



UNIVERSITY *of*
WISCONSIN
LAW SCHOOL

Master of Laws HANDBOOK

For Students and Advisors
2010-2011

- Please read through this handbook •
- Keep it throughout your program •
- Refer to it regularly •

Graduate Programs Office
University of Wisconsin Law School
975 Bascom Mall
Madison, WI 53706 U.S.A.
tel: (608) 262-9120 fax: (608) 265-2253
e-mail: gradprog@law.wisc.edu
<http://law.wisc.edu/grad>

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Welcome to the University of Wisconsin Law School

We are glad you're here and hope you find your time with us productive and enjoyable.

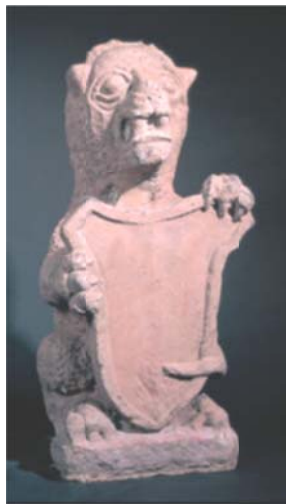
We have expanded the LL.M. Handbook to provide important information and answer many of your questions. Please look through the handbook now and become familiar with its contents – and then refer to it throughout the year when you have questions.

In addition to the handbook, we will put updates and new information on the Graduate Programs website "Information for Current Graduate Programs Students." It can be found as a link on www.law.wisc.edu/grad.

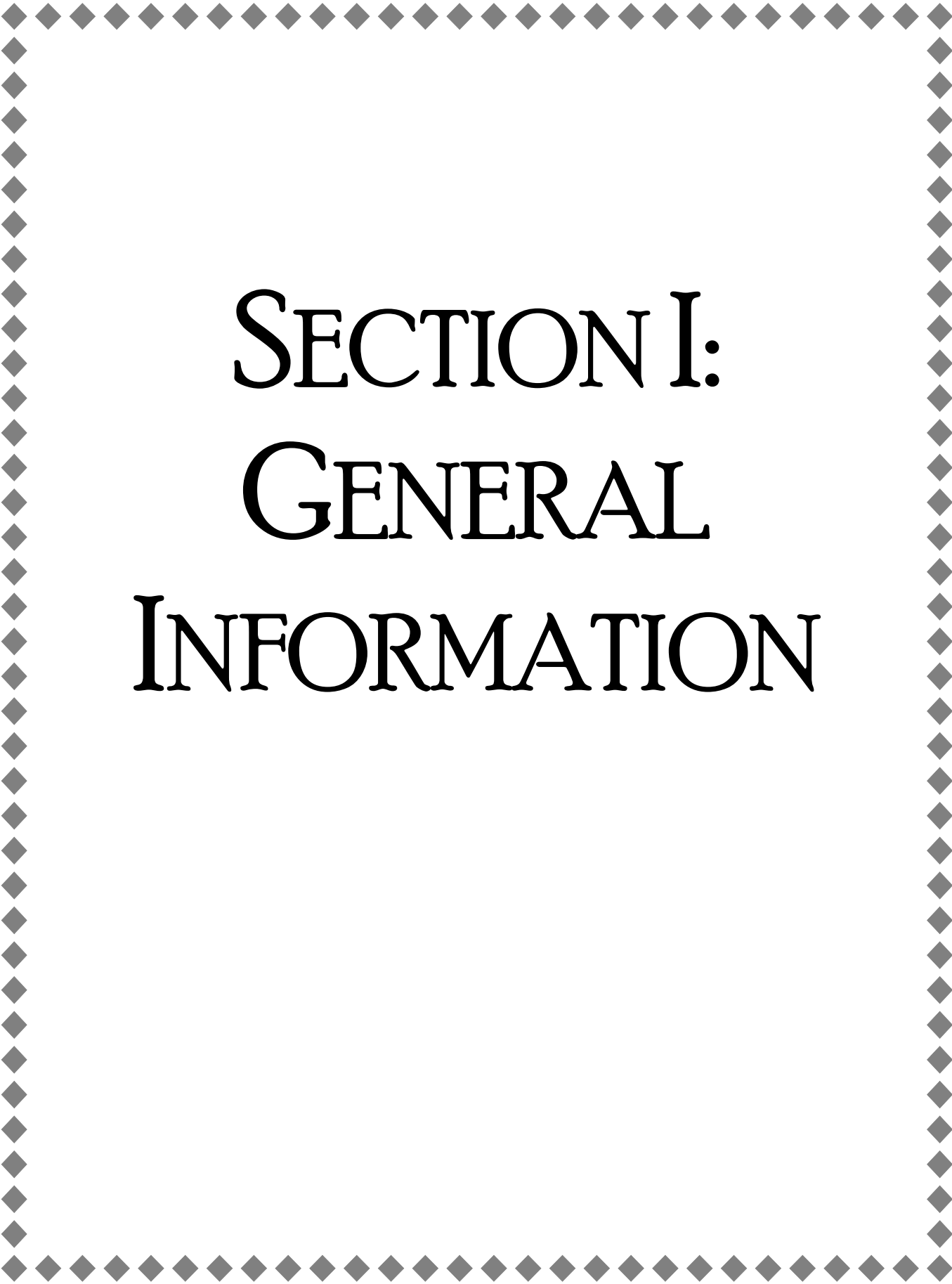
Please note that **you** are the person responsible for taking care of the details of your program. Please use this LL.M. Handbook to inform yourself about your program and the expectations we have of you as a Law Graduate student.

If you have any questions regarding any of the materials, *please* contact the Graduate Programs Office!

We hope that you have a good year, academically and socially, and that you enjoy studying and living in Madison.



Amy J. Arntsen
Graduate Programs Office
UW Law School
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Madison, WI 53706
aarntsen@wisc.edu
(608) 262-9120
fax (608) 265-2253



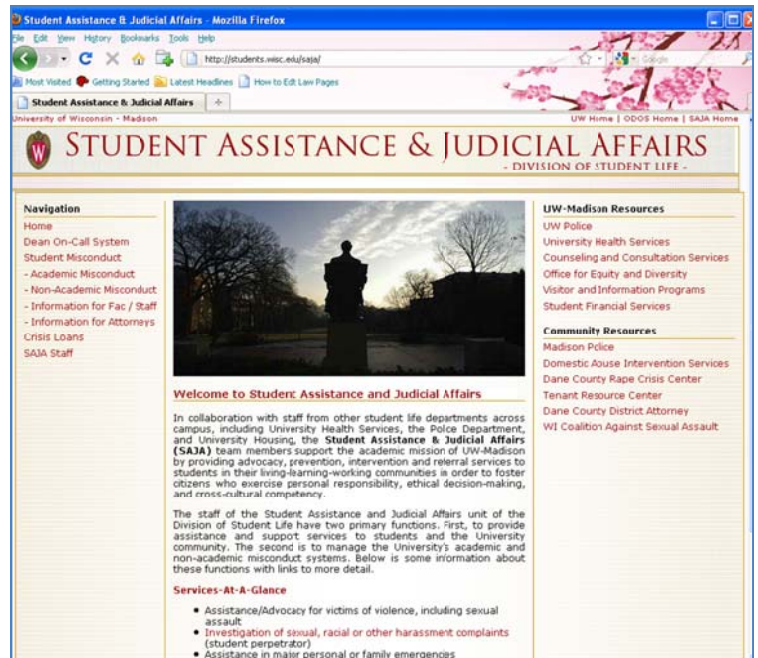
SECTION I:
GENERAL
INFORMATION

UW Rules on Student Conduct

All Graduate Programs Law Students, as University of Wisconsin students, are responsible for knowing the UW rules relating to academic, non-academic, and technology-related conduct.

Website: <http://www.wisc.edu/students/saja/>
Please refer to this website for information on:

- Assistance/Advocacy for victims of violence, including sexual assault
- Investigation of sexual, racial or other harassment complaints (student perpetrator)
- Assistance in major personal or family emergencies
- Assistance/Advocacy for students who reside in off-campus residences
- Crisis loans to help students remain enrolled
- Assistance services for undergraduate, graduate & professional students
- Identification of & referral to on- & off-campus resources as appropriate
- Managing individual student crises & campus-wide emergencies
- Support & notification in the event of a student's death
- Serve as consultants for faculty/staff who have concerns about students they teach or employ
- Administration of the UW-Madison academic & non-academic code of student conduct



Academic Misconduct

Of particular importance is information on academic misconduct, available at

<http://www.wisc.edu/students/saja/misconduct/UWS14.html>:



- Academic Misconduct - An Overview
- Definition of Academic Misconduct
- Some Special Points About Collaboration & Plagiarism
- If You Are Accused of Cheating
- Disciplinary Penalties
- Dean's Recommendation of Additional Sanctions
- The Disciplinary Process
- The Right To A Hearing
- What To Do If You See Someone Cheating

PLEASE understand Academic and Non-Academic Misconduct and know the consequence for students!

Some Special Points About Collaboration & Plagiarism

Collaboration or Group Assignments

You should be aware that different instructors have different expectations about working with others. If you wish to consult with or work with another student on an assignment and you are not sure of the course rules, ask the instructor. It is each student's responsibility to seek information about the boundaries of appropriately working with others on assignments, papers, experiments, or examinations. If no rules concerning working with others have been discussed in a course, the student must assume that working with others when writing a paper, completing homework, or taking an exam is not permitted.

Plagiarism

Plagiarism means presenting the words or ideas of others without giving credit. You should know the principles of plagiarism and the correct rules for citing sources. In general, if your paper implies that you are the originator of words or ideas, they must in fact be your own.

If you use someone else's exact words, they should be enclosed in quotation marks with the exact source listed. You may put someone else's idea in your own words as long as you indicate whose idea it was (for example, "As Jane Smith points out, . . ."). If you are unsure about the proper ways to give credit to sources, ask your instructor or consult the Writing Center's handout "Acknowledging, Paraphrasing, and Quoting Sources," which is available as a pdf at http://writing.wisc.edu/Handbook/Acknowledging_Sources.pdf.

Non-Academic Misconduct

UW Rules regarding non-academic misconduct (UWS 17) is available at <http://students.wisc.edu/saja/misconduct/UWS17.html>



Please refer to this website for information on:

- What is UWS 17?
- What Conduct Is Prohibited?
- Disciplinary Penalties
- The Disciplinary Process
- The Right To A Hearing
- Can I Make A Report?

*If you are
being bothered
or harassed
please notify
your advisor
and/or the
Graduate
Programs
Office.*

Technology-Related Conduct

UW Rules regarding technology-related conduct is available at:
<http://www.wisc.edu/students/saja/misconduct/IT.html>

Appropriate Use of UW IT Resources

Use of information technology must be consistent with the University's mission and with its role as a public agency. Each member of the University community is expected to protect the integrity of these resources and to know and adhere to University rules, regulations and guidelines for their appropriate use. Regulations that govern personal conduct and use of University facilities also apply to the use of IT resources. In addition, the following guidelines apply more specifically to use of IT resources:



1. **General Guidelines:** Access to University IT resources is a privilege granted to members of the University community which carries with it the responsibility to use them for University related activities, exercising common sense and civility.
2. **Individual Responsibility:** Authorization for use of IT facilities is provided to each individual for his or her own use. No person may use an authorization which belongs to someone else. In many cases the University has obtained access to these resources exclusively for the use of members of the University community.
3. **Security:** The protection of University IT resources depends heavily on each user's careful handling of "keys" to these resources, since any account can serve as an entry point for theft, damage or unauthorized use. Users must protect the confidentiality of their personal identification codes and passwords and are expected to exercise reasonable care to insure that others cannot use their accounts.
4. **"Hacking":** Persons may not obtain or use - or attempt to obtain or use - passwords, IP addresses or other network codes that have not been assigned to them as individuals or authorized for their use as University employees. Persons may not obtain - or attempt to obtain - unauthorized access to computer accounts, software, files, or any other University IT resources.
5. **Malicious Activity:** Persons may not alter or intentionally damage software or data belonging to someone else or interfere with another person's authorized access to IT resources. Users may not intentionally disrupt or damage University computers or networks in any way.
6. **Impersonation and Anonymity:** Users of University IT resources may not send electronic messages with the sender's identity forged or send anonymous messages unless the recipient has agreed to receive anonymous messages.
7. **Commercial, Political and Non-University Activities:** Persons may not use University IT resources to sell or solicit sales for any goods, services or contributions unless such use conforms to UW-Madison rules and regulations governing the use of University resources. University employees may not use these resources to support the nomination of any person for political office or to influence a vote in any election or referendum. No one may use University IT resources to represent the interests of any non-University group or organization unless authorized by an appropriate University department.
8. **State and Federal Laws:** Persons may not use University computing facilities to violate State or federal laws.

Violation of University rules governing appropriate use of IT resources may result in loss of access privileges, University disciplinary action, and/or criminal prosecution.

Law School Rules

The Law School Rules can be found at www.law.wisc.edu/current/rules/. Chapter 10 of the Law School Rules contains rules on the graduate degree programs (LL.M.-LI, LL.M., S.J.D.).

You are responsible for knowing the Law School Rules that pertain to you and your program.



The screenshot shows the University of Wisconsin Law School website. The top navigation bar includes "University of Wisconsin-Madison", "Contact Us - Find People - Search This Site", and a search box. The main header features the law school logo and the text "Current Students". A large photograph of a graduate with a child is visible. A left-hand navigation menu lists various categories, with "Law School Rules" selected and expanded into a dropdown menu. The dropdown menu lists 12 chapters, with Chapter 10, "Graduate Degrees and Graduate Minors in Law", circled in red. To the right, there are sections for "Admitted Students" with a link to a website, "Curriculum Planning Resources" with a link to curriculum guides, and "Recent Headlines" with several news items.

University of Wisconsin-Madison Contact Us - Find People - Search This Site

UNIVERSITY of WISCONSIN LAW SCHOOL

Current Students

CURRENT STUDENTS

- Law School Home
- Academics & Clinicals
- Career Services
- Class Standing
- Commencement
- Graduate Programs
- Law School Rules** » Chapter 1: Admissions
- Read This First! Handbook Chapter 2: Grading Rules for 2005 and later matriculants
- Student Organizations Chapter 3: Course Rules
- Student Life Chapter 4: Grading Rules for Pre-2005 Matriculants
- Technology & Computing Chapter 5: Attendance Rules
- Tuition & Financial Aid Chapter 6: Withdrawals and Examinations

Law In Action

- About UW Law Chapter 7: Eligibility to Continue
- Academics & Clinicals Chapter 8: Scholarships, Prizes, Honors
- Alumni Association Chapter 9: Degree and Bar Admission Certificate
- Faculty & Staff Requirements
- Intellectual Life Chapter 10: Graduate Degrees and Graduate Minors in Law
- Journals & Publications Chapter 11: Miscellaneous
- Law Library Chapter 12: Law Student
- News & Events
- Centers & Institutes
- Continuing Legal Education

Students, submit your law school photos!

Admitted Students:

Visit our [admitted students website](#) to learn more about academics, life in Madison, and the student experience.

Curriculum Planning Resources

[Curriculum Guides, Advice, and Related Resources](#)

Recent Headlines Show

- [Roberts '95 named General Counsel of National Indian Gaming Commission](#)
- [Mitchell is Reporter as NCCUSL Approves Partition of Heirs Property Act](#)

Appropriate Behavior at the Law School Specifically concerning the Bookmart & Duplication Center

Occasionally, the Graduate Programs office is notified by the Bookmart and Duplication personnel that a few Graduate Programs students are argumentative, demanding, or expecting special treatment in dealing with those personnel. Such actions are not appropriate. We believe these are actions of no more than a few students, but since such actions affect the reputations of all of us, we want to make our expectations clear:

Students in the Graduate Programs should expect to be treated at the Law School the same as J.D. students are treated. Generally speaking, we expect Graduate Programs students, especially since all are professionally trained individuals, to be courteous when dealing with Duplication personnel and when purchasing, exchanging, or returning books at the Bookmart.

Law School Copyright Policy (excerpts)

As a general proposition, copyrighted materials cannot be reproduced without permission unless (a) the materials are in the public domain; or (b) the use is fair use; or (c) blanket permission to use the materials has been granted. For details see <http://law.wisc.edu/copyshop/copyright.htm>.

Please note: whole books or reading packets may *not* be copied.

A "law in action" analysis would point out that copyright law is largely self-enforced (therefore largely not-enforced), and that the chances of getting sued for a copyright violation are, perhaps, not very great. Nevertheless, we believe that there are philosophical (beyond "it's the law") and practical reasons that it is important for the Law School to be in obvious good faith compliance with the copyright laws.

Law Library

The primary mission of the UW Law Library is to support the research and learning of the Law School community. The Law Library also is an important center for legal research for the campus, the UW System, and the State of Wisconsin. Law students have full access to the rich array of campus library resources, and all UW students are able to use the Law Library.

The Law Library's website provides comprehensive information about the library, including access to resources and services, virtual tours and maps of the library, and other useful links: <http://library.law.wisc.edu>. Extensive information about Madison campus libraries can be found at: <http://www.library.wisc.edu>

Law Library hours are posted outside the main door of the library and on its website. Handouts are available at the circulation desk. Please check for revisions because library hours are subject to change: <http://library.law.wisc.edu/about/information>.

Rules and Expectations

To provide a safe and respectful environment for collaborative and individual study and learning, the Law Library expects library users to abide by the code of conduct described below.

No Food: Beverages in covered containers are permitted in the library except at the Law Library computers. Beverages are not allowed at any computer workstation. Food is not permitted anywhere in the library, including study carrels. If you want to eat, "take it outside" and go to the Atrium for a break. Just to be sure we are clear on the definition of food, we are talking about candy, snacks, breakfast, lunch, dinner, soup, pizza, chips, etc.

No Cell Phones: Cell phone use is not permitted in the Law Library. As a courtesy to other library users, please turn off your cell phone in the library and go to an area outside the library to use your cell phone.

No Loud Conversations: If you have to talk, keep your voices down. If you find that you are in an animated conversation with others, "take it outside" the Law Library. The noise carries and it is annoying to others when they are trying to study, especially for an exam.

Individuals are expected to:

- Obey all local, state, and federal laws.
- Abide by Chapter UWS 18, Wisconsin Administrative Code, which governs all conduct on University lands.
- Use email, network, and Internet resources within the Guidelines for Appropriate Use of University of Wisconsin-Madison Information Technology Resources.
- Adhere to policies governing appropriate use of University identification.

Law Library Rules & Expectations (continued)

- Present identification to library staff upon request.
- Comply with library circulation policies.
- Respond to emergency and security gate alarms and other situations as instructed by staff.
- Leave building at closing and limit use of the library to authorized areas only.
- Respect library users by keeping noise to a minimum.
- Respect library users and the library collection by not bringing food into the library. Beverages in covered containers are allowed, but not near computers or equipment.
- Adhere to Law Library policy limiting library access during exam periods to law students and persons needing to use legal materials or government publications.

Library rules apply at all times, during the day and also in the evening.



Law Library Study Carrels

Students enrolled in the graduate LL.M.-L.I., LL.M., and S.J.D. programs can reserve individual study carrels for ongoing research to the extent that carrels are available.

Applying for a Study Carrel

S.J.D. and LL.M. students should make carrel requests in person at the Administrative Office of the Law Library (Room 6352). There are usually sufficient carrels for all S.J.D. or LL.M. students who make a request. Applicants will be asked to complete application form, review the carrel policy and make a deposit of \$20.00.

LL.M.-Legal Institutions students should send an email request only (do not come in person) for a carrel to: libadminoff@law.wisc.edu. This email should include:

- your full name
- your degree (LL.M.-Legal Institutions), and
- whether you are a new or continuing LL.M.-Legal Institutions student.

Library study carrel assignments are made according to the following priority list:

1. Continuing S.J.D. students
2. New S.J.D. students
3. Continuing LL.M. students
4. New LL.M. students
5. Continuing LL.M.-L.I. students
6. New LL.M.-L.I. students

After the first round of assignments, carrels may be given randomly and/or on a first-come-first-serve basis as they become available.

The Law Library will maintain a list of emails from people who would like a carrel and will contact them if a carrel becomes available later in the semester.

Study Carrel Use

Unreserved carrels are open to all library users. Library materials that are not checked out are routinely removed from carrels. Reserved carrel occupants should ask for “flags” when checking out materials at the circulation desk. These flags indicate to the library staff that the materials are charged to the carrel occupant.

Beverages in covered containers are permitted in the library. Food is not permitted anywhere in the library, including study carrels.

When wanting to mark pages in books, use strips of paper. *Do not* fold back the corners of the page.

International Student Services

The International Student Services (ISS) office offers a wide variety of services to international students at the University of Wisconsin-Madison. The ISS staff provides information to international students about the campus and community and provides support and assistance concerning visas and related immigration issues.

The ISS office publishes a very helpful handbook, "International Student Handbook," available online at <http://iss.wisc.edu/attach/International%20Student%20Handbook--Fall%202010.pdf>.



International Student Services
University of Wisconsin-Madison
716 Langdon Street, Room 217
Tel: 608-262-2044
Website: <http://www.iss.wisc.edu>
Office open: 10 am - 4 pm Monday-Friday
iss@odos.wisc.edu

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International Students on an F-1 Visa

Your stay in the United States under your F-1 visa ends when your program ends, **not** the date of your graduation. After this time, the U.S. gives a "grace period" of 60 days during which you are allowed to remain in the U.S. for graduation, to travel, etc., but you may not be employed. Also, you cannot leave the U.S. and re-enter unless you are re-entering with a different visa status.

If you are ending the LL.M. program and have been admitted into our S.J.D. program, it is essential for you to take your letter of acceptance to the ISS office at 217 Red Gym before your current I-20 expires and request that a new I-20 be issued.

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pires?*

The End Date of the LL.M. Program

For students in the LL.M. programs, the program ends on the day that you deliver the two approved and final copies of your thesis to the Graduate Programs Office, room 4312 of the Law School. Please note that the end of your program is not the date of graduation.

Staying Beyond the Expected Completion Date

Sometimes, a student needs additional time to complete the program. If an LL.M. student has received permission from the Graduate Programs Committee to extend his/her program beyond the expected completion date, he or she is responsible for contacting ISS before the current I-20 expires to request an extension of the time allowed by the I-20. *Students should stay aware of the expiration date on their I-20s.* Six weeks before that date, check to see if more time will be needed to complete the LL.M.; if so go to the ISS office promptly to find out the procedure for requesting an extension.

UW Writing Center <http://writing.wisc.edu/>

All Graduate Programs students are encouraged to use the UW Writing Center's resources!

The Writing Center's Mission Statement

The University of Wisconsin-Madison's Writing Center helps undergraduate and graduate students in all disciplines become more effective, more confident writers. We believe that writing is a powerful tool not only for communicating existing ideas but also for discovering new ones; that learning to write is a life-long process; and that all writers benefit from sharing work in progress with knowledgeable, attentive readers. Our methods—multi-faceted, flexible, and above all, collaborative—reflect our respect for the individual writer, whose talents, voice, and goals are central to all our endeavors.



Individual Help with Writing

During an online or face-to-face Writing Center conference, you'll have a chance to work with an experienced writing instructor on a piece of expository writing — a draft of a course paper, resume, report, application essay, cover letter, seminar paper, dissertation, thesis, etc.

Writing Center instructors are graduate teaching assistants or professional staff, all of whom are experienced writing teachers. They can help you develop ideas for a paper and organize them effectively, and they can give you helpful advice to guide your revision.

About Proofreading and Editing

Writing Center instructors will not edit or proofread your papers for you. Nor will they do your reading or thinking or writing for you. Instead, their goal is to teach you to do these things for yourself so that you can become a better, more confident writer. Take a look at their Writer's Handbook for help with finding and eliminating common mechanical errors in your writing.

The **English Department** maintains a list of editors, proofreaders and tutors available for hire at <http://www.english.wisc.edu/resources/proofreaders.pdf>.

Counseling Services & Support Provided by University Health Services

University Health Services (UHS) is located in the Student Services Tower in the University Square complex (333 East Campus Mall) and provides all medical, counseling, prevention, and pharmacy services in one location. Counseling Services helps students who are experiencing personal stress, career concerns, family or interpersonal conflict, general anxiety, depression or other psychological concerns. The phone number for general information and appointments for all services is 265-5600. There is also an after-hours crisis response service at the same number. More information about UHS is at www.uhs.wisc.edu.

Hours

Monday, Tuesday, Thursday, Friday: 8:30 am to 5 pm

Wednesday: 9 am to 5 pm

Individual Counseling

Individual psychotherapy is an opportunity to talk to a counseling professional and explore personal issues such as stress management, health enhancement, multicultural counseling, career assessment, performance enhancement, and drug or alcohol abuse.

Crisis Intervention

Crisis intervention services are available to students, as well as faculty and staff concerned about students, both during the day and after hours/weekends. They respond as quickly as possible to personal crises, traumatic situations, and campus emergencies. Contact CCS at 265-5600 anytime.

Group Counseling

Groups bring together students sharing a common concern, providing support, skill building, and personal growth. Groups typically meet one to two hours weekly, and may run from 4 to 12 weeks per semester. Groups address issues concerning relationships, depression, anxiety, and careers.

Relationship Counseling

If you have problems in a relationship, working with a counselor can help you communicate more effectively, solve conflicts, and develop a more mutually satisfying relationship. We counsel any set of people, including roommates, couples who are romantically involved or ending their involvement, dating, living together, married, heterosexual, gay, or lesbian.

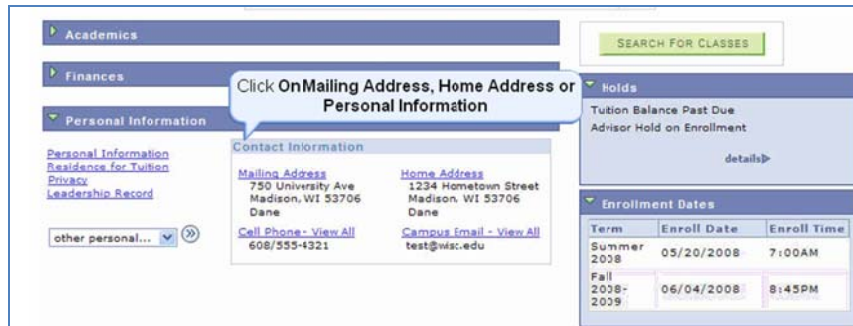
Alcohol, Tobacco, and Other Drug Abuse Services

The wide variety of options offered through UHS promote self-awareness and responsibility to all students in the university community concerning the use of these substances. We provide direct care through assessment and related services for people experiencing difficulty in their lives as a result of alcohol, tobacco and other drug use.

Address Information

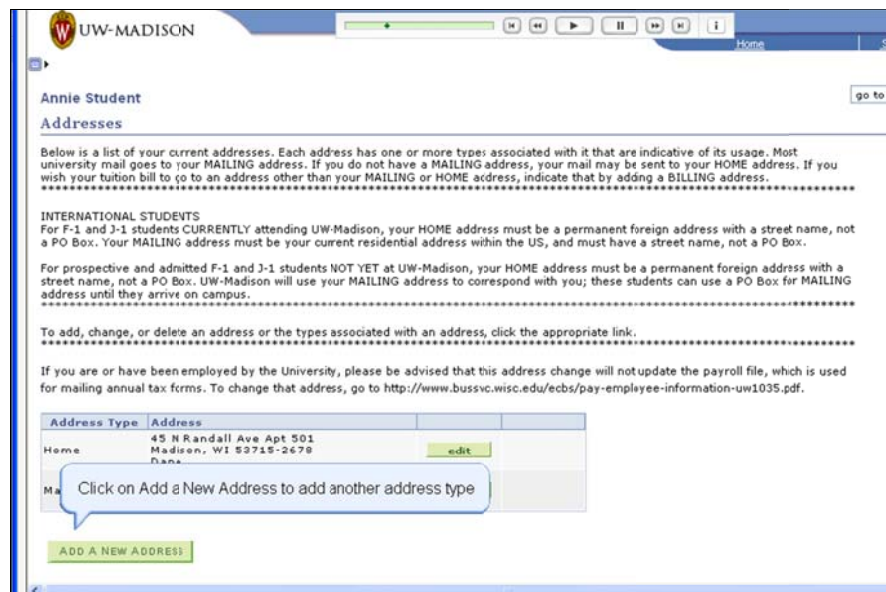
Changing your Address on your Student Record

To notify the University of an address change, go to www.wisc.edu; select “My UW”; then select “Student Center”, then in “Contact Information” edit address(es) as necessary.



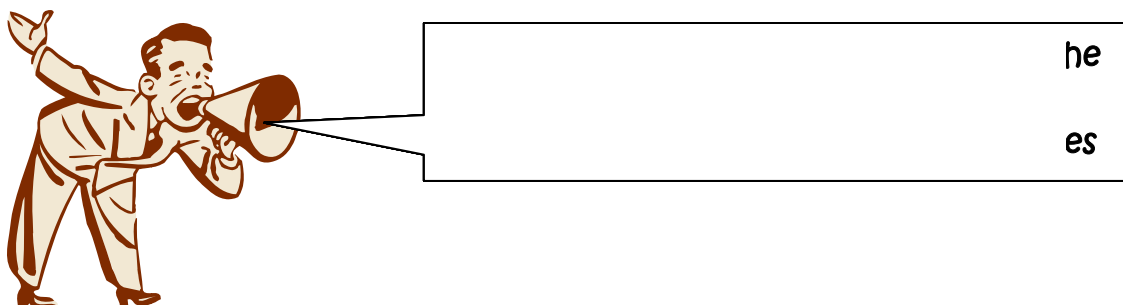
Adding a New Address to your Student Record

To add an address, follow the directions above then enter a new address. Indicate the type of address (“mailing,” “diploma,” etc.)



Notifying the Law School of an Address Change

To notify the Law School of an address change, either email (gradprog@wisc.edu) or stop by the Graduate Programs Office, room 4312, with your new information.



Student Records

Submitting Unofficial Transcripts

Student Records (unofficial transcripts) show the classes in which you are currently enrolled, as well as all the classes in which you have been previously enrolled.

The Graduate Programs Office needs a copy of your Student Record each semester after you have enrolled in your classes. We use this to verify the classes in which you are enrolled, as well as to confirm successful completion of previous classes.

Each semester, please provide the Graduate Programs Office (Room 4312) with a copy of your Student Record:

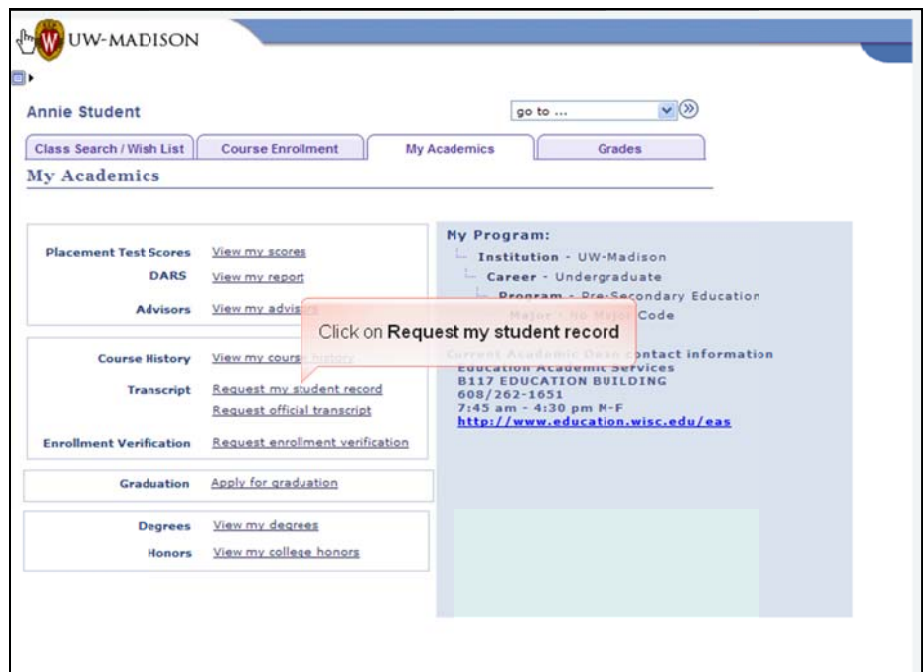
Fall Semester – no later than September 15

Spring Semester – no later than February 19

How to get Student Records (unofficial transcripts)

Go to website
<http://www.wisc.edu>

- Select the “University of Wisconsin-Madison” link
- Select the “My UW” link
- Log yourself into the “My UW” website
- Select “Visit the Student Center”
- Select “My Academics”
- Select “Request My Student Records”



Physical Presence Requirement

Graduate Programs students are required to be physically present in Madison to satisfy the residence requirement of the LL.M. degree. This is usually satisfied by registration as a full-time student at the University during the first two semesters of your program.

Leaving Madison during the Semester or Arriving Late

If you need to leave Madison during the semester or expect to return to the university after the semester begins, follow this procedure:

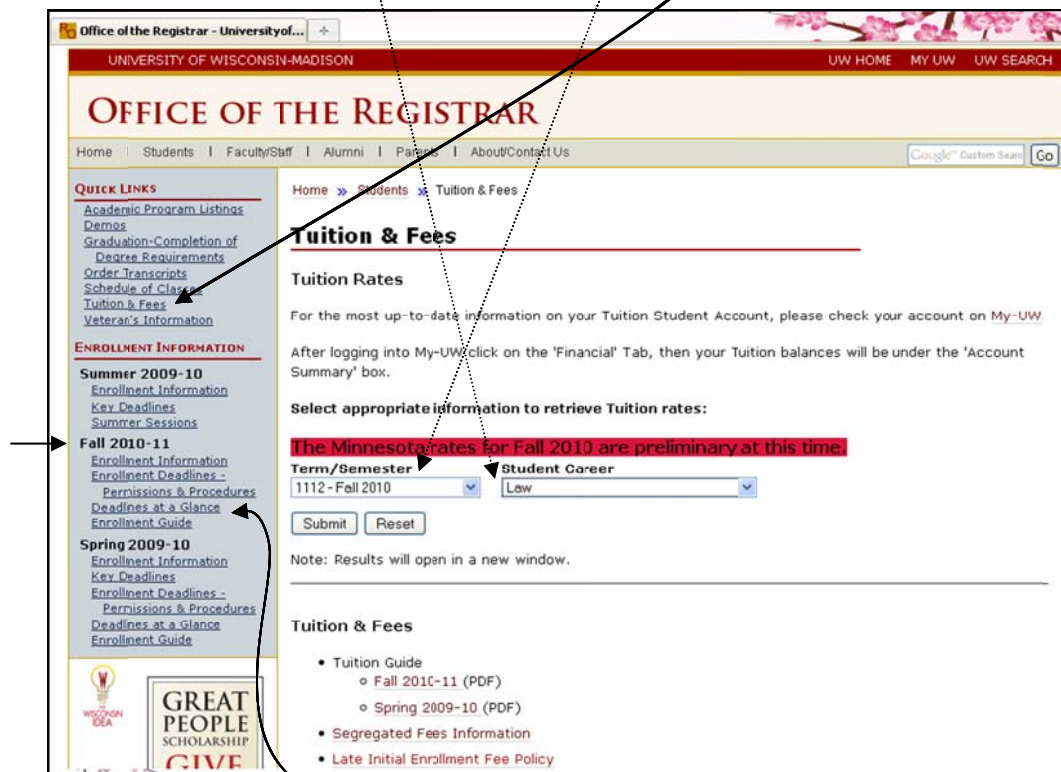
1. Contact your advisor immediately by email to explain to him/her why you need to leave Madison. If the absence from Madison is for an extended period of time, you may need to make up the missed time by registering during the summer semester (or another semester) so that you can still satisfy the physical presence requirement for your degree. (This is a rare situation, but it has occurred occasionally.)
2. Notify the Graduate Programs Office by email when and why you are leaving and whether you have contacted your advisor.
3. Inform the Chair of the Graduate Programs Committee (email is fine) and request permission to be absent from your academic program. State the dates that you are planning to be away from Madison. Permission is usually granted without hesitation.

Paying Tuition (Instructional & Segregated Fees)

Refer to the information provided during your Orientation session with regard to payment of Instructional and Segregated Fees.

Determining Law School Tuition Rates

- Go to the website of Office of the Registrar <http://registrar.wisc.edu>
- In the “Quick Links” section – select “Tuition & Fees”
- Under “Term/Semester” select the appropriate term (1112: Fall 2010-2011)
- Under “Student Career” select “Law”



Tuition Payment Deadlines

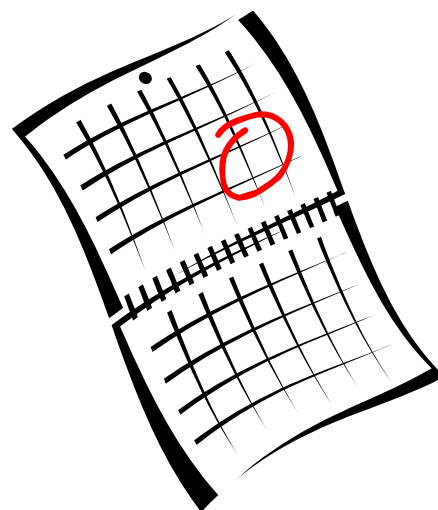
Go to the website of Office of the Registrar – <http://registrar.wisc.edu>
Under “Enrollment Information” – Fall 2010-11 – “Deadlines at a Glance”.

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Law School Academic Calendar 2010 - 2011

Fall Semester 2010

Graduate Programs Welcome	Wednesday, August 25 (for all new LL.M.-L.I., LL.M., S.J.D. students)
Classes Begin	Thursday, September 2
Labor Day (US Holiday-no school)	Monday, September 6
Thanksgiving Recess	Thursday, November 25 - Sunday, November 28
Last Class Day	Thursday, December 2
Final Exam Period begins	Sunday, December 5
UW Law School Commencement	Sunday, December 19
Final Exam Period ends	Tuesday, December 21



Spring Semester 2011

Martin Luther King, Jr. Day	Monday, January 17
Classes Begin	Tuesday, January 18
Spring Recess	Saturday-Sunday, March 12 – 20
Last Class Day	Wednesday, April 27
Final Exam Period begins	Saturday, March 30
Final Exam Period ends	Friday, May 13
UW Law School Commencement	Friday, May 13 & Saturday, May 14

The UW Academic Calendar is available at the website: <http://www.secfac.wisc.edu/acadcal/>

Note: The UW Academic Calendar, which gives information for several years into the future, is helpful in getting dates for the first day of class and holidays, but does NOT provide accurate information for Law School orientation, exams, or grade reports.

The Law School Academic Calendar is available at the website:

<http://law.wisc.edu/shared/calendar.html>

Financial Assistance Requests

Graduate Programs students interested in Financial Assistance should submit a request following the guidelines on the Graduate Programs Web Page.

Graduate Programs Web Page

Relevant information for current Graduate Programs students is posted on the Graduate Programs web page. <http://www.law.wisc.edu/grad/>

The image shows a screenshot of the University of Wisconsin-Madison Law School Graduate Programs website. The page features a navigation menu on the left with categories such as 'GRADUATE PROGRAMS AT THE LAW SCHOOL', 'Law In Action', and 'About UW Law'. The main content area is titled 'Graduate Programs at the Law School' and includes a section for 'Information for Graduate Program Students'. A callout box points to the 'General information for current Grad Programs students' link, and another callout box points to the 'UW Registrar's website' link, which lists resources like tuition information and transcript ordering. A third callout box points to the 'Campus Information and Visitor Center' section, which includes links to the Office of International Student Services and Madison Friends of International Students.

University of Wisconsin-Madison Contact Us - Course Websites : Search This Site

UNIVERSITY of WISCONSIN LAW SCHOOL

Graduate Programs at the Law School

GRADUATE PROGRAMS AT THE LAW SCHOOL

J.D. Admissions & Applying

Curriculum

Tuition & Financial Aid

Diversity

Our Students

Our Faculty

Career Opportunities

Graduate Programs

The University

Living in Madison

Admitted Students

Law In Action

About UW Law

Academics & Clinicals

Alumni Association

Faculty & Staff

Intellectual Life

Journals & Publications

Law Library

News & Events

Centers & Institutes

Continuing Legal Education

Information for Graduate Program Students:

General information for current Grad Programs students

Quick updates for current Grad Programs students

(Also see useful links at the bottom of the page.)

For current and prospective students:

UW Registrar's website -

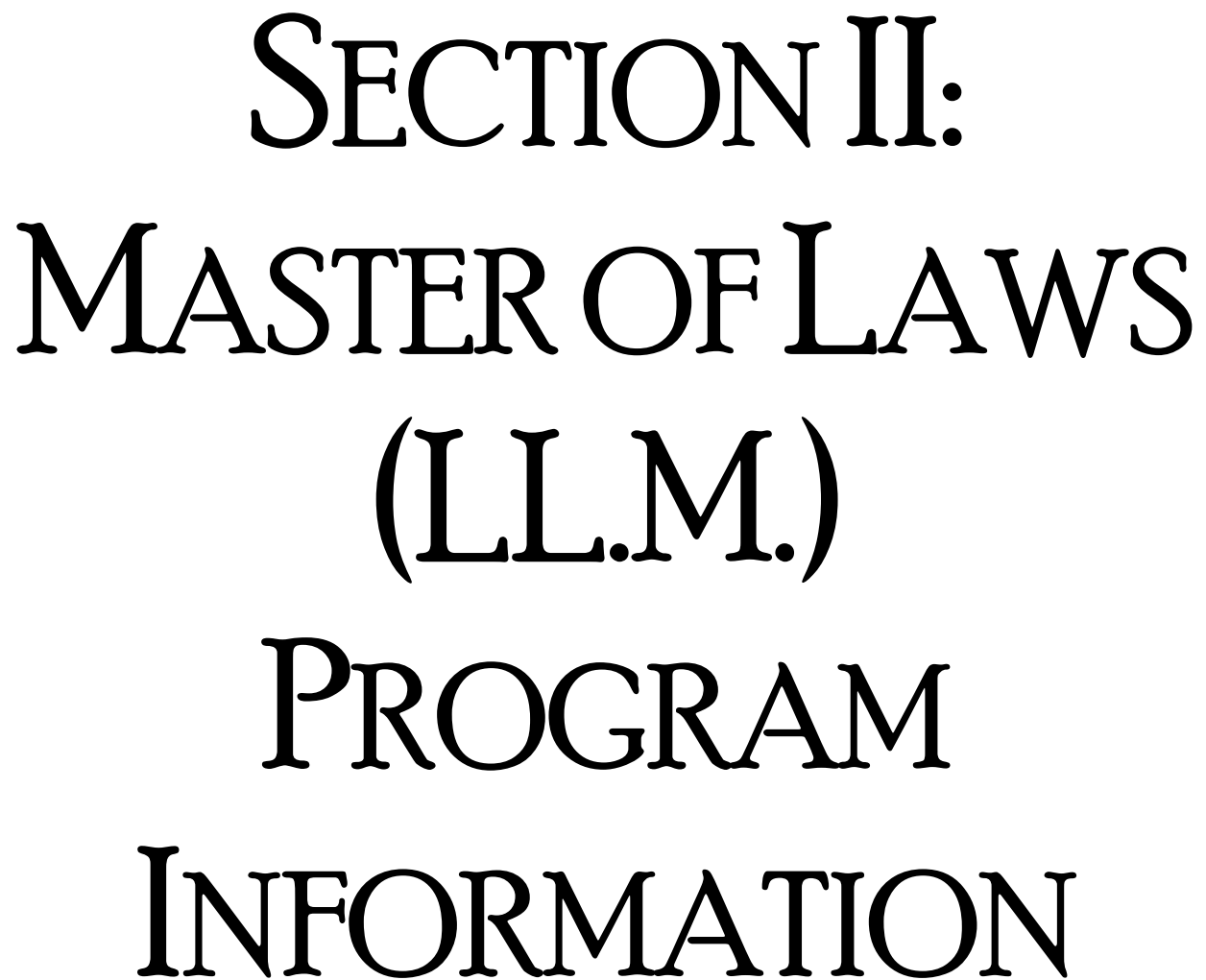
- tuition information;
- deadlines for tuition payments;
- order transcripts online;
- much more!

Campus Information and Visitor Center

Office of International Student Services

Madison Friends of International Students

For questions not answered by the information posted on our websites, please contact grad@law.wisc.edu and Program Associate, Ms. Arntsen, will help you.

A decorative border consisting of a series of small, dark gray diamonds arranged in a rectangular frame around the text.

SECTION II:
MASTER OF LAWS
(LL.M.)
PROGRAM
INFORMATION

Ban on Course Work in LL.M. Program

The primary focus of the LL.M. program is the production of an acceptable thesis. *LL.M. candidates should not be taking substantial course work.* In rare cases, an advanced course may be relevant (usually it should be informally audited, with the permission of the professor teaching the course, and not taken for credit). It is also possible that enrollment in a writing seminar can directly advance the thesis project.

Informal Auditing (“sitting in on a class”): With instructor’s approval, a student is allowed to sit in on a class. The student does not pay for the class and is not expected to take the exams or turn in other required work. LL.M. students should inform their advisors that they are informally auditing a class.

Please note that *no LL.M. candidate may register for any course or seminar for credit without the prior written approval of the candidate’s advisor and the chair of the Graduate Programs Committee.* Any request should include a written justification for taking the course or seminar for credit.

Enrolling in Sports or Activity Classes

The Graduate Programs committee has decided that it is inappropriate to have graduate law students register for sports (such as tennis) or other activity classes (such as dance) for credit. The Graduate Programs committee recognizes the many benefits of regularly engaging in physical activity and there are many opportunities for you to do so on the UW campus. Information on student Athletics programs may be found at <http://www.recsports.wisc.edu>.

The Registration Process

1. Fill in the *Class Authorization Form*

Class Authorization Forms are available at the Graduate Programs Office (Room 4312) and on the bulletin board outside of Room 4312. An Authorization Form is also attached at the end of this handbook.

- Fill in Your full name, UW ID#, Today's Date, UW email; circle your Program & Term
- Class Title: Directed Research
- Instructor: *name of your advisor*
- Course Number: 990
- Section Number: *Depends on your advisor—this number will be emailed to you when you have permission to enroll—leave blank for now*
- Call Number: *Depends on your advisor—this number will be emailed to you—leave blank*
- Credits: 12 (until the 24 credit residency is established, then 3 credits)

2. Meet with your advisor

Have your advisor sign and date your Class Authorization form. Your advisor may email authorization if he or she is off campus. The Authorization form must still be submitted.

3. Turn in Class Authorization form to Graduate Programs Office

4. Wait

You will receive an email from the Graduate Programs Office when you have permission to enroll in classes. The email will indicate the Class (Call) number for your Directed Research.

5. Register

Review How to Register for Classes with Online Demonstrations

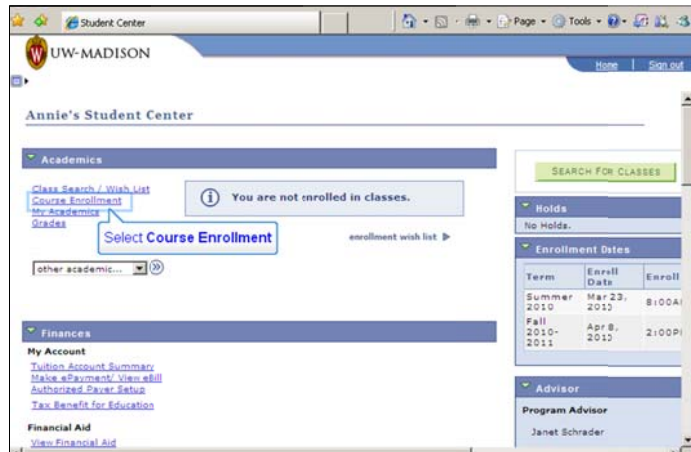
- Go to the website of Office of the Registrar – <http://registrar.wisc.edu>
- On the left-hand side of the screen in the Quick Links section, select the link titled “Demos”
- A page will then load with Demos as the title – select from the “Enrollment Demos” section the appropriate choice you wish to choose –under the heading “Add a Class”,
- Select the options “By Class Number”.

You will be shown a demonstration which explains how to add a class.

Enroll in Classes

Have your class number (a 5-digit number assigned to each Section of a Course) ready. The class number was emailed to you by the Graduate Programs office when you were notified of permission to register.

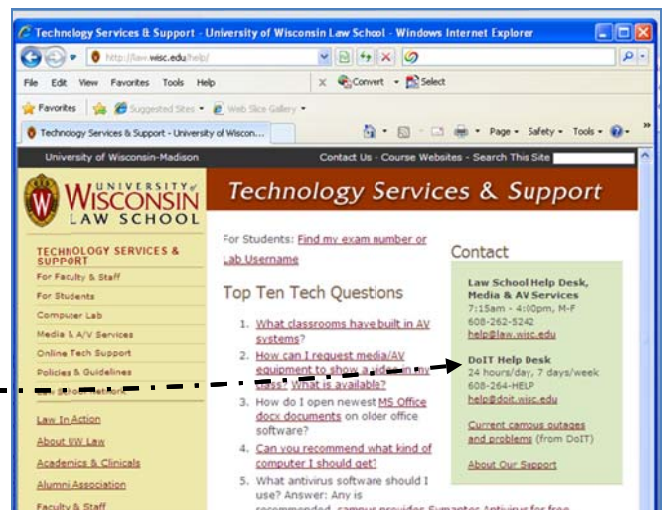
- Log on to “My UW”
- Select “Visit the Student Center” link.
- Under the “Academic” section - select *Course Enrollment*.



- Select the Term – Select *Continue*
- Type in the Class Number and select *Enter*
- It will ask if it is the correct class. If yes, select *Next*.
- Review Course Information; then select *Next*. The class is now in your Shopping Cart.
- Select *Finish Enrolling*. The system will return a message indicating whether the enrollment was successful or not.

For Further Assistance

If you experience any difficulties during your Course Enrollment, visit UW-Madison’s Division of Information Technologies’ (DoIT) website to have your questions answered. DoIT’s website:
<http://www.doit.wisc.edu>.



Registering as a Continuing LL.M. Student

Once a student has satisfied the residence requirement of the LL.M. program, the student is not required to register for additional semesters. A student does not need to be registered in order to graduate from the LL.M. program.

However, a student WILL want to register as a continuing LL.M. student if any of the following apply:

- The LL.M. student is an international student and must be registered to comply with visa requirements.
- The student wants to have access to the UW libraries, Lexis, Westlaw, the UW computer system, and other University benefits given to registered students.
- The student has a loan and must retain student status in order not to trigger the start of payment on the loan.
- The student hopes to enter the S.J.D. program and does not want to have the carry-over of residency lapse. (See *Carryover of Residence Credits Earned in the LL.M. Program.*)

Once the residence requirement is satisfied an LL.M. student who wishes to register is only required to enroll in 3 credits of Directed Research per semester. If the student is on an F-1 or J-1 visa a “Reduced Course Load” form may be required by International Student Services.

Payment of Tuition as a Continuing Student

Students registering as continuing LL.M. students, even if not required to, are responsible for paying tuition. It is also the students’ responsibility to keep addresses up to date with the UW. Failure to receive a tuition bill because the address is not up-to-date does not excuse a student from paying your tuition.

Requesting to Stay Beyond the Expected Completion Date

Sometimes, a student needs additional time to complete the LL.M. program. If a student wishes to continue to pursue his/her degree beyond the expected completion date, the following is required:

1. Submit a request in writing to the Chair of the Graduate Programs Committee, with a copy to gradlaw@wisc.edu.
2. Submit a statement from your advisor indicating support for the extension.

The Graduate Programs Committee will decide whether or not to extend the program, although in most circumstances the extension is given as long as the student is actively working on the research and writing of the LL.M. thesis.

Continuing LL.M. Work Away from Madison

Students who wish to work on their LL.M. thesis away from Madison must meet the following obligations:

- Satisfy the 24 credit residency requirement; *and*
- Receive written permission from their advisor with a specific plan for completing the work; *and*
- Receive written permission from the Chair of the Graduate Programs; *and*
- Submit these permissions to the Graduate Programs

Standards for the LL.M. Thesis (applicable also for those who waive the LL.M. degree)

The LL.M. thesis should be equivalent to a substantial law review article.

Length

It is expected that LL.M. theses usually would be 90 to 130 pages in length. An LL.M. thesis of fewer than 75 pages will be presumed to be unacceptable, absent special circumstances that are clearly articulated by the advisor.

Content

Pure reporting of information without critical analysis and evaluation will not suffice. The qualitative expectation is difficult to define, but it should be understood that the conclusions of a thesis are to be justified and not simply asserted. In addition, there should be a theme or themes to the work that require a critical stance toward the legal and the non-legal materials being considered. Moreover, when claims are made about a legal regime's effectiveness or ineffectiveness, the analysis must provide focused information based on identified sources.

Writing

High quality English writing and solid organization of the LL.M. thesis are required, regardless of whether the LL.M. degree is awarded or waived. Those waiving the LL.M. degree are expected to submit a finished LL.M. thesis that has proper English and correct citation format. This expectation is a matter of the UW Law School's standards. The thesis requirement remains the same in both cases; it is only the degree that is being waived.

Editing

All master's and doctoral students at the University, including those in the Law School's LL.M. programs, are expected to have their academic writing (thesis) proof-read and edited before submitting the final version to their advisor and the reading committee. You will need to have an editor for your thesis and you will probably want to start working with an editor as you finish each chapter. The editing process is time-consuming and very important. The cost for paying for an editor for your LL.M. thesis is one that you should budget for. Your final thesis will be permanently housed in the UW Law Library.

The **English Department** maintains a list of editors, proofreaders and tutors available for hire at <http://www.english.wisc.edu/resources/proofreaders.pdf>.

Completing the LL.M. Degree

This information is also available at www.law.wisc.edu/grad/endLLMSJDprocedure.htm

At the beginning of the semester in which you expect to finish your program, let the Graduate Programs Office know your intent by notifying Amy Arntsen, aarntsen@wisc.edu. Update Ms. Arntsen as needed if the situations changes.

Procedure

The specific steps to complete the thesis are:

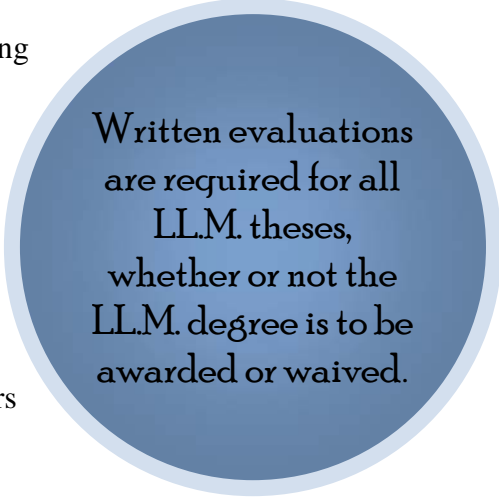
1. Advisor Approval. When the revisions of the final draft are made, give a hard (paper) copy of the finished paper to your advisor for evaluation.
 - Ask your advisor to send a written evaluation of your thesis by email to the Graduate Programs Office (aarntsen@wisc.edu) and the Chair of the Graduate Programs Committee (gjthain@wisc.edu).
 - The advisor is asked to write a brief evaluative comment on the merits of the work if recommending approval and the award of the degree. Comments are also required in connection with the advancing of students from LL.M. or Provisional S.J.D. status to full S.J.D. status.
 - Tell your advisor the due date of the evaluation.
2. Second Reader Approval. Ask your advisor who the “second reader” will be, and then give a hard copy of the final paper to the second reader. Only one reader in addition to the advisor is required. More can and should be used when appropriate due to the complexity of the topic, etc.
 - Ask the second reader to send a written evaluation of the thesis by email to the Graduate Programs Office (aarntsen@wisc.edu) and the Chair of the Graduate Programs Committee (gjthain@wisc.edu).
 - Each reader is asked to write a brief evaluative comment on the merits of the work if recommending approval and the award of the degree. Comments are also required in connection with the advancing of students from LL.M. or Provisional S.J.D. status to full S.J.D. status.
 - Tell the second reader the due date of the evaluation.

The Key Points

- (1) Be aware of the evaluation deadline and let your advisor and second reader know the deadlines*
- (2) Finish your thesis early enough so that your reviewers have ample time to complete their review of your thesis and write their evaluation, and so that you have time to revise as needed.*

3. Chair of the Graduate Programs Approval. After the Reading Committee (advisor and second reader) has submitted the evaluations, give a hard (paper) copy of your final paper to the Chair of the Graduate Programs Committee, Professor Thain. Put the copy in Professor Thain's mailbox and send an email (githain@wisc.edu) to let him know that you have done so.

- The Chair of the Graduate Programs Committee then reviews the written evaluations and the thesis. In the event that the Chair feels it necessary, additional readers may be asked to review the work.
- Once the work is deemed acceptable, the Chair will recommend the awarding of the degree to the Dean for action by the faculty.



Written evaluations are required for all L.L.M. theses, whether or not the L.L.M. degree is to be awarded or waived.

Keep in touch with the Graduate Programs office throughout this process.

Your advisor should tell you when your thesis has been approved. At that point, arrangements will be made for the awarding of your degree.

Submission. When you receive approval of your thesis, Ms. Arntsen will send you an email with details about bringing to the Graduate Programs Office the following:

- Two UNBOUND copies of your thesis printed on acid-free paper
- An abstract of your research project
- An official UW Law School transcript
- A check for \$20 payable to "UW Law Library."

Once you hand in your two copies in the Graduate Programs Office, your program is considered completed. This is the equivalent of "depositing in the library."

Are the rules different if your advisor tells you that "Everything is okay.?"

Answer: **No.**

Your advisor may tell you "Your thesis looks good." or "You will be able to get into the S.J.D. program; everything is fine." or "You will be graduating this semester." or similar comments. These are great votes of confidence! *However, they do not replace the required procedural steps that you must follow in order to complete your degree program.*

Sometimes there is confusion for the student from what the advisor says in conversation and the required procedural steps (stated here and on the Grad Programs website). Be sure that you know and follow the procedure. If you have any questions regarding differing statements or deadlines that your advisor has given you, check with the Graduate Programs Office.

Deadlines

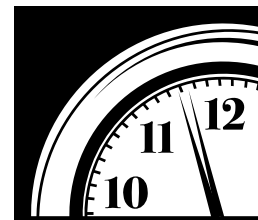
The deadline to remember and honor is the one for the written evaluations from your advisor and second reader. The deadlines for when these two evaluations must be received by the Graduate Programs Office (email is fine):

- The deadline is **April 15th** for a May degree. (Plan to finish your draft in early March.)
- The deadline is **July 15th** for an August degree. (Plan to finish your draft in early June.)
- The deadline is **November 15th** for a December degree. (Plan to finish your draft in early October.)

If the 15th falls on a Saturday or Sunday, the deadline is the Monday after the 15th.

Inform both your advisor and second reader about the deadline. Often advisors do not know the precise procedural steps or deadlines involved. *It is not their responsibility to know about these details; it is yours.*

Given these deadlines, “work backwards” and allow your advisor and second reader sufficient time for their reviews. Try to give the finished draft of your thesis to your advisor at least four weeks before the evaluation deadline stated above. During any semester, advisors may be absent because of vacation, conferences, or other activity. The wise student will contact the advisor in advance by email or in person and decide on a time plan so that the advisor has time to make comments and suggestions for revisions, as well as time for the second reader to review—all well before the evaluation deadline.



Preparing your Thesis for Publication

Also available at <http://www.law.wisc.edu/grad/formatting.htm>

These guidelines should help you prepare your thesis to ensure that it constitutes a permanent document of quality appropriate for a major graduate institution. Your thesis must conform to the standards. It must be unbound, fully corrected, and complete.

Format

Paper

- The thesis must be laser-printed, with print no smaller than 12 point type. Use black print with a sharp, dark image.
- White, acid-free (with a minimum of 2% alkaline reserve) paper of at least 25% rag or cotton fiber content and of at least 20-pound weight, standard size (8.5"x11"). Such paper is available at book and stationery stores (such as University Bookstore) and at duplicating centers.

Photocopies

A photocopy is acceptable if it is made from a clearly-printed original and the photocopy image is clean, clear, dark, and sharp. The copy should be free of lines, shadows, and other marks. Paper used for a photocopy to be submitted to the Law Library must meet the same requirements specified in the previous section.

Spacing

Double-space the body of the document; long quotations, footnotes, bibliographies, or extracts may be single-spaced with a double space between entries or paragraphs.

Margins

Leave a margin of at least 1.5 inches on the left side of each page; leave a margin of 1 inch on the top, right side, and bottom. If the thesis is to be printed double-sided, a 'mirror margin' may be used. In this case, the margins of the left page are a mirror image of those of the right page (that is, the inside margins are the same width, and the outside margins are the same width).

Pagination

- All pages must be numbered with the exception of the title page.
- Acknowledgement pages and the table of contents page may be numbered as i, ii, iii, iv, etc. so that page 1 is the actual first page of your thesis.
- LL.M. (but not S.J.D.) theses may be double-sided; if you choose this option, both left and right margins should be 1.5 inches or use a word processing program with the "mirror margin" option (see above).

Title Page

Follow the sample title page on the next page. Replace the sample title that is given with the title of your thesis. Replace the “John D. Doe” with your own name. Do not number the title page.

Footnotes

Follow the citation format given in *The Bluebook: A Uniform System of Citation*. Footnotes are to be single-spaced. They may be placed at the bottom of the page or grouped at the ends of chapters or at the end of the document.

When in doubt about particular matters of arrangement, consult style books in the General Reference Department of the Memorial Library or look at the theses and dissertations in the Law Library for a general overview of format.

Plates, Tables, or Graphs

Plates and tables are to be mounted on numbered blank sheets of the document, while continuing to conform to the margin and paper requirements. If the plates, tables, or graphs are too large to fit within the margins, the sheet may be folded and mounted on a blank sheet.

Scanning

Scans of photographs, tables and graphs may be included as part of the document, provided that margins are properly observed, the print is sharp, clean, clear, and dark, and the print size is comparable to elite type or larger.

Submission of the Thesis

Two UNBOUND copies of the final document, as approved by the candidate's reading committee, are to be submitted to the Graduate Programs Office with the correct processing fee.

- Some students desire to make a third copy for their personal use and want to have their personal copy bound. If you wish a bound copy for yourself, make arrangements on your own with a commercial bookbinder or a photocopy service.



Sample Title Page for LL.M. Thesis
[Use your own thesis title and your own name]

DEVELOPMENT OF AGENCY LAW IN NEW YORK 1880-1900

by

JOHN H. DOE

A thesis submitted in partial fulfillment of the
requirements for the degree of

MASTER OF LAWS
(LL.M.)

at the

UNIVERSITY OF WISCONSIN
LAW SCHOOL

2010

The Abstract

Please provide the Graduate Admissions Office an abstract of your research project.

- By “abstract”, the GAC means a short, typed summary of your research.
- By “short”, we mean no more than 5-7 sentences, or approximately one half-page, double spaced. **Do not exceed 350 words.**

The summary must include:

- The general topic of your research.
- A very brief background sentence that explains the problem that you were dealing with.
- The thesis of your paper.
- What conclusions you make in your paper.

Format:

- At the top of the page, put the word ABSTRACT, with the title of your thesis, your name, and the date.
- Follow the thesis format guides.
- The thesis title on the abstract must be identical to the title on the thesis title page.
- Do not number the pages of your abstract.

The abstract is not part of your thesis. Do not include the abstract *in* your thesis.



Graduation

Preparing to Graduate

- Respond to email from the Graduate Programs office indicating your intent to graduate. You will also be asked if you wish to have your name included in the Commencement program. If you do not wish to have your name appear in the program, it is important to let the Graduate Programs Office know.
- Register your intent to graduate on your *My UW* portal. DO NOT indicate on the web portal that you are graduating unless you are *certain* that you will be graduating. If you indicate on *My UW* that you are graduating and then have to continue in the next semester, you may not be able to register because the system thinks you graduated. Only register your intent to graduate if you are SURE you will graduate.
- Rent cap & gown, if participating in the commencement ceremony.
- Have exit/graduation photo taken.

The 2011 Graduation Guide, which contains important information that will help prepare you for graduation, will be put in your hang file when it is available (usually in February or March).

Ceremonies

Winter Commencement: Sunday, December 19, 2010.

Spring Commencement: There are two ceremonies, will be held on Friday, May 13 and Saturday, May 14, 2011.

- The first ceremony is the “University of Wisconsin Graduate and Professional Student Graduation” which will be held at the Kohl Center. This ceremony is for the graduates of all of the graduate and professional UW schools.
- The second ceremony is the “UW Law School Hooding Ceremony”. This special ceremony and the following reception honors the law school graduates, family and friends.

Students may attend one or both of the Spring Commencement ceremonies. Students who intend to participate in a graduation ceremony must rent or buy a graduation gown & cap, available through the University Bookstore.

One representative from the Graduate Programs will be selected by the Graduate Programs students to speak at the spring UW Law School Hooding Ceremony. The Student Bar Association is responsible for the election to determine the Graduate Programs speaker.

Diplomas

Diplomas for students graduating at the end of each semester will be mailed out approximately **12 – 14 weeks after graduation.**

- Diplomas will be mailed to the student's HOME address free of charge, with the exception of international addresses. You should be sure that your HOME address is up-to-date through your *My UW*.
- If you wish to have your diploma mailed outside of North America (at no cost to you) you must provide a separate Diploma Address.

Diploma Address: To enter a Diploma Address, log into *My UW* and use the *Add a New Address* button in the Student Center. There are no visa requirements attached to this address type, so it can be either inside or outside the United States. If you have additional questions about receiving your diploma, please contact the Registrar's Office at 262-3811.

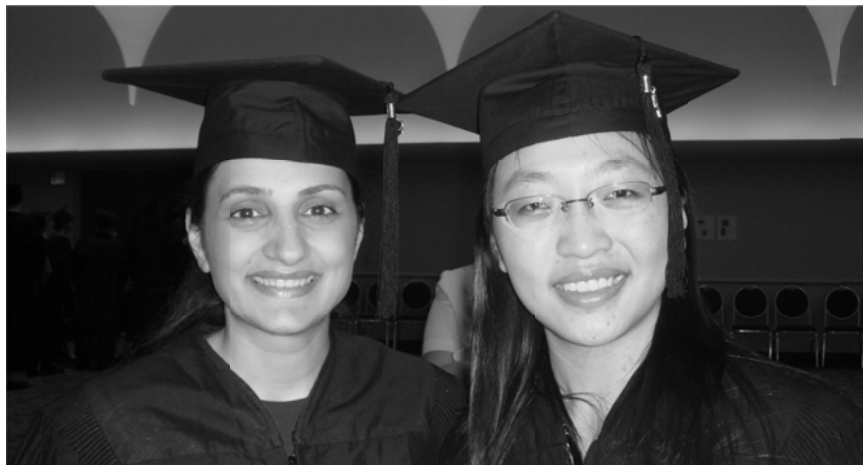
Certification Letter: Once you have fulfilled your graduation requirements and the grades for your classes have been posted—this usually takes about a month—the Graduate Programs office will issue a Certification Letter indicating that you have met the degree requirements for an LL.M. degree. If you would like more than one copy of this letter, please let the Graduate Programs office know.

The Registrar's office is responsible for mailing diplomas, *not* the Law School. Please contact the Registrar's Office (<http://registrar.wisc.edu/diploma.htm>) with questions about your diploma.

Post-Graduation Contact Information

Make sure the University has a permanent address for you. Your permanent address can be updated on your *My UW* page.

Make sure the Law School Graduate Programs Office has a permanent address for you, including an email address to be used after your *wisc.edu* account has been closed.



Procedure for going from the LL.M. to the S.J.D. Program

Graduates of the Law School's LL.M. program sometimes enter the S.J.D. program to build upon their LL.M. research. A separate application filed in a timely manner and admission to the S.J.D. program are required to enter the S.J.D. program. Please note, an S.J.D. Application is a new application. We do not 'recycle' old (LL.M.) applications.

The Application Process

For Research Unrelated to LL.M. Work

If you wish to enter the S.J.D. program to do a research project on a topic unrelated to your LL.M. work, you will need to:

- Complete an S.J.D. application and
- Pay the application fee of \$56 (check payable to UW-Madison)
- Apply by the application due date (March 1 or October 1)
- Satisfy a new S.J.D. residence requirements of 24 credits

To Continue LL.M. Work in the S.J.D. Program

If you wish to apply to the S.J.D. program to do a continuing research project related to the LL.M. research, you will need to:

- Complete a new application form for the S.J.D. program. Do this during the second semester of your LL.M. program, at the earliest. Some of the material from your LL.M. file can be transferred to your S.J.D. file:
 - You may use your official transcripts from your LL.M. application. Please include a current 'unofficial' transcript to show your work at the UW
 - You may carry over one or two letters of recommendation from your LL.M. application. There should be *at least* one new recommendation
 - The General Statement should be new for the S.J.D. application
 - The Research Proposal should be new, or at least updated
- As part of your application, provide a statement of the proposed S.J.D. research project that includes an explanation of how the LL.M. thesis will be included in the S.J.D. dissertation, as well as indicating the parts of the work that will be the result of original research. Ordinarily this should satisfy the general requirement of a 6 page statement of the dissertation project as set forth in the committee's general standards for seeking S.J.D. admission.
 - It usually is appropriate to develop a comprehensive plan for the dissertation from which a significant, relatively self-contained portion is identified as the LL.M. project. In the ultimate S.J.D. dissertation, that part should be included as an element of the final product.
- Follow the regular due dates for applying to the S.J.D. program (March 1 or October 1).

The Application Process - *To Continue LL.M. Work in the S.J.D. Program (continued)*

- Pay a processing fee of \$25. This check should be made payable to “Wisconsin Law Alumni Association”.
- The residence requirements you earn in the LL.M. program should carry over to the S.J.D. program unless there is an interruption of more than one semester from completion of the LL.M. program and entry into the S.J.D. See *Carryover of Residence Credits Earned in the LL.M. Program*.

If you have obtained an advisor for the S.J.D. project, provide a written statement from that person that states that he/she is prepared to act as the advisor for the S.J.D. dissertation.

All S.J.D. application materials should be received by the Graduate Admissions Office by the regular due date (March 1 or October 1).

Completing your LL.M. Thesis & S.J.D. Application File

Upon completing your LL.M. thesis, you will need to have approval by your advisor and second reader. This approval is given by written evaluations. Written evaluations of your thesis by your advisor and second reader need to be sent to the Graduate Admission Program to be included in your S.J.D. application file.

The deadlines for when these two evaluations must be received by the Graduate Programs Office (email is fine) are:

- The deadline is **April 15th** if you expect to complete your thesis for a May degree.
- The deadline is **July 15th** if you expect to complete your thesis for an August degree.
- The deadline is **November 15th** if you expect to complete your thesis for a December degree.

If the 15th falls on a Saturday or Sunday, the deadline is the Monday after the 15th.

Tell your advisor and your second reader the deadline you are aiming for!

These deadlines mean that you will need to complete your thesis about four weeks earlier to allow your advisor and the reading committee sufficient time for their review and for you to make revisions.

Written evaluations are required for all LL.M. theses, whether or not the LL.M. degree is to be awarded or waived.

Are the rules different if your advisor tells you that “Everything is okay.”?

Answer: No.

Your advisor may tell you “You will be able to get into the S.J.D. program; everything is fine.” or similar comments. These are great votes of confidence! However, *they do not replace the required procedural steps of applying to the S.J.D. programs stated here!*

After the chair of the Graduate Programs Committee receives the S.J.D. application materials and the written evaluations, the chair will review them to ensure that they satisfy the basic requirements. Assuming that they do, the chair will circulate them to the rest of the Graduate Programs Committee for review and approval if warranted.

For international students:

- If the review process for your LL.M. thesis is taking longer than expected and your I-20 is about to expire, go to the ISS office to find out whether you need to extend your LL.M. I-20.
- If you are accepted into the S.J.D. program, immediately after receiving the letter of acceptance to the S.J.D. program, go to the International Student Services office and take care of changes in visa status. **THIS IS YOUR RESPONSIBILITY.**
- Bring a copy of the updated I-20 form to the Graduate Admissions Office.

Carryover of Residence Credits Earned in the LL.M. Program

If an LL.M. student is continuing on to the S.J.D. program, the residence requirement fulfilled for the LL.M. degree usually will fulfill the residence component required as part of the S.J.D. program. The student does not have to establish an additional 24 credits for S.J.D. residency.

In order to “carry over” residence credits, a student must generally be registered continuously from one semester to the next. A one-semester break as a non-registered student at the end of the LL.M. program is permitted, whether the LL.M. degree is received or waived. In this case, the residence credits earned in the LL.M. program will be applied to the S.J.D. program and the student does not have to establish an additional 24 credits for S.J.D. residency.

A separate residence requirement must be met

- when there is an extended lapse of time (that is, a lapse of more than one semester) between a candidate’s final semester in the LL.M. program (whether the degree was received or waived) and entry into the S.J.D. program, or
- when the candidate’s S.J.D. research is viewed as an essentially new project and not as a continuation of the LL.M. research.

In these cases, the residency fulfilled for the LL.M. degree will not apply towards the S.J.D. residence requirement.

Master of Laws Degree Requirements Law School Rule 10.02

A Master's Degree in Laws (LL.M.) provides an opportunity and environment for scholarly research mainly for persons who are either in or preparing for academic or comparable scholarly legal careers.

(1) Admission. The conditions of admission to the LL.M. program are:

- (a) A J.D. or equivalent American or foreign first law degree;
- (b) outstanding academic performance as evidenced by the quality of program, written work, recommendations from teachers, and grades;
- (c) in the case of holders of law degrees from universities where the greater part of their instruction was not in English, proof of high proficiency in English for advanced study of law; high proficiency will ordinarily be demonstrated by a score of at least 625/263 (computer-based) on the TOEFL examination;
- (d) a plan of work of at least four (4) double-spaced typed pages to include a statement of objectives, detailed outline of the proposed research, and explanation of course/seminar needs;
- (e) consent of a faculty member of the Law School to act as the candidate's principal academic advisor (obtaining consent of a faculty member is the applicant's responsibility);
- (f) acceptance by the Graduate Programs Committee.

(2) Program. The LL.M. program shall adhere to the following guidelines:

- (a) Research toward a master's thesis is the core of the program. The thesis should be equivalent in quality and substance to a substantial law review article.
- (b) Ordinarily, students seeking the LL.M. may not take courses for credit. Exceptions may be made on the advice of the advisor and with the consent of the chair of the Graduate Programs Committee when the course is a seminar involving substantial writing obligations consistent with the thesis topic.
- (c) Full-time LL.M. candidates shall register for 12 credits for each of the first two semesters of residency. Except where a seminar is authorized, those credits shall be in directed research. A minimum of 24 credit hours is required for completion of the LL.M. degree. To qualify for the LL.M. degree, the candidate must also prepare an acceptable thesis (see 5 below)

- (3) Residence. Registration and physical presence as a full-time student for one academic year with satisfactory completion of at least 24 credits is required. LL.M. candidates who have completed their residence requirement may maintain full-time law school status during the second year registering for 3 credits each semester
- (4) Term for completion of program. The program is to be completed no later than one calendar year after the residence period.
- (5) Award of degree.
 - (a) The granting of a degree shall be recommended to the Law School faculty on the completion of the following: approval of the thesis by the principal academic advisor and the Reading Committee and approval of the completed program by the Graduate Programs Committee.
 - (b) Prior to the recommendation of a degree to the faculty, the candidate shall deposit two suitable copies of the thesis with the Law Library and pay the library's filing expense charge.

Law Graduate Student Class Authorization Form

Directions: (1) Complete the form (2) Take to your advisor for review and approval (3) Ask your advisor to sign the form
(4) Return the form to the Graduate Programs office. (5) Wait for email indicating permission to enroll.

Name: _____	UW ID#: _____
Today's Date: _____	UW email: _____ @ wisc.edu
Program (circle one): LL.M.-L.I. LL.M. S.J.D. Other:	
Term (circle one): Fall Spring Summer → indicate session: AMM ACC DEE DJJ IEE	

Class Title: _____ Instructor(s): _____
Course Number: _____ Section Number: _____ Call Number: _____
Credits: _____ Note: _____

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Course Number: _____ Section Number: _____ Call Number: _____
Credits: _____ Note: _____

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Course Number: _____ Section Number: _____ Call Number: _____
Credits: _____ Note: _____

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Course Number: _____ Section Number: _____ Call Number: _____
Credits: _____ Note: _____

Class Title: _____ Instructor(s): _____
Course Number: _____ Section Number: _____ Call Number: _____
Credits: _____ Note: _____

Class Title: _____ Instructor(s): _____
Course Number: _____ Section Number: _____ Call Number: _____
Credits: _____ Note: _____

Name of Faculty Advisor (Print Name): _____
Advisor's Signature indicating approval: _____ DATE: _____



Feedback Sheet

The Graduate Programs office would like feedback as to the usefulness of the materials provided and additional support you would have liked.

At the end of your program, please cut out this feedback sheet from your Handbook and turn in to the Graduate Programs office.

Please indicate your mark on the scale provided. *Example:* -----X-----
Very useful not at all useful

Handbook

1. Was the information in the handbook useful? -----
Very useful not at all useful

2. Was the information you wanted easy to locate? -----
Very easy not at all easy

3. What information did you find most helpful/useful?

4. Was any information confusing or unclear? If so, what?

5. Suggestions of improvement of this handbook:

New Student Orientation

1. Was the information provided at the New Student Orientation useful? -----
Very useful not at all useful

2. Were you given the information you wanted to know? Yes No

3. What information did you find most helpful/useful?

4. Was any information confusing or unclear? If so, what?

5. Suggestions of improvement for the New Student Orientation:

Web Portal Information for Incoming Law Graduate Students

1. Was the information in the web portal useful? -----
Very useful Not at all useful
2. What web portal information did you find most helpful/useful?

3. Was any web portal information confusing or unclear? If so, what?

4. Suggestions of improvement of the web portal for incoming Law Graduate students:

Graduate Programs Office

1. Was the Graduate Programs Office helpful to you? -----
Very helpful Not at all helpful
2. What information or help was most helpful/useful?

3. Was any information or direction given by the office confusing or unclear? If so, what?

4. Suggestions of improvement for the Graduate Programs Office:

Other Suggestions or Recommendations?

Thank you for taking the time to fill out this feedback form! 😊