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Field of Law – Graduate Student Handbook

Explanation of Handbook

Welcome to the field of law. The Field offers qualified students the opportunity to obtain an advanced graduate degree in a Juris Science Doctor (J.S.D.) degree program. The Graduate School at Cornell is organized by “fields” rather than departments, so Cornell Law School covers the field of law.

This handbook will help you understand how the Law School operates, what is expected of you, and what you may expect from the Law School. The faculty, director of graduate studies (DGS), Graduate Legal Studies office, and the Dean of Cornell Law make every effort to address student needs. This handbook provides supplemental information that applies specifically to the field of law and should be used in conjunction with information published by the Graduate School.

J.S.D. Program at a Glance

**Degree:** Juris Science Doctor (J.S.D.)

**Degree Requirements:** Minimum of 2 residency semesters, minimum of 4 registration units, 3 committee members, prospectus, dissertation defense (B exam), and dissertation.

**Special Committee:** Each member of the committee represents an interest within the dissertation. The Special Committee Chair represents the greatest interest.

**Prospectus:** Oral exam administered by Special Committee; to examine preparedness for dissertation research.

**Final Exam (B Exam or Dissertation Defense):** A public talk on the dissertation research followed immediately by an oral exam by the Special Committee.
**Upon Arrival**

Newly admitted graduate students should correspond with the DGS in their field to clarify program details. Upon arrival to campus, students should report to the DGS and the graduate field assistant (GFA).

**Field of Law DGS:**  Mitchel Lasser  
Jack G. Clarke Professor of Law  
ml355@cornell.edu  
Myron Taylor Hall Room 118

**Field of Law GFA:**  Nicole W. Fisher  
Admissions Coordinator  
nw42@cornell.edu  
Myron Taylor Hall Room G50

New graduate students should make every effort to meet professors, other graduate students, and office staff. Students should also become familiar with the Cornell University campus. The DGS and GFA, as well as other faculty members and staff, can provide assistance to become familiar with university and department policies. An orientation meeting will be held for all incoming graduate students during August registration week.

**Program and Duration**

**Description**

The J.S.D. program at Cornell Law is for scholars who intend to pursue original research in the field of law, particularly within the law faculty's areas of expertise.

J.S.D. students are integrated into the academic life of the Law School and have the option of attending weekly faculty speakers’ series and other academic events.

Cornell Law’s J.S.D. is conferred by Cornell University and is comparable to a Ph.D.

It is generally expected that a student will possess a LL.M. degree from Cornell Law before beginning our J.S.D. program. However, the Graduate Field may admit students from outside of the Cornell Law LL.M. class on faculty recommendation.
Timeline

Year One

1st Semester:
J.S.D. Students begin in the fall semester only.

By end of 3rd Week of 1st semester:
Students are required to submit the name of their Special Committee Member Chair.

After completion of 2nd semester and prior to end of 3rd semester:
Prospectus should be completed. Students may complete their prospectus after 2 units (semesters) of study. Students must complete the prospectus by the end of the 3rd semester.

Year Two

By end of 3rd semester:
Full Special Committee Required (recommended at end of 2nd semester)

3rd and 4th semester:
Student expands structure, content, and methodology of proposed dissertation. Student must complete at least 2 units (semesters) between the Prospectus and the B Examination.

Year Three

5th Semester:
Student secures Teaching Assistantship or continues research (upon committee approval).

By end of 6th Week prior to end of 6th semester:
Draft of dissertation due to Committee Chair at least 6 weeks prior to the date of dissertation defense. Students should schedule dissertation defense immediately after receiving chair’s feedback on dissertation.

5 days prior to defense:
Submit final draft to committee.

By end of 6th semester:
Final Exam (B Examinations) must be completed by the end of the student’s third year (May-August).

60 days after Final Exam (B Examination):
Dissertation must be submitted to the Graduate School.
J.S.D. Students should complete the program with a minimum of four (4) registration units (semesters) and successful completion of the Prospectus and Defense of Dissertation (B Examination). Students are required to be in residence during the first year and could complete the program in two years, though most J.S.D students complete the program in three years. The three year time period may include time spent on Leave of Absence or In Absentia, but does not include Health Leave of Absence. In rare circumstances, the committee may allow a student to extend their study beyond 6 units, however, no Cornell Law School funding will be available. It is highly suggested J.S.D. students follow the timeline outlined above to complete the program in a timely manner.

**Special Committee**

A graduate student’s Special Committee is usually made up of three members of the graduate faculty who are knowledgeable in the areas of the student’s academic interests. Additional members may be added to cover other areas of interest. The Special Committee is wholly responsible for overseeing the student’s course of study, progress, and for deciding when the student is ready to receive his or her degree. The chair of the Special Committee often represents the major area of concentration and supervises the dissertation. The other two graduate faculty members usually represent other areas of concentration. The Committee administers the Prospectus and B examination, sees that the numerous detailed requirements for a degree are satisfied, assures that the student is well prepared in his/her field, oversees the dissertation, and recommends that the degree be awarded when all requirements have been met. Students are urged to meet with their special committees at least twice a year.

Graduate field faculty members may resign at any time from a special committee, except when a student is in approved Health Leave of Absence status. When a chair resigns, the student may have one semester to reconstitute his/her committee. For complete guidelines see [Code of Legislation of Graduate Faculty](#), p. 32. A student who fails to reconstitute his/her committee will be precluded from further registration in the J.S.D. program.

**Chair**

The graduate faculty member who directs your dissertation work is usually considered the major advisor/chairperson of your special committee. This advisor is most often identified prior to your arrival and will guide you through graduate study. Your chair should be recorded with the Graduate
School within the first three (3) weeks of admission. Use the “Special Committee Selection and Change” option to assign your chairperson. The chair must be chosen by the end of the third week of the first semester. If a chair has not yet been selected, the student may submit the DGS as temporary chair. If a student selects a temporary chair, they must provide the name of their permanent chair to the Graduate School by the end of their first semester.

Once a student has chosen a chairperson, that individual will serve as the principle consultant on a variety of matters.

Members

Other members of the Special Committee represent minor interests in the field of law as pertinent to the student's research topic. The Special Committee should be chosen by the end of the second semester at Cornell, but no later than the end of the third semester. Selection of the minor members is best done in consultation with the major advisor/chairperson. Feel free to interview various members of the Field faculty before making your decision. Discuss your academic goals to ensure your interests align. Two minor members are required for a J.S.D. Special Committee in addition to the chair. Use the “Special Committee Selection and Change” option to assign your members.

Ad Hoc Members

Although members of a student’s Special Committee are normally drawn from active graduate field faculty, Committee members from outside that body (ad hoc members) may be added under special circumstances. Such a member should either have special expertise in the student’s subject area that cannot be fulfilled by a member of the Field faculty, or should have a close working association with the student and his/her research.

To place an ad hoc member on the Special Committee, the Graduate School must be sent that person’s credentials for review. The student must submit the Ad Hoc Committee Member Request form and use the “Special Committee Selection and Change” option.

Field Appointed Committee Member

The DGS may assign an additional member of the Field of Law to participate in your Prospectus and/or final exam (B Examination). This person would be
recorded on the B Examination form under Special Committee as: *Field Appointment Member for Exam.*

**Degree Requirements**

**Guidelines for Satisfactory Progress**

- During the first year in residence, a student must take an active part in one required course, the *Cornell Graduate Colloquium*, in which a presentation on research in progress will be made.
- By year two J.S.D. students must select a Special Committee composed of one field faculty member representing the major interest in your research and at least two (2) other field faculty as minor members. These professors may represent fields other than law.
- Throughout the program committee members advise on the selection and conduct of research problems for the dissertation.
- Each semester, students should meet with their Special Committee and the GFA, for academic and administrative review.
- By the end of the third semester students must pass the Prospectus; an oral exam reviewing the student’s mastery of subject matter related to his/her dissertation topic and the course work taken (if applicable). Students should pass the Prospectus by the end of their second semester, but no later than the end of their third semester to be admitted to candidacy for the degree.
- By the end of year three candidates must submit an acceptable dissertation based on a research project.
- At least six (6) weeks before the final exam (B Examination), a complete draft dissertation must be submitted to all Special Committee members. (Your Special Committee may modify this requirement.) At least five (5) days before the exam, you must provide all Special Committee members with a complete, formatted, and editorially acceptable copy of the dissertation for final approval. (Your examining committee may still require modifications.) **Final Examinations may not be scheduled until this requirement has been met.**
- After dissertation review students must pass the B Examination or final examination which covers the subject of the dissertation.
- Students must fulfill a minimum of four (4) registration units. It is recommended that at least two (2) units take place between the Prospectus and the B exam.
- Most students complete J.S.D. requirements in three years. Except in unusual circumstance and upon approval of the chair and committee members, a student should not extend their study beyond three years from the start of their program.
Coursework

The Graduate School has no course requirements for obtaining an advanced degree. However, the Field requires that every J.S.D. student enroll in the Cornell Graduate Colloquium during the first year of residence. It is assumed that graduate students entering the Field of Law will have completed the equivalent of a J.D. and LL.M and have already completed significant course work related to the Field.

Your program is then developed with the advice and direction of your special committee. Specific courses may be required by your committee and are usually suggested as a means to obtain essential training to save students from having to spend more time and effort in mastering the subject independently. Such suggested courses may be taught in other Departments, in order to advance the breadth and depth of your methodological training. Students should use their own judgment, along with the advice of the committee, in deciding which courses will provide the best training for future needs.

Assistantships

Students in the Field of Law should strive to secure a Teaching Assistant (TA) position during their third and final year of study. Time management is essential to ensure a balance of time is devoted to both completing graduate research and teaching.

Students are asked to keep the GFA informed of assistantships so accurate records may be kept.

Semi-Annual J.S.D. Review

Each semester J.S.D. students are strongly encouraged to present a brief oral summary of their research to the entire Graduate Law Field. Sharing research progress with faculty and other graduate students encourages the exchange of ideas and the possibility of modifying research directions. Students who have not started dissertation research may present a research plan. Students are encouraged to share their accomplishments, goals, frustrations, and projected completion dates.

Students presenting should submit a 250-word abstract in advance so that a report can be printed before the session. Abstracts should be sent in PDF format to the GFA at least one week prior to the review. Reports are distributed to faculty and students at the review. Faculty meet for a short
time after the presentations to discuss each student’s progress. Reviews are scheduled at the start of each semester.

Examinations

The Prospectus and B Examination must be held on the Ithaca campus and all members of your committee must be present either physically or remotely.

Prospectus

The Prospectus is a detailed and methodologically sophisticated statement of the proposed dissertation. It is typically 40-50 double-spaced pages in length.

The Prospectus defense for J.S.D. Students is a comprehensive exam given by the student’s committee to test his/her preparedness for writing the dissertation. It is designed to determine your ability to continue research. Prospectus presentations typically are planned for one (1) hour, but timing is flexible. It is appropriate and useful to discuss examination expectations with your committee members well in advance of the exam. Each exam is unique. Therefore, others’ experiences only represent what can happen, not what will happen.

In this Field, the Prospectus should be completed at the end of the first year/second semester, but no later than at the end of the third semester.

Below is a schedule of Prospectus requirements:

1. At least two (2) weeks prior to the prospectus, a student must notify the GFA by email, to schedule a room and notify faculty.
2. No more than three (3) business days after the prospectus, the student’s committee chair must email the GFA, to inform the Graduate Legal Studies office of successful completion of the Prospectus.

B Examination (Dissertation Defense)

J.S.D. students should have earned at least 2 registration units between the passing of the Prospectus and the scheduling of the B
Examination. The Thesis and Dissertation Guide has detailed instructions and procedures.

The B Examination is an oral exam which assesses the student’s research and dissertation. It is expected that at the start of the exam the student will give a brief 20-25 minute oral presentation on the main methods and results of the project to set the stage for the discussion and to demonstrate the ability to present their work. At least two (2) hours should be scheduled for the defense. Normally, changes are required in the dissertation after the exam and may take anywhere from a few days to a few weeks to complete.

Below is a schedule of B Exam requirements:

1. At least six (6) weeks prior to the end of the semester, a draft of the dissertation is due to the Committee Chair for feedback.
2. At least two (2) weeks prior to the B Examination, a student must notify the GFA by email, to schedule a room and notify faculty.
3. At least seven (7) days prior to the defense, a Schedule B Examination form must be completed and submitted to the graduate school.
4. At least five (5) days prior to dissertation defense, a final draft must be submitted to all members of the committee.
5. No more than three (3) business days after the defense, a student must submit a B Examination Results form to the Graduate School.

Dissertation

You must submit a complete draft to all members of your Special Committee at least six (6) weeks before the B Exam; however, your Special Committee may modify this requirement. At least five (5) days before the exam, you must provide all members of your Special Committee with a complete, formatted, and editorially acceptable copy of the dissertation for final approval. Keep in mind that your committee may still require modifications. Final examinations may not be scheduled until this requirement has been met.

When you have finished your approved manuscript, the Graduate School requires all students to submit their final, approved thesis on-line using Graduation Manager. This requires you to convert your document to PDF format. The approved digital document is automatically forwarded to a local printer. Any charges, including printing, will appear on your bursar bill. Please reference the Thesis and Dissertation Guide for complete details.
**Publishing Your Work**

Students are encouraged to publish their research results in professional journals so their work can be widely disseminated. This is better accomplished if the thesis is organized and written with this intent. Professional journal articles are a source of pride for the student, enhances career opportunities, and reflects well on the reputation of the Field. If you expect to publish part, or all, of your dissertation, you will be required to sign a License to Use Copyrighted Material form with the Thesis Advisor at the Graduate School.

**Status of J.S.D. Students and Funding**

**In Residence**

Students are considered “in residence” when they are physically and actively completing J.S.D. work on the main Cornell University campus.

**In Absentia**

*In absentia* status provides an opportunity for graduate students to engage in approved study in a location at least 100 miles away from the University’s Ithaca campus during the academic year while continuing to work under the guidance of the Special Committee. Students can earn one (1) registration unit if the arrangement enhances the student’s program of study. For more information, see the [Code of Legislation](#) or obtain information directly from the GFA.

*In absentia* petitions are approved on a per semester basis. A student must first gain unofficial Field approval from their Special Committee and the DGS, Mitchell Lasser. Once Field approval has been granted, the student must complete and submit the [In Absentia Petition](#) to the Graduate School. *In Absentia* Petitions are due by June 15 for the Fall Semester and November 1 for the Spring Semester. Petitions submitted after the deadline are subject to a late registration fee and applicable finance charges. All Bursar accounts must be settled prior to the first day of classes, and you should provide the Bursar’s Office with an updated billing address for the *in absentia* period.
Leave of Absence

A leave of absence can be granted for personal or medical reasons, but the process is different for each type of leave.

Health Leave of Absence

A health leave of absence requires filing with Gannett Health Services.

Personal Leave of Absence

A personal leave of absence requires filling out and submitting the Personal Leave of Absence form. Students who feel they must take a personal leave of absence should file a request by June 15 for the Fall Semester and by November 1 for the Spring semester.

A leave of absence may be approved for up to one academic year, but a student must check in with their Special Committee Chair, the DGS, and the GFA at least once per semester to discuss options going forward. A student should be in good academic status prior to requesting a leave of absence.

By Graduate School Code a student may take up to four, one year long leaves of absence. However, field funding may not be available to a student who takes a personal leave of absence longer than one year. Additionally, U.S. government regulations require that a student holding a non-immigrant visa who takes a personal leave of absence must either: (1) leave the U.S. within 15 days, or (2) apply for optional practical training before the effective leave of absence date. Before leaving Cornell, such a student taking a leave of absence should contact Graduate School Student Services and the International Students and Scholars Office for information on maintaining visa eligibility for re-entering the United States.

Registering After a Leave of Absence

A student who wishes to register following a leave of absence or a withdrawal should consult the Code of Legislation and contact the Graduate School for advice. A student may register upon written request to the Graduate Student Services Office and without reapplying, as long as renewal of the leave of absence was granted by the Field each year without interruption. You should contact the
Graduate Student Service Records Team at least one month prior to your return so your registration can be rejoined. An email request to gradstudserv@cornell.edu is acceptable. International students must consult the International Students and Scholars Office before returning. If the leave of absence was for medical reasons, registration requires prior approval of the University Health Services or another appropriate health care professional as well as the graduate field and Graduate School.

Fellowships and Other Sources of Funding

Fellowships are awarded to full-time students who are candidates for a J.S.D. primarily on the basis of scholastic ability and promise of achievement. Other sources of funding are encouraged and highly valued by both Cornell Law School and by future employers. The ability to obtain external funding is noted in a very positive light for a future career in academics.

Fellowships

Cornell Law School aims to provide a full tuition waiver, stipend for living expenses, and health insurance to all first and second year J.S.D. students in residence, contingent on satisfactory academic progress. The tuition waiver, living expense stipend, and health insurance stipend are determined by the Graduate School and/or Gannett Health Services.

J.S.D. Fellowship awards are limited to three years. Additionally, awards are not guaranteed for all three years, as funding decisions are based on a combination of financial need and ongoing assessment of the J.S.D. candidate’s progress towards the degree and research. Support in the third year may come from a combination of fellowships and teaching assistantships. The first two years are presumptively funded depending on academic performance constituting good standing in the J.S.D. program and the Graduate School. Third year funding is conditional on academic progress as well as the possibility of securing a Teaching Assistantship.

Teaching Assistantships are contingent upon your ability to hold an assistantship under current university policy and federal law, including successful completion of Form I-9. The University is committed to helping each student succeed as a teaching assistant. Upon securing a TA appointment, please review Cornell University Policy 1.3: Graduate Student Assistantships. If you are awarded a
first-time teaching assistant position, you will be enrolled in Cornell’s mandatory summer teaching assistant development program offered through the Cornell Center for Teaching Excellence (CTE). More detailed information about the program is available on the program website.

**External Funding**

Demonstrated (and ideally, successful) attempts by J.S.D. students to secure alternative sources of funding throughout the degree program are highly valued by both Cornell Law School and by future employers. If you secure outside funding, notify both Financial Aid and the Office of Graduate Legal Studies as soon as you accept. An external fellowship or award will replace fellowships offered by Cornell Law School; but your status as a scholar will be significantly enhanced.

**Conference Grants**

The Graduate School provides grants to all graduate students (in residence or in absentia) who are invited to present papers at professional conferences. Award amounts are based on geographic location, not actual expenses (i.e., a student attending a conference in Italy may receive the full $675, but a student attending a conference in Washington, D.C., may receive $225). Awards will not, under any circumstances, exceed $675. The Graduate School tries to fund most requests from students who meet the eligibility criteria. Eligibility requirements may be found on the Conference Grant Application.

A student must submit the Conference Grant Application within 30 days after the START date of the conference. It is strongly encouraged that students submit their application materials as early as possible, preferably by the first of the month prior to the conference date month to be approved for funding. For example, if a conference is April 25th, the form should be received by March 1st. Students are limited to one conference award per year.

**Commencement**

Information on degree conferral dates, commencement, and diploma distribution can be obtained from the Graduation Manager. J.S.D. students are also invited to participate in Law School Convocation in mid-May.
General Information

Forms

All forms referenced in this handbook are available on the Graduate School’s website. If you have questions about the proper form to use for a particular circumstance, please contact the GFA.

Field of Law Faculty and Staff

The J.S.D. program is headed by dedicated faculty members* and managed by the Graduate Legal Studies Administration and Staff. Select faculty and staff members are listed below:

Faculty:

Professor Mitchel Lasser
Jack G. Clarke Professor of Law
Director of Graduate Studies

Professor Muna Ndulo
Professor of Law

Professor Aziz Rana
Professor of Law

Professor Annelise Riles
Jack G. Clarke Professor of Far East Legal Studies and Professor of Anthropology

Professor Chantal Thomas
Professor of Law

Professor Xingzhong Yu
Anthony W. and Lulu C. Wang Professor in Chinese Law

*Please note – Professors included here have been most active in Special Committees in the past 3 years. However, students may choose any Field-Approved faculty members. For a complete Field-Approved list see the “Faculty” section of the Law Field of Study.

Administration and Staff:

Aimée Houghton
Assistant Dean
Graduate Legal Studies

Nicole W. Fisher
Admissions Coordinator
Graduate Field Assistant

Katy Komaromi
Program & Admissions Assistant
Graduate Legal Studies
Field of Law Office Hours

Faculty members’ office hours vary and faculty should be contacted directly regarding their availability. The Graduate Legal Studies office is open during the following hours:

Mondays-Thursdays: 8:00 a.m. - 4:30 p.m.
Fridays: 8:00 a.m. - 4:00 p.m.

Academic Misconduct

In accordance with the Code of Legislation of the Graduate Faculty, “All students are expected to adhere to the provisions of Cornell's Code of Academic Integrity and all other university policies. Regarding their academic programs, students should particularly review University Policy 1.2 on Academic Misconduct and University Policy 4.6 on Standards of Ethical Conduct.”

Cornell Law School Information

History

Cornell Law School was founded in 1887 and began offering graduate law degrees in 1929. A brief history can be found at http://www.lawschool.cornell.edu/about/history.cfm.

Special Events

J.S.D. students have their own student association (JSDA) and also attend events held for all Cornell Law students and Cornell Graduate School students. Event updates are available through the weekly E-Newsletter Scoops and via email.

Alumni Newsletter

The Cornell Law Forum is the Law School’s magazine, published twice annually for alumni and friends. The most current issue is always available online.
Memo: Accommodations for Students with Disabilities

To: Entering Law Students
From: Markeisha J. Miner, Dean of Students
Re: Accommodations for Students with Disabilities

Congratulations on your admission to Cornell Law School. I look forward to meeting you. This memorandum is directed to students who may wish to seek accommodations from the law school on account of a qualifying disability.

It is our intention to provide reasonable accommodations for students with qualifying disabilities. The procedures for applying for an accommodation(s) due to such a disability apply to classroom accommodations, exam accommodations, and accommodations relating to our building.

1. Students who believe they are entitled to an accommodation should communicate with me as soon as possible. In order to make decisions based upon an individual’s specific situation, it may take some time for the Law School’s Administrative Committee to determine what is appropriate and fair. If at all possible, you should initiate the process in the spring or early summer before your matriculation, or, if later, as soon as the disability arises.

2. Upon arrival in Ithaca, you should arrange for an appointment with Katherine Fahey, Director of Student Disability Services at Cornell University. Ms. Fahey can offer you advice and guidance on the services available to students at the University. In the alternative, you may wish to schedule a phone appointment before your arrival. To schedule an appointment with Ms. Fahey, call 607-254-4545 or write to sds_cu@cornell.edu.

3. Students requesting disability accommodations must submit disability documentation and a Request for Disability Services and Accommodations Form to initiate the accommodation process. The form and guidelines for disability documentation are available at the Student Disability Services website, http://sds.cornell.edu. All documentation must be current and comprehensive in order to determine eligibility for accommodations in a law school environment. This documentation should be in writing and should be from a physician who is familiar with your diagnosis and treatment.
cases of learning disabilities, a full psycho-educational report including aptitude and achievement tests reflecting all the test and subtest scores and a description of test procedures is required. (Ms. Fahey may give you additional instructions.) The report should be prepared by a professional qualified to diagnose a learning disability. The report should make written recommendations based upon your needs for accommodation in a law school environment.

4. Once Ms. Fahey is satisfied that your documentation is sufficient, a written recommendation regarding possible accommodations for your disability will be sent to the Law School’s Administrative Committee. Due to the academic calendar, the Committee must have the written recommendation by the beginning of the fourth week of the Fall semester or, if later, as soon as the disability arises. Therefore, it is important that you contact Ms. Fahey as soon as possible. This recommendation is a precondition to action by the Law School’s Administrative Committee on any request for an accommodation.

5. In addition to a written recommendation, the Law School’s Administrative Committee will also need to receive a copy of the medical documentation. The Administrative Committee may request additional documentation or may request that your physician speak directly with the Law School Dean of Students. The Administrative Committee may also ask that you be evaluated by another medical professional.

6. We also ask you to make a written request regarding any specific type of exam accommodation or other academic accommodation which you believe to be appropriate. In this regard, please tell us the accommodations which you have been granted in college and graduate school, and on standardized tests including the LSAT and the SAT.

7. While your prior testing history and other accommodation history is relevant to our determination of reasonable accommodations in Law School, it is important that you realize that we will not necessarily agree to grant the particular accommodations which you have been given in the past. Only after the Administrative Committee has thoroughly considered your request for an accommodation will we be able to arrange for what we believe to be a reasonable and appropriate accommodation, given your disability and the essential
components of our academic program. It is important for you to realize that an important feature of that program is the comparative grading of students based on examinations that are time-pressured, competitive, and occasionally stressful.

8. Once we have received: (a) written recommendations from Ms. Fahey, the Director of Student Disability Services, regarding any suggested accommodations, (b) copies of your disability documentation, (c) a written request from you which includes your accommodation history, and (d) any additional information requested by the Administrative Committee, the Committee will consider the request and respond. In almost all cases, we have been able to give a student written notice of exam accommodations within two to three weeks of receiving all of the appropriate material. However, this is not always possible and the committee will respond as soon as it is able to complete its comprehensive review of the request as well as the supporting documentation.

9. It is not generally useful for a student to discuss his/her need for classroom or exam accommodations directly with a particular law faculty member, unless asked by the Dean of Students on behalf of the Committee to do so. The Administrative Committee may on occasion feel it is appropriate to discuss a particular accommodation request with an individual faculty member.

10. If the specific accommodations that you requested are denied, you may appeal that decision to the Dean of the Law School. The Dean will review each appeal to determine whether in his or her judgment the Committee’s determination is clearly erroneous, and, if it is, then the Dean may make a judgment on what accommodations are reasonable or whether further information is needed.

11. If you wish to request an accommodation on bar examinations, you must direct your request to the state or states to which you are applying for admission. Each state has its own procedures for bar admission.

cc: Katherine Fahey, Director of Student Disability Services

Cornell University has an enduring commitment to support equality of education and employment opportunity by affirming the value of diversity and by promoting an environment
free from discrimination. Cornell Law School is committed to Cornell University’s policy affirming equality of opportunity:

No person shall be denied admission to any educational program or activity or be denied employment on the basis of any legally prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status.

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