SPRING 2016 CHANGE OF PROGRAM (“ADD/DROP”)

From 10 AM EST on Monday, January 11, until 5 PM EST on Tuesday, January 26

FIRST DAY OF SPRING 2016 LAW CLASSES: Tuesday, January 19

Spring 2016 course schedules now are available in LAWNET. If you pre-registered, either online or by paper form, the results of the course lottery will have assigned you to one or more courses, and may have placed you on a wait list for some of the classes you listed on your pre-registration. During the Law School’s Change of Program (“Add/Drop”) period upper-year JD and LLM students can register for classes or make changes to the courses listed on their Spring term schedule. Online changes cannot be made to registrations for permission courses, externships, clinics, etc. – see Addendum A.

Please review these materials carefully, including the information in the addenda:

- Change of Program Period (pages 2-3)
- Petitions for Exception to the Registration Rules (page 3)
- ADDENDUM A: Registering for Clinics, Externships, Other Permission Offerings, Journals, and Moot Court (pages 3-4)
- ADDENDUM B: Registering for Research & Writing Credits and for Independent Internships (pages 4-6)
- ADDENDUM C: Registering for Courses at other Columbia divisions and at NYU Law School (pages 6-7)
- ADDENDUM D: Reminders (Academic Integrity; Class Attendance and Preparation’ Auditing Courses; Grade Submission Dates; Extensions on Written Work ; Honors Calculation; Registration and Record Holds; Books; Course Webs, Seating Charts; Validating your CUID; Degree Application; Bar Exam Information) (pages 7-9)
- ADDENDUM E: Important Spring 2016 Dates (page 10)

Visit the following sites for more information and make certain to check your graduation requirements:

- www.law.columbia.edu/courses/search (Course Guide) for course descriptions and the latest course schedule.
- www.law.columbia.edu/academics/rules for the rules that apply to your degree program
- www.law.columbia.edu/academics/registrar/Reg_Forms for the forms mentioned in this memorandum (they also are available in the Law School’s Registration Services Office).
- www.law.columbia.edu/academic-calendar for the Law School academic year calendar

If you need academic advice, or have academic concerns at any time, you should make an appointment to meet with one of the academic counselors who can assist you with course selection, explain degree requirements, and help you manage your academic work. JD students should contact the counselors in Student Services: Anne Green, Director of Academic Counseling and Judicial Programming (anne.green@law.columbia.edu), Joel Kosman, Director of Academic Counseling and Student Organizations (joel.kosman@law.columbia.edu), or Yadira Ramos-Herbert, Director of Academic Counseling and Student Outreach (yramos-herbert@law.columbia.edu). Students considering joint degree programs are especially encouraged to make an appointment early in their studies.

LLM Students needing academic advice should contact Sylvia Polo, Dean of Graduate Legal Studies (spolo@law.columbia.edu), Jill Marden Casal, Director of Graduate Legal Studies (jcasal@law.columbia.edu), or Marissa Litwin Zalk, Assistant Director of Graduate Legal Studies (mlitwin@law.columbia.edu).

Please contact us if you have questions after reading the information in this memorandum. Best wishes for a successful and rewarding term!

Alice P. Rigas, Dean of Registration and Financial Services
Kristine Chua, Director of Registration Services & Curriculum Scheduling
Christy M. Pastore, Director of Registration Services & Student Records
Justin Dalbo, Registration Services Officer
Jennifer Cassone, Registration Services Administrative Assistant
CHANGE OF PROGRAM (“ADD/DROP”) PERIOD: The Law School’s 2-phase Change of Program period starts one week before the first day of classes and ends one week after the first day of classes each term. All LLM and upper-year students can make changes to the courses listed on their Spring term schedule during the Law School’s Change of Program (“Add/Drop”) period (January 11-26). The results of the course lottery may place you on a wait list for one or more of the classes you listed at pre-registration.

January 11-19: Voluntary changes to course schedules only. Students will be able to: drop a course on their schedule for which they are registered or wait-listed; add a course if seats are available; add their name to a course wait-list.

January 19-26: Students on wait-lists will be notified by e-mail if an opening becomes available, and must act on the notification within 12 hours or else they will be dropped from the wait list. Voluntary changes also can be made.

January 26 (Tuesday), 5 pm: End of Add/Drop period. After this date, students may add a course to their academic program only with the permission of the instructor and upon petition to the Rules Committee, and only in exceptional circumstances and where the student can demonstrate compliance with the ABA attendance rules (see Rule 1.2.7.5).

January 27-February 15: In accordance with CLS Faculty rules, withdrawal from a course is allowed after the close of the official Add/Drop period, and through February 15 in the Spring term (through October 15 in the Fall term), with the instructor’s permission. However, for these late withdrawals from a course a grade of “W” (indicating withdrew) will be entered into the student’s official transcript. For details, see Rules for the JD Degree at http://web.law.columbia.edu/academic-rules.

NOTE: The rules regarding late withdrawals from a course apply to all degree candidates.

WAIT LIST NOTIFICATION SYSTEM: Starting Friday, January 15, you will be notified by email (to your CLS email account) if you become eligible to enroll in a class for which you were wait listed. Notifications sent on Friday, January 15, will have an expiration time of 2 pm on Tuesday, January 19 (the first day of classes). Thereafter, notification emails will be sent twice each school day, at 2 am and at 2 pm, and you will have 12 hours to act on the offer of a seat in a wait listed class. You must resolve any time, section, and/or points conflict(s) (e.g., drop a class with a conflicting schedule before adding the wait listed class) as well as any pre- or co-requisite issues. If you wish to take more than the maximum number of points allowed per semester, you must petition to do so before adding the class (see Addendum G, “Petitions for an Exception to the Registration Rules”). It is your responsibility to check your emails and to respond within the specified period.

All actions in response to the wait list notification MUST be made within the 12-hour window you are allotted (either before 2 pm or before 2 am). Although notifications will be sent on Fridays, no action will be needed until the following school day (before 2 pm on Tuesday, January 19, or before 2 pm on Monday, January 25). If no action is taken by the specified hour, you will automatically lose your place and will be removed entirely from the wait list, and your seat will be offered to the next student on the wait list. If you continue to be interested in the class, you will have to add your name to the bottom of the wait list. You are urged to monitor your place on wait lists, and to check your email frequently during the Add/Drop period or you may miss an opportunity to register for a class.

If you have been wait listed for a class, use your wait list position on your schedule to assess your chances of getting into the class and to plan accordingly. The Conflict(s) column on your schedule indicates the reason(s) you have been wait listed for a class.

ADDING COURSES: If the class you wish to add is full, you can add your name to the wait list. Please make sure you have fulfilled all pre-requisite or co-requisite requirements before adding a class. If you believe that you have satisfied the pre-requisites but LAWNET does not allow you to register, and/or if a course lists a co-requisite and you wish to take both courses during the same term, contact Registration Services during regular business hours. No course may be added after the close of the official Law School Add/Drop period (5 pm on Tuesday, January 26) without the approval of the Rules Committee (see “Petitions for an Exception to the Registration Rules,” below). You cannot use LAWNET to add a course that requires an application or instructor permission (e.g., clinics, externships, other permission courses, etc.). You must contact the instructor directly and secure admission. The instructor will send a list of accepted students to Registration Services to complete your registration.

DROPPING COURSES: You can drop a lottery course using LAWNET, but you must be careful not to jeopardize your full-time term status by doing so. You also can elect to drop from a wait list. In consideration of your fellow students, please remove your name from the registration roster or wait list of any course you know you will not be taking. To drop an offering that requires an application or instructor permission, you need to obtain the permission of the professor and have the instructor notify Registration Services by email so that the course can be dropped from your schedule.

Dropping after the close of Add/Drop and through February 15: You are not required to seek permission from the Rules Committee to drop a course between the close of the official Add/Drop period and February 15 in the Spring term. However, instructor permission is required for these late withdrawals from a course, and a grade of “W” (indicating withdrew) will
be entered into your official transcript. Students will not be allowed to drop a course if the drop results in a loss of full-time status.

**Dropping a Spring term class after February 15:** If you drop a course after this date, or fail to complete it, the grade of F (fail) will be recorded into your official transcript. If you have compelling extenuating circumstances (e.g., serious illness), you may petition the Rules Committee to drop a course after this date with the notation of W (withdraw) instead of F (fail). If your petition is not granted the grade of F (fail) will remain on your permanent record.

- The rules regarding late withdrawals from a course apply to all degree candidates.
- No course may be dropped from a student’s schedule after the last meeting of the class for the term.

**PETITIONS FOR AN EXCEPTION TO THE REGISTRATION RULES**

To adjust your Law School program for the reasons stated below, you need to petition the Rules Committee. You are advised to submit your petition form as early as possible, especially if you are petitioning to take more than the maximum number of credits or to register for a non-Law class. We will review petitions as they are received and will notify you by e-mail whether or not your petition has been approved. LLM students must obtain the signature approval of Dean Polo, Ms. Casal, or Ms. Zalk before submitting their petition form to Registration Services.

- permission to cross-register for a non-Law class or to register for a First-Year Foundation Law course: complete the Law School Petition Form.
- permission to exceed the maximum number of points allowed per term (note that 16 points is the term maximum allowed for JD students): complete the Law School Petition Form.
- permission to take fewer than the minimum number of points allowed per term (12 points for JD candidates or 11 points for LLM candidates): complete the Law School Petition Form.
- permission to ADD a course after the end of the official Law School Add/Drop period (January 26 for Spring 2016 courses). After January 26 students may be allowed to add a course to their academic program only with the permission of the instructor and upon petition to the Rules Committee, and only in exceptional circumstances and where the student can demonstrate compliance with the ABA attendance rules (see Rule 1.2.7.5). Secure the approval of the course instructor, address your letter of petition to the Rules Committee, and submit it to Registration Services by email (registrar@law.columbia.edu).
- permission to DROP a course after February 15 in the Spring term must be requested by petition to the Rules Committee, and will be considered only for exceptional and compelling reasons (e.g., serious illness). See Rule 1.2.7.4. Secure the approval of the course instructor, address your letter of petition to the Rules Committee, and submit it to Registration Services by email (registrar@law.columbia.edu). The rules regarding late withdrawals from a course apply to all degree candidates. No course may be dropped from a student’s schedule after the last meeting of the class for the term.

**ADDENDUM A: REGISTERING FOR FIRST-YEAR FOUNDATION COURSES, CLINICS, EXTERNSHIPS, PERMISSION COURSES, JOURNALS, AND MOOT COURT**

**FIRST-YEAR FOUNDATION COURSES**

Online pre-registration/registration is not available for First-Year Foundation courses. You must submit a petition form to be considered for a seat in a First-Year Foundation course, and you are advised to list the various sections in order of your preference. We will make every effort to accommodate your request, but availability of these classes (or of some sections) is limited, and we may not be able to register you for the course or section you request. LLM candidates wishing to register for First-Year Foundation courses must secure the written permission of Dean Polo, Ms. Casal, or Ms. Zalk before submitting their request to Registration Services. **Submit your request immediately if you did not do so by the end of November.**

**CLINICS, EXTERNSHIPS, AND OTHER COURSES REQUIRING INSTRUCTOR PERMISSION**

Online pre-registration/registration is not available for offerings that require an application (e.g., clinics, externships) or instructor permission to enroll. You must follow the application directions or contact the instructor(s) directly and obtain permission to be registered. For course requirements, limitations, and application instructions, make sure to check course descriptions in the online Course Guide (http://web.law.columbia.edu/courses/search). Information on applying for permission courses usually is listed in the “Limitations” field of a course’s online description, and frequently in the body of the course description. If you are admitted to a clinic, externship, or other offering that requires an application or instructor permission, Registration Services will enroll you once the instructor sends us a list of admitted students.
JOURNALs AND MOOT COURT

Online pre-registration/registration is not available for journal or moot court listings. If you are a member of a journal or plan to participate in an upper-year moot court, your editor-in-chief or moot court director will inform Registration Services of your participation and you will be registered for the offering. Refer to Rules 1.11 and 1.13 for information pertaining to journal and moot court activities. LLM students who wish to work on one of the Law School's journals should contact the editor of the journal. (Please note that the Columbia Law Review does not accept LLM candidates.) LLM students do not receive academic credit for editorial or administrative journal duties, but may complete the LLM Writing Project requirement as well as earn academic credit for published articles. Because publication is difficult to ensure, we strongly recommend that you plan to do any such writing under the supervision of an appropriate faculty member in order to earn academic credit.

ADDENDUM B: REGISTERING FOR RESEARCH & WRITING CREDITS AND FOR INDEPENDENT INTERNSHIPS

Online pre-registration/registration is not available for research and writing credits. Register for any of the following between now and the end of the Law School’s Spring 2016 Change of Program (“ADD/DROP”) period on January 26.

JD RESEARCH AND WRITING CREDITS: To be registered for any of the following, you must complete the **JD Research & Writing Registration Form**, have your supervising instructor(s) sign the form, and submit it to Registration Services. You cannot be registered for these listings without the signature approval of your supervising instructor (exception for Minor Writing Credit in some cases, see below). The form is available at [http://web.law.columbia.edu/registration/forms](http://web.law.columbia.edu/registration/forms) and in the Office of Registration Services. Completed forms will be accepted anytime between now and the end of the Law School’s Spring 2016 Add/Drop period on January 26.

- **(L6675) Major Writing Credit** - must be registered by the last day of the Add/Drop period of your fifth semester, and must be initiated by the beginning of your fifth semester. For students graduating in May or October 2016, the first draft is due by no later than February 1, 2016 if the paper is related to a course or research registered in Fall 2015. Your Major Writing paper is related to a course or research registered in the 2014-15 academic year, the first draft was due by the October 15, 2015 deadline for all work from the prior academic year. The final draft of the Major Writing paper is due by no later than April 1, 2016. Once you have satisfied the Major Writing requirement, your supervising instructor will enter CR (for credit) in LAWNET to confirm completion.

- **(L6672) Minor Writing Credit** - may be completed at any time before graduation, but must be registered with Registration Services by no later than the last day of the Add/Drop period of your final term at the Law School. If you plan on fulfilling this requirement by taking a course or seminar that indicates in the online course description that Minor Writing Credit is granted automatically, you do not need the instructor’s signature to complete your registration. However, you still must register your Minor Writing Credit with Registration Services - simply list the course number, name, and instructor on the form **JD Research & Writing Registration Form**. Once a course grade is recorded for you, your instructor also will enter CR for your Minor Writing registration to confirm completion. For courses/research that do not indicate that Minor Writing Credit is awarded automatically, the instructor’s signature is required on the registration form, and the instructor will need to record your Minor Writing completion once you have satisfied this requirement (s/he will enter CR for credit in LAWNET to confirm completion).

- **(L6822) Teaching Fellow** - 1 to 4 pts, but not more than the number of credits of the course for which you are serving as a Teaching Fellow. Use this category if you are a Teaching Fellow for a Columbia Law School lecture course only. Special permission must be obtained to serve as a Teaching Fellow for a Law seminar (check with Registration Services).

  *NOTE:* Points earned as a Teaching Fellow 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. Graded Credit/Fail.

  **LIMITS:** Cannot earn JD point credit for Teaching Fellow service more than once in the same course, or for more than two (2) courses during your JD studies.

- **(L6683) Supervised Research Paper** - up to 3 pts in a term, but not more than 4 pts in an academic year

  **NOTE:** Points earned for a Supervised Research Paper 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 (see Rule 1.5). Letter grade or Credit/Fail option available, upon consultation with the supervising instructor; grading option must be indicated at the time of registration. To earn credit for any research registration, a significant written product on a legal topic and substantial oversight from the faculty supervisor is required.

**INDEPENDENT INTERNSHIPS:** If you plan on undertaking an *independent internship* (i.e., not listed as an official Columbia Law School offering), please note that academic credit is not available for such internships. However, you may earn some academic credit in conjunction with your independent internship by registering
for a **Supervised Research Paper** (usually for one or two points) under the direction of a Columbia Law School faculty member and meeting all the requirements for this registration as specified in Rule 1.5 of the **Rules for the JD Degree**. You cannot receive academic credit otherwise for the internship itself, or for writing a paper about your internship experience. Your paper must be a scholarly work on a topic approved by the faculty supervisor and related to legal issues encountered in the work you will be undertaking during your internship. Also, the paper must consist entirely of original work not submitted to the employer. To earn credit for any research registration, a significant written product on a legal topic and substantial oversight from the faculty supervisor is required.

**L6690** Supervised Research Paper: **Course Related**: Use this category to register additional credits associated with a course or seminar (i.e., earning one additional point for writing a longer paper for a seminar). For LLM's the paper must be graded on the A-B-C-F scale; Credit (Pass)/Fail or other non-evaluative grades are not permitted.

**L6685** Service as Unpaid Faculty Research Assistant*** - J.D. candidates may earn 1 or 2 pts per term, but not more than 2 pts in an academic year for service as an unpaid faculty research assistant (CLS faculty only).

***NOTE: Points earned for Service as an Unpaid Faculty Research Assistant are in the category of non-course/semester work, and count against the maximum of 19 such points allowed toward the 83 points required for the JD degree. Letter grade or Credit/Fail option available, upon consultation with the supervising instructor; grading must be indicated at the time of registration.

**LLM RESEARCH and WRITING CREDITS:** If you intend to register for any type of supervised research for the LLM degree (LLM Essay or Research for the LLM Degree), Registration Services will complete your registration once you submit a completed "LLM Research & Writing Registration Form" that includes the signature of the professor who has agreed to supervise your work and the signature approval of Dean Polo, Ms. Casal, or Ms. Zalk. Research registration must be completed by the end of the "Add/Drop" period (January 26). The registration form is available in the Office of Registration Services and at [http://web.law.columbia.edu/registration/forms](http://web.law.columbia.edu/registration/forms).

Detailed information on LLM supervised research can be found online at [www.law.columbia.edu/current_student/GLS/llm](http://www.law.columbia.edu/current_student/GLS/llm) and in the "Master of Laws (LLM) Degree Requirements" section of the [Graduate Legal Studies New Student Handbook](http://www.law.columbia.edu/graduatelegalstudies/).

**LLM WRITING PROJECT REGISTRATION:** LLM candidates must register for the “LLM Writing Project” (L6694) by completing the LLM Research and Writing Registration Form. If you did not register in Fall 2015, you must register your LLM Writing Project by February 1 for writing projects to be completed during the Spring term. The signature of the professor, and of Dean Polo, or Ms. Casal, or Ms. Zalk is required on the form, as well as a detailed description of the paper to be written (including anticipated length).

**L6691** Supervised Research [Register under “Research for the LLM Degree”]: Students can earn LLM Writing Project credit by writing a research paper independently of any course with a professor who agrees to supervise the work and to read and grade the paper. The final research paper must be based on the student’s original legal research and must be worth at least 2 points of academic credit in order to yield Writing Project credit. The paper must be graded on the A-B-C-F scale; Credit (Pass)/Fail or other non-evaluative grades are not permitted.

**INDEPENDENT INTERNSHIPS:** If you plan on undertaking an **independent internship** (i.e., not listed as an official Columbia Law School offering), please note that academic credit is not available for such internships. However, you may earn some academic credit in conjunction with your independent internship by registering for a **Research for the LLM Degree** (usually for one or two points) under the direction of a Columbia Law School faculty member and meeting all the requirements for this registration as specified on the LLM Degree Requirements (see [www.law.columbia.edu/current_student/GLS/llm](http://www.law.columbia.edu/current_student/GLS/llm)). You cannot receive academic credit otherwise for the internship itself, nor for writing a paper about your internship experience. Your paper must be a scholarly work on a topic approved by the faculty supervisor and related to legal issues encountered in the work you will be undertaking during your internship. Also, the paper must consist entirely of original work not submitted to the employer. To earn credit for any research registration, a significant written product on a legal topic and substantial oversight from the faculty supervisor is required.

**L6690** Supervised Research Paper: **Course Related**: Use this category to register additional credits associated with a course or seminar (i.e., earning one additional point for writing a longer paper for a seminar). For LLM’s the paper must be graded on the A-B-C-F scale; Credit (Pass)/Fail or other non-evaluative grades are not permitted.

**L6692** LLM Essay: An LLM candidate may, but need not, earn the required Writing Project credit by writing a satisfactory Master’s Essay. The number of academic points to be granted for a Master’s Essay depends upon the scope and nature of the topic and is determined, in advance of registration, by the appropriate faculty advisor. Up to eight (8) points of academic credit can be granted for the research and writing involved. The LLM Essay must be placed before the faculty supervisor well in advance of the final due date so that it can be reviewed and revised before the final version is submitted. A copy of the final Essay is deposited in the Law School Library, and its title appears on the final student transcript. The Master’s Essay must be graded on the A-B-C-F scale; Credit (Pass)/Fail or other non-
evaluate grades are not permitted.

(L6685 – Section 3) LLM Service as Unpaid Faculty Research Assistant*** - LLM candidates are allowed to earn one (1) credit toward the degree for service as an Unpaid Faculty Research Assistant (CLS faculty only). This credit is graded on a Pass/Fail basis (i.e., Credit/Fail).

ADDENDUM C: 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 Spring 2016 non-Law course you must petition for it by completing a Petition Form (available at Registration Services and at http://web.law.columbia.edu/registration/forms) and submitting it to Registration Services by no later than Tuesday, January 26 (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 December or early January.

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 January 19. 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 still may 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 is scheduled to meet 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 “Point 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 Spring 2016 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. IMPORTANT TO NOTE: Most Business School courses available for cross-registration start on Tuesday, January 26, which is the last day of the Law School Add/Drop period.

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 Spring 2016 classes start on Tuesday, January 19, the same start date as 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)

ADDENDUM D: 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. 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, February 5.

VALIDATING YOUR CUID

Remember to stop by the Law School’s Registration Services desk beginning on Monday, January 11, to validate your CUID for the Spring 2016 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.

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)

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 for continuing students, 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.**
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 MAY, OCTOBER, AND FEBRUARY 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. The degree application form is available also at http://web.law.columbia.edu/registration/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 (American Bar Association) or www.ncbex.org (National Conference of Bar Examiners). For information on NY Bar exam requirements, visit www.nybarexam.org and note the information that you will need to provide.

For information on the Multistate Professional Responsibility Examination (MPRE) visit http://www.ncbex.org/exams/mpre/

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 for information and speak with Dean Polo, Ms. Casal, or Ms. Zalk if you have questions.

NEW YORK STATE BAR EXAMINATION – JULY 26 AND 27, 2016
BAR EXAM APPLICATION PERIOD: April 1-30; DEADLINE TO FILE is April 30, 2016

SEE NEXT PAGE FOR IMPORTANT SPRING 2016 DATES
ADDENDUM E: IMPORTANT SPRING 2016 DATES

- **December 31**: Final deadline for submission of all work for the February 2016 degree; Last day to file final copy of LLM Essay in Graduate Legal Studies Office for February degree.
- **January 11-26**: Spring 2016 Change of Program (“Add/Drop”) period begins on January 11; only voluntary changes to course schedules until January 19
- **January 15**: Fall 2015 grades due in LAWNET
- **January 19-26**: Change of Program (“Add/Drop”) period continues. Students on wait-lists will be notified by e-mail if an opening becomes available, and must act on the notification **within 12 hours** or else they will be dropped from the wait list. Voluntary changes also can be made. **Add/Drop closes at 5 pm on Tuesday, January 26.** After this time changes to program may be made only with permission of the Rules Committee, upon petition
- **January 19 (Tuesday)**: First day of Spring 2016 classes at the Law School and at most other Columbia University divisions
- **January 26 (Tuesday)**: Close of Add/Drop at 5 pm. After this time changes to program may be made only with permission of the Rules Committee, upon petition.
- **January 26 (Tuesday)**: Deadline for 3L’s to register for Minor Writing Credit;
- **February 15**: Last day to withdraw from a Law course without receiving a failing grade. The grade of “W” is recorded for all withdrawals between January 27 and February 15.
- **March 14-18**: Spring Recess. No classes.  
- **April 1**: Major Writing Credit: deadline for May 2016 JD candidates to submit final draft of paper
- **April 1**: Graduating students: deadline for submission of outstanding Fall 2015 written work that was granted an extension.
- **April 27 (Wednesday)**: Graduating students: deadline for submission of Spring 2016 written work; Last day to file final copy of LLM Essay in Graduate Legal Studies Office for May degree.
- **April 27 (Wednesday)**: Last day of Spring 2016 Law School classes
- **May 2 (Monday)**: Last day of classes at other divisions of the University
- **May 2-13**: Spring 2016 Upper-year Final Exam Period (Monday, May 2-Friday, May 13)
- **May 4-13**: First Year Final Exam Period (Wednesday, May 4-Friday, May 13)
- **May 13 (Friday)**: Last day of exams for all Law courses
- **May 13 (Friday)**: Grades due for May 2016 degree candidates
- **May 13 (Friday)**: End of Spring 2016 term
- **May 18 (Wednesday)**: University Commencement
- **May 19 (Thursday)**: Law School Graduation Ceremony
- **May**: Calculation of Kent and Stone 2015-16 academic year honors for May graduates.
- **Late May-June (dates TBA)**: Pre-registration for Fall 2016 classes
- **June 15**: Grades due for all 1L’s and 2L’s
- **June**: Calculation of Kent and Stone 2015-16 academic year honors for rising 2L’s and 3L’s
- **July 20 (week of)**: Final calculation of Kent and Stone 2015-16 academic year honors for rising 3L’s; all 2015-16 work must be submitted and grades recorded in LAWNET to be eligible for academic year honors.
- **September 1**: Deadline for October 2016 degree candidates to submit all outstanding 2015-16 written work for which the instructor granted an extension beyond April 1.
- **October 15, 2016**: Deadline for submission of 2015-16 written work that was granted an extension by the instructor beyond April 1 (continuing students only). **NOTE**: Only one incomplete grade for a 2015-16 registration may be carried into the Fall 2016 term, and written work must be submitted by October 15. Grades for these late submissions are due by November 15.
- **November 15, 2016**: Grade submission due date for 2015-16 written work for which the instructor granted an extension to October 15 (continuing students only).

END OF SPRING 2016 CHANGE OF PROGRAM MEMORANDUM