

To: Columbia Law School Community  
From: Office of Registration Services (212-854-2668 or registrar@law.columbia.edu)  
Subject: Fall 2016 Final Examination Schedule  
Date: November 30, 2016

Please review carefully the revised schedule for Fall 2016 final exams, as well as the exam regulations and other important information. We would appreciate your bringing any discrepancies or errors to our attention. We do not expect changes to the day or time of a scheduled exam, but will notify you promptly should any adjustments become necessary. Exams are scheduled at either 10 AM or 3 PM. Exam rooms will be announced a few days before the start of the exam period.

It is important to pay careful attention to the information in this document, particularly to the Law School's examination regulations beginning on page 7. Please feel free to contact us if you have any questions ([registrar@law.columbia.edu](mailto:registrar@law.columbia.edu) or [exams@law.columbia.edu](mailto:exams@law.columbia.edu)).

## DECEMBER 2016 FINAL EXAM PERIOD

**First-Year Exams:** Friday, December 9, through Wednesday, December 21

**Upper-Year Exams:** Monday, December 12, through Wednesday, December 21

**Room 107 Jerome Greene Hall:** The Exam Administration room will be staffed weekdays during the exam period beginning at 9 am. Unless otherwise notified, you will pick up and return all your take-home exams in this room.

**Rooms TBA:** At least one room will be reserved on weekdays for the duration of the exam period for students who need a place to work on take-home exams.

**Proctored In-Class Exams:** see pages 2-4

**Take-Home Exams:** see pages 4-6

## PROCTORED EXAMINATIONS

**Fri, Dec 9 at 10 AM**

Civil Procedure, sec 1  
Civil Procedure, sec 2  
Civil Procedure, sec 3

Johnson, Olatunde C. A.  
Farhang, Sean  
Genty, Philip M.

**Mon, Dec 12 at 10 AM**

Bankruptcy Law  
Environmental Law  
Evidence

Morrison, Edward R.  
Gerrard, Michael/Burger, Michael  
Clark, Sherman

**Mon, Dec 12 at 3 PM**

Antitrust and Trade Regulation  
Corporate Finance  
Corporations  
Employment Law  
Federal Courts

Cavanagh, Edward  
Fox, Merritt B.  
Choi, Albert  
Liebman, Lance  
Metzger, Gillian

**Tue, Dec 13 at 10 AM**

Advanced Constitutional Law: Special Topics in  
Federal Courts  
Federal Criminal Law  
Immigration Law  
International Commercial Arbitration  
Professional Responsibility, sec 1  
Professional Responsibility, sec 2  
**RESCHEDULED EXAMS**

Monaghan, Henry Paul  
Richman, Daniel  
Villazor, Rose  
Bermann, George A.  
Snider, Jerome  
Simon, William H.

**Wed, Dec 14 at 10 AM**

Constitutional Law, sec 1  
Constitutional Law, sec 2  
Constitutional Law, sec 3  
Constitutional Law, sec 4  
Constitutional Law, sec 5  
Constitutional Law, sec 6  
Contracts, sec 1  
Contracts, sec 3  
Contracts, sec 4  
Contracts, sec 5  
Contracts, sec 6

Simon, William H.  
Ponsa, Christina Maria Duffy  
Bulman-Pozen, Jessica  
Ponsa, Christina Maria Duffy  
Pozen, David  
Purdy, Jedediah  
Kraus, Jody  
Sanger, Carol  
Sanger, Carol  
Goldberg, Victor P.  
Emens, Elizabeth F.

**Wed, Dec 14 at 3 PM**

Corporations, sec 2  
Human Rights  
Real Estate Transactions  
Regulation of Financial Institutions  
**RESCHEDULED EXAMS**

Pistor, Katharina  
Powell, Catherine  
DiLorenzo, Vincent  
Posner, Eric

**Thu, Dec 15 at 10 AM**

Energy Regulation  
Federal Income Taxation, sec 2  
**RESCHEDULED EXAMS**

Gerrard, Michael  
Schizer, David M.

**Fri, Dec 16 at 10 AM**

Administrative Law  
Advanced Corporate Law  
Criminal Investigations  
Law of the W.T.O.  
Payment Systems

Merrill, Thomas  
Goshen, Zohar  
Livingston, Debra A.  
Mavroidis, Petros C  
Mann, Ronald

**Fri, Dec 16 at 3 PM**

European Union Law and Institutions  
Securities Regulation  
State and Local Government Law  
**RESCHEDULED EXAMS**

Bradford, Anu  
Coffee, Jr., John C.  
Briffault, Richard

**Mon, Dec 19 at 10 AM**

American Contract Law  
Antidiscrimination Law  
Copyright Law  
Law of the Political Process  
Trusts and Estates  
**RESCHEDULED EXAMS**

Kraus, Jody  
Bulman-Pozen, Jessica  
Besek, June  
Briffault, Richard  
Rapaczynski, Andrzej

**Mon, Dec 19 at 3 PM**

Complex Deal Structuring: Spin-offs and IPOs  
Corporations  
Evidence  
Information Privacy  
International Law  
Patents

Shefter, Daniel  
Goshen, Zohar  
Capra, Daniel  
Long, Clarisa  
Damrosch, Lori Fidler  
Edgar, Harold S. H.

**Tue, Dec 20 at 10 AM**

Criminal Adjudication  
Derivatives Law and Regulation  
International Environmental Law  
Professional Responsibility for the Transactional  
Lawyer  
**RESCHEDULED EXAMS**

Shechtman, Paul  
Kalbaugh, Gary/Molesworth, Rita  
Biniaz, Susan  
Tepper, Steven

## Wed, Dec 21 at 10 AM

Property  
Torts, sec 1

Heller, Michael A.  
Rapaczynski, Andrzej

## Wed, Dec 21 at 3 PM

Torts, sec 2  
Torts, sec 3  
**RESCHEDULED EXAMS**

Clark, Sherman  
Blasi, Vincent A.  
**Final opportunity to take a Fall 2016 exam**

# END OF SCHEDULE FOR IN-CLASS PROCTORED EXAMS

## TAKE-HOME EXAMINATIONS

**107 Jerome Greene Hall**  
**(EXAM ADMINISTRATION ROOM)**

Pick up and return exams **between 10 am and 4 pm, except as otherwise noted** (e.g., 8-hour take-home).

**Monday, December 12**

**First day to pick up upper-year take-home exams**, unless otherwise noted below

**Rooms TBA**

Reserved weekdays during the exam period for students needing a place to work on take-home exams.

**You are required to pick up and return the exam in person.** Exams may NOT be picked up or returned by a friend, sent by e-mail or regular mail, Federal Express, fax, nor can they be picked up or submitted on Saturday or Sunday. If special arrangements have been made for a take-home exam, students will be notified directly.

**Format of exam answer:** You must type and print out your exam answer and submit it in paper form. You may use your own word-processing software for take-home exams. ExamSoft SofTest software is used ONLY for in-class proctored exams, not for take-home exams. **DO NOT WRITE YOUR NAME ON ANY PAGE OF YOUR EXAM ANSWER** – use only the exam number that will be on your exam questions to identify your exam.

**Take-home exams that instructors specify can be scheduled over a weekend:** Pick up on Friday and return on Monday with a certification assuring that the work time has not exceeded what is allowed. **It may not be picked up on Thursday or returned on Tuesday. 8-hour take-home exams cannot be taken over the week-end.**

**NOTE: Several 8-hour exams are limited to one day only (see schedule)**

## LAST DAY TO SUBMIT TAKE-HOME EXAMS

**Wednesday, December 21 (unless an earlier date is indicated below)**

## TAKE-HOME EXAMS

NOTE: Several 8-hour take-home exams are limited to one day only

### COURSE INSTRUCTOR

All exams may be taken any week day during the exam period, unless otherwise noted below

**Advanced Family Law: Pre-Nups, Property Distribution, and Alimony in Divorce**

Hennessey, Patricia

**8-hour take-home exam**  
(pickup at 10 am, return by 6 pm)

**American Constitutional Law**

Amar, Akil

**24-hour take-home exam**  
(not available weekends)

**Anthropology and the Law**

Rosen, Lawrence

**8-hour take-home exam**  
(pickup at 10 am, return by 6 pm)

**Civil Procedure, sec 4**

Sturm, Susan

**December 9 ONLY: 8-hour take-home (1L Exam)**  
(pickup at 10 am, return by 6 pm on Fri, Dec. 9)

**Contracts, sec 2**

Katz, Avery W.

**December 14 ONLY: 8-hour take-home (1L Exam)**  
(pickup at 10 am, return by 6 pm on Wed, Dec. 14)  
\*Exam will be available online – instructions to follow.

**Deals**

Gilson, Ronald J./Goldberg, Victor P.

**8-hour take-home exam**  
(pickup at 10 am, return by 6 pm)  
**Submit 2 copies of your exam answer**

**Environmental Issues in Business Transactions (Seminar)**

Rivlin, Kenneth/Morreale, Matthew

**8-hour take-home exam**  
(pickup at 10 am, return by 6 pm)  
**Submit 2 copies of your exam answer**

**Federal Income Taxation**

D'Avino, Rick

**December 16 ONLY: 4-hour take-home**  
(pickup beginning at 10 am, return within 4 hours of pickup; return by not later than 6 pm on Fri, Dec. 16)  
\*Exam will be available online – instructions to follow

**Financial Crises, Regulatory Reforms**

Gordon, Jeffrey N./Bolton, Patrick

**December 15 ONLY: 8-hour take-home**  
(pickup at 10 am, return by 6 pm on Thurs, Dec. 15)

**Financial Statement Analysis and Interpretation**

Bartczak, Norman

**72-hour take home exam**  
(weekend OK)

**International Banking and Financial Law (Seminar)**

Kourides, P. Nicholas/Lee, Paul

**24-hour take-home exam**  
(not available weekends)  
**Submit 2 copies of your exam answer**

**COURSE**  
**INSTRUCTOR**

**All exams may be taken any week day during the exam period, unless otherwise noted below**

**Juvenile Justice**  
Fagan, Jeffrey A.

**8-hour take-home exam**  
(pickup at 10 am, return by 6 pm)

**Mental Health Law** (*Seminar*)  
Levy, Robert

**8-hour take-home exam**  
(pickup at 10 am, return by 6 pm)  
***Also available: Paper option instead of final exam.***

**Partnership Taxation**  
Rosow, Stuart L.

**8-hour take-home exam**  
(pickup at 10 am, return by 6 pm)

**Professional Responsibility in Criminal Law**  
Cross-Goldenberg, Peggy

**8-hour take-home exam**  
(pickup at 10 am, return by 6 pm)

**Real Estate Development**  
Gold, Martin/Suarez, Mario

**48-hour take-home**; not available weekends  
Submit 2 copies of your exam answer

**Topics in Education Law**  
Sigall, Elana

**72-hour take-home exam**  
(weekend ok)

**END OF TAKE-HOME EXAM SCHEDULE**

**END OF FALL 2016 SCHEDULE OF FINAL EXAMS**

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***See following pages for more exam information***

# COLUMBIA LAW SCHOOL EXAMINATION REGULATIONS

Students taking a Law School examination are expected to appear at or turn in an examination at the stated time and place. Failure to do so will result in a grade of Failure (F) (see **Rules for the J.D. Degree**). Examination rules apply to all students taking a Law course, regardless of degree program. If you are unable to appear for an examination at the proper time, please contact Registration Services at (212) 854-2668 or e-mail [Exams@law.columbia.edu](mailto:Exams@law.columbia.edu). **NOTE: If you arrive late to an exam, you will not receive compensatory time.**

Any excuse granted on grounds of illness or other physical disability is conditioned upon receiving a satisfactory medical note from the attending physician within a reasonable time (one or two days, and by no later than the end of the examination period – Wednesday, December 21, 2016).

If you self-identify with the Office of Disability Services (ODS) and are granted special examination conditions, ODS will send confirmation of your exam accommodations to Christy Pastore, Director of Registration Services & Student Records. Shortly before the exam period, Ms. Pastore will e-mail you with information about your exam accommodations. You can reach Ms. Pastore at [cpastore@law.columbia.edu](mailto:cpastore@law.columbia.edu).

**ANONYMOUS GRADING OF EXAMS:** Final exams administered by Registration Services are graded anonymously. **Therefore, students are not permitted to write their name on any page of a proctored or take-home exam, and must not contact the instructor directly about an exam before final grades for the course are posted.** If you experience any difficulty before or during an exam, you should notify the exam proctor immediately and/or contact Registration Services directly. **Do not contact the instructor about an exam at any time before the final course grades are posted.**

Once the instructor submits the final exam grade to Registration Services, s/he can adjust the final course grade to factor in class performance or other work. The final course grade then is submitted to Registration Services and subsequently released to the student via LAWNET. If you would like to discuss your exam with the instructor, you may do so only after your final course grade has been posted in LAWNET.

**CERTIFICATION OF EXAMINATION PERFORMANCE:** Before you take an exam, as scheduled or rescheduled, you will be asked to sign a “Certification of Examination Performance” that you have not discussed the exam (verbally, electronically, or in writing) with any other student taking the exam, and that you have not and will not share or communicate, directly or indirectly, any information relating to the nature or content of, or answers to, the exam. If you believe that you cannot sign the certification, for whatever reason, you must notify Registration Services immediately. Since students may need to reschedule an exam (e.g., because of illness), **you are advised not to discuss the content of your exams until course grades have been posted in LAWNET.**

**COLUMBIA UNIVERSITY STUDENT ID:** In order to receive your exam, either proctored or take-home, you are required to present your Columbia University student ID card (CUID). Please make sure to have it with you at all times.

## RESCHEDULING A LAW SCHOOL EXAMINATION

Columbia Law School’s examination policies require all students to take exams at the scheduled times. As stated in the Law School Rules, “All students should be prepared to sit for examinations at any point throughout the examination period.” However, exams can be rescheduled in certain situations as defined below. Please make careful note of the circumstances that would warrant an adjustment to your exam schedule. If you have any of the conflicts listed below, send an e-mail to Registration Services **by Wednesday, November 30**, to arrange an adjustment to your exam schedule. Address your e-mail to [Exams@law.columbia.edu](mailto:Exams@law.columbia.edu) and include “Exam Rescheduling Request” in the Subject Line.

Registration Services will determine which exam will be rescheduled, and will notify you of the date and  
Columbia Law School Fall 2016 Final Exam Schedule  
November 15, 2016

location of your rescheduled exam **by Wednesday, December 7.**

Law School exams may be rescheduled in the following situations:

1. Two (2) Law School exams scheduled on the same day. One of the exams will be rescheduled to the first exam day on which the student does not have a scheduled exam and that will not create an exam conflict requiring further rescheduling.
2. Proctored or fixed-date take-home exams can be rescheduled to allow a 36-hour period between the start of two exams. For example, a student having proctored or fixed-date Law School exams scheduled for both Monday and Tuesday can reschedule the Tuesday exam to Wednesday.
3. Illness on the day of the exam: Any excuse granted on grounds of illness or other physical disability is conditioned upon receiving a satisfactory medical note from the attending physician within a reasonable time (one or two days, and by no later than the end of the examination period).
4. Birth of a child: An exam will be rescheduled if the student is attending the birth of his/her child.
5. Religious Observance: An exam will be rescheduled if it conflicts with a religious observance on the day of the exam.
6. Bereavement: An exam will be rescheduled in the event of a death in the student's family and the student is attending the funeral or grieving.
7. In other exceptional and documented circumstances.

**Examinations will only be rescheduled AFTER the originally scheduled date, never before.** All rescheduled exams must be taken before the end of the final exam period (Wednesday, December 21), unless Registration Services needs to reschedule the exam for another time (usually only in cases where a later exam date is warranted by **documented** special circumstances such as illness). Check the exam schedule for the designated dates that Fall 2016 exams can be rescheduled.

Only rescheduling arrangements made through Registration Services will be honored. Exams are graded anonymously, and you are not to take any action that will compromise your anonymity. Therefore, **instructors cannot reschedule exams or make any kind of special exam arrangement directly with a student.** Please do not approach your instructor about rescheduling your exam or making any kind of special exam arrangement as it will not be honored.

**Exams in courses taken at another Columbia division or at NYU Law School (as part of the Columbia/NYU Law Exchange):** Law School students who have an exam conflict in courses taken outside Columbia Law School must reschedule the non-CLS exam.

No adjustment will be made for employment schedules, travel or personal arrangements which conflict with the exam schedule. Exams cannot be rescheduled because a student has an early flight home for the winter or summer break, or for other personal reasons not outlined above.

## LAPTOP AND HAND-WRITTEN EXAMINATIONS

**USING LAPTOP COMPUTERS for PROCTORED EXAMS:** The Law School offers students the option of taking in-class, proctored final exams (essay-type only) on their own laptop computers through the use of SofTest software from ExamSoft, provided free of charge to all. As an alternative, students may choose to handwrite their exams. SofTest is not used for take-home exams.

SofTest is basically a word processor that blocks access to all other applications while it is running. You will type into it as you would type into any standard word processor. It is the computing equivalent of a bluebook. Visit the Law School Information Technology website for information on exam support for Law students:

<https://web.law.columbia.edu/information-technology/students/softest-final-exams>



Detailed general instructions on taking exams on laptop are e-mailed to students well before the start of the exam period. It is important that you read the information carefully and follow the directions. Also, review the general information below and contact [Exams@law.columbia.edu](mailto:Exams@law.columbia.edu) if you have any questions.

**PREPARING YOUR LAPTOP BEFORE TAKING A PROCTORED ESSAY EXAM:** To use your laptop to take a proctored essay exam, you must complete the following steps:

1. **REGISTER YOUR ETHERNET CARD:** You will be downloading the exam file(s) and submitting your exam(s) via the Internet and so must register your Ethernet card. Although you will not be connected to the Internet while you are writing your exam, you will need Internet connection to download the exam file prior to arriving in the exam room, and to upload your answer file at the end of the exam in the exam room. In order to connect to the internet in the exam room, you are required to register your Ethernet card.
2. **INSTALL THE EXAMSOFT SOFTWARE (SOFTTEST) ON YOUR LAPTOP:** Detailed general instructions on taking exams on laptop are e-mailed to students well before the start of the exam period and you will be notified which version of SofTest is needed for Fall 2016 exams. Understandably, there will be more variations of notebook computers running the exam software than ExamSoft can test. Therefore, it is impossible for ExamSoft to predict with certainty if the exam software will work as expected for your specific hardware/software configuration. ExamSoft offers full technical support, and its staff can be contacted by telephone (866-429-8889) or by e-mail ([support@examsoft.com](mailto:support@examsoft.com)). Answers to frequently asked questions can be found at its FAQ page at [www.examsoft.com/main/index.php](http://www.examsoft.com/main/index.php)
3. **PRACTICE USING THE SOFTWARE:** After installing the software (SofTest), you are urged to take as many practice tests as you can in order to become familiar with the software before you take an actual exam. Also, practice different features such as word or character counts. We have found that many of the problems students experience while taking an exam could have been avoided by practicing on the software and addressing any technological issues well in advance of the exam period. However, do not use the practice tests to prepare notes that you will need for your exam(s) as you will not be able to print the text document or copy it into a different file.
4. **DOWNLOAD THE EXAM FILE FOR EACH OF YOUR PROCTORED ESSAY EXAMS:** To take a proctored essay exam on your laptop, you must download an exam file for each of your proctored essay exams *in addition to installing the SofTest software on your laptop*. Students will be notified when the exam files are ready for downloading (in mid-September for September exams, and in November for December exams). The exam file is a virtual exam book that laptop examinees will use to record their answers. The document in the exam file is blank and does not contain the exam questions. The exam questions are distributed only in the exam room. You must download your exam file(s) **BEFORE** arriving in the exam room and well before the day of the exam since **NO COMPENSATORY TIME** will be given to those who experience difficulty and/or delay because they waited until the day of the exam to install the exam software and/or to download their exam files. Exam files are not available for take-home exams or for exams that are multiple-choice only and require the use of a Scantron form to record answers (courses TBA).

**NOTE ABOUT MAC'S NEW OPERATING SYSTEM:** Mac's newest operating system, MacOS Sierra, is expected to be released on 9/20/2016. At this time, ExamSoft is working on completing preliminary testing of the operating system to ensure compatibility. Until testing is complete and compatibility is announced, students are prevented from registering SofTest or downloading exams on a device with Sierra. **Please refrain from updating to Sierra until the Law School makes an official support announcement.**

**EXAMS WILL START ON TIME**, so make sure that you have downloaded the SofTest software, taken several practice exams, and also downloaded your exam file(s) before your exam day. If you attempt to install the software and/or download your exam file in the exam room and have difficulty connecting to the Internet, the

proctors will be unable to provide you with additional time or technical assistance and **you will have to *handwrite your exam***. Also, **if you arrive late to any exam, you will not receive compensatory time**.

**ON THE DAY OF YOUR PROCTORED ESSAY EXAM:** In order to be able to type your proctored essay exam, you must bring your own laptop and your power cord to the exam room. You will need to write your exam by hand if you do not bring with you a power cord. In addition, please bring a network cable. Even if you have wireless connection, you are urged to bring your network cable in case you encounter any difficulty connecting to the internet in the exam room. Also, you are required to arrive in the exam room 30 minutes before the start of the exam to allow for pre-examination announcements and instructions.

**TECHNICAL SUPPORT:** The Law School's IT Helpdesk supports connectivity to the Columbia Law School network only and its staff can help you with some technical problems. However, ExamSoft is responsible for all technical support for SofTest and you are advised to contact ExamSoft directly for technical issues with installing and testing ExamSoft's SofTest on your laptop. ExamSoft offers full technical support and its staff can be contacted by telephone (866-429-8889) or by e-mail ([support@examsoft.com](mailto:support@examsoft.com)). Answers to frequently asked questions can be found at its FAQ page at [www.examsoft.com/main/index.php](http://www.examsoft.com/main/index.php). **You are advised to address any technical issues well in advance of your first exam.**

**HAND-WRITTEN EXAMS (other than multiple-choice exams using Scantron forms):** For December 2016 exams, you must sign up with Registration Services **by Wednesday, November 30**, to *handwrite* a proctored essay exam. You may remove your name if you change your mind later. Address your e-mail to [registrar@law.columbia.edu](mailto:registrar@law.columbia.edu) and include "Handwriting Exam" in the Subject Line.

**SCANTRON EXAMS:** No notification is necessary for multiple-choice exams recorded on Scantron forms (courses TBA). You will not be using SoftTest for these exams. Only a #2 pencil can be used to record answers on a Scantron form, so make sure to be prepared with #2 pencils and an eraser if your exam is a multiple-choice exam or has a multiple-choice section that requires the use of a Scantron form.

**OPEN BOOK EXAMS:** If you have material on your computer that you intend to use during an open-book exam, you must print it out before arriving at the exam room. You are not permitted to access any programs or files on your computer or on other electronic devices during a proctored exam. In addition, you cannot use electronic versions of textbooks in open-book exams.

**TAKE-HOME EXAMS:** ExamSoft is not used for take-home exams. Instructors expect you to type your answers for take-home exams, and you may use the word-processing software of your choice. Turn in a paper version of your exam answer (unless otherwise instructed). Make sure to include a header/footer listing the course number, title, instructor, and your exam number. **DO NOT WRITE YOUR NAME ON ANY PAGE OF YOUR EXAM ANSWER.** If your course is taught by more than one instructor, you must submit one copy of your exam answer for each instructor.

***See following pages for important dates***

## **FEBRUARY 2017 GRADUATING STUDENTS** (Degree Conferral is February 8, 2017)

**All Fall 2016 written work must be submitted by no later than Wednesday, December 21, the last day of the exam period**, unless the instructor established an earlier deadline. If you are taking a course outside the Law School, make sure to notify your instructor that you are scheduled for the February degree and will need your grade by mid-January.

- **October 15, 2016:**  
Deadline for submission of all written work from 2015-16 to avoid a failing grade.
- **November 1, 2016:**  
You must file your completed "Application for Degree" by not later than November 1, 2016. The application is available on both the Law School's Registration Services site and on the University Registrar's site: <http://web.law.columbia.edu/registration/forms> or <http://registrar.columbia.edu/content/application-degree-or-certificate>

## **MAY 2017 GRADUATING STUDENTS & CONTINUING STUDENTS**

- **September 13, 2016** (last day of Fall Add/Drop):  
**3L's:** Major Writing Credit registration must be completed
- **September 30, 2016**  
**LLM's:** Writing Project registration form must be completed for the Fall term
- **October 15, 2016:**  
Deadline for submission of all written work from 2015-16 to avoid a failing grade.
- **December 1, 2016:**  
**May 2017 Degree Candidates:** You must file your completed "Application for Degree" by not later than December 1, 2016. The application is available on both the Law School's Registration Services site and on the University Registrar's site: <http://web.law.columbia.edu/registration/forms> or <http://registrar.columbia.edu/content/application-degree-or-certificate>
- **December 21, 2016:**  
Due date for submission of all Fall 2016 written work
- **January 13, 2017** (Friday before start of Spring 2017 semester):  
Due date for Faculty to submit all Fall 2016 grades (instructors who have 150 or more exams to grade have until January 23 to submit grades).
- **January 17, 2017 (Tuesday):**  
Start of Spring 2017 Law School classes
- **January 24, 2017** (last day of Spring Add/Drop):  
Minor Writing Credit registration must be completed (**All 3L's**)
- **February 1, 2017:**
  - **3L's** must submit **first draft** of Major Writing Credit paper to instructor by this date. Final draft of Major Writing Credit paper is due by April 1, 2017.
  - **LLM's:** Writing Project registration form must be completed for the Spring term

- **April 1, 2017:**
  - **3L's:** Deadline for submission of **final draft** of Major Writing Credit paper
  - **3L's:** Deadline for submission of Minor Writing Credit paper
  - **All students:** Deadline for submission of all outstanding written work from Fall 2016 that was granted an extension.  
Continuing students granted an extension to a later date for Fall 2016 or Spring 2017 written work are advised to refer to the information below on the implications of late submissions on 2016-17 Kent and Stone honors eligibility. In addition, they should note that only one incomplete can be carried beyond August 2016 and that the work must be submitted by not later than October 15, 2017.
- **Wednesday, April 26, 2017** (last day of Spring term Law classes):
  - **All May 2017 degree candidates:** Due date for all Spring 2017 written work in non-exam offerings (unless earlier deadline specified by instructor)
  - **LL.M. degree candidates:** Deadline for submission of LL.M. Writing Project paper
- **Monday, May 8, 2017:**  
**May degree candidates:** Grades due in classes **without** final exams.
- **Friday, May 12, 2017** (last day of Spring 2017 final exam period):
  - **May degree candidates:** Grades due in classes **with** final exams.
  - **Continuing students:** Due date for submission of all written work for **Spring 2017** research and for seminars and courses that do not have exams, unless the instructor established an earlier due date or an extension was granted. Refer to the information below on the implications of late submissions on eligibility for 2016-17 Kent and Stone honors.
- **Wednesday, May 17, 2016:**  
University Commencement & Degree Conferral
- **Thursday, May 18, 2016 (*Tentative – To Be Confirmed*):**  
Law School Graduation Ceremony
- **Thursday, June 15, 2017:**  
**Continuing students:** Due date for Faculty to submit all Spring 2017 grades for continuing students (instructors who have 150 or more exams to grade have until June 23 to submit grades).
- **September 1, 2017:**  
Deadline for submission of all outstanding 2016-17 written work for October 2017 degree candidates.

**KENT AND STONE HONORS FOR 2016-17:** For students graduating in May 2017, honors determinations normally are made and recorded about two weeks after Commencement. For continuing students, honors calculations are made in late June or in July, once all grades have been submitted. Final 2016-17 honors determinations will be made the last week of July 2017. Students cannot receive academic honors for a year that includes a grade of incomplete at the time that academic honors are determined. Therefore, if you wish to be considered for Kent or Stone honors, you are advised to consult with your instructor about a submission date for your work that will allow him/her enough time to read your written work and to record your grade by not later than the last week of July. Please be reminded that students must be in full-time on-site residence at the Law School for the entire academic year (fall and spring terms) in order to be eligible for Kent and Stone honors.

## CONTINUING STUDENTS (NOT GRADUATING IN 2017)

### IMPORTANT INFORMATION ABOUT EXTENSIONS ON WRITTEN WORK (e.g., for seminars, courses, research, etc.)

For **continuing students** (those not scheduled for a 2017 degree), unless the instructor established an earlier due date or an extension was granted, April 1 is the due date for submission of outstanding written work from the Fall 2016 term, and May 12 is the due date for submission of all written work from the Spring 2017 term. Should you have a problem in meeting your deadline, contact your instructor to request an extension. You then will need to submit an Extension Form to Registration Services, to include your instructor's signature approval. Forms are available in the Office of Registration Services and online at [www.law.columbia.edu/academics/registrar/Reg\\_Forms](http://www.law.columbia.edu/academics/registrar/Reg_Forms). Extensions can be granted only for papers and other written work, not for examinations, and October 15, 2017 is the final submission date for your outstanding written work. Note, however, that only one incomplete grade can be carried into the Fall 2017 term (see below).

**NOTE:** You are advised to elect an extension only if absolutely necessary since an incomplete transcript may disadvantage you in employment and clerkship applications. See "Kent and Stone Honors for 2016-17," above, for information on the implications of late submissions on 2016-17 Kent and Stone honors eligibility.

#### October 15, 2017

**For students not graduating in 2017**, October 15, 2017 is the final deadline for submitting written work from the 2016-17 academic year for which an extension was approved. **NOTE:** Only one incomplete can be carried into the Fall 2017 term. All other written work from 2016-17 must be submitted and graded before the start of the Fall 2017 Change of Program period.

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