# Columbia Law School Academic Rules

Last updated October 20, 2026

The following content is specific to Columbia Law School, except where noted. For Columbia University policies and procedures, please visit Columbia University Regulations and Policies.

## Professional Responsibility

Legal education is generally a passageway to careers of service in law, either in private practice or in a public capacity. The standards of responsibility for that service are high and exacting. In part, the appreciation of these responsibilities is gained by habit and example; the Law School helps to form these professional attitudes as an integral part of the education it provides. The responsibilities of law students are of course different from those of lawyers. Yet in a real sense professional responsibility begins upon entering law school. Students are regarded, and should regard themselves, as committed to integrity and effectiveness in the legal profession. That commitment requires consideration, honesty, and fair dealing in academic enterprises, in the law school community, and in personal and professional relations outside the law school. The Columbia Law School demands this rigorously of faculty and students alike.

The following pages contain detailed requirements for the J.D., LL.M., ELL.M., and J.S.D. degree. Each candidate is responsible for a thorough knowledge of them. However, students must measure their conduct not only by these specifics but also by a general standard of ethical professional behavior.

# Table of Contents


## Part I: J.D. Rules

**Section 1: Course of Studies**
1.1: Point Credit and Academic Course Requirements
1.2: Residence Credit
1.3: Moot Court Requirements
1.4: Legal Writing Requirements—Major and Minor Writing Requirement
1.5: Supervised Research or Experiential Study
1.6: Research as Unpaid Faculty Assistant
1.7: Seminars
1.8: Work Under Other Faculties of the University
1.9: Work in Other Law Schools
1.10: Pro Bono Service Requirement
1.11: Service as a Teaching Fellow

1.12: Second- and Third-Year Moot Court Activities
1.13: Faculty-Directed Reading Groups
1.14: Professional Experience Requirement

**Section 2: Examinations**
2.1: Regular Examinations
2.2: Unexcused Absence From Examination
2.3: Excused Absence From Examination

**Section 3: Letter Grades**
3.1: Letter Grades
3.2: Academic Standing (Honors system in place through J.D. Class of 2024/LL.M. Class of 2022)
3.2: Academic Standing (Honors system in place beginning with J.D. Class of 2025/LL.M. Class of 2023)
3.3: Satisfactory Progress
3.4: Disclosure of Grades

**Section 4: Degrees**
4.1: University Action
4.2: Application for the Degree
4.3: Diplomas

**Section 5: General Regulations**
5.1: Students
5.2: Academic Discipline
5.3: Class Attendance and Preparation
5.4: Demeanor
5.5: Withdrawals and Leaves of Absence
5.6: Registration of Student Organizations

**Section 6: Admission to the Bar**
6.1: Rules Governing Admission to the Bar

**Section 7: Supplement: Rules Regarding Written Work**

## Part II: LL.M. Rules

**Section 8: LL.M. Program Degree Requirements**
8.1: Degree Requirements

**Section 9: Degree Conferral Dates**
9.1: Degree Conferral Dates

9.2: Postponement of Degree Conferral
9.3: Withdrawal and Leave of Absence

**Section 10: Full-Time Residency Requirement and Points of Academic Credit Limits Per Term**
10.1: Residency Requirement
10.2: Academic Credit Limits Per Term
10.3: Part-time Basis
10.4: Transfer Credits

**Section 11: January Term (J-Term) Credit**
11.1: January Term

**Section 12: LL.M. Essay**
12.1: LL.M. Essay
12.2: Requirements for the LL.M. Essay
12.3: Length of the LL.M. Essay
12.4: LL.M. Essay and the New York Bar Exam
12.5: Additional LL.M. Essay Information

**Section 13: LL.M. Supervised Research**
13.1: Supervised Research
13.2: Stages of Supervised Research
13.3: Supervised Research and the New York Bar Exam
13.4: Supervised Research: Course Related

**Section 14: LL.M. Experiential Requirement**
14.1: LL.M. Experiential Requirement
14.2: Options to Fulfill the Experiential Requirement

**Section 15: LL.M. Research Assistant**
15.1: Research Assistant

**Section 16: LL.M. Teaching Fellow**
16.1: Teaching Fellow

**Section 17: LL.M. Grading and Academic Honors**
17.1: Grading
17.2: Failing Introduction to American Law
17.3: Failing Legal Research & Writing
17.4: Failing a course graded on the A-F scale
17.5: LL.M. Academic Support Plan
17.6: Academic Honors

**Section 18: Cross-Registration in Other Graduate Schools at Columbia or at NYU Law**
18.1: Cross-Registration

**Section 19: Courses Previously Taken at U.S. Law Schools**
19.1: Courses Previously Taken at U.S. Law Schools

**Section 20: Courses at CLS with the Same Law School Course Number**
20.1: Law School courses with the same course number

**Section 21: Executive LL.M. Courses**
21.1: Executive LL.M. Courses

**Section 22: Email Communications**
22.1: Email Communications

**Section 23: Academic Rules, Policies, and Procedures**
23.1: Academic Rules, Policies, and Procedures

**Section 24: General Regulations**
24.1: Students
24.2: Academic Discipline
24.3: Class Attendance and Preparation
24.4: Demeanor
24.5: Registration for Student Organizations

**Section 25: Supplement: Rules Regarding Written Work**

## Part III: ELL.M. Rules

**Section 26: Executive LL.M. Program Degree Requirements**
26.1: Degree Requirements

**Section 27: Degree Conferral Dates**
27.1: Degree Conferral Dates
27.2: Postponement of Degree Conferral

**Section 28: Residency Requirement and Points of Academic Credit Limits Per Term**
28.1: Residency Requirement
28.2: Postponement of Sumer Residency
28.3: Cross-Registration
28.4: Transfer Credits

**Section 29: Withdrawal and Leave of Absence**
29.1: Withdrawal and Leave of Absence

**Section 30: Registration for Courses and Add/Drop Periods**
30.1: Registration and Add/Drop

**Section 31: Supervised Research**
31.1: Supervised Research
31.2: Stages of Supervised Research
31.3 Supervised Research: Course Related

**Section 32: Research Assistant**
32.1: Research Assistant

**Section 33: Executive LL.M. Grading and Academic Honors**
33.1: Grading
33.2: Academic Honors

**Section 34: Other Courses**
34.1: Other Courses

**Section 35: Email Communications**
35.1: Email Communications

**Section 36: Academic Rules, Policies, and Procedures**
36.1: Academic Rules, Policies, and Procedures

**Section 37: General Regulations**
37.1: Students
37.2: Academic Discipline
37.3: Class Attendance and Preparation
37.4: Demeanor
37.5: Registration of Student Organizations

**Section 38: Supplement: Rules Regarding Written Work**

## Part IV: JSD Rules

**Section 39. Academic Requirements for Fulfilling the Degree**
39.1: Degree Requirements

**Section 40: Degree Awarded**
40.1: Degree Awarded

**Section 41: Co-Authored Works**
41.1: Co-Authored Works

**Section 42: Advisory Committee**
42.1: Advisory Committee
42.2: Emeritus Status

**Section 43: Withdrawals and Leaves of Absence**
43.1: Withdrawals and Leaves of Absence

**Section 44: Termination**
44.1: Termination

**Section 45: Email Communications**
45.1: Email Communications

**Section 46: Academic Rules, Policies and Procedures**
46.1: Academic Rules, Policies, and Procedures

**Section 47: General Regulations**
47.1: Students
47.2: Academic Discipline
47.3 Class Attendance and Preparation
47.4 Demeanor
47.5  Registration of Student Organizations

**Section 48: Supplement: Rules Regarding Written Work**

# I. JD Rules

## 1. Course of Studies

**1.1 Point Credit and Academic Course Requirements**

1.1.1 Eighty-three (83) points of credit are required. Point credit is earned by satisfactory completion of a course, a seminar, or another activity with a grade of C or better, or with a grade of CR in a course, a seminar or another activity permitting or requiring grading on a CR/F scale (see Rule 3.1).

1.1.2 At least 71 points of the required 83 points of credit must be earned by satisfactory completion of courses, seminars, and other activities listed in the bulletin of the School of Law.

1.1.3 At least 64 of the required 83 points of Law School credit must represent regularly scheduled class sessions or direct faculty instruction, as defined in §311(b) of the American Bar Association Standards for Approval of Law Schools. Such sessions or instruction do not include:

- 1.1.3.1 Supervised research or experiential study under Rule 1.5;
- 1.1.3.2 Research as an unpaid faculty assistant under Rule 1.6;
- 1.1.3.3 Work under other faculties of the University under Rule 1.8;
- 1.1.3.4 The fieldwork component of externship programs;
- 1.1.3.5 Service as a teaching fellow under Rule 1.11; or
- 1.1.3.6 Supervised work on upper-level moot court under Rule 1.12.

1.1.4 No more than 30 of the required 83 points of Law School credit may represent clinical courses, externships, and field placement programs, including classroom components, as defined in §520.3 of the New York Court of Appeals Rules for the Admission of Attorneys and Counselors at Law. The Rules Committee may waive this 30-point cap upon petition in individual cases, on such conditions and subject to such limitations as the Committee deems appropriate.

1.1.5 At least 6 of the required 83 points of Law School credit must represent experiential coursework, as defined in §303(a)(3) of the American Bar Association Standards for Approval of Law Schools and approved under law faculty procedures for such designation in the official bulletin of the School of Law.

- 1.1.5.1 A course that is used to satisfy the professional responsibility requirement under Rule 1.1.6.2 cannot be counted toward this experiential course work requirement.

- 1.1.5.2 No more than one course that includes a writing experience used to satisfy either the Minor or Major J.D. Writing Requirement under Rule 1.4 can be counted toward this experiential course work requirement.

1.1.6 In addition, satisfactory completion of the following courses is required:

- 1.1.6.1 All first-year foundation courses, except as the Rules Committee may in particular cases waive this requirement; and except that for students who enter Columbia as transfer students, satisfactory completion of Legal Methods is not required, and the Rules Committee may also determine that courses previously taken will be regarded as the practical equivalent of other first-year foundation courses.
- 1.1.6.2 A course, seminar, or program in professional responsibility.
- 1.1.6.3 A 4 credit course in Legislation and Regulation, which may be taken any time after the fall semester of the first-year.

**1.2 Residence Credit**

1.2.1 Residence credit is required for six terms.

1.2.2 Residence credit will be granted for each term in which a student has registered for a standard program as described in this Rule or a reduced-load program as described in Rule 1.2.4—provided that attendance in courses and seminars is regular, that all required examinations are taken and all required papers submitted, and the minimum grade in each course and seminar is achieved. With the permission of the Rules Committee, substitute courses successfully completed may be counted toward residence credit during a term in which a loss of residence otherwise would result from the failure to achieve the required minimum grade in a course or seminar.

1.2.3 A standard program is one including no fewer than 12 and no more than 15 points of credit for coursework or activity during the time period of a regular semester. However, a student may count toward this program up to 3 points of credit for coursework or activity undertaken during the time period immediately preceding the time period of the regular semester and after the time period of the preceding regular semester.

- 1.2.3.1 A student may, at his or her option, register for a 16th point of credit for the time period of a regular semester if that point corresponds to a course or activity not subject to the course registration lottery.
- 1.2.3.2 The Dean shall have discretion to permit a student to take a program of 11 points of credit for coursework or activity during the time period of the regular semester. A student may count toward this program up to 3 points of credit for coursework or activity undertaken during the time period immediately preceding the time period of the regular semester and after the time period of the preceding regular semester. Except with the permission of the Rules

Committee, a student permitted to take a program of less than 12 points of credit for coursework or activity during the time period of a regular semester shall be required to take a program of at least 12 points of credit for coursework or activity during the time period of each subsequent regular semester.

- 1.2.3.3 In this paragraph and elsewhere in these Rules, any reference to "the Dean" shall be understood to refer either to the Dean or to the Dean's duly designated delegate.

1.2.4 Law students with special needs, principally those with parental responsibility for small children and those with disabilities, may register for a reduced load program, under which they may complete the requirements for the J.D. Degree in as many as nine terms instead of six. The first term will normally consist of Legal Methods, Legal Practice Workshop I, Civil Procedure, and Torts. The second term will normally consist of Constitutional Law, Criminal Law, Property, Legal Practice Workshop II, and Foundation-Year Moot Court or an approved alternative. Each subsequent term will consist of a minimum of eight (8) points, with the third term normally consisting of a minimum of Contracts and one elective offering. The Rules Committee must approve a student's request to take a reduced-load program, and any changes to that program. Employment is not a basis for a reduced-load program.

1.2.5 In no instance shall a program include more than 16 points of credit for law coursework or activity, or any non-law coursework or activity in other units of the University to be counted toward the J.D. degree, within the time period of the regular semester.

1.2.6 Under exceptional circumstances the Rules Committee and the Dean may authorize a student to take up to two additional points during the time period of the regular semester, but only if those additional points are for non-law coursework or activity that is not counted toward the J.D. degree. Before granting such authorization, the Rules Committee and the Dean shall satisfy themselves that the student has sufficient time and ability to apply as much effort to the work of each course or activity counted toward the J.D. degree as he or she would apply to the same course or activity in a program of 16 or fewer points.

1.2.7 The programs of non-matriculated and special students must be approved by the Dean. The programs of all candidates for graduate degrees are subject to the approval of the Dean for Office of Graduate Degree Programs.

1.2.8 Students shall be permitted a notice and definite period within which they may add or drop courses to the academic program for which they have officially registered.

- 1.2.8.1 After the close of the add/drop period but before October 16th in the fall semester and February 16th in the spring semester, students may withdraw from a course with the permission of the instructor by submitting a withdrawal form

to the Registrar's office. A grade of W (indicating "Withdrew") will be entered into the student's official transcript.

- 1.2.8.2 After October 15th in the fall semester and February 15th in the spring semester but before the last day of classes in the semester, students may petition the Rules Committee to withdraw from a class for which they have previously registered and have such withdrawal recorded on their transcript as a W. The Rules Committee may grant such a petition only upon a showing of exceptional and compelling reasons.
- 1.2.8.3 Students who wish to withdraw from a class after October 15th in the fall semester and February 15th in the spring semester who fail to successfully petition to the Rules Committee for the recordation of a W on their transcript will receive an F for the course in accordance with Rule 3.2.4.2.1.1.
- 1.2.8.4 A student may petition the Rules Committee to withdraw from a course after the expiration of the add/drop period without the entering of a W grade on their transcript. Such petitions may be granted only when there are exceptional and compelling reasons to do so, such as when an illness or other serious issue largely outside of the student's control rendered timely compliance with the add/drop rules impossible or exceptionally difficult.
- 1.2.8.5 In exceptional circumstances and where the student can demonstrate compliance with the ABA attendance rules, students may add a course to their academic program after the close of the add/drop period only with the permission of the instructor and upon petition to the Rules Committee.

1.2.9 A student registered for an all-year course may discontinue it at mid-year only with the approval of the Rules Committee.

**1.3 Moot Court Requirements**

1.3.1 Every student is required to participate satisfactorily as counsel in one moot court argument held during the second term of the first year unless, for good cause shown, postponement is authorized by the Dean.

1.3.2 Any student who enters the Law School with advanced standing is required to participate satisfactorily as counsel in one moot court argument held during a term prior to graduation; but the Dean at their discretion may waive this requirement when the student has so participated in a moot court argument held at another approved law school.

1.3.3 The certificate of the judges who have examined the student's brief and heard the argument shall be accepted as evidence that the moot court requirement has been met. If a faculty member is among the judges, the faculty member's certification as to whether or not the requirement has been met shall be conclusive. If the judges do not include a faculty member and they are in doubt as to whether or not the requirement has been met, they shall report the facts for such further consideration as the faculty may direct.

**1.4 Legal Writing Requirements - Major and Minor Writing Requirements**

1.4.1 Two Writing Credits are required to satisfy the J.D. Writing Requirement, at least one of which must satisfy the requirement for Major Writing Credit. No more than one of these credits can be earned in a course that is used to satisfy the experiential course work requirement set out in Rule 1.1.5.

1.4.2 A piece of written work ("the paper") shall satisfy the Major Writing Requirement only if it fulfills all of the following conditions:

- 1.4.2.1 The paper is a substantial and rigorous piece of legal writing on a topic approved in advance by a faculty member who has agreed to act as Faculty Supervisor;
- 1.4.2.2 The paper has been submitted in draft to the Faculty Supervisor, who has provided comments on the draft, and a further version of the paper has been produced which is responsive to those comments;
- 1.4.2.3 The paper has been approved by the Faculty Supervisor as satisfying conditions 1.4.2.1 and 1.4.2.2
- 1.4.2.4 The Faculty Supervisor shall be a member of the regular or clinical or adjunct or visiting faculty.
- 1.4.2.5 In this paragraph, "substantial and rigorous" refers to work comparable to that required by a paper that serves as the primary basis of evaluation for a 2-credit seminar (e.g., approximately 6500 - 8000 words). A shorter paper reporting extensive empirical, archival or like work, however, could also quality as substantial and rigorous.

1.4.3 A paper meeting the three conditions set out in 1.4.2 may satisfy the Major Writing Requirement even though:

- 1.4.3.1 it, or an earlier version of it, is also submitted for a grade in a course, seminar, workshop, supervised study, or externship. Seminar instructors will advise students at the beginning of the semester whether they are willing to act as Faculty Supervisor so that the students' seminar papers can also satisfy the Writing Requirements;
- 1.4.3.2 it has been submitted to or accepted by a journal for publication. Editorial work, cite-checking, etc. for law reviews and other journals shall not be sufficient in itself to satisfy the Writing Requirement.

1.4.4 Students must obtain the agreement of a faculty member to act as Faculty Supervisor and register for the Major Writing Requirement not later than the end of the Change of Program Period of their fifth semester.

1.4.5 The Minor Writing Credit may be earned by an ordinary course paper, or brief, or other written work under the supervision of a faculty member. It may be earned at any time during the second or third year.

1.4.6 Written work sufficient to satisfy the Minor Writing Credit includes, but is not limited to:

- 1.4.6.1 A 3,250-4,000 word or 10 to 15 page (double-spaced, 12 point font) seminar paper.
- 1.4.6.2 Research as an unpaid faculty assistant under Rule 1.6, if conducted under a faculty member's active supervision and if the supervising faculty member so recommends.
- 1.4.6.3 Service on the staff of the Legislative Drafting Research Fund, if the director of the Fund so recommends.
- 1.4.6.4 Participation as counsel in the autumn term elimination rounds or spring term final rounds of the Harlan Fiske Stone Honor Competition, if the brief is certified as satisfactory by the director of the moot court program.
- 1.4.6.5 Reaction or discussion papers totaling 15 to 20 pages, written over the course of the semester.

1.4.7 Students must obtain the agreement of a faculty member to act as Faculty Supervisor and register for the Minor Writing Requirement not later than the end of the Change of Program Period of their sixth semester.

1.4.8 All written work submitted in satisfaction of the Major or Minor Writing Requirements must be completed by the first day of the month preceding the month by which the student anticipates graduating. Any such work that is also submitted to fulfill any other degree requirement must also satisfy Rule 3.3.

**1.5 Supervised Research or Experiential Study**

A second or third year J.D. student may earn credit for supervised research by writing a research paper or its substantial equivalent, or credit for supervised experiential study by undertaking a substantial project that requires the exercise of professional skills, under the supervision of a Columbia Law School faculty member (including visiting and adjunct faculty).

1.5.1 No more than four points of credit in an academic year, nor more than three points per semester, may be given to any student for such supervised research or experiential study, and all point credit given must be approved by the supervising instructor. Law Review or other student journal publication of a supervised research project shall not affect the point credit earned.

1.5.2 If a student registered for supervised research or experiential study in accordance with this Rule elects to receive a grade, it shall be weighed in determining academic standing under the provisions of Rule 3.2.

1.5.3 The number of credits awarded and supervision required for supervised research shall be guided by the following principles:

- 1.5.3.1 Number of Credits. The number of credits earned for supervised research should depend on the amount of work that the project will likely entail. For example, a paper that will require work comparable to that required by a two-credit seminar (e.g., approximately 6,500 to 8,000 words) should be awarded two points of credit. As a very rough guide, it may be assumed that a paper of the scope and length of a law review Note (e.g., approximately 10,000 to 12,000 words) would qualify for three points. In general, longer papers should qualify for more credit than shorter papers, although a short paper reporting extensive empirical, archival or like work would qualify for more credit than a similar length paper working from more readily available sources.
- 1.5.3.2 Extent of Supervision. In the usual case, a student registered for supervised research will communicate regularly with the supervising instructor over the course of the project. A typical project might proceed through the following stages:
    - Topic selection. The student and instructor agree on a subject matter area, and discuss possible research topics within that general area.
    - Preliminary research. Following selection of a topic, the student conducts research aimed at narrowing and refining the project, and the instructor provides feedback that assists the student in formulating a research and writing plan.
    - Project outline. The student prepares and submits a written outline of the research project, and the instructor responds with substantive feedback. If the instructor deems it appropriate, revised and more detailed outlines may also be submitted and discussed.
    - Preliminary draft. The student submits a preliminary draft of the paper or its equivalent, and the instructor provides written or oral comments on the draft.
    - Revised draft. The student submits a revised draft of the paper or its equivalent. The instructor will then provide feedback on the revised draft, and may in consultation with the student choose to receive and to provide feedback on additional drafts. These stages may vary depending on the particular project undertaken, and students should consult as needed with their instructors on the appropriate plan of supervision in any particular case.

1.5.4 The number of credits awarded and supervision required for supervised experiential study shall be guided by the following principles:

- 1.5.4.1 Number of Credits. The number of credits earned for supervised experiential study shall depend on the amount of work that the project will likely entail. For example, a project that is comparable to the field component of an externship shall require approximately 3 hours of work per week over the course of a semester for each credit earned.
- 1.5.4.2 Extent of Supervision. In the usual case, a student registered for supervised experiential study will communicate regularly with the supervising instructor over the course of the project. In the case where the project consists of fieldwork at an external organization, the site supervisor will have primary responsibility for supervising the student's work, but the supervising instructor shall communicate regularly with the site supervisor over the course of the project to assure the quality of the student educational experience. However, even when the project is performed at an external organization, the supervising instructor shall have primary responsibility for providing the student with opportunities for guided reflection.

1.5.5 Work that results in the award of point credit in connection with another course, seminar, or activity, including Law School journal work or service as a research assistant, teaching fellow or moot court editor, shall not be eligible to receive point credit under this rule, except to the extent that the student undertakes and completes additional supervised work beyond that required to earn point credit for the other course, seminar or activity.

**1.6 Research as Unpaid Faculty Assistant**

An upperclass student who is appointed by a faculty member to serve for one or more terms under the faculty member's active supervision as a research assistant without pay and in this capacity to perform legal research and writing in aid of scholarly investigations, may register and earn point credit for such service for the term or terms concerned. When registering for such research, a student must indicate on the registration form the name of the instructor under whose supervision the work is to be done and obtain the instructor's signature on the form.

No more than two points of credit in an academic year may be given to any student for such service. All point credit given for such service must be approved by the supervising faculty member. A student registered for research as a faculty assistant in accordance with this rule shall receive a grade, which shall be weighed in determining academic standing under the provisions of Rule 3.2.

**1.7 Seminars**

Seminars are normally restricted to 18 students, but the instructor in charge may, at his or her discretion, impose a smaller or larger limit approved by the Dean and announced prior to pre-registration. Any student in good academic standing and with the prescribed prerequisites is eligible, in the second or third academic years, for admission to the seminars described in the bulletin of the School of Law.

Students registered for a seminar will ordinarily be required to prepare or collaborate in preparing one or more written papers. The Curriculum Committee, however, may dispense in advance with the requirement of written work in particular seminars, but the completion of such a seminar by a student who does not do authorized written work in it will not entitle that student to legal writing credit.

1.7.1 A student registered for a seminar may, upon the recommendation of the instructor, confirmed by the Dean, receive extra point credit for extra work. A student who wishes to receive point credit in addition to the point credit listed for a seminar in the bulletin of the School of Law shall obtain written permission from the instructor in charge of the seminar and shall register, during the regular registration period, for the extra point authorized by the instructor and approved by the Dean.

1.7.2 A student who is registered for a course or a seminar may, at any time, on the recommendation of the instructor, be excluded from the offering for deficient work. A student who has been excluded from an offering for unsatisfactory work or who fails to complete the requirements of any offering for which he or she is registered is not eligible to attend other courses or seminars for which he or she is not already registered except by permission of the Rules Committee.

**1.8 Work Under Other Faculties of the University**

Within the limits prescribed by Rules 1.1.3 and 1.1.4 and for good cause shown, an upperclass student may, with the permission of the Dean, register and receive up to 12 units of point credit for courses and seminars related to his or her legal training but given by other faculties of the University and not listed in the bulletin of the School of Law. Upon satisfactory completion of such authorized work, as indicated by examinations or their equivalent and such grades as the Dean may have required, the student will receive such point credit therefore as the Dean may have established in advance.

1.8.1 Work done under other faculties of the University shall be graded on the A-B-C-D-F scale and shall not be taken into account in determining the student's academic standing. Courses with a grade below C do not carry J.D. credit.

1.8.2 Registration for work not listed in the School of Law bulletin, even though not for Law School credit, also requires permission of the Dean.

1.8.3 If a student enrolled in a dual degree program of the School of Law with another faculty of the University takes a course at that other faculty (including a course which is cross-listed at the Law School) which offers the course for fractional units of point credit, such as 1.5 or 2.5 units, the fractional points will be fully credited to the student, provided that (i) the course is offered for at least one (1) full unit of credit, and (ii) such award of fractional credits complies with all applicable Bar and State regulatory requirements. For all Law School purposes, such as graduation requirements and limits

on per semester residence credits, fractional credits will be treated as such and neither rounded up to the next highest full unit of credit, nor rounded down to the next lowest.

**1.9 Work in Other Law Schools**

In the case of students transferring from other law schools with credit for advanced standing and of students permitted, under the provisions of the Rules, to take work in another law school toward satisfaction of the J.D. degree requirements, the Rules Committee has power to determine in each individual case whether any courses taken at another law school shall be counted toward satisfaction of the course requirements. The amount of credit, which will be given for work completed, will depend upon the standards of the other school, the work completed therein, and the grades received by the student.

No more than two residence terms of advanced standing will be credited toward completion of a J.D. degree. No credit will be given for work completed in an American law school, which is not a member of the Association of American Law Schools. No credit will be given for work completed toward the basis of admission for the J.D. degree, or for summer school courses.

Permission to take work in another law school toward satisfaction of the J.D. degree requirements shall be given only to students in good standing, and then only for especially good reasons. In each instance, permission shall be conditioned upon approval, by the Rules Committee and the Dean, of the school and of the course program chosen by the student.

**1.10 Pro Bono Service Requirement**

As a prerequisite for graduation, every student entering as a first-year student during or after the 1993 Fall term, and every other candidate for a Columbia J.D. degree entering during or after the 1994 Fall term, must complete 40 hours of qualifying public interest service after the end of her or his first semester of law school. A description of qualifying public interest service may be obtained from the Director of Public Interest Programs. Students for whom this requirement presents a special hardship may bring that fact to the attention of the Dean or the Dean's designee for appropriate action.

**1.11 Service as a Teaching Fellow**

A student who serves as a teaching fellow under the active supervision of a faculty member may register and earn point credit for such work for the term or terms concerned, and may serve as a teaching fellow for multiple courses, provided that:

1.11.1 The credit earned as a teaching fellow for a single law course may not exceed four points; and the total credit earned as a teaching fellow for all law courses may not exceed eight points.

1.11.2 Students may not earn point credit for serving as a teaching fellow more than once in the same law course;

1.11.3 Students may not earn point credit for serving as a teaching fellow that exceeds the number of points of the law course for which the service is performed.

1.11.4 Grading for teaching fellows shall be on a CR/F scale.

**1.12 Second- and Third-Year Moot Court Activities**

1.12.1 A student who serves as a Moot Court Student Editor, Moot Court Student Judge, or Director of the Harlan Fiske Stone Program may register and earn point credit for such work for the term or terms concerned, if the work is certified as satisfactory by a faculty member and by the Moot Court Executive Committee. Not more than four points of credit may be earned by a student under this paragraph, and no grade shall be assigned to such a point.

1.12.2 The director of the moot court program may award one point of credit per term to a student for service as an upper-year coach for an alternative first-year moot court program. Not more than two points of credit may be earned by a student under this paragraph, and no grade shall be assigned to such a point.

1.12.3 As used in these rules, “alternative first-year moot court program” refers to a program that has been approved by the faculty as an alternative to the first-year foundation moot court program.

**1.13 Faculty-Directed Reading Groups**

1.13.1 A student may receive one point of academic credit for participation in a faculty-directed reading group. No more than two points of faculty-directed reading group credit may be counted towards any student’s degree, and a student may not take the same reading group more than once for credit. A faculty-directed reading group shall be sponsored by a faculty member who agrees to take responsibility for obtaining faculty approval of the reading group and ensuring that the reading group meets the requirements of sections 1.13.2 and 1.13.3.

1.13.2 A reading group shall meet on a regular basis throughout the semester for a minimum of 14 hours and, in addition, must satisfy the requirements of Rule 5.3.3 with regard to out-of-class work. Typically this will be seven bi-weekly sessions of two hours each, together with four hours of assigned reading for each session, but the faculty advisor may vary the schedule. Every session shall be facilitated by the faculty advisor or another discussant who is a member of the Columbia University faculty. The faculty advisor shall be responsible for ensuring that every session is facilitated.

1.13.3 Reading group participation shall be graded on a CR/F basis. Neither written work nor an examination is required to receive academic credit for reading group participation. To earn credit for the reading group, a student must be in attendance for a minimum of twelve hours and must complete all required out-of-class work. The faculty

advisor shall be responsible for certifying that students have satisfied these requirements.

**1.14 Professional Experience Requirement**

Every student shall satisfactorily complete a minimum of 560 hours of qualifying professional experience in order to graduate.

1.14.1 Qualifying professional experiences: (i) may be completed at any time following the first year of study and before graduation; (ii) may be paid or unpaid; and (iii) may consist of a placement-based learning at and/or fieldwork involving a law firm, non-profit or non-governmental organization, or legal services provider; a local, state, or federal government agency or legislative office; judicial chambers; research institutes, centers, and programs; and other settings that provide opportunities to apply and further develop practical lawyering skills.

1.14.2 Hours completed in fulfillment of the Pro Bono Service Requirement (J.D. Rule 1.10) or the experiential coursework requirement (J.D. Rule 1.1.5) do not apply toward fulfillment of this rule.

# 2. Examinations

**2.1 Regular Examinations**

2.1.1 Written examinations are held at the end of each term in all courses completed during that term. In other second- or third-year courses extending through two terms, written examinations may be held at the end of the fall term at the option of the instructor, who will announce the decision to the class at an early date.

2.1.2 Every student, whether matriculated or non-matriculated, must be present for examination in all courses for which he or she is registered unless excused by the Dean. No student is eligible for an examination in a course for which he or she has not registered.

2.1.3 Tentative examination schedules are prepared early in the term but cannot be finalized until the middle of the term. All students should be prepared to sit for examinations at any point throughout the examination period. Under special circumstances, the Dean may permit the rescheduling of examinations but work, personal or travel arrangements should be made to accommodate the full examination period.

**2.2 Unexcused Absence From Examination**

A student who has not been excused by the Dean and is absent from the examination in any course for which he or she is registered shall receive the grade of Failure in that course.

**2.3 Excused Absence From Examination**

2.3.1 A student who has been excused from taking an examination in a course must take, as a make-up examination, the next examination given in that course. If the content of the course is changed before the next examination is given, the student will be required to study the changed content. If the content of the course is redistributed or omitted so that no examination is given which fairly covers the same general subject matter, the student may be required to take an additional course in lieu thereof.

2.3.2 A student who in the last two terms of residence before expected graduation misses the regular examination in a course for reasons beyond his or her control and without fault and who has no opportunity, prior to the scheduled date of graduation, to take a make-up examination as provided in Rule 2.3.1, shall be entitled to a special examination in the course. The Rules Committee shall administer this Rule and shall determine the student's eligibility for, and the time and place of, the special examination.

2.3.3 No special examinations shall be given

# 3. Letter Grades

**3.1 Letter Grades**

3.1.1 The Law School uses an alphanumeric grading system to evaluate students' performance. In a timely manner, professors/instructors shall assign one of the following final grades to each student registered in his or her courses, which shall be reflected in the student's academic transcript: A (with plus and minus designations), B (with plus and minus designations), C, F, CR when so approved by the Curriculum Committee, or W in accordance with Rule 1.2.8.

3.1.2 A second-year or third-year student may elect to have the grade in a letter-graded course changed to a grade awarded on a Credit-Fail basis subject to the following conditions:

- 3.1.2.1 At any time during a term through the last day of classes, a second-year or third-year student registered for a letter-graded law course may notify the Registrar to have that student graded on a Credit-Fail basis. If a student has so notified the Registrar the student may not revoke that notification after the last day of classes. The Registrar shall make the change after the professor/instructor has completed and submitted all grades for the course. The Registrar shall not disclose the change to the professor/instructor until the final grades have been released and entered on the student's transcript. *The letter grade submitted by the instructor in a course in which a student has chosen to be graded on a*

*Credit-Fail basis will not be considered in the determination of whether that student is eligible for honors.*

- 3.1.2.2. A student may make the election described in section 3.1.2.1 for not more than one course per term.
- 3.1.2.3. A student may make the election described in section 3.1.2.1 for not more than a total of ten credits of letter-graded law courses.
- 3.1.2.4. A student may not make the election described in section 3.1.2.1 for any course, seminar, or program intended to satisfy the foundation requirement of Rule 1.1.6.1, the professional responsibility requirement of Rule 1.1.6.2, or the course in Legislation and Regulation, required by Rule 1.1.6.3

3.1.3 Any student may, at any time, request that he or she be graded on the basis of Credit–Fail. In such event, the student's performance in every offering is graded in accordance with the standards outlined above, and the grades entered on the student's permanent transcript; but the transcript released to the student, or to others at the student's request, shall contain no grades other than Credit (for all passing grades) and Fail. A student electing this option may revoke it at any time prior to graduation and receive or request a copy of his or her transcript with grades recorded in accordance with the above. In all cases, the transcript received or requested by the student shall show, on a cumulative basis, all of the grades of the student presented in a single format—i.e., all grades shall be in accordance with those set forth above, or all grades shall be stated as Credit or Fail.

3.1.4 Credits which appear on a student's transcript with the grade W shall not count toward that student's GPA or eligibility for the receipt of academic honors, as set forth in Rule 3.2.3.

3.1.5 A mark of YC may be given at the end of the first term of a course in which the full year's work must be completed before a final grade is assigned. The grade given at the end of the second term is the grade for the entire course. In the case of students undertaking independent research and whose supervising faculty determine that the work is of such magnitude that it requires an additional semester of research and academic credit, students must alert Registration Services prior to the grading deadline. Registration Services will record the mark of YC on behalf of the faculty supervisor and with their approval. This does not preclude faculty awarding a letter grade for work done thus far nor does this preclude awarding the mark of IN if the final work product is not submitted by the fall work submission deadline and no agreement for further work is made.

**3.2 Academic Standing (Honors system in place through J.D. Class of 2024/LL.M. Class of 2022)**

3.2.1 Kent Scholar. A student shall be named a Kent Scholar, in recognition of outstanding academic achievement.

3.2.2 Stone Scholar. A student shall be named a Stone Scholar, in recognition of superior academic performance.

3.2.3 No student shall be named a Kent or Stone scholar for any academic year that does not include at least 15 graded Law School points. Only grades in Law School offerings are calculated in the award of honors. Any course for which a student received the grade of W will not count toward graduation credit, the award of honors, or the student's GPA.

3.2.4 The grade for Failing work may result from either of two circumstances:

- 3.2.4.1 the unexcused failure of the student to comply with some requirement of the offering (e.g., unexcused absence from the final examination), in which instance the grade shall not be subject to modification except with the concurrence of the instructor; or
- 3.2.4.2 poor performance by the student on an examination or other basis for evaluation, in which instance:
    - 3.2.4.2.1 if the student receives only one grade of Fail in any term, he or she shall have the following options:
        - 3.2.4.2.1.1 to participate, but not re-enroll in, the same course the next time it is given unless excused from participation by the instructor after consultation with the student, but in either event to take the examination when it is next given, and if the student passes such reexamination, to have the grade of Fail changed on the record to the grade received thereon; or
        - 3.2.4.2.1.2 except in connection with required courses, to let the grade of Fail remain on the record, not to repeat the course, and obtain sufficient credits of satisfactory work in other courses to secure the necessary points for graduation; or
        - 3.2.4.2.1.3 only with the consent of the instructor, to undertake remedial instruction and submit to re-examination out-of-course, in which case if the student performs satisfactorily on the re-examination, the grade of Fail will be changed to C.
    - 3.2.4.2.2 The options set forth in the paragraph above are subject to the following understandings and qualifications:
        - 3.2.4.2.2.1 grades received on re-examination, which replace the grade of Fail pursuant to 3.2.4.2.1.1 or 3.2.4.2.1.3, shall appear on the student's record with an accompanying notation to the effect credit/fail that such grade was obtained on a re-examination following unsatisfactory performance when the course was previously taken. Where the student has elected to have the grades recorded on a Credit/Fail basis, a grade of Credit obtained under similar circumstances shall also appear on the student's record with such accompanying notation.

        - 3.2.4.2.2.2 it is the faculty's understanding that 3.2.4.2.1.3 will be the usual device where impending graduation or delay in grading fifth-term students, together with a want of other credits toward graduation, foreclose the use of others within the usual period of the student's law school career.
        - 3.2.4.2.2.3 in exercising these options, students must be aware that the substitute course may be required to meet the residence requirement for the prior term, and in that case could not also be counted toward the residence requirements applicable to other terms.
- 3.2.4.3 If the student receives two or more grades of Fail in any term, such student shall instead pursue such course of study, upon such terms, as shall be prescribed by the Rules Committee; provided, however, that the Rules Committee may permit expeditious remedial instruction and re-examination in the case of any course or courses only with the concurrence of both the instructor who gave the grade of Fail and the student.
- 3.2.4.4 A student shall not receive academic or writing credit in any offering in which the performance is graded Fail. Students will be excluded from the school, on the basis of poor academic performance, either where:
    - 3.2.4.4.1 the student has received, cumulatively, four or more grades of Fail (for this purpose, a grade of Fail shall be counted every time given, even if it is given more than once for the same course and even though a higher grade may later be achieved); or
    - 3.2.4.4.2 the student has received a grade of Fail in a required course or tutorial seminar in Legal Methods or more than one Fail grade during an academic year, and the grade in the required course or tutorial seminar or two or more of the grades fall into any of the following categories:
        - 3.2.4.4.2.1 grade given for failure to comply with some requirement of the offering; or
            - 3.2.4.4.2.1.2 grade given for poor performance, and the student failed, for two school weeks following receipt of the grade and appropriate notice, to consult with the instructor about his or her performance in the course and the options under Rule 3.2.4.2.1; or
            - 3.2.4.4.2.1.3 grade given for poor performance, and the student does not rectify the situation by pursuing one of the options provided in Section 3.2.
    - 3.2.4.4.3 In other curricular offerings extending through the year, a single grade applying to the work of both terms may be recorded if approved by the Dean and announced prior to pre-registration. In all other courses and seminars extending through an academic year, separate grades are recorded for the work of the first and of the second terms, and for grading and point-credit purposes the work of each term is treated as if it were a separate course or seminar.

- 3.2.4.5 The Rules Committee may, upon petition, re-admit students excluded on the basis of the above standard, on such conditions and subject to such limitations as the Rules Committee deems appropriate. If a student is excluded from the school, and his or her petition for re-admission is denied, arrangements shall be made to refund an appropriate portion of tuition paid for any incomplete portion of a term during which the decision to exclude is made.

**3.2 Academic Standing (Honors system in place beginning with J.D. Class of 2025/LL.M. Class of 2023)**

3.2.1 Highest Honors. A student shall be awarded Highest Honors for an academic year if during that academic year the student has earned at least 15 letter-graded law credits toward the student's degree, and has a grade point average that places the student in the top two percent of the student's class that year.

3.2.2 High Honors. A student shall be awarded High Honors for an academic year if during that academic year the student has earned at least 15 letter-graded law credits toward the student's degree, and has a grade point average that places the student in the top ten percent, but below the top two percent, of the student's class that year.

3.2.3 Honors. A student shall be awarded Honors for an academic year if during that academic year the student has earned at least 15 letter-graded law credits toward the student's degree, and has a grade point average that places the student in the top forty percent, but below the top ten percent, of the student's class that year.

3.2.4 Only letter-graded law credits are used to calculate honors.

3.2.5 No student shall receive any level of Honors for any academic year that does not include at least 15 graded Law School points. Only grades in Law School offerings are calculated in the award of honors. Any course for which a student received the grade of W will not count toward graduation credit, the award of honors, or the student's GPA.

3.2.6 The grade for Failing work may result from either of two circumstances:

- 3.2.6.1 the unexcused failure of the student to comply with some requirement of the offering (e.g., unexcused absence from the final examination), in which instance the grade shall not be subject to modification except with the concurrence of the instructor; or
- 3.2.6.2 poor performance by the student on an examination or other basis for evaluation, in which instance:
    - 3.2.6.2.1 if the student receives only one grade of Fail in any term, he or she shall have the following options:
        - 3.2.6.2.1.1 to participate, but not re-enroll in, the same course the next time it is given unless excused from participation by the

instructor after consultation with the student, but in either event to take the examination when it is next given, and if the student passes such reexamination, to have the grade of Fail changed on the record to the grade received thereon; or
        - 3.2.6.2.1.2 except in connection with required courses, to let the grade of Fail remain on the record, not to repeat the course, and obtain sufficient credits of satisfactory work in other courses to secure the necessary points for graduation; or
        - 3.2.6.2.1.3 only with the consent of the instructor, to undertake remedial instruction and submit to re-examination out-of-course, in which case if the student performs satisfactorily on the re-examination, the grade of Fail will be changed to C.
    - 3.2.6.2.2 The options set forth in the paragraph above are subject to the following understandings and qualifications:
        - 3.2.6.2.2.1 grades received on re-examination, which replace the grade of Fail pursuant to 3.2.6.2.1.1 or 3.2.6.2.1.3, shall appear on the student's record with an accompanying notation to the effect that such grade was obtained on a re-examination following unsatisfactory performance when the course was previously taken. Where the student has elected to have the grades recorded on a Credit/Fail basis, a grade of Credit obtained under similar circumstances shall also appear on the student's record with such accompanying notation.
        - 3.2.6.2.2.2 it is the faculty's understanding that 3.2.4.2.1.3 will be the usual device where impending graduation or delay in grading fifth-term students, together with a want of other credits toward graduation, foreclose the use of others within the usual period of the student's law school career.
        - 3.2.6.2.2.3 in exercising these options, students must be aware that the substitute course may be required to meet the residence requirement for the prior term, and in that case could not also be counted toward the residence requirements applicable to other terms.
- 3.2.6.3 If the student receives two or more grades of Fail in any term, such student shall instead pursue such course of study, upon such terms, as shall be prescribed by the Rules Committee; provided, however, that the Rules Committee may permit expeditious remedial instruction and re-examination in the case of any course or courses only with the concurrence of both the instructor who gave the grade of Fail and the student.
- 3.2.6.4 A student shall not receive academic or writing credit in any offering in which the performance is graded Fail. Students will be excluded from the school, on the basis of poor academic performance, either where:
    - 3.2.6.4.1 the student has received, cumulatively, four or more grades of Fail (for this purpose, a grade of Fail shall be counted every time given,

even if it is given more than once for the same course and even though a higher grade may later be achieved); or

- 3.2.6.4.2 the student has received a grade of Fail in a required course or tutorial seminar in Legal Methods or more than one Fail grade during an academic year, and the grade in the required course or tutorial seminar or two or more of the grades fall into any of the following categories:
  - 3.2.6.4.2.1 grade given for failure to comply with some requirement of the offering; or
    - 3.2.6.4.2.1.2 grade given for poor performance, and the student failed, for two school weeks following receipt of the grade and appropriate notice, to consult with the instructor about his or her performance in the course and the options under Rule 3.2.4.2.1; or
    - 3.2.6.4.2.1.3 grade given for poor performance, and the student does not rectify the situation by pursuing one of the options provided in Section 3.2.
- 3.2.6.4.3 In other curricular offerings extending through the year, a single grade applying to the work of both terms may be recorded if approved by the Dean and announced prior to pre-registration. In all other courses and seminars extending through an academic year, separate grades are recorded for the work of the first and of the second terms, and for grading and point-credit purposes the work of each term is treated as if it were a separate course or seminar.

- 3.2.6.5 The Rules Committee may, upon petition, re-admit students excluded on the basis of the above standard, on such conditions and subject to such limitations as the Rules Committee deems appropriate. If a student is excluded from the school, and his or her petition for re-admission is denied, arrangements shall be made to refund an appropriate portion of tuition paid for any incomplete portion of a term during which the decision to exclude is made.

**3.3 Satisfactory Progress**

A student is expected to make satisfactory progress toward fulfillment of the requirements for the J.D. degree.

3.3.1 Without the approval of the Rules Committee, and compliance with such terms and conditions as it may impose, a student may not:

- 3.3.1.1 Commence the fourth semester without having completed all the requirements save one associated with the first two semesters.
- 3.3.1.2 Commence the fifth semester without having completed all the requirements save one associated with the first four semesters.
- 3.3.1.3 Commence the sixth semester without having completed all the requirements save one associated with the first five semesters.

- 3.3.1.4 Apply for the J.D. degree without having completed all the requirements save one associated with the first five semesters.

3.3.2 To the extent that timely completion of any point credit requirement depends on the submission of written work, the following rules apply:

- 3.3.2.1 In the case of written work undertaken in the second year, an extension shall in no event be granted beyond the 15th day of October of the third year.
- 3.3.2.2 In the case of written work undertaken in the fall term of the third year, an extension shall in no event be granted beyond the first day of the following April.
- 3.3.2.3 In the case of written work undertaken in the spring term of the third year, an extension shall not be granted except in extraordinary circumstances. Candidates for graduation are hereby placed on notice that if such an extension is granted, it may result in postponement of graduation and of eligibility to take a bar examination.
- 3.3.2.4 In the case of students who by reason of interruptions of residence or who are not otherwise on the normal three-year track, the Rules Committee shall take the provisions of sub-paragraphs 3.3.2 as guidelines for establishing absolute limits on extensions of time.
- 3.3.2.5 A student who fails to submit written work in the time specified in this Rule, including any extension of time, shall be awarded a failing grade unless he or she petitions the Rules Committee and is granted an extension or additional extension as the case may be, which shall in no event exceed the limitations set forth above. A student who receives a failing grade on written work, either by reason of failure to make timely submission or unsatisfactory performance, will not be permitted to register for similar work in a subsequent term except on a topic substantially different from the topic of such late or unsatisfactory work.

3.3.3 The Dean may refer to the Rules Committee for appropriate action any student who is likely to be in violation of the foregoing standards at the end of the semester in progress.

**3.4 Disclosure of Grades**

Except with the consent of the student, a student's transcript shall not be made available to anyone except the student and members of the faculty and administration of the School of Law. Where a student elects to be graded on a Credit-Fail basis, no one shall have access to the transcript containing the original grades awarded except the administrative personnel in the Dean's Office and the Registrar's Office responsible for entering grades. The student's file available to the administration and faculty shall contain a transcript limited to grades of Credit and Fail.

In the absence of objection from a student, or a student's election of a Credit-Fail mode of grading, the student's grades will be made available, on request, to Law School student publications, to committees administering the Moot Court and Teaching Fellows programs, and to other Law School activities or organizations seeking access to such information who obtain the approval of the Dean and the Advisory Committee. In such instances, the number of recipients in any such organization or activity shall be narrowly circumscribed, and they shall be obliged to treat such information as confidential; breach of confidence shall be grounds for revoking access.

If a member of the faculty is advised by a student that the instructor has been given as a reference for employment or other purposes, the faculty member, in responding to an inquiry or submitting a recommendation, shall be free to describe all aspects of the student's Law School work known to the faculty member or available on inspection of the student's file. In all other instances where a faculty member is queried about a student, comments shall be limited to first-hand observations of the student's work and a general description of the student's performance, but shall not, without the permission of the student, reveal the student's grades in particular offerings (except the instructor's own).

# 4. Degrees

### 4.1 University Action

A degree will not be awarded unless the preliminary qualifications of the student are approved by the Director of Admissions, and the student is matriculated as a candidate for the degree.

### 4.2 Application for the Degree

At pre-registration for the final term in which a student will earn credit toward a degree, the candidate must file with the Office of Registration Services an application for the degree. If a degree is not awarded as anticipated by the applicant, a new application must be filed prior to the start of the term in which the degree is to be awarded.

### 4.3 Diplomas

Diplomas are issued at Commencement in May and in October and in February.

# 5. General Regulations

### 5.1 Students

Each person whose registration has been completed will be considered a student of the University during the term for which he or she is registered unless the connection with the University is officially severed by withdrawal or otherwise. No student registered in any school or college of the University shall at the same time be registered in any other school or college either of Columbia University or of any other institution without the specific authorization of the Dean of the school or college of the University in which he or she is first registered.

The privileges of the University are not available to any student until registration has been completed. Since, under the University statutes, payment of fees is part of registration, no student's registration is complete until fees have been paid. No student is permitted to attend any University course for which he or she is not officially registered unless auditing privileges have been granted. No student may register after the stated period without the written consent of the Dean of Registration Services.

**5.2 Academic Discipline**

The continuance of each student upon the rolls of the University, the receipt of academic credits, graduation, and the conferring of any degree or the granting of any certificate are strictly subject to the disciplinary powers of the University.

**5.3 Class Attendance and Preparation**

5.3.1 Regular attendance is expected of every student, whether he or she is a degree candidate or a special student, at all meetings of the courses in which he or she is registered. A student may be excluded from the examination in any course by the instructor in charge if he or she has not registered for and regularly attended the course.

5.3.2 Adequate preparation of assignments, and informed participation in class discussion, are expected of every student. In the absence of prior communication of a valid excuse to the instructor, a student may be excluded by the instructor from the class for which he or she is unprepared, and if he or she is unprepared on more than one occasion, he or she may be excluded from the examination in the course. The quality of a student's preparation, and of the participation in class discussion, may be considered by the instructor, without special notice, in determining the student's grade in the course.

5.3.3 Pursuant to Standard 310 of the American Bar Association's Standards for Approval of Law Schools, students should typically expect to conduct at least 120 minutes of out-of-class work per week for every hour of class time unless otherwise guided by the instructor**.**

5.3.4 Video or audio recordings are not permitted to be made during classroom lectures except with the approval of the instructor.

**5.4 Demeanor**

Behavior in every academic exercise is expected to be consistent with general attentiveness. Suitable attire is expected; casual clothing is appropriate for most occasions.

**5.5 Withdrawals and Leaves of Absence**

Any student who has completed one term of residence in the Law School and who is in good academic standing may apply in writing to the Dean of Students for a leave of absence. In the case of a serious medical issue, students can apply for a leave of absence prior to completing

one term of residence. The student should state the reasons for the leave of absence and the date of expected return to the Law School. Such applications will normally be granted for a period not to exceed two years. In the case of a student under disciplinary sanction or charged with a breach of discipline in a pending proceeding, the Dean shall attach such conditions to the leave of absence as may be appropriate to ensure that the student may not avoid such sanction or submission to such proceeding. Unless otherwise specified, a student who is granted a leave of absence may return to the Law School at or before the end of such leave without making formal application for readmission.

Any student may request permission to withdraw from the Law School by applying to the Dean of Students in writing. Upon approval by the Dean, the student must notify the Registrar of his or her withdrawal in writing. Any student who withdraws or fails to register without being granted a leave of absence may return to the Law School only upon a formal application for readmission.

Failure to attend classes or unofficial notification of instructors does not constitute formal withdrawal and will result in Failing grades in all courses.

**5.6 Registration of Student Organizations**

Blanks for the registration of student organizations, other than those for which the responsibility is assumed by a faculty or department of instruction, may be obtained at the room assignment desk in the Office of the University Registrar.

Such student organizations come under the jurisdiction of the Student Affairs Committee of the University Senate. They may be granted the privilege of the use of names in which the name of the University is embodied or suggested and the use of University rooms or grounds for meetings and bulletin boards for announcements, only if they have filed the registration blank. On this form, the organization must furnish the committee with lists of officers and other executive members, statement of purposes, copies of constitution and by-laws, and information concerning the nature of any affiliation or connection with non-university organizations.

# 6. Admission to the Bar

### 6.1 Rules Governing Admission to the Bar

Students should familiarize themselves with the rules governing admission to the bar in the states in which they intend to practice and should comply with the requirements of such states relating to age and preliminary education, and to law school courses and other legal training.

Students desiring to obtain the certificate of regular attendance issued by the School and accepted by the State Board of Law Examiners of New York as proof of a term's study of law must complete their registration in the University no later than the last day of the change of program period in each term and must attend regularly the lectures and other exercises of the year.

For information concerning admission to the bar in the state of New York, applicants should address the State Board of Law Examiners, 7 Executive Center Drive, Albany, New York 12203. Those expecting to apply for admission to the bar in the state of New York are advised to keep a careful and detailed record of all employment, even the most temporary. It is highly advisable to secure from each employer, immediately on the termination of employment, an affidavit showing the length of employment, in what capacity the student was employed and a statement of the employer's opinion of the student's character.

# 7. Supplement: Rules Regarding Written Work

A student who puts his or her name on any written work offered in satisfaction of an academic requirement shall be deemed by that act to have certified that no unauthorized aid has been received in connection with the work identified as the student's own.

The directions given below are to be followed in the preparation of all written work submitted unless the instructor under whose supervision the work is being done indicates otherwise.

The paper should be typewritten or printed, double spaced, with name, 1¼ inch margins, either on legal paper or on letter-size paper (8½ x 11 inches). The paper should be securely stapled or clipped together, with a cover page giving its title, the author's name, and the name of the professor for whom it is written. The student must personally sign the document, pursuant to the Law School rule respecting certification.

The Table of Contents (with references to pages of the text) should come first, and its main heading should correspond to the main headings throughout the paper, which should be centered on the page and typed in capitals. Subordinate headings should be indicated by lowercase type.

The footnotes must be separated from the text; they may be put either at the bottom of each page of text, or bound separately and fastened to a folder so that the notes face the text. The footnotes should contain a digest of each case cited, sufficient to show the relevance and strength of the case as a holding on the point for which it is cited. Cite only those cases that are sufficiently important to deserve this kind of presentation.

The text should be concise and should discuss details of cases only where the decision is a leading case, or for the purpose of illustrating a point in the text. A case once digested need not be digested again if later referred to; one digest, adequate to present all points, may be used by cross reference. Pertinent statutory sections should be quoted in full wherever questions of interpretation are raised.

The form of citation should conform to the standard of the Columbia Law Review notes. In all case citations, the names of the parties, with both the official citation and such unofficial citations as the National Reporter series or the English Reprints, should be given, together with the date. References to texts or treatises should give the edition and date, together with page or section. Law review citations should give the volume, page, and date, and if an article, the author's name followed by the title of the article. No citation should be included in the text. A citation once given may be referred to in subsequent footnotes by means of supra and followed by the number of the footnote in which the citation appears.

Where extra-legal data are derived from published materials, the publication should be cited. If based upon unpublished interviews or questionnaires, the method and scope of the investigation should be stated, including names of individuals from whom data were obtained and their official or business connections.

Coherence and sustained analysis and synthesis of the subject matter are of the utmost importance. The student should seek to attain these with as much grace of diction and style as he or she can command. The paper should be a good deal more than a digest of decisions. In general, use of the first person should be avoided. An impartial presentation of rival doctrines or analyses should precede, but does not preclude, the writer's expression of his or her own preference.

Columbia Law School's Regulations and Policies

- Academic Procedures
- Procedures for Student Discipline
- Grievance Procedure
- Academic Integrity

Columbia University's Regulations and Policies

- Columbia University Regulations and Policies
- Center for Student Success and Intervention
- Gender-Based Misconduct Policy for Students

# II. LLM Rules

## 8. LL.M. Program Degree Requirements

**8.1 Degree Requirements.**

To earn the LL.M. degree, candidates must:

8.1.1 Earn 24 points of academic credit with a minimum of 11 points of credit per term. Academic points of credit are earned by satisfactory completion of a course, seminar or other academic activity with a grade of C or better, or with a grade of CR in courses or activities permitting or requiring grading on a credit/fail (CR/F) or an LP or better in courses on a pass/fail (HP/P/LP/F) scale, such as Introduction to American Law (IAL) and Legal Research and Writing (LRW). Of the 24 points of academic credit required for the degree,

- Up to eight points can be earned through supervised research or LL.M. Essay;
- Up to one point can be earned through research assistant credit. See LL.M. Research Assistant;
- Up to three points can be earned through teaching fellow credit. See LL.M. Teaching Assistant; and
- Up to six points can be earned in graduate level courses, meaning not open to any undergraduate students, outside the Law School. See Cross-Registration in Other Graduate Schools at Columbia or at NYU Law.

8.1.2 Satisfactorily complete IAL and LRW, except those who have earned a J.D. from a U.S. law school or those who waive or opt out of the courses pursuant to the program's rules for waiving or opting out provided by the Office of Graduate Degree Programs (OGP).

8.1.3 Complete the LL.M. Experiential requirement. See LL.M. Experiential Requirement.

8.1.4 Earn a grade point average (GPA) of 2.67 (B-) or better, or a preponderance of B or better grades. Grades earned in courses taken outside of the Law School, either in another division of Columbia University or as part of the CLS/NYU Law Exchange, as well as Law School courses graded on a CR/F or P/F basis, will not be factored into either calculation. If an LL.M. candidate fails more than one course or seminar, the student's candidacy will be terminated automatically and the student will not earn the degree.

## 9. Degree Conferral Dates

**9.1 Degree Conferral Dates.**

Dates for award of the LL.M. degree fall in May, October, and February. LL.M. candidates who expect to receive the degree must file a degree application by the dates indicated by the Office

of the University Registrar. Students who do not complete the requirements for the degree are responsible for applying for the next degree conferral date. More information on degree applications is available through The Office of Registration Services.

**9.2 Postponement of Degree Conferral.**
LL.M. candidates who have not yet completed all of the work required to graduate (i.e. have Incomplete notations on their transcripts) may only postpone graduation twice (e.g., for an LL.M. student whose original graduation date is May, the latest the student may complete any outstanding work and graduate is the following February).

**9.3 Withdrawal and Leaves of Absence.**
Any student who has completed one term of residence in the Law School and who is in good academic standing may apply in writing to OGP for a leave of absence. In the case of a serious medical issue, students can apply for a leave of absence prior to completing one term of residence. The student should state the reasons for the leave of absence and the date of expected return to the Law School. Such applications will be granted for a period not to exceed two years. In the case of a student under disciplinary sanction or charged with a breach of discipline in a pending proceeding, conditions to the leave of absence as may be appropriate to ensure that the student may not avoid such sanction or submission to such proceeding shall be attached. Approval of the Leave of Absence – and any conditions – will be sent to the student by OGP. Unless otherwise specified, a student who is granted a leave of absence may return to the Law School at or before the end of such leave without a formal application for readmission.

Any student may request permission to withdraw from the Law School by applying to OGP in writing. Any student who withdraws or fails to register without being approved for a leave of absence may return to the Law School only upon a formal application for readmission.

Failure to attend classes or unofficial notification of instructors does not constitute an approved withdrawal and will result in Failing grades in all courses.

# 10. Full-Time Residency Requirement and Points of Academic Credit Limits Per Term

**10.1 Residency Requirement.**
The LL.M. Program is a full-time, academic year (August-May) program. LL.M. students must take a minimum of 11 points of academic credit per term to be in full-time status at the Law School (the Law School's minimum points of academic credit requirement overrides the minimum requirement set by the University). **Because of the full-time residency requirement, degree candidates are not permitted to accept or continue employment, other than on-campus work, during the LL.M. Program.**

**10.2 Academic Credit Limits Per Term.**

LL.M. students may take a maximum of 15 points of academic credit per term for fall and spring terms. In rare circumstances, a student may have a compelling reason to take 16 points of academic credit in one term. In such instances, the student must obtain approval from an advisor of OGP by completing an LL.M. Points Petition Form before the end of the Add/Drop period for that term.

**10.3 Part-time Basis.**
While LL.M. candidates are not admitted on a part-time basis, an exception to this rule may be made for students who for personal reasons may need to spread their studies over a three-semester period, taking eight points of academic credit per term. Students who opt to complete their program over three semesters are charged tuition on a per-credit basis instead of a per-semester basis, thus resulting in a greater overall tuition charge. This option is only available to students who do not require a student visa to study at Columbia, as the total credit points per term fall below the University's minimum requirement to qualify as a full-time student for visa purposes. LL.M. students seeking to attend on a part-time basis must submit a written request to OGP.

**10.4 Transfer Credits.**
The Law School does not accept transfer credits for the LL.M. Program, including credits earned in any other degree or non-degree program at Columbia University.

# 11. January Term (J-Term) Credit

**11.1 January Term.**
J-term courses do not count towards the 11 credit minimum for the spring term, and do not count against the 15 credit maximum for the spring term. If a student registers for a J-term course, the student is still required to take an additional 11 credits in the spring, at a minimum (and will therefore earn 12 credits, at a minimum, in the spring).

# 12. LL.M. Essay

**12.1 LL.M. Essay.**
The LL.M. Essay represents a larger undertaking than supervised research. Students who select this option typically are seeking to produce a work of publishable quality, more along the lines of a Master's thesis. The principal difference between the two options lies in the formality of presentation required for an LL.M. Essay. The LL.M. 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 it is finally submitted. A copy of the final LL.M. Essay is deposited electronically in the Law School library, and its title appears on the student's transcript. By agreeing to deposit the LL.M. Essay with the Law Library, the student consents to its being made available for library use, reproduction, distribution, and display in any regularly employed format, which may include electronic forms. Other uses, such as derivative work use, remain the sole property of the student.

**12.2 Requirements for the LL.M. Essay.**
An LL.M. Essay must fulfill all of the following conditions:

12.2.1 It must be a substantial and rigorous piece of legal writing based on research on a topic approved in advance by a faculty member (including clinical, visiting and adjunct faculty) who has agreed to act as Faculty Supervisor. The Faculty Supervisor must approve the scope and title of the LL.M. Essay;

12.2.2 It must be submitted in draft form to the Faculty Supervisor, who will provide comments on the draft, and a further version of the paper which responds to the Faculty Supervisor's comments must be produced; and

12.2.3 It must earn a B or better grade.

**12.3 Length of LL.M. Essay.**
The length of the LL.M. Essay must be determined in advance of registration by the student and the Faculty Supervisor, and is typically worth between 2 and 8 points of academic credit. LL.M. students register for the LL.M. Essay by completing the LL.M. Essay Registration form in LawNet. Candidates must obtain approval in LawNet of both the professor and an OGP advisor.

**12.4 LL.M. Essay and the New York Bar Exam.**
LL.M. Essay points of academic credit do not count towards the 24-credit requirement to cure deficiency for the New York Bar Exam.

**12.5 Additional LL.M. Essay information:**

1. One pdf copy in final form and one release form must be deposited with OGP for submission to the Law School Library.
2. The LL.M. Essay should be double-spaced, using a font conventional for formal presentations. All text must be kept within margins of one-and-a-half inches at left and top and one inch at right and bottom.
3. The title page should contain only the following information in the following order:

Title of LL.M. Essay centered in upper one-third of page.
Full name of author (two spaces below title).
Submitted in partial fulfillment of the requirements
for the degree of Master of Laws in the
School of Law
Columbia University

(Do not include the month, year, or other information.)

The LL.M. Essay should include a Table of Contents with page references at the front; an abstract; keywords; a Table of Cases at the end; and, in some instances, a Table of Statutes or Bibliography at the end.

All pages, including tables, bibliography, and appendices, should be numbered consecutively in Arabic numbers in the upper right hand corner (outside of the margin at the top). Prefatory pages, however, should be numbered in small Roman numerals.

Footnotes and references may appear at the bottom of the page to which they refer, at the end of each chapter, or at the end of the Essay. Citations should conform to the style of the *Columbia Law Review.*

# 13. LL.M. Supervised Research

**13.1 Supervised Research.**

Supervised research entails writing a research paper independently of any course under the supervision of a Columbia Law School faculty member (including clinical, visiting and adjunct faculty) who agrees to supervise the work and grade it on the A-B-C-F scale. The paper must be worth at least two points of academic credit and 20 pages in length. Students can earn an additional point for each additional 10-15 pages written. LL.M. students register for supervised research by completing the LL.M. Supervised Research Form in LawNet and selecting the category Research for the LL.M. Degree, L6691.

**13.2 Stages of Supervised Research.**

A student is expected to communicate regularly with the Faculty Supervisor, and depending on the agreement with the supervisor, may proceed through any or all of the following stages:

13.2.1 *Topic selection:*
The student and supervisor agree on a subject matter area, and discuss possible research topics within that general area.

13.2.2 *Preliminary research:*
Following selection of a topic, the student conducts research aimed at narrowing and refining the project and the supervisor provides feedback that assists the student in formulating a research and writing plan.

13.2.3 *Project outline:*
The student prepares and submits a written outline of the research project and the supervisor responds with substantive feedback.

13.2.4 *Paper draft:*
The student submits a preliminary draft of the paper or its equivalent and the supervisor provides written or oral comments on the draft.

13.2.5 *Final paper:*
The student submits the final paper for the professor's evaluation.

**13.3 Supervised Research and the New York Bar Exam.**
LL.M. Supervised Research points of academic credit do not count towards the 24-credit requirement to cure deficiency for the New York Bar Exam.

**13.4 LL.M. Supervised Research: Course Related.**
If a course requires a research paper of fewer than 10 pages, a student may seek the instructor's permission to write a longer research paper. In such cases, if the student writes at least 10-15 additional pages, the student may be entitled to earn one additional point of academic credit. The student must register the additional point by completing the LL.M. Supervised Research Form in LawNet, and selecting Supervised Research: Course Related, L6689. In the case of a two-credit seminar, the student will thus earn a total of three points of academic credit—two for the seminar and one for the additional work done on the paper.

**Supervised Research: Course Related points of academic credit do not count towards the 24-credit requirement to cure deficiency for the New York Bar Exam.**

Supervised Research: Course Related may not be completed in conjunction with an externship.

# 14. LL.M. Experiential Requirement

**14.1 LL.M. Experiential Requirement.**
Each LL.M. candidate must satisfy the LL.M. Experiential Requirement ("Experiential Requirement") by completing at least 1 credit of experiential learning.

**14.2 Options to Fulfill the Experiential Requirement.**
LL.M. candidates can fulfill the Experiential Requirement in one of two ways:

14.2.1 *"Experiential learning category" course*
Students who enroll in one course in the "Experiential learning category" will satisfy this requirement. Note that LRW is in this category of courses.

14.2.2 *LL.M. Experiential Study*
Under a faculty member's supervision, LL.M. students may undertake a substantial project through a field placement that requires the exercise of professional skills.

This offering is subject to a limit of two points of credit that may be counted towards the 24 points of credit required for the LL.M. degree, and will be graded on a CR/F basis.

To register an LL.M. Experiential Study, you must complete the LL.M. Supervised Experiential Study Registration Form in LawNet.

LL.M. Experiential Study points of academic credit do not count towards the 24-credit requirement to cure deficiency for the New York Bar Exam.

# 15. LL.M. Research Assistant

**15.1 Research Assistant.**

Under a faculty member's supervision, LL.M. students may serve as research assistants, and in this capacity perform legal research and writing in aid of scholarly investigations. In the case of unpaid research assistance, this offering is subject to a limit of one point of academic credit that may be counted towards the 24 points of academic credit required for the LL.M. degree, and will be graded on a CR/F basis.

A student may elect to serve as a paid research assistant instead of earning one point of credit (or in addition to earning one point of credit, if the student had previously earned one point of credit in a prior semester or the student is doing two credits worth of hours during the same semester and chooses to earn credit for part and pay for part).

Research Assistant points of academic credit do not count towards the 24-credit requirement to cure deficiency for the New York Bar Exam.

To register Research Assistance credit, a student must complete the Research Assistant / Teaching Fellow Registration Form.

# 16. LL.M. Teaching Fellow

**16.1 Teaching Fellow.**

Upon a faculty member's invitation and under a faculty member's supervision, LL.M. students may serve as teaching fellows and in this capacity perform teaching assistance. This offering is subject to a limit of three points of credit that may be counted towards the 24 points of credit required for the LL.M. degree, and will be graded on a CR/F basis.

Teaching Fellow points of academic credit do not count towards the 24-credit requirement to cure deficiency for the New York Bar Exam.

LL.M. Students may not serve as teaching fellows for a course they are simultaneously registered in as a student.

To register Teaching Fellow credit, a student must complete the Research Assistant / Teaching Fellow Registration Form.

# 17. LL.M. Grading and Academic Honors

**17.1 Grading.**
The performance of LL.M. candidates in courses, seminars, and research papers is indicated by the letters A+, A, A-, B+, B, B-, C and F, or with a grade of CR in courses or activities permitting or requiring grading on a credit/fail (CR/F) scale, such as Introduction to American Law (IAL), or an LP or better in courses on a pass/fail (HP/P/LP/F) scale, such as Legal Research and Writing (LRW) Information on grading practices can be found here.

**17.2 Failing Introduction to American Law.**
If an LL.M. candidate fails IAL, the LL.M. candidate, with the consent of the faculty member who taught IAL, will sit for a reexamination of the exam. If the candidate passes the reexamination, the candidate will receive CR for the course. If the candidate does not pass the reexamination, the LL.M. candidate will not be permitted to continue with the degree.

**17.3 Failing Legal Research & Writing.**
If an LL.M. candidate fails LRW, the LL.M. candidate may, with the consent of the LRW faculty member, petition the Rules Committee to allow the LL.M. candidate to complete two credits of Research for the LL.M. Degree in the following semester as a substitute offering for LRW. The failing grade will remain on the candidate's record. **Research for the LL.M. Degree does not count towards the 24-credit requirement to cure deficiency for the New York Bar Exam.**

**17.4 Failing a course graded on the A-F scale.**
A candidate failing a single course or seminar may obtain credit: (i) by reexamination, but he or she will not receive a grade higher than C the second time, and the transcript will include a notation that this grade is the result of re-examination; or (ii) by successful completion of a substitute offering, in which case the failing grade will remain on the candidate's record. To qualify for the degree, LL.M. candidates must earn a grade point average of 2.67 (B-) or better, or a preponderance of B or better grades, and may not fail more than one course or seminar. Students can obtain information on grading curves and GPA calculation from Registration Services.

**17.5 LL.M. Academic Support Plan.**
If, after the fall term of the LL.M. Program, an LL.M. student is considered not on track to graduate as set forth in the LL.M. Academic Support Plan policy, the LL.M. student will be given an Academic Support Plan.

**17.6 Academic Honors.**
LL.M. candidates who complete a minimum of 15 letter graded points in courses taken at

Columbia Law School are eligible for academic honors. Information on academic honors can be found here.

# 18. Cross-Registration in Other Graduate Schools at Columbia or at NYU Law

**18.1 Cross-Registration.**

While there are no joint degree options for LL.M. students, LL.M. students are permitted to register for up to six points of graduate level courses, meaning not open to any undergraduate students, in other departments of the University or as part of the CLS/NYU Law Exchange when such work is deemed appropriate and relevant to their academic programs, and subject to the following limitations:

18.1.1 Credits earned in foreign language courses, even if offered by the Law School or listed on the law school's curriculum schedule, do not count toward the 24 points required to earn the LL.M. degree.

18.1.2 All courses taken outside the Law School must be graded on the A-B-C-F scale. Grades lower than C will not be accepted for credit toward the LL.M.

18.1.3 The number of academic credits awarded for courses taken at another school or division of Columbia is limited to the actual number of hours a class meets per week, irrespective of the number of credits listed in that school's catalog (e.g., a three-credit course which meets for two hours each week for twelve weeks yields two credits, not three). An exception to this rule occurs when the other school assigns fewer credits than the number of hours the course meets each week; in that case, the student will earn the number of credits assigned to that course by the school (e.g., a two-credit course which meets for three hours each week for twelve weeks yields two credits, not three).

18.1.4 Grades earned in courses taken outside Columbia Law School, either in another division of Columbia University or as part of the CLS/NYU Law Exchange, will not be factored into honors GPA calculations.

Visit the Columbia University website for a listing of other Columbia University schools and for a complete directory of classes. More information on Cross-Registration can be found under Registration Services.

# 19. Courses Previously Taken at U.S. Law Schools

**19.1 Courses Previously Taken at U.S. Law Schools.**

LL.M. Students who have previously taken a course at another U.S. law school (through an

exchange program or another degree) are permitted to take a course with a similar name and covering similar material during their LL.M. Program and the credits of the course at the Law School will count toward the 24 points required to earn the LL.M. degree.

# 20. Courses at CLS with the Same Law School Course Number

**20.1 Law School courses with the same course number.**
LL.M. students are not permitted to take two Law School courses with the same course number.

# 21. Executive LL.M. Courses

**21.1 Executive LL.M. Courses.**
Any course listed in the online curriculum guide with the course attribute “ELLM Course” is only available to Executive LL.M. students, and these courses do not count towards the LL.M. degree.

# 22. Email Communications

**22.1 Email Communications.**
Columbia Law School and Columbia University use email as a primary means of communicating with students. All students are responsible for all messages sent to their Columbia email account, and all messages sent there will be considered received and read by each student.

# 23. Academic Rules, Policies, and Procedures

**23.1 Academic Rules, Policies, and Procedures.**
Unless specified differently in these LL.M. Rules, all LL.M. students are subject to the following Columbia Law School rules, policies and procedures:

# 24. General Regulations

**24.1 Students.**
Each person whose registration has been completed will be considered a student of the University during the term for which he or she is registered unless the connection with the University is officially severed by withdrawal or otherwise. No student registered in any school or college of the University shall at the same time be registered in any other school or college either of Columbia University or of any other institution without the specific authorization of the Dean of the school or college of the University in which he or she is first registered.

The privileges of the University are not available to any student until registration has been completed. Since, under the University statutes, payment of fees is part of registration, no student's registration is complete until fees have been paid. No student is permitted to attend any University course for which he or she is not officially registered unless auditing privileges have been granted. No student may register after the stated period without the written consent of the Dean of Registration Services.

**24.2 Academic Discipline.**
The continuance of each student upon the rolls of the University, the receipt of academic credits, graduation, and the conferring of any degree or the granting of any certificate are strictly subject to the disciplinary powers of the University.

**24.3 Class Attendance and Preparation.**

24.3.1 Regular attendance is expected of every student, whether he or she is a degree candidate or a special student, at all meetings of the courses in which he or she is registered. A student may be excluded from the examination in any course by the instructor in charge if he or she has not registered for and regularly attended the course.

24.3.2 Adequate preparation of assignments, and informed participation in class discussion, are expected of every student. In the absence of prior communication of a valid excuse to the instructor, a student may be excluded by the instructor from the class for which he or she is unprepared, and if he or she is unprepared on more than one occasion, he or she may be excluded from the examination in the course. The quality of a student's preparation, and of the participation in class discussion, may be considered by the instructor, without special notice, in determining the student's grade in the course.

24.3.3 Pursuant to Standard 310 of the American Bar Association's Standards for Approval of Law Schools, students should typically expect to conduct at least 120 minutes of out-of-class work per week for every hour of class time unless otherwise guided by the instructor.

24.3.4 Video or audio recordings are not permitted to be made during classroom lectures except with the approval of the instructor.

**24.4 Demeanor.**
Behavior in every academic exercise is expected to be consistent with general attentiveness. Suitable attire is expected; casual clothing is appropriate for most occasions.

**24.5 Registration of Student Organizations.**
Blanks for the registration of student organizations, other than those for which the responsibility is assumed by a faculty or department of instruction, may be obtained at the room assignment desk in the Office of the University Registrar.

Such student organizations come under the jurisdiction of the Student Affairs Committee of the University Senate. They may be granted the privilege of the use of names in which the name of the University is embodied or suggested and the use of University rooms or grounds for meetings and bulletin boards for announcements, only if they have filed the registration blank. On this form, the organization must furnish the committee with lists of officers and other executive members, statement of purposes, copies of constitution and by-laws, and information concerning the nature of any affiliation or connection with non-university organizations.

# 25. Supplement: Rules Regarding Written Work

A student who puts his or her name on any written work offered in satisfaction of an academic requirement shall be deemed by that act to have certified that no unauthorized aid has been received in connection with the work identified as the student's own.

The directions given below are to be followed in the preparation of all written work submitted unless the instructor under whose supervision the work is being done indicates otherwise.

The paper should be typewritten or printed, double-spaced, with name, 1¼ inch margins, either on legal paper or on letter-size paper (8½ x 11 inches). The paper should be securely stapled or clipped together, with a cover page giving its title, the author's name, and the name of the professor for whom it is written. The student must personally sign the document, pursuant to the Law School rule respecting certification.

The Table of Contents (with references to pages of the text) should come first, and its main heading should correspond to the main headings throughout the paper, which should be centered on the page and typed in capitals. Subordinate headings should be indicated by lowercase type.

The footnotes must be separated from the text; they may be put either at the bottom of each page of text, or bound separately and fastened to a folder so that the notes face the text. The footnotes should contain a digest of each case cited, sufficient to show the relevance and strength of the case as a holding on the point for which it is cited. Cite only those cases that are sufficiently important to deserve this kind of presentation.

The text should be concise and should discuss details of cases only where the decision is a leading case, or for the purpose of illustrating a point in the text. A case once digested need not be digested again if later referred to; one digest, adequate to present all points, may be used by cross reference. Pertinent statutory sections should be quoted in full wherever questions of interpretation are raised.

The form of citation should conform to the standard of the Columbia Law Review notes. In all case citations, the names of the parties, with both the official citation and such unofficial citations as the National Reporter series or the English Reprints, should be given, together with

the date. References to texts or treatises should give the edition and date, together with page or section. Law review citations should give the volume, page, and date, and if an article, the author's name followed by the title of the article. No citation should be included in the text. A citation once given may be referred to in subsequent footnotes by means of supra and followed by the number of the footnote in which the citation appears.

Where extra-legal data are derived from published materials, the publication should be cited. If based upon unpublished interviews or questionnaires, the method and scope of the investigation should be stated, including names of individuals from whom data were obtained and their official or business connections.

Coherence and sustained analysis and synthesis of the subject matter are of the utmost importance. The student should seek to attain these with as much grace of diction and style as he or she can command. The paper should be a good deal more than a digest of decisions. In general, use of the first person should be avoided. An impartial presentation of rival doctrines or analyses should precede, but does not preclude, the writer's expression of his or her own preference.

Columbia Law School's Regulations and Policies

- Academic Procedures
- Procedures for Student Discipline
- Grievance Procedure
- Academic Integrity

Columbia University's Regulations and Policies

- Columbia University Regulations and Policies
- Center for Student Success and Intervention
- Gender-Based Misconduct Policy for Students

---

# III. ELL.M. Rules

## 26. Executive LL.M. Program Degree Requirements

**26.1 Degree Requirements.**
To earn the Executive LL.M. degree, candidates must:

> 26.1.1 Earn 24 points of academic credit. Academic points of credit are earned by satisfactory completion of a course, seminar or other academic activity with a grade of C or better, or with a grade of CR in courses or activities permitting or requiring grading on a credit/fail (CR/F), such as Introduction to American Law (IAL). Of the 24 points of academic credit required for the degree, up to eight points can be earned through supervised research.

26.1.2 Satisfactorily complete the required courses including IAL, except those who have earned a J.D. or LL.M. from a U.S. law school, and the Colloquium in Global Business Law.

26.1.3 Earn a grade point average (GPA) of 2.67 (B-) or better, or a preponderance of B or better grades. If an Executive LL.M. candidate fails more than one course or seminar, the student's candidacy will be terminated automatically and the student will not earn the degree.

# 27. Degree Conferral Dates

**27.1 Degree Conferral Dates.**

The standard date for conferral of the Executive LL.M. degree is October. In rare cases, there may be a May or February conferral date. Executive LL.M. candidates who expect to receive the degree must file a degree application by the dates indicated by the Office of the University Registrar. Students who do not complete the requirements for the degree are responsible for applying for the next degree conferral date. More information on degree applications is available through The Office of Registration Services.

**27.2 Postponement of Degree Conferral.**

Executive LL.M. candidates may only postpone graduation twice, e.g., for an Executive LL.M. student whose original graduation date is October, the latest the student may graduate is the following May.

# 28. Residency Requirement and Points of Academic Credit Limits Per Term

**28.1 Residency Requirement.**

The Executive LL.M. Program is a part-time program during the spring term (March-May), a full-time program during the on-campus residency (May-August) and again part-time for the final online courses (August-October). Executive LL.M. students should be enrolled in part-time study during the spring and full-time study during the summer term to meet the Law School's minimum points of academic credit requirement which overrides the minimum requirement set by the University. **During the full-time residency, degree candidates should not accept or continue employment.**

**28.2 Postponement of Summer Residency.**

Executive LL.M. students should make every effort to complete their program during the year in which they begin the program. With approval from the Office of Graduate Degree Programs and elected in advance of the program start, Executive LL.M. students may begin the program in the spring term and 1) complete the program during the following year's summer term or 2) divide the summer residency over two consecutive years.

**28.3 Cross-Registration.**
Executive LL.M. students are not able to cross register for courses at other Columbia University schools due to the timing of the program.

**28.4 Transfer Credits.**
The Law School does not accept transfer credits for the Executive LL.M. Program, including credits earned in any other degree or non-degree program at Columbia University.

# 29. Withdrawal and Leave of Absence

**29.1 Withdrawal and Leave of Absence.**
Any student who has completed one term of the Executive LL.M. program and who is in good academic standing may apply in writing to the Office of Graduate Degree Programs for a leave of absence. In the case of a serious medical issue, students can apply for a leave of absence prior to completing one term. The student should state the reasons for the leave of absence and the date of expected return to the Law School. Such applications will be granted for a period not to exceed two years. In the case of a student under disciplinary sanction or charged with a breach of discipline in a pending proceeding, conditions to the leave of absence as may be appropriate to ensure that the student may not avoid such sanction or submission to such proceeding shall be attached. Approval of the Leave of Absence – and any conditions – will be sent to the student by OGP. Unless otherwise specified, a student who is granted a leave of absence may return to the Law School at or before the end of such leave without a formal application for readmission.

Any student may request permission to withdraw from the Law School by applying to the Office of Graduate Degree Programs in writing. Any student who withdraws or fails to register without being approved by OGP may return to the Law School only upon a formal application for readmission.

Failure to attend classes or unofficial notification to instructors does not constitute an approved withdrawal and will result in failing grades in all courses.

# 30. Registration for Courses and Add/Drop Periods

**30.1 Registration and Add/Drop.**
Executive LL.M. students are registered for courses that have the EL designation. If a course is either being added or being dropped, the change in course registration must be made before the second meeting of the course. Withdrawal from a course after the second meeting but before the end of one calendar month from the day of the course's first meeting requires instructor permission and the completion of the course withdrawal form which is obtained from Registration Services. A grade of W (indicating "withdrew") will be entered into the student's official transcript for such late withdrawals. No withdrawal is permitted after one calendar

month from the day of the course's first meeting, or after the final meeting of the course for the term, whichever is earlier. Informal "dropping" of a course (e.g., failure to attend classes, to take the exam, or to submit required written work) results in a grade of F as a permanent entry on the student's record.

# 31. Supervised Research

**31.1 Supervised Research.**

Supervised research entails writing a research paper independently of any course under the supervision of a Columbia Law School faculty member (including clinical, visiting and adjunct faculty) who agrees to supervise the work and grade it on the A-B-C-F scale. The paper must be worth at least two points of academic credit and 20 pages in length. Students can earn an additional point for each additional 10-15 pages written. Executive LL.M. students register for supervised research by completing the LL.M. Supervised Research Form in LawNet and selecting the category Research for the LL.M. Degree, L6691.

**31.2 Stages of Supervised Research.**

A student is expected to communicate regularly with the Faculty Supervisor, and depending on the agreement with the supervisor, may proceed through any or all of the following stages:

- *Topic selection:*
  The student and supervisor agree on a subject matter area, and discuss possible research topics within that general area.

- *Preliminary research:*
  Following selection of a topic, the student conducts research aimed at narrowing and refining the project and the supervisor provides feedback that assists the student in formulating a research and writing plan.

- *Project outline:*
  The student prepares and submits a written outline of the research project and the supervisor responds with substantive feedback.

- *Paper draft:*
  The student submits a preliminary draft of the paper or its equivalent and the supervisor provides written or oral comments on the draft.

- *Final paper:*
  The student submits the final paper for the professor's evaluation.

**31.3 Supervised Research: Course Related.**

If a course requires a research paper of fewer than 10 pages, a student may seek the instructor's permission to write a longer research paper. In such cases, if the student writes at least 10-15 additional pages, the student may be entitled to earn one additional point of academic credit.

The student must register the point by completing the LL.M. Supervised Research Form in LawNet, and selecting Supervised Research: Course Related, L6689. In the case of a two-credit seminar, the student will thus earn a total of three points of academic credit – two for the seminar and one for the additional work done on the paper.

# 32. Research Assistant

**32.1 Research Assistant.**

Under a faculty member's supervision, Executive LL.M. students may serve as research assistants, and in this capacity perform legal research and writing in aid of scholarly investigations. In the case of unpaid research assistance, this offering is subject to a limit of one point of academic credit that may be counted towards the 24 points of academic credit required for the Executive LL.M. degree, and will be graded on a CR/F basis. A student may elect to serve as a paid research assistant instead of earning one point of credit (or in addition to earning one point of credit).

To register Research Assistance credit, a student must complete the Research Assistant / Teaching Fellow Registration Form.

# 33. Executive LL.M. Grading and Academic Honors

**33.1 Grading.**

The performance of Executive LL.M. candidates in courses, seminars, and research papers is indicated by the letters A+, A, A-, B+, B, B-, C and F, unless the course is designed to be graded on a CR/F or P/F scale. Information on grading practices can be found here. A candidate failing a single course or seminar may obtain credit by reexamination, but he or she will not receive a grade higher than C the second time, and the transcript will include a notation that this grade is the result of re-examination. To qualify for the degree, Executive LL.M. candidates must earn a grade point average of 2.67 (B-) or better, or a preponderance of B or better grades, and may not fail more than one course or seminar. Students can obtain information on grading curves and GPA calculation from Registration Services.

**33.2 Academic Honors.**

Executive LL.M. candidates who complete a minimum of 15 letter graded points in courses taken at Columbia Law School are eligible for academic honors.

# 34. Other Courses

**34.1 Other Courses.**

Only courses listed in the online curriculum guide with the course attribute "ELLM Course" are only available to Executive LL.M. students. All other courses listed in the online curriculum guide are not available to Executive LL.M. students and these courses do not count towards the

Executive LL.M. degree. For purposes of this section, supervised research and research assistant are not considered courses.

# 35. Email Communications

**35.1 Email Communications.**

Columbia Law School and Columbia University use email as a primary means of communicating with students. All students are responsible for all messages sent to their Columbia email account, and all messages sent there will be considered received and read by each student.

# 36. Academic Rules, Policies, and Procedures

**36.1 Academic Rules, Policies, and Procedures.**

Unless specified differently in these Executive LL.M. Rules, all Executive LL.M. students are subject to the following Columbia Law School rules, policies and procedures:

# 37. General Regulations

**37.1 Students.**

Each person whose registration has been completed will be considered a student of the University during the term for which he or she is registered unless the connection with the University is officially severed by withdrawal or otherwise. No student registered in any school or college of the University shall at the same time be registered in any other school or college either of Columbia University or of any other institution without the specific authorization of the Dean of the school or college of the University in which he or she is first registered.

The privileges of the University are not available to any student until registration has been completed. Since, under the University statutes, payment of fees is part of registration, no student's registration is complete until fees have been paid. No student is permitted to attend any University course for which he or she is not officially registered unless auditing privileges have been granted. No student may register after the stated period without the written consent of the Dean of Registration Services.

**37.2 Academic Discipline.**

The continuance of each student upon the rolls of the University, the receipt of academic credits, graduation, and the conferring of any degree or the granting of any certificate are strictly subject to the disciplinary powers of the University.

**37.3 Class Attendance and Preparation.**

37.3.1 Regular attendance is expected of every student, whether he or she is a degree candidate or a special student, at all meetings of the courses in which he or she is

registered. A student may be excluded from the examination in any course by the instructor in charge if he or she has not registered for and regularly attended the course.

37.3.2 Adequate preparation of assignments, and informed participation in class discussion, are expected of every student. In the absence of prior communication of a valid excuse to the instructor, a student may be excluded by the instructor from the class for which he or she is unprepared, and if he or she is unprepared on more than one occasion, he or she may be excluded from the examination in the course. The quality of a student's preparation, and of the participation in class discussion, may be considered by the instructor, without special notice, in determining the student's grade in the course.

37.3.3 Pursuant to Standard 310 of the American Bar Association's Standards for Approval of Law Schools, students should typically expect to conduct at least 120 minutes of out-of-class work per week for every hour of class time unless otherwise guided by the instructor.

37.3.4 Video or audio recordings are not permitted to be made during classroom lectures except with the approval of the instructor.

**37.4 Demeanor.**
Behavior in every academic exercise is expected to be consistent with general attentiveness. Suitable attire is expected; casual clothing is appropriate for most occasions.

**37.5 Registration of Student Organizations.**
Blanks for the registration of student organizations, other than those for which the responsibility is assumed by a faculty or department of instruction, may be obtained at the room assignment desk in the Office of the University Registrar.

Such student organizations come under the jurisdiction of the Student Affairs Committee of the University Senate. They may be granted the privilege of the use of names in which the name of the University is embodied or suggested and the use of University rooms or grounds for meetings and bulletin boards for announcements, only if they have filed the registration blank. On this form, the organization must furnish the committee with lists of officers and other executive members, statement of purposes, copies of constitution and by-laws, and information concerning the nature of any affiliation or connection with non-university organizations.

# 38. Supplement: Rules Regarding Written Work

A student who puts his or her name on any written work offered in satisfaction of an academic requirement shall be deemed by that act to have certified that no unauthorized aid has been received in connection with the work identified as the student's own.

The directions given below are to be followed in the preparation of all written work submitted unless the instructor under whose supervision the work is being done indicates otherwise.

The paper should be typewritten or printed, double-spaced, with name, 1¼ inch margins, either on legal paper or on letter-size paper (8½ x 11 inches). The paper should be securely stapled or clipped together, with a cover page giving its title, the author's name, and the name of the professor for whom it is written. The student must personally sign the document, pursuant to the Law School rule respecting certification.

The Table of Contents (with references to pages of the text) should come first, and its main heading should correspond to the main headings throughout the paper, which should be centered on the page and typed in capitals. Subordinate headings should be indicated by lowercase type.

The footnotes must be separated from the text; they may be put either at the bottom of each page of text, or bound separately and fastened to a folder so that the notes face the text. The footnotes should contain a digest of each case cited, sufficient to show the relevance and strength of the case as a holding on the point for which it is cited. Cite only those cases that are sufficiently important to deserve this kind of presentation.

The text should be concise and should discuss details of cases only where the decision is a leading case, or for the purpose of illustrating a point in the text. A case once digested need not be digested again if later referred to; one digest, adequate to present all points, may be used by cross reference. Pertinent statutory sections should be quoted in full wherever questions of interpretation are raised.

The form of citation should conform to the standard of the Columbia Law Review notes. In all case citations, the names of the parties, with both the official citation and such unofficial citations as the National Reporter series or the English Reprints, should be given, together with the date. References to texts or treatises should give the edition and date, together with page or section. Law review citations should give the volume, page, and date, and if an article, the author's name followed by the title of the article. No citation should be included in the text. A citation once given may be referred to in subsequent footnotes by means of supra and followed by the number of the footnote in which the citation appears.

Where extra-legal data are derived from published materials, the publication should be cited. If based upon unpublished interviews or questionnaires, the method and scope of the investigation should be stated, including names of individuals from whom data were obtained and their official or business connections.

Coherence and sustained analysis and synthesis of the subject matter are of the utmost importance. The student should seek to attain these with as much grace of diction and style as he or she can command. The paper should be a good deal more than a digest of decisions. In general, use of the first person should be avoided. An impartial presentation of rival doctrines

or analyses should precede, but does not preclude, the writer's expression of his or her own preference.

Columbia Law School's Regulations and Policies

- Academic Procedures
- Procedures for Student Discipline
- Grievance Procedure
- Academic Integrity

Columbia University's Regulations and Policies

- Columbia University Regulations and Policies
- Center for Student Success and Intervention
- Gender-Based Misconduct Policy for Students

---

# IV. JSD Rules

The following contains detailed requirements for the Doctor of the Science of Law ("J.S.D.") degree. Each candidate is responsible for a thorough understanding of these rules. However, students must measure their conduct not only by these specifics but also by a general standard of ethical professional behavior.

## 39. Academic Requirements for Fulfilling the Degree

**39.1 Degree Requirements.**

The J.S.D. candidates who fulfill the following requirements within six years will be awarded the J.S.D. degree:

39.1.1 Study Plan: J.S.D. students must prepare and submit a study plan by August 31st each year that is approved by the faculty committee chair.

39.1.2 Residency: Candidates are expected to be in residence at Columbia Law School for the first year of the J.S.D. program. Candidates should be working closely throughout the residency year with their chair and advisory committee. J.S.D. students have the option of a second year of study in residence at the Law School, but this is not required. While in residence, J.S.D. students may opt to audit classes related to their research if space permits. They should submit the list of classes they wish to audit to the Office of Graduate Degree Programs ("OGP") who will determine with Registration Services if there is space. Any classes audited will not appear on the J.S.D. student's transcript.

39.1.3 Satisfactory Academic Progress and the Dissertation Progress Report: Satisfactory Academic Progress (SAP) will be assessed at the end of each academic year for J.S.D. candidates. J.S.D. candidates must demonstrate satisfactory progress toward completion of the dissertation in an annual Dissertation Progress Report (DPR).

39.1.4 Candidates shall submit a detailed report of their research, writing, and professional activities at the end of each academic year, no later than May 31st. This report must be certified by the candidate's chair and the chair must confirm that the candidate is making satisfactory academic progress each academic year.

39.1.5 The progress report should include (but not be limited to) the following:

- The topic of the dissertation, or articles, including a short abstract.
- Current year in the J.S.D. program (e.g., year three).
- How much of the J.S.D. project the candidate has completed (e.g., two out of the three articles).
- Anticipated date of completion of the degree.
- The frequency and the nature of the candidate's check-ins with the chair / committee during the last year, including the date of most recent contact.
- Which aspects of the candidate's project have been particularly productive in the past year.
- Which aspects of the candidate's project have been particularly challenging, and what steps the candidate has taken to address those challenges.

The certification can be sent to gradprograms@law.columbia.edu as a response to the J.S.D. candidate's email containing the Dissertation Progress Report. The DPR will be included in the student's academic file.

39.1.6 Submission and Acceptance of the Doctoral Dissertation: Once a candidate's J.S.D. research and writing are complete, the candidate, in consultation with her advisory committee, will establish a date for defense. Once scheduled, the candidate is responsible for informing OGP of that date. Upon satisfactory defense of the dissertation and any necessary revisions as required by the candidate's advisory committee, the relevant advisory committee will notify OGP, who will provide instructions for the candidate on how to deposit the dissertation with the University's Dissertation Office. The candidate will then receive the degree upon the University's next degree conferral date (degrees are awarded in February, May, and October of each year).

# 40. Degree Awarded

**40.1 Degree Awarded.**

The J.S.D. candidate may receive one of four oral exam grades: (1) Pass, (2) Require Minor Revisions, (3) Require Major Revisions, and (4) Fail.

# 41. Co-Authored Works

**41.1 Co-Authored Works.**

J.S.D. candidates cannot submit co-authored works as part of their doctoral dissertation or three articles. There will be no exceptions to this rule.

# 42. Advisory Committee

**42.1 Advisory Committee.**

J.S.D. candidates have an advisory committee consisting of three full-time members of the Columbia Law School faculty, a chair and two other committee members. The Graduate Affairs Committee may approve one non-full-time law school faculty as a member of the committee at the request of the chair.

**42.2 Emeritus Status.**

Columbia Law School faculty members who have taken Emeritus status are not permitted to be the chair of a J.S.D. candidate's advisory committee. If a candidate's chair takes emeritus status, the candidate will work with the other members of the advisory committee and the Graduate Affairs Committee (if necessary) to replace the chair. Columbia Law School faculty members who take emeritus status may, but are not required to, remain on a candidate's advisory committee as a non-chair member

# 43. Withdrawals and Leaves of Absence

**43.1 Withdrawals and Leaves of Absence.**

Any student who has completed one term of residence in the Law School and who is in good academic standing may apply in writing to the Office of Graduate Degree Programs for a leave of absence. In the case of a serious medical issue, students can apply for a leave of absence prior to completing one term of residence. The student should state the reasons for the leave of absence and the date of expected return to the Law School. Such applications will be granted for a period not to exceed two years. In the case of a student under disciplinary sanction or charged with a breach of discipline in a pending proceeding, conditions to the leave of absence as may be appropriate to ensure that the student may not avoid such sanction or submission to such proceeding shall be attached. Approval of the Leave of Absence – and any conditions – will be sent to the student by OGP. Unless otherwise specified, a student who is granted a leave of absence may return to the Law School at or before the end of such leave without a formal application for readmission.

Any student may request permission to withdraw from the Law School by applying to the Office of Graduate Degree Programs in writing. Any student who withdraws or fails to register without being approved may return to the Law School only upon a formal application for readmission.

Unofficial notification to members of the student's advisory committee does not constitute an approved withdrawal.

# 44. Termination

**44.1 Termination.**

J.S.D. candidates are subject to termination at any time by the Graduate Affairs Committee, who may act upon the advice of colleagues most familiar with their work. In case of termination, candidates who are in residence may be permitted to continue in residence until the end of the academic year as a Special Student (non-degree status).

# 45. Email Communications

**45.1 Email Communications.**

Columbia Law School and Columbia University use email as a primary means of communicating with students. All students are responsible for all messages sent to their Columbia email account, and all messages sent there will be considered received and read by each student.

# 46. Academic Rules, Policies and Procedures

**46.1 Academic Rules, Policies and Procedures.**

Unless specified differently in these J.S.D. Rules, all J.S.D. students are subject to the following Columbia Law School rules, policies and procedures:

# 47. General Regulations

**47.1 Students.**

Each person whose registration has been completed will be considered a student of the University during the term for which he or she is registered unless the connection with the University is officially severed by withdrawal or otherwise. No student registered in any school or college of the University shall at the same time be registered in any other school or college either of Columbia University or of any other institution without the specific authorization of the Dean of the school or college of the University in which he or she is first registered.

The privileges of the University are not available to any student until registration has been completed. Since, under the University statutes, payment of fees is part of registration, no student's registration is complete until fees have been paid. No student is permitted to attend any University course for which he or she is not officially registered unless auditing privileges have been granted. No student may register after the stated period without the written consent of the Dean of Registration Services.

**47.2 Academic Discipline.**

The continuance of each student upon the rolls of the University, the receipt of academic credits, graduation, and the conferring of any degree or the granting of any certificate are strictly subject to the disciplinary powers of the University.

**47.3 Class Attendance and Preparation.**

47.3.1 Regular attendance is expected of every student, whether he or she is a degree candidate or a special student, at all meetings of the courses in which he or she is registered. A student may be excluded from the examination in any course by the instructor in charge if he or she has not registered for and regularly attended the course.

47.3.2 Adequate preparation of assignments, and informed participation in class discussion, are expected of every student. In the absence of prior communication of a valid excuse to the instructor, a student may be excluded by the instructor from the class for which he or she is unprepared, and if he or she is unprepared on more than one occasion, he or she may be excluded from the examination in the course. The quality of a student's preparation, and of the participation in class discussion, may be considered by the instructor, without special notice, in determining the student's grade in the course.

47.3.3 Pursuant to Standard 310 of the American Bar Association's Standards for Approval of Law Schools, students should typically expect to conduct at least 120 minutes of out-of-class work per week for every hour of class time unless otherwise guided by the instructor.

47.3.4 Video or audio recordings are not permitted to be made during classroom lectures except with the approval of the instructor.

**47.4 Demeanor.**
Behavior in every academic exercise is expected to be consistent with general attentiveness. Suitable attire is expected; casual clothing is appropriate for most occasions.

**47.5 Registration of Student Organizations.**
Blanks for the registration of student organizations, other than those for which the responsibility is assumed by a faculty or department of instruction, may be obtained at the room assignment desk in the Office of the University Registrar.

Such student organizations come under the jurisdiction of the Student Affairs Committee of the University Senate. They may be granted the privilege of the use of names in which the name of the University is embodied or suggested and the use of University rooms or grounds for meetings and bulletin boards for announcements, only if they have filed the registration blank. On this form, the organization must furnish the committee with lists of officers and other executive members, statement of purposes, copies of constitution and by-laws, and information concerning the nature of any affiliation or connection with non-university organizations.

# 48. Supplement: Rules Regarding Written Work

A student who puts his or her name on any written work offered in satisfaction of an academic requirement shall be deemed by that act to have certified that no unauthorized aid has been received in connection with the work identified as the student's own.

The directions given below are to be followed in the preparation of all written work submitted unless the instructor under whose supervision the work is being done indicates otherwise.

The paper should be typewritten or printed, doublespaced, with name, 1¼ inch margins, either on legal paper or on letter-size paper (8½ x 11 inches). The paper should be securely stapled or clipped together, with a cover page giving its title, the author's name, and the name of the professor for whom it is written. The student must personally sign the document, pursuant to the Law School rule respecting certification.

The Table of Contents (with references to pages of the text) should come first, and its main heading should correspond to the main headings throughout the paper, which should be centered on the page and typed in capitals. Subordinate headings should be indicated by lowercase type.

The footnotes must be separated from the text; they may be put either at the bottom of each page of text, or bound separately and fastened to a folder so that the notes face the text. The footnotes should contain a digest of each case cited, sufficient to show the relevance and strength of the case as a holding on the point for which it is cited. Cite only those cases that are sufficiently important to deserve this kind of presentation.

The text should be concise and should discuss details of cases only where the decision is a leading case, or for the purpose of illustrating a point in the text. A case once digested need not be digested again if later referred to; one digest, adequate to present all points, may be used by cross reference. Pertinent statutory sections should be quoted in full wherever questions of interpretation are raised.

The form of citation should conform to the standard of the Columbia Law Review notes. In all case citations, the names of the parties, with both the official citation and such unofficial citations as the National Reporter series or the English Reprints, should be given, together with the date. References to texts or treatises should give the edition and date, together with page or section. Law review citations should give the volume, page, and date, and if an article, the author's name followed by the title of the article. No citation should be included in the text. A citation once given may be referred to in subsequent footnotes by means of supra and followed by the number of the footnote in which the citation appears.

Where extra-legal data are derived from published materials, the publication should be cited. If

based upon unpublished interviews or questionnaires, the method and scope of the investigation should be stated, including names of individuals from whom data were obtained and their official or business connections.

Coherence and sustained analysis and synthesis of the subject matter are of the utmost importance. The student should seek to attain these with as much grace of diction and style as he or she can command. The paper should be a good deal more than a digest of decisions. In general, use of the first person should be avoided. An impartial presentation of rival doctrines or analyses should precede, but does not preclude, the writer's expression of his or her own preference.

Columbia Law School's Regulations and Policies

- Academic Procedures (excluding Examinations and Registration related procedures)
- Procedures for Student Discipline
- Grievance Procedure
- Academic Integrity

Columbia University's Regulations and Policies

- Columbia University Regulations and Policies
- Center for Student Success and Intervention
- Gender-Based Misconduct Policy for Students