copy is available online on the [NCBE Publications](#) or in hard copy at the Law School Registrar’s office, L46 Hughes Hall.

## Character and Fitness

Students should be aware that 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. Students should direct questions or concerns about this process to the Dean of Students.

## Ongoing Duty to Update Law School Application

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. That information includes the student's record, which encompasses the law school application. First-year students have until November 1st of their first year to disclose anything not in their admissions application.

The Law School expects and assumes that students have been completely candid in their application. However, students have an ongoing duty to update the Law School immediately in writing if there are any changes, revisions, or omissions to the information submitted in their Cornell Law School application. This ongoing duty to update applies to the entire application, including the character and fitness inquiries, and to conduct that occurred both prior to and after enrollment. The ongoing duty to update includes the duty to provide all supporting documentation.

## Procedures for Updating Pre-Enrollment Information

Students must notify the Dean of Students, or the Director of the Law, Technology & Entrepreneurship Program (for Tech LL.M. Students) in writing of any changes, revisions, or omissions regarding pre-enrollment incidents responsive to the admissions application as soon as possible after the incident occurs by submitting the [Character and Fitness Amendment Request Form](#).

Students must disclose all responsive pre-enrollment information on or before November 1 of the first year of enrollment. The Law School will not accept disclosures of pre-matriculation information received after that date.

## Procedures for Updating Post-Enrollment Information

Students must notify the Dean of Student or the Director of the Law, Technology & Entrepreneurship Program (for Tech LL.M. Students) in writing of any changes, revisions, or omissions responsive to the admissions application as soon as possible after the incident occurs using the [Character and Fitness Amendment Request](#) form. All effort should be

made to timely update this information, as outlined in the section on law school procedures for admissions application supplements.

## Penalties for Application Omissions

The failure to promptly disclose information responsive to the admissions application, or the disclosure itself – depending on its nature- may result in cancellation of any scholarship, withdrawal of a student’s admission offer, honor code proceedings, dismissal from Cornell Law School, rescission or cancellation of any degree conferred by Cornell Law School, or other disciplinary sanctions, including reporting to the state bar authorities in the jurisdictions where a student registers for the bar exam.

## Law School Procedures for Admissions Application Supplements

When a student at Cornell Law School informs the Dean of Students, or any other administrator, or faculty member that they failed to disclose a criminal, civil, or academic issue (the “Disclosed Issue”) that they believe they should have disclosed in his or her admissions application, the student will be required to complete an Admissions Application [Character and Fitness Amendment Request](#) found on [the Registrar’s website](#), under Forms and Requests. The Admissions Committee (the “Committee”) will review the Request and may also conduct an interview at its discretion. The Committee will then do the following:

First, the Committee will determine whether the Disclosed Issue was required to be disclosed per the student’s admissions application. If the Committee determines that the Disclosed Issue was not required, then the student will be so informed, and no further action will be taken.

Second, if the Committee determines that the Disclosed Issue was required to be disclosed pursuant to the student’s admissions application, the Committee must determine whether or not it would have admitted the student in light of the Disclosed Issue. If the Committee determines that knowledge of the Disclosed Issue would not have been material to its admissions decision, had it been made aware of the Disclosed Issue when it made its admission decision, the Committee may decide to allow the student to amend his or her admissions application and include a letter in the student’s file that indicates the circumstances.

Third, if the Committee (1) determines that it would not have admitted the student if it had knowledge of the Disclosed Issue at the time it made its decision, (2) is not able to reach a consensus on whether or not it would have admitted the student if it had knowledge of the Disclosed Issue at the time it made its decision, or (3) determines that knowledge of the

Disclosed Issue would have been material to its admission decision, then the matter may be referred to the Administrative Committee for further action.

All completed character and fitness amendment requests with supporting documentation regarding **post-matriculation** conduct will be referred to the Administrative Committee. The Administrative Committee can exercise all of the options at its disposal, including suspension, expulsion, and determining whether the Disclosed Issue and its failure to be initially disclosed should be included in the “character and fitness” certifications that Cornell Law School must complete for the student for his or her bar admissions.

After November 1 of the student’s first year of study, neither the Administrative Committee nor the Admissions Committee will accept character and fitness amendment requests regarding conduct that occurred prior to matriculation at Cornell Law School.

## Communication Policies

### Bulletin Boards (Ithaca Campus)

There are bulletin boards throughout the building for student announcements. Comments and suggestions should be directed to the CLSA President. The bulletin board outside of the Dean of Students office is for campus updates and scholarship announcements. If a student has something to be posted on that board, please bring it to the Dean of Students office for approval.

### Email

Students at Cornell Law School use the Cornell University email system. This system is accessed using the student’s CU Net ID, which is provided by the University. Email is used as a significant means of communication between faculty, staff, and students. All students are expected to read their email on a daily basis. Additionally, emails sent to and from Cornell accounts should reflect the decorum and discernment expected of members of a professional school community. For additional information please contact the CIT [Helpdesk](#) by email or at (1-607-255-8990).

### Law School Directory

The Law School provides an annual online directory providing faculty, student, and staff photos and a local student address [directory](#) available only to the law school community. In addition, the Career Development Office publishes a separate student photo directory for employers who interview on campus or at our job fairs.

### Mail (Ithaca Campus Only)

U.S. mail and express mail are delivered Monday through Friday to the mailroom located at

228 Hughes Hall. Personal mail should be directed to a student's residence. Standard U.S. stamps are available from the mailroom (no more than ten stamps a day). A U.S. outgoing mailbox is located along Central Avenue in front of Anabel Taylor Hall. The U.S. Postal Service also offers mailing services at the Cornell Post Market on the upper level of The Cornell Store on Ho Plaza.

## Scoops

Scoops is the Law School's weekly newsletter and is delivered to students' Cornell email addresses every Monday morning during the semester while classes are in session. Students are responsible for knowing the information in Scoops, so please make a habit of reading it. Student organizations are strongly encouraged to list events in the Scoops weekly calendar if they are not listed in the [Calendar of Events of the Law School](#). Items may be submitted via email to the [Scoops email](#) no later than Thursday at noon.

## Cornell Law Forum

The Cornell Law Forum is published by Cornell Law School each spring and winter. The Forum consists of articles, profiles, news of the law school, alumni news, and class notes. Students are occasionally asked to contribute news items about Law School events.

## Postering Policy

The Law School abides by the policy and procedures for posting material as outlined in the current [University Postering Policy](#). The Law School Facilities Department is responsible for what is placed upon or attached to the walls of the building. Materials may not be attached to walls, doors, or windows either inside or outside the building without prior approval from the [Facilities Manager](#) (Christopher Arnold, G62 Myron Taylor Hall, or at 607-279-8763). If students have questions regarding the posting of materials in the Law School, the Law School Postering Policy is available at [the Registrar's website](#), under Law School policies.

## Cornell Law School Third Party Communications Policy

Cornell Law School's mission remains that articulated by Cornell President Andrew Dickson White upon the founding of the law school in 1887: "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."

Further, as outlined in Cornell Law School's programmatic learning outcomes 3 and 4, students are being trained to be both effective advocates for themselves and others, as well as to pose creative solutions to complex problems. Cornell Law students are adult learners being equipped to serve the legal profession at the highest levels. To that end, Cornell Law School communicates directly with our students about their educational records and experiences. While the Family Educational Rights and Privacy Act allows

educational institutions to share certain information about a student's educational record with the student's written permission, our law school takes this responsibility even further. In order to fulfill our mission of training and developing "lawyers in the best sense," Cornell Law School will not communicate with any third parties, with or without a FERPA waiver to do so, absent extenuating circumstances directly affecting a student's health, safety, and wellbeing. Of course, there may be exceptions to this third-party communications policy based on the needs of a particular student or situation and with the proper authorization. Those exceptions will be determined on a case-by-case basis by the Dean of Students.

# Law School Operations and Facilities

Emergencies can occur at any time without warning. Everyone in a Cornell facility – students, staff, faculty, and visitors – must take appropriate and deliberate action as an emergency strikes a building, a portion of campus, or the entire Cornell community. In addition to on-duty emergency personnel (Cornell Police and Environmental Health and Safety), Cornell has an Emergency Management Team that ascertains the scope of an incident/situation and advises emergency policy executives.

The Emergency Management Team's response actions are guided by Cornell's desire to protect the following in priority order:

1. People
2. Research animals and plants, and intellectual property.
3. Equipment and facilities

If an emergency occurs, students should first remove themselves and others from the immediate danger, then alert appropriate administrative or emergency response personnel of the situation. Remember, a building evacuation is mandatory whenever a fire alarm sounds, and all building occupant's inspection before re-entry.

## In an actual evacuation, please follow these procedures:

### Actual Evacuation Procedures

1. Turn equipment off, if possible.
2. Notify others in the area of the alarm if they did not hear it.
3. Exit the room.
  1. Take jackets or other clothing needed for protection from the weather.
  2. Close windows and close, but do not lock doors.
  3. Leave room lights on.
4. Exit the building via the nearest safest exit route. Walk, do not run. Do not use elevators to exit.
5. Move away from the building. In an actual emergency, students will be directed by a Law School emergency response team member to assemble on the lawn area above the courtyard between Myron Taylor Hall and Anabel Taylor Hall on Central



Avenue. (If this area is not safe or unavailable, students will be directed to another assembly area).

6. Wait at the evacuation point for directions. Do not re-enter the building until emergency staff gives the “all clear” signal. The silencing of the building alarm system is not normally used as the “all clear” signal. In some cases, the fire alarm will be silenced, and staff members placed at building entrances to keep people out until the incident has been resolved.

## Health and Emergency Procedure

1. Protect the victim from further injury by removing any persistent threat to the victim. Do not move the victim unnecessarily. Do not delay in obtaining trained medical assistance.
2. Notify staff or faculty members if available, or Cornell Police of the location, nature, and extent of the injury by calling 911 or using a Blue Light or Emergency Telephone. Always call from a safe location.
3. Individuals with appropriate training should provide first aid until help arrives and if it is safe to do so.
4. Send someone outside to escort emergency responders to the appropriate location, if possible.

## Fire or Explosion Emergency Procedure

1. Alert people in the immediate area of the fire and evacuate the room.
2. Confine the fire by closing doors.
3. Notify staff or faculty members if available or activate the building fire alarm system by pulling the handle on a local fire alarm box.
4. Notify Cornell Police of the location, nature, and size of the fire.
5. If an individual has been trained, and it is safe to do so, they may attempt to extinguish the fire with a portable fire extinguisher. If an individual has not been trained to use a fire extinguisher, they must evacuate the area.

## Criminal Activity or Violence Emergency Procedure

1. Attempt to remove oneself from any danger.
2. Notify available staff or faculty members or Cornell Police by calling 911 or using a Blue Light or Emergency Telephone. Try to call from a safe location if possible.

3. If possible, provide the police with the following information:
  1. Location of crime.
  2. Nature of crime and specifics (number of people involved, any weapons, etc.).
  3. Any injuries.
4. Direction of travel of suspects.
5. Description of any vehicles involved in the crime.
6. DO NOT pursue or attempt to detain suspects.

Remember, in all emergency situations one's safety and the safety of others is of primary importance. Remove oneself and others from immediate danger and let trained professionals respond to the situation.