IMPORTANT NOTE: THIS IS AN UNOFFICIAL GUIDE TO HELP YOU PLAN YOUR 2L AND 3L YEARS. PLEASE REMEMBER TO CHECK WITH STUDENT SERVICES OR REGISTRARION SERVICES TO DETERMINE THAT YOU HAVE FORMALLY SATISFIED THE REQUIREMENTS FOR GRADUATION.

THERE ARE SEVEN (7) BASIC REQUIREMENTS FOR GRADUATION:

1. PASS ALL FIRST YEAR COURSES
2. PASS A COURSE IN PROFESSIONAL RESPONSIBILITY
3. COMPLETE MAJOR WRITING CREDIT
4. COMPLETE MINOR WRITING CREDIT
5. COMPLETE SIX (6) TERMS OF FULL-TIME RESIDENCE AT THE LAW SCHOOL
6. COMPLETE 40 HOURS OF MANDATORY PRO BONO WORK
7. EARN AT LEAST 83 POINTS OF ACADEMIC CREDIT

Although it is relatively straightforward to gauge your progress towards graduation, two requirements in particular require more thought and planning. This worksheet helps you to address those two requirements – completion of the Major Writing Credit and earning at least 83 points of academic credit.

That being said, if at any time along the way you have any questions, we encourage you to contact Anne Green, Joel Kosman or Yadira Ramos-Herbert at Student Services. If you have questions about Mandatory Pro Bono, you should contact Laren Spirer or Matthew Poe at SJI.

CALCULATING HOW MANY POINTS OF ACADEMIC CREDIT YOU HAVE EARNED TOWARD GRADUATION

Part A:

Determine whether you have earned points of credit for any of the following:

- Supervised Research Paper
- Unpaid Faculty Research Assistant (for CLS Faculty only)
- Courses at other Columbia graduate division (e.g., Business School, SIPA, GSAS) or foreign language courses
- Columbia Law School Externships or Field Work component of other courses
- Columbia Law Journal (Editorial Board and/or Note Publication) or Upper-Year Coach for an Alternative First-Year Moot Court Program
- Supervised Work for Foundation Moot Court (e.g., student editor, student judge, director)
- Teaching Fellow Service for CLS Course

If your answer is “Yes,” continue with the next section of Part A and then go to Part B.

If your answer is “No,” continue to Part B.
Subject to the respective maximums, enter the points of credit earned for each of the following:

a. Supervised Research Paper  
   (4 points per academic year; max 3 points in one semester)  
   __________

b. Unpaid Faculty Research Assistant for CLS Faculty  
   (2 points per academic year)  
   __________

c. Courses approved for JD degree credit at other Columbia graduate Divisions or in foreign language courses (Up to 12 points total)  
   __________

d. Externship Field Work or Field Work component of CLS course  
   __________

e. Independent work on CLS Journal or Upper-Year Coach for an Alternative First-Year Moot Court Program  
   (Up to 3 points total)  
   __________

f. Judge/Editor/Director for CLS Foundation Moot Court  
   (Up to 4 points total)  
   __________

g. Teaching Fellow Service for CLS course  
   (Up to 2 different courses)  
   __________

Total – Part A (a maximum of 19 points may count toward the JD)  
__________

Part B:

Enter the points of credit earned for each of the following:

a. Total CLS Clinical Credits (all points of clinic registrations)  
   __________

b. Total CLS Externship Credits (all points of externship registrations)  
   __________

c. Total Field Work Credits (from all non-externship courses)  
   __________

Total – Part B (a maximum of 30 points may count toward the JD)  
__________

Go to Part C on the next page
Part C:

a. Part A Total (up to a maximum of 19 points)
   MINUS
   Points earned for Field Work (i.e., Part A(d))
   __________

b. Part B Total (up to a maximum of 30 points)
   __________

c. Total of All Other Points Earned
   __________

Grand Total of All JD Degree Points
   __________

If your Part C Total is 83 points or more, you have earned enough points of credit to graduate. If it is less, subtract that number from 83 to determine how many more points you need to earn to satisfy the graduation requirement.

If you are using this worksheet to help plan either your 2L or 3L course selection, remember that the average number of points of credit per semester at the law school is thirteen (13).

MAJOR WRITING CREDIT CHECKLIST:

IMPORTANT: You will not earn any points of academic credit simply for completing your Major Writing Credit. If you’d like to discuss ways you might earn points of academic credit for completing your Major Writing Credit, please make an appointment to speak with Anne Green, Joel Kosman or Yadira Ramos-Herbert before you begin work on your paper.

Identify a paper topic
   __________

Secure a faculty member’s agreement to supervise your paper
   (NB – This must be done before you begin work on your paper)
   __________

Register for Major Writing Credit with Registration Services
   (NB – This must be done by the end of Add/Drop of your penultimate semester)
   __________

Submit the first draft of your paper to your faculty supervisor
   (NB – This must be done by February 1 of your 3L year or by October 1 if your last residence term at the Law School is in the fall term)
   __________

Receive comments on your draft from your faculty supervisor
   __________

CONTINUE TO NEXT PAGE
Revise your paper based on your supervisor’s comments

Submit your revised, final draft to your faculty supervisor
*(NB – This must be done by April 1 of your 3L year or by December 1 if your last residence term at the Law School is in the fall terms)*