FALL 2013 CHANGE OF PROGRAM (“ADD/DROP”)

From 10 am EST on Monday, August 26, until 5 pm EST on Friday, September 13

LAW SCHOOL CLASSES BEGIN ON TUESDAY, SEPTEMBER 3

Fall 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 students can register for classes or make changes to the courses listed on their Fall 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 (page 2)
- Petitions for Exception to the Registration Rules (page 3)
- ADDENDUM A: Registering for Permission Offerings, Journals, Moot Court, Research & Writing Credits (pages 3-5)
- ADDENDUM B: Registering for Courses at other Columbia divisions and at NYU Law School (pages 6-7)
- ADDENDUM C: Reminders (Extensions on Written Work ; Honors Calculation; Class Attendance and Preparation; Registration and Record Holds; Auditing Courses; Bar Exam Information; Books; Seating Charts; CUID) (pages 7-8)
- ADDENDUM D: Important Fall 2013 Dates (page 9)

Visit the following sites for more information:

- www.law.columbia.edu/courses (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 (forms also are available in the Law School’s Registration Services Office)
- www.law.columbia.edu/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. J.D. students should contact the counselors in Student Services: Anne Green, Director of Academic Counseling and Judicial Programming (anne.green@law.columbia.edu or 212-854-7269), Joel Kosman, Director of Academic Counseling and Student Organizations (joel.kosman@law.columbia.edu or 212-854-8020), or Yadira Ramos-Herbert, Director of Academic Counseling and Student Outreach (yramos-herbert@law.columbia.edu or 212-854-0137). Students considering joint degree programs are especially encouraged to make an appointment early in their studies.

LLM Students should contact Sylvia Polo, Dean of Graduate Legal Studies (spolo@law.columbia.edu or 212-854-1528), or Jill Marden Casal, Director of Graduate Legal Studies (jill.marden@law.columbia.edu or 212-854-8874).

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 and Curriculum Scheduling

Christy M. Cesta
Associate Director of Registration Services

Justin Dalbo
Registration Services Officer

Allan Melendez-Hernandez
Registration Services Administrative Assistant

Jennifer Callahan
Registration Services Administrative Assistant
FALL 2013 CHANGE OF PROGRAM PERIOD (August 26-September 13)

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 usually ends one week after the first day of classes each term. This year the Add/Drop period will close at 5 PM EST on Friday, September 13, in consideration of the Jewish holiday during the first week of classes. All LLM and upper year students can make changes to the courses listed on their Fall term schedule during the Law School’s Change of Program (“ADD/DROP”) period (August 26-September 13). 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.

August 26-September 3: 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.

September 3-13: Students on wait lists will be notified by email 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.

September 13 (Friday), 5 pm: End of Change of Program 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).

September 14-October 15: In accordance with CLS Faculty rules, withdrawal from a course is allowed after the close of the official ADD/DROP period, and through October 15 in the Fall term (through February 15 in the Spring 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 www.law.columbia.edu/academics/registrar/Rules. NOTE: The rules regarding late withdrawals from a course apply to all degree candidates.

WAIT LIST NOTIFICATION SYSTEM: Starting Friday, August 30, 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, August 30, will have an expiration time of 2 pm on Tuesday, September 3 (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 “Petitions for an Exception to the Registration Rules,” below). 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, September 3, or before 2 pm on Monday, September 9). 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 so as to not miss an opportunity to register for a class.

If you have been wait listed for a class, use your wait list position (WL Pos column 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:

<table>
<thead>
<tr>
<th>Conflict</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Full</td>
<td>Course is full; there are no available seats</td>
</tr>
<tr>
<td>Time</td>
<td>You have a time conflict with a class for which you’re registered</td>
</tr>
<tr>
<td>Section</td>
<td>You are already registered for another section of the course</td>
</tr>
<tr>
<td>Points</td>
<td>Adding the class will put your total number of points above the maximum allowed per semester (15 points)</td>
</tr>
</tbody>
</table>

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 (Friday, September 13) 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; we will then drop the course from your schedule.

**Dropping after the close of Add/Drop and through October 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 October 15 in the Fall term (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 Fall term class after October 15:** You may petition the Rules Committee to drop a course after this date with the notation of W (withdraw). If your petition is not granted and you drop a course after this date, or fail to complete it, the grade of F (fail) will be recorded into your official transcript.

- 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 email whether or not your petition has been approved. LLM students must obtain the signature approval of Dean Polo or Ms. Marden Casal 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 (September 13 for Fall 2013 courses). After September 13 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 October 15 in the Fall 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 PERMISSION OFFERINGS, JOURNALS, MOOT COURT, AND FOR RESEARCH AND WRITING CREDITS**

You cannot use LAWNET to register for or to drop the offerings listed below. Please follow the instructions and pay attention to stated limitations and deadlines.

**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.
Online pre-registration/registration is not available for offerings that require an application (e.g., clinics, externships) or instructor permission to enroll. The application period for clinics and externships closed in April, and admitted students were notified already. For other offerings requiring instructor permission, 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 (www.law.columbia.edu/courses). 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 were admitted to a clinic or externship, or are admitted to another 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

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.

RESEARCH AND WRITING CREDITS

Online 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 Fall 2013 Change of Program (“ADD/DROP”) period on Friday, September 13.

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. We cannot register you 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 www.law.columbia.edu/academics/registrar/Reg_Forms and in the Office of Registration Services. Completed forms will be accepted anytime between now and the end of the Law School’s Fall 2013 ADD/DROP period on Friday, September 13.

(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 2014, the first draft is due by no later than February 1, 2014 if the paper is related to a course or research registered in Fall 2013. If your Major Writing paper is related to a course or research registered in the 2012-13 academic year, the first draft is due by not later than the October 15, 2013 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, 2014. 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. However, you still must register your Minor Writing Credit with Registration Services. Simply list the course number, name, and instructor on the 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 18 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 18 such points allowed toward the 83 points required for the JD degree. For details refer to Rule 1.5 of the Rules for the JD Degree. Letter grade or Credit/Fail option available, upon consultation with the
supervising instructor 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), and wish to receive academic credit, you will be required to write a research paper under the direction of a Columbia Law School faculty member and meet all the requirements for Supervised Research Paper as specified in Rule 1.5 of the Rules for the JD Degree. You cannot receive academic credit for the internship alone, 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.

(L6685) Service as Unpaid Faculty Assistant*** - 1 or 2 pts per term, but not more than 2 pts in an academic year

***NOTE: Points earned for Service as an Unpaid Faculty Assistant are in the category of non-course/seminar work, and count against the maximum of 18 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 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 or Ms. Marden Casal. Research registration must be completed by the end of the “Add/Drop” period (September 13). The registration form is available in the Office of Registration Services and at www.law.columbia.edu/academics/registrar/Reg_Forms.

Detailed information on LLM supervised research can be found online at www.law.columbia.edu/current_student/GLS/IIm and in the “Master of Laws (LLM) Degree Requirements” section of the Graduate Legal Studies New Student Handbook that was distributed at Orientation.

(L6691) Supervised Research [Register under “Research for the LLM Degree”]: Students can earn LL. M. 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/IIm). 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.

(L6689) 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-evaluative grades are not permitted.

LLM WRITING PROJECT REGISTRATION: LLM candidates must register for the “LLM Writing Project” (L6694) by completing the LLM Research and Writing Registration Form by October 15 for writing projects to be completed during the Fall term. The signature of the professor and the Dean or Director of Graduate Legal Studies is required on the form, as well as a detailed description of the paper to be written (including anticipated length).
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 2013 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 13 (close of Law School ADD/DROP). LLM students must obtain the signature approval of Dean Polo or Ms. Marden Casal 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 and you need to build in 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 email you that information as soon as it is available in mid-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 3. We will review petitions and will notify you by email 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 10 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 18 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 15 or 16 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.

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.

SIPA courses: See http://new.sipa.columbia.edu/cross-registration for updated information for cross-registering for courses offered by Columbia’s School of International and Public Affairs (SIPA). 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, please 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 the particular Columbia division.

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 sometime in mid-August, 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: 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 2013 classes start on Wednesday, August 28. Students registered in one of the August Intensive courses will not be permitted to register for a Fall 2013 NYU Law School course.

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 C: REMINDERS

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).

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 at 80% of class sessions although an instructor may establish stricter or other attendance requirements. 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.

GRADE SUBMISSION DATES

In May 2012 the Faculty approved changes to the grade submission dates, and the information below was distributed to all instructors. The grade submission dates are effective beginning with the Fall 2012 terms.

FALL 2013 COURSES

January 17, 2014 (the Friday before the start of the spring semester) is the due date for grades in all Fall 2013 courses. For classes with 150 or more students, grades are due by the first Monday of the spring semester (Monday, January 27, 2014).

SPRING 2014 COURSES

For May 2014 degree candidates, all grades are due by not later than Friday, May 16, 2014, the Friday before Commencement. For continuing students, all Spring 2014 grades are due by June 16. For classes with 150 or more students, grades for continuing students are due by June 25, 2014.

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 us to record a grade of Failure if work is submitted after the specified deadlines.
May 2014 degree candidates: The deadline to submit outstanding Fall 2013 written work is April 1 if the instructor granted you an extension beyond the end of the Fall 2013 term. For Spring 2014 written work, the deadline is April 30, the last day of Spring 2014 classes, unless the instructor specifies an earlier due date.

Continuing students graduating after May 2014: October 15, 2014 is the absolute deadline for continuing students to submit outstanding written work from the 2013-14 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. For October 2014 degree candidates the due date to submit outstanding 2013-14 work is September 1 and the final deadline is October 1.

CALCULATION OF ACADEMIC HONORS FOR THE 2013-14 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 academic year.

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.

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.

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 4.

VALIDATING YOUR CUID

Remember to stop by the Law School’s Registration Services desk beginning on Monday, August 26, to validate your CUID for the Fall 2013 term. You will need a validated CUID to transact University business and to use the NYU Law and Fordham Law libraries.

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. 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.

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 or Ms. Marden Casal if you have questions.
ADDENDUM D: IMPORTANT FALL 2013 DATES

- **August 14-August 30:** *Introduction to American Law* course (Final exam on September 20).
- **August 14-30:** Intensive course in *Professional Responsibility* (final exam on Friday, September 20).
- **August 15-16:** Orientation for 1L students
- **August 19-September 6:** 1L courses in *Legal Methods* and *Legal Practice Workshop I.* *Legal Methods* final exam on Friday, September 27.
- **August 26:** Change of Program (Add/Drop) period begins for upper year courses (only voluntary changes until September 3)
- **September 1:** Due date for October degree candidates to submit outstanding work from 2012-13.
- **September 2:** Labor Day. No classes
- **September 3:** First day of all other upper year Law courses. First day of classes at other divisions of the University
- **September 3-13:** Change of Program (“Add/Drop”) period continues for upper year courses. Students on wait lists will be notified by email 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 period closes at 5 pm on Friday, September 13. After this time changes to program may be made only with permission of the Rules Committee, upon petition
- **September 5:** First day of Fall term-long 1L courses
- **September 13:** Deadline for 3L’s to register for Major Writing Credit; **Add/Drop closes at 5 pm.**
- **September 14-October 15:** Late withdrawal period for Law courses. Written permission of the instructor is required, and the grade of “W” (indicating withdrew) will be entered into the student’s official transcript for such late drops.
- **September 20 (Friday):** Final exam for August intensive *Professional Responsibility* course and for *Introduction to American Law* (LL.M. course)
- **September 27 (Friday):** *Legal Methods* exam for 1L students
- **October 1:** Final deadline for October degree candidates to submit outstanding work from 2012-13.
- **October 15:** Last day to withdraw from a Law course without receiving a failing grade. The grade of “W” is recorded for all withdrawals from September 14 through October 15.
- **October 15:** Final deadline for submission of outstanding written work from the 2012-13 academic year. **NOTE:** Only one incomplete course from 2012-13 may be carried into the Fall 2013 term, and written work must be submitted by October 15. Grades for work submitted by October 15 are due by November 15.
- **October 16:** Conferral of October 2013 degrees
- **November 1:** Deadline for February 2014 degree candidates to file application for degree
- **Mid-November:** Pre-registration for Spring 2014 lottery courses
- **November 28-29: Thanksgiving Holiday. No Classes**
- **December 1:** Deadline for May 2014 degree candidates to file application for degree
- **December 4:** Last day of 1L classes
- **December 6:** Last day of upper year Law classes
- **December 9:** Last day of classes at other divisions of the University
- **December 9-18:** Upper year exams
- **December 11-18:** 1L exams
- **December 18:** Last day of Fall 2013 final exam period
- **December 18:** Due date for submission of Fall 2013 written work
- **December 18:** Release of Spring 2014 course schedules
- **December 31:** Deadline for submission of all work for the February 2014 degree

END OF FALL 2013 CHANGE OF PROGRAM MEMORANDUM