ADDENDUM C: REMINDERS

ACADEMIC INTEGRITY

The Law School expects students to maintain the highest standards of academic integrity. Plagiarism — the use of quotations or extensive paraphrasing from other works, including materials available on the Internet, without attribution — and any other form of academic dishonesty (e.g., collaborating with other students during examinations or on assignments which are supposed to be completed individually, self-plagiarism, etc.) may result in expulsion from the program.

CLASS ATTENDANCE AND PREPARATION

Regular attendance is expected of every student at all meetings of the courses in which he or she is registered. This is generally defined as attendance in at least 80% of class sessions, although some courses do not allow absence in more than one or two sessions. Instructors may establish stricter or other attendance requirements and may factor absences into the final grade if a student has more than two or three unexcused absences (i.e., for illness). Adequate preparation of assignments and informed participation in class discussion are expected of every student. The quality of a student's preparation and of the in-class discussion participation may be considered by the instructor, without special notice, in determining the student's grade in the course. If a student has excessive absences in a course, academic credit cannot be earned and a final grade of Failure may be recorded.

AUDITING COURSES

Registration as an Auditor is not permitted for any course at Columbia Law School or for Law students at other Columbia divisions or at other schools. In limited cases, an instructor may allow a student to sit in on one or more meetings of a course without the benefit of formal registration (you cannot actively participate in the course).

BOOKS

Book lists for your courses can be accessed from your class course web or from your section's course description in the online Course Guide at www.law.columbia.edu/courses/search.

COURSE WEBS, SEATING CHARTS, INSTRUCTOR EMAILS

Be alert to emails from your instructors who may ask you to sign up for class seating charts and/or to refer you to their course webs for first week assignments and other important information (e.g., how to apply for a seat if you are on the wait list). Sign up for class seating charts will be available until Friday, October 2.

VALIDATING YOUR CUID

Remember to stop by the Law School’s Registration Services desk beginning on Monday, August 31, to validate your CUID for the Fall 2015 term. You will need a validated CUID to transact University business, to use the NYU Law and Fordham Law libraries, and to be able to take advantage of student discounts for various cultural events.

EXTENSIONS ON WRITTEN WORK and HONORS CALCULATION

Unless the instructor assigns an earlier due date for written work, the submission deadline normally is the last day of the final exam period each term (see exceptions below). If you request and are granted an extension of time to complete your written work, please pay careful attention to the deadlines for submitting such work. Extensions for incomplete work cannot exceed the stated limits, which require the grade of Failure (F) to be recorded if work is submitted after the specified deadlines.
May 2016 degree candidates: The deadline to submit outstanding Fall 2015 written work is April 1 if the instructor granted you an extension beyond the end of the Fall 2015 term. For Spring 2016 written work, the deadline is April 27, the last day of Spring 2016 classes, unless the instructor specifies an earlier due date.

Continuing students graduating February 2017 or later: October 15, 2016 is the absolute deadline for continuing students to submit outstanding written work from the 2015-16 academic year for which the instructor granted an extension. Keep in mind that students cannot carry more than one incomplete grade into the following academic year. Thus, students who have more than one outstanding grade by late August will not be permitted to register for the fall term and a hold will be placed on their registration unless the instructor confirms that the written work was completed and the grade will be forthcoming. NOTE TO OCTOBER 2016 DEGREE CANDIDATES: The due date to submit outstanding 2015-16 work is September 1 and the deadline for grade submission is October 1.

CALCULATION OF ACADEMIC HONORS FOR THE ACADEMIC YEAR: For students graduating in May, honors determinations are made a week or two after Commencement. For 1L’s and 2L’s, honors calculations are made in late June or early July, once all grades have been submitted. To capture late grade submissions, a final honors calculation for the academic year just ended is made during the last week in July. Students cannot receive academic honors for a year that includes a grade of incomplete, so students who submit work after July or in the fall term will not be eligible for honors for the prior academic year. Note that students must be in full-time on-site residence at the Law School for the entire academic year (fall and spring terms) in order be eligible for Kent and Stone honors.

GRADE SUBMISSION DATES

Below are the grade due dates for the 2015-16 academic year.

**FALL 2015 COURSES**

January 15, 2016 (the Friday before the start of the spring semester) is the due date for grades in all Fall 2015 courses (January 25 for classes with 150 or more students).

**SPRING 2016 COURSES**

For May 2016 degree candidates, all grades are due by not later than Friday, May 13, 2016, the Friday before Commencement. For continuing students, all Spring 2016 grades are due by June 15 (June 25 for classes with 150 or more students)

HOLDS ON REGISTRATION AND RECORDS

The University reserves the right to withhold the privilege of registration or any other University privilege from any person, and does so predominantly for the following reasons: an unpaid debt to the University (tuition, fees, housing, etc.), an academic issue, missing required documents, and a lack of immunization compliance with Health Services. In such cases, a hold is placed on a student’s registration, transcript, records, and diploma. Students on hold may not be able to pre-register for courses, will not receive a registration schedule, cannot be included in the class lottery, may lose their place on the wait-list for classes (classes will be released to other students on the wait-list), and will not have access to financial aid funds. Since registration for a subsequent term will not be permitted for students on hold, you may lose all rights and privileges as a Columbia University student. Only the office that applies the hold may remove it. You may check your hold status by visiting Student Services Online (SSOL) at www.columbia.edu/cu/students. Contact the corresponding holding office to remove or dispute the hold, or to address any error you believe may have occurred.

DEGREE APPLICATION

CANDIDATES FOR OCTOBER, FEBRUARY, AND MAY DEGREES
All candidates for a Columbia degree must file a degree application with the University Registrar or with the Law School’s Office of Registration Services. For May candidates, the degree application must be filed by December 1; for October candidates, by September 1; and for February candidates by November 1.

Please note that you cannot graduate without having filed a degree application. For the degree application form and additional information, see [http://registrar.columbia.edu/registrar-forms/application-degree-or-certificate](http://registrar.columbia.edu/registrar-forms/application-degree-or-certificate). The degree application form is available also at [http://www.law.columbia.edu/academics/registrar/Reg_Forms](http://www.law.columbia.edu/academics/registrar/Reg_Forms).

**BAR INFORMATION AND APPLICATION**

It is very important that you familiarize yourself with the requirements of the state bar exam you wish to take. While you may not need to request bar certification until several months before the actual exam, some states have specific course and other requirements, and others may offer preferential rates on fees to students who register early in their law school studies. Pay careful attention to specific requirements of the various state bars, including filing deadlines. Normally, the bar exam filing deadlines are November 30 for the February bar exam, and April 30 for the July bar exam. However, deadlines may vary from state to state, so make sure to check. For general bar exam information, visit [www.abanet.org](http://www.abanet.org) (American Bar Association) or [www.ncbex.org](http://www.ncbex.org) (National Conference of Bar Examiners). For information on NY Bar exam requirements, visit [www.nybarexam.org](http://www.nybarexam.org) and note the information that you will need to provide.

LLM candidates from non-common law countries who wish to take the New York bar exam are advised to pay careful attention to rules regarding course requirements when planning their schedules. Visit [www.nybarexam.org](http://www.nybarexam.org) for information and speak with Dean Polo, Ms. Casal, or Ms. Zalk if you have questions.