ADDENDUM B: REGISTERING FOR COURSES AT OTHER COLUMBIA UNIVERSITY DIVISIONS AND AT NYU LAW SCHOOL

Law students are permitted to register for graduate-level non-Law courses and for some language courses at Columbia University, and to receive credit toward the Law degree up to the limit specified by their degree program. To cross-register for a Fall 2015 non-Law course you must petition for it by completing a Petition Form (available at Registration Services and at www.law.columbia.edu/academics/registrar/Reg Forms) and submitting it to Registration Services by no later than Friday, September 18 (close of Law School Add/Drop). LLM students must obtain the signature approval of Dean Polo, Ms. Casal, or Ms. Zalk before submitting their petition form to Registration Services. If you wish to receive credit toward your Law degree for the non-Law course, you must include a statement explaining how the non-Law course relates to your legal training. Please note that you will not be permitted to register for courses whose schedules conflict or overlap by even a few minutes. In addition, there must be adequate travel time between classes.

Columbia University Directory of Classes: Access the University’s Directory at www.columbia.edu/cu/bulletin/uwb. Some offerings require instructor or departmental approval. There is a separate registration process for Columbia Business School and for NYU Law courses and we will e-mail you that information as soon as it becomes available in August.

When to Submit a Petition for a Columbia University non-Law Course: To allow Registration Services adequate time to review your petition for non-Law courses, we strongly encourage you to submit your Petition Form well before the first day of classes on September 8. We will review petitions and will notify you by e-mail whether or not your petition has been approved and whether we were able to register you for the class. Please make sure to include a statement explaining how the non-Law course relates to your legal training if you wish to receive credit toward your Law degree. If Law degree credit is not approved, you may still register for the non-Law course for zero (0) Law points.

Point Limitations: JD students should note that 16 is the maximum number of points for which they can be registered in a term. Some exceptions can be made for additional points registered for courses such as dance, piano, etc. Up to 12 points in non-Law courses can count toward the JD degree requirements, provided that the courses relate to the student’s legal training. These points are in the category of non-course/seminar work, and count against the maximum of 19 such points allowed toward the 83 points required for the JD degree. LLM students are permitted to register for up to 6 points of graduate-level courses in other departments of Columbia University when such work is deemed appropriate and relevant to their academic program. However, credits earned in foreign language courses do not count toward the 24 points required for the LLM degree.

Academic points for non-CLS courses: Courses in other divisions of the University may not carry full point value toward the Law degree (JD or LLM). The number of points that will be accepted cannot exceed the number of scheduled hours the class meets each week, regardless of how much work the course requires. (Example: a 3-point non-Law class that meets for two hours per week will be worth 2 Law points; a 4-point non-Law class that meets for 5 hours will be worth 4 Law points.) Each academic point earned for non-Law courses must represent at minimum a 50-minute classroom meeting each week throughout the term, as is similarly required of Law offerings. Such study must be evaluated by written examination or term paper. Therefore, studio classes and conversational language courses will not be approved for point credit toward the Columbia Law degree. Students may register for such courses for zero (0) Law points.

Tuition and Fee Charges for Courses at Other Columbia Divisions: Each student is responsible for tuition and fee charges associated with non-Law courses, even if the student is not receiving Law degree credit for the non-Law course. For full-time students, Law School tuition is charged at a flat rate for registration from 10 to 19 points. Therefore, you will be charged extra tuition if you are registered for more than 19 points with the University, even if you are receiving Law degree credit for fewer points. Keep in mind the point limitations for your degree (see “Points Limitations,” above). Note that the policies of the host school apply for courses taken outside the Law School, and that you may incur charges for a late withdrawal from a non-Law course. Check the policies of the particular Columbia division offering the course.

Language courses: Language courses frequently have high demand, so early registration is recommended. Conversation language offerings cannot be counted toward the Law School residency requirement (including academic points for the JD degree). LLM students may register for language courses, but they will not receive credit toward the degree.
School of International & Public Affairs (SIPA) courses: Check SIPA’s online cross-registration information for that school’s Fall 2015 courses. The Law School’s Office of Registration Services will handle Law student registration in SIPA courses.

Grading for non-CLS courses: All courses taken outside the Law School must be graded on the A-B-C-F scale. Credit (Pass)/Fail grades are not permitted. Degree credit will be awarded for the satisfactory completion of courses in which a grade of C or better is earned (with the exception that LLM candidates do not receive degree credit for language courses). Grades earned in other divisions of the University, or as part of the CLS-NYU Exchange Program, will not be factored into CLS honors calculations nor will they appear in LAWNET. Also, for LLM candidates, grades in courses taken outside Columbia Law School will not be factored into the LLM GPA or the preponderance of B or better grades. LLM degree candidates who fail more than one course or seminar may not graduate, and their degree candidacy will be terminated automatically. Grades earned in other divisions of Columbia University will be reflected on the Columbia University transcript and in Student Services Online (SSOL), but grades earned for courses taken at NYU Law School, or at another law school (transfer students), will not. Registration as an Auditor is not permitted for any course at CLS or at any other division.

Dropping a course taken outside Columbia Law School: So that your academic records can be updated promptly, you must notify Registration Services if you decide to drop a Columbia non-Law course or an NYU Law course. Keep in mind that the policies of the host school apply for courses taken outside the Law School, and that you may incur charges for a late withdrawal from a non-Law course. Check the policies of NYU Law School or the particular Columbia division offering the course.

COLUMBIA BUSINESS SCHOOL & NYU LAW COURSES: These schools have a separate application process, and registration for classes at both schools is restricted to the list of available courses each school will provide us. We will send email notification to upper-year students once we receive the list of available courses and application instructions from each school.

Columbia Business School courses: All require authorization through the Business School Cross-Registration Application process. You are permitted to register for only one Business course per term.

NYU Law courses (NOTE START DATE): You are permitted to register for only one NYU Law offering during your time as a Columbia Law student. Please note that NYU Law Fall 2015 classes start on Wednesday, August 26, considerably earlier than Columbia Law classes. IMPORTANT: Students can be registered for an NYU Law course only if there is ample travel time between their Columbia classes and the NYU class.

YOU MUST CONTACT THE LAW SCHOOL REGISTRATION SERVICES OFFICE TO ADD or DROP AN OFFERING TAKEN OUTSIDE COLUMBIA LAW SCHOOL (OTHER CU DIVISION OR NYU LAW)