



Doctor of
Juridical Science
(S.J.D.)
HANDBOOK

For Students and Advisers
2010-2011

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<http://law.wisc.edu/grad>

Table of Contents

A Note About the Handbook	1
SECTION I: GENERAL INFORMATION	
UW Rules on Student Conduct	5
Academic Misconduct	5
Some Special Points about Collaboration and Plagiarism	6
Non-Academic Misconduct	6
Technology-Related Conduct	7
Law School Rules	8
Appropriate Behavior at the Law School	9
Law School Copyright Policy (excerpts)	9
Law Library	10
Rules and Expectations	10
Law Library Study Carrels	12
Applying for a Study Carrel	12
Study Carrel Use	12
International Student Services	13
International Students on an F-1 Visa.....	13
The End Date of the S.J.D. Program	13
Staying Beyond the Expected Completion Date	13
UW Writing Center	14
Counseling Services and Support	15
Address Information	16
Changing your Address on your Student Record	16
Adding a New Address to your Student Record	16
Notifying the Law School of an Address Change	16
Student Records ~ Submitting Unofficial Transcripts.....	17
How to get Student Records (unofficial transcripts)	17
Paying Tuition (Instructional & Segregated Fees)	18
Determining Law School Tuition Rates	18
Tuition Payment Deadlines	18

Law School Academic Calendar.....	19
Financial Assistance Requests	20
Graduate Programs Web Page	20

SECTION II: DOCTOR OF JURIDICAL SCIENCE (S.J.D.) PROGRAM INFORMATION

Physical Presence Requirement	23
Carryover of Residence Credits Earned in the LL.M. Program	23
Leaving Madison During the Semester or Arriving Late	23
Ban on Course Work in the S.J.D. Program	24
Enrolling in Sports or Activity Classes	24
The Registration Process.....	25
Registering as a Continuing S.J.D. Student	26
Requesting to Stay Beyond the Expected Completion Date	26
Continuing S.J.D. Work Away from Madison.....	26
Standards for the S.J.D. Dissertation	27
Completing the S.J.D. Degree.....	28
Procedure.....	28
Deadlines	30
Preparing your Dissertation for Publication	31
Sample Title Page for the S.J.D. Dissertation	33
The Abstract	34
Graduation	35
Ceremonies	35
Diplomas	36
Post-Graduation Contact Information	36
Doctor of Juridical Science Degree Requirements	37
Feedback Sheet (please return to the Graduate Programs office).....	39



A Note about the Handbook

We have expanded the S.J.D. 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 S.J.D. 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.



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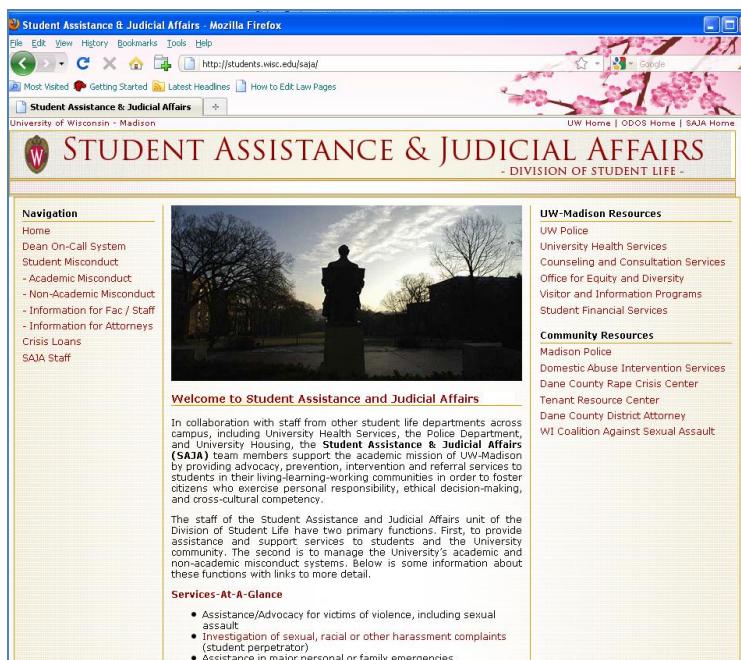
SECTION I:
GENERAL
INFORMATION

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:

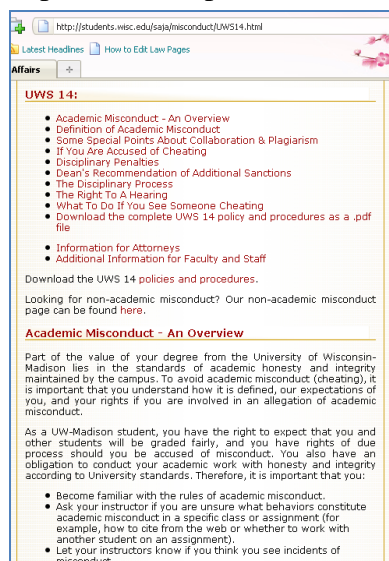
- Assistance/Advocacy for victims of violence, including sexual assault
- Investigation of sexual, racial or other harassment complaints (student perpetrator)
- Assistance in major personal or family emergencies
- Assistance/Advocacy for students who reside in off-campus residences
- Crisis loans to 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.

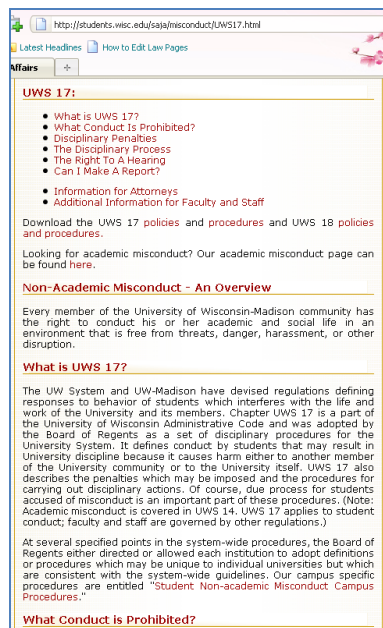
Plagiarism

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?

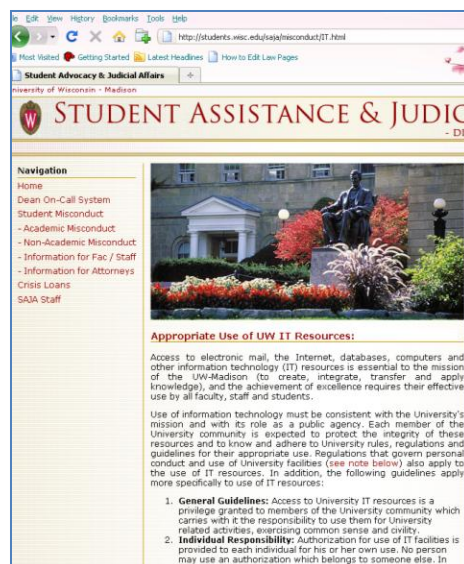
*If you are
being bothered
or harassed
please notify
your adviser
and/or the
Graduate
Programs
Office.*

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.

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

Current Students

CURRENT STUDENTS

- Law School Home
- Academics & Clinicals
- Career Services
- Class Standing
- Commencement
- Graduate Programs
- Law School Rules**
- Read This First! Handbook
- Student Organizations
- Student Life
- Technology & Computing
- Tuition & Financial Aid

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

Chapter 1: Admissions

Chapter 2: Grading Rules for 2005 and later matriculants

Chapter 3: Course Rules

Chapter 4: Grading Rules for Pre-2005 Matriculants

Chapter 5: Attendance Rules

Chapter 6: Withdrawals and Examinations

Chapter 7: Eligibility to Continue

Chapter 8: Scholarships, Prizes, Honors

Chapter 9: Degree and Bar Admission Certificate Requirements

Chapter 10: Graduate Degrees and Graduate Minors in Law

Chapter 11: Miscellaneous

Chapter 12: Law Student

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

[...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

The ISS website has links to all sorts of helpful information, for both new and continuing students, so check it frequently!

International Students on an F-1 Visa

Your stay in the United States under your F-1 visa ends when your program ends (see below), **not** the date of your graduation. After this time, the U.S. gives you a "grace period" of 60 days during which you are allowed to remain in the U.S. for graduation, to travel, be a tourist, pack, 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.

Do you know when your I-20 expires?

The End Date of the S.J.D. Program

For students in the S.J.D. program, your program ends on the day that you deliver the two approved and final copies of your dissertation 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 S.J.D. 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 S.J.D.; if so go to the International Student Services 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.

Click On Mailing Address, Home Address or Personal Information

Term	Enroll Date	Enroll Time
Summer 2008	05/20/2008	7:00AM
Fall 2008-2009	06/04/2008	8:45PM

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.)

Click on Add a New Address to add another address type

Address Type	Address	
Home	45 N Randall Ave Apt 501 Madison, WI 53715-2678 Dane	edit

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.



Please notify both the University and the Law School whenever your local (Madison) or permanent address changes

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:

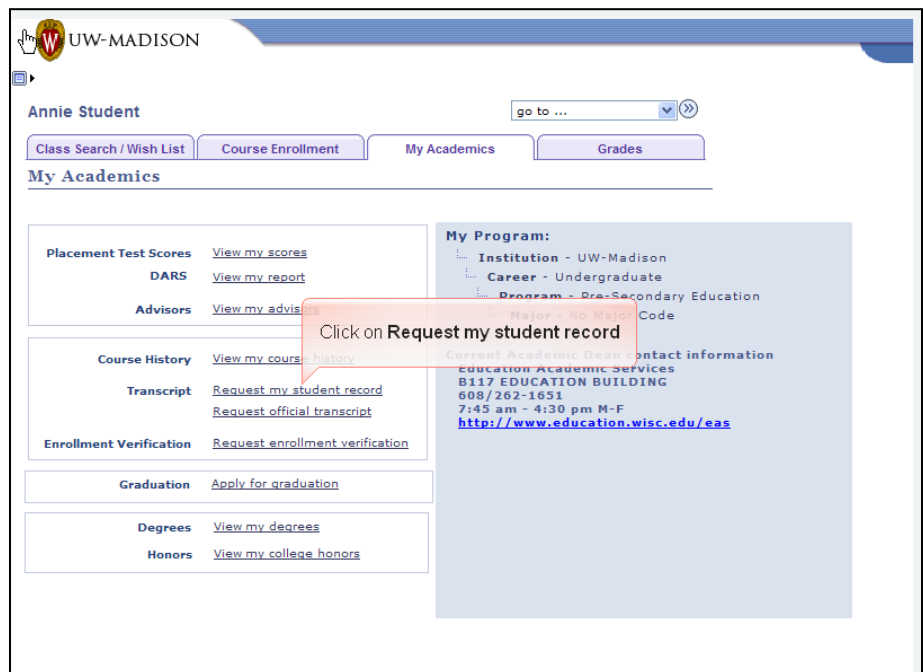
Fall Semester – no later than September 15

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”



The screenshot shows the 'My Academics' page for a student named Annie. The page has a navigation bar with tabs for 'Class Search / Wish List', 'Course Enrollment', 'My Academics', and 'Grades'. The 'My Academics' tab is active. Below the navigation bar, there are several sections with links:

- Placement Test Scores**: [View my scores](#)
- DARS**: [View my report](#)
- Advisors**: [View my advisors](#)
- Course History**: [View my course history](#)
- Transcript**: [Request my student record](#) (highlighted with a red box and a callout bubble that says 'Click on Request my student record'), [Request official transcript](#)
- Enrollment Verification**: [Request enrollment verification](#)
- Graduation**: [Apply for graduation](#)
- Degrees**: [View my degrees](#)
- Honors**: [View my college honors](#)

On the right side of the page, there is a 'My Program' section with the following information:

- Institution**: UW-Madison
- Career**: Undergraduate
- Program**: Pre-Secondary Education
- Major**: No Major
- Code**: [blank]

Below the program information, there is contact information for the Academic Dean:

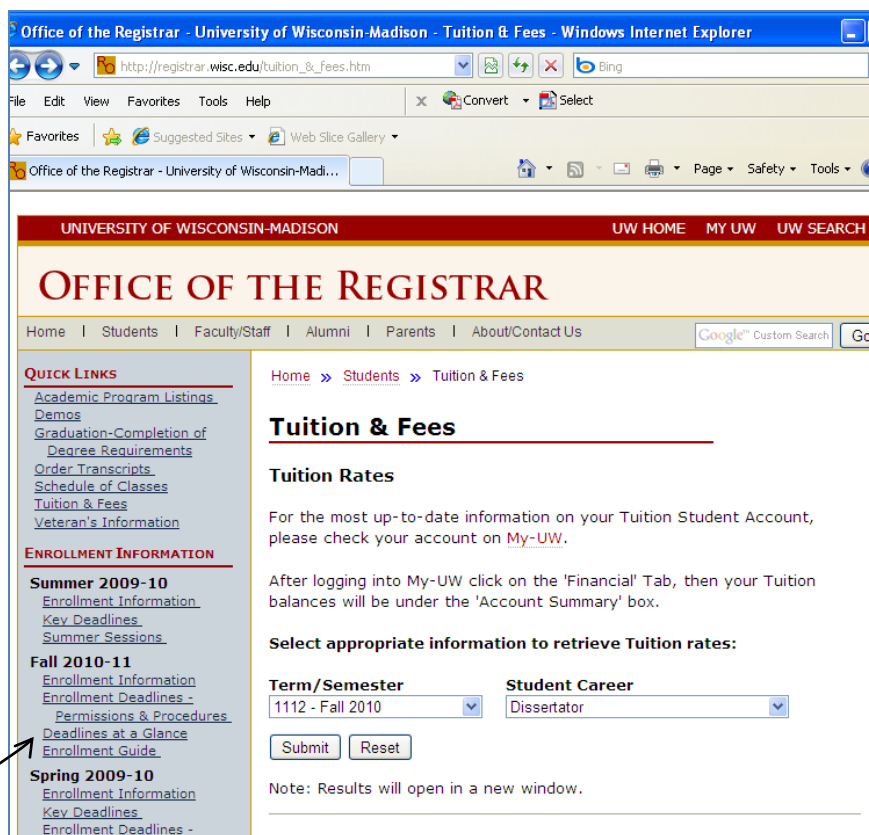
- Academic Dean contact information**
- Education Academic Services**
- B117 EDUCATION BUILDING**
- 608/262-1651**
- 7:45 am - 4:30 pm M-F**
- <http://www.education.wisc.edu/eas>**

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 “Dissertator”



Tuition Payment Deadlines

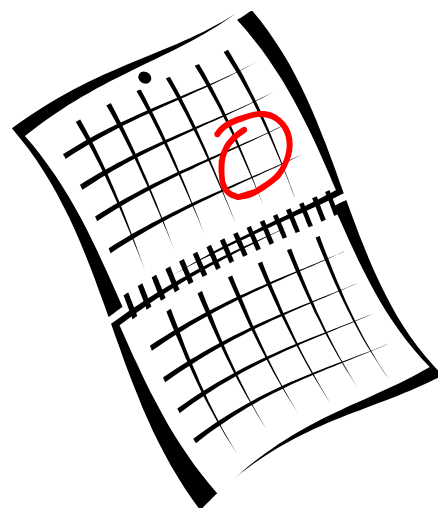
Go to the website of Office of the Registrar – *http://registrar.wisc.edu*
Under “Enrollment Information” – Fall 2010-11 – “Deadlines at a Glance”.

The above information refers to only a few of the websites available for student information. Please review carefully your *My UW* portal and the “Office of the Registrar” website for any further information which may pertain to you.

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 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 highlights the following information:

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.

SECTION II:
DOCTOR OF
JURIDICAL
SCIENCE (S.J.D.)
PROGRAM
INFORMATION

Physical Presence Requirement

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

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.

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 adviser 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 adviser.
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.

Ban on Course Work in the S.J.D. Program

The primary focus of the S.J.D. program is the production of an acceptable dissertation. S.J.D. 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 dissertation 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. S.J.D. students should inform their advisers that they are informally auditing a class.

Please note that no S.J.D. candidate may register for any course or seminar for credit without the prior written approval of the candidate’s adviser 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.

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

2. Meet with your adviser

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

3. Turn in 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

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*. → 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 S.J.D. Student

Once a student has satisfied the residence requirement of the S.J.D. 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 S.J.D. program.

However, a student WILL want to register as a continuing S.J.D. student if any of the following apply:

- The S.J.D. 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.

Once the residence requirement is satisfied an S.J.D. 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.

Requesting to Stay Beyond the Expected Completion Date

Sometimes, a student needs additional time to complete the S.J.D. 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 adviser 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 S.J.D. dissertation.

Continuing S.J.D. Work Away from Madison

Students who wish to work on their S.J.D. dissertation away from Madison must meet the following obligations:

- Satisfy the 24 credit residency requirement; *and*
- Receive written permission from their adviser 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 S.J.D. Dissertation

The S.J.D. dissertation should be equivalent of a substantial (book length) monograph.

Length

It is expected that an S.J.D. dissertation will be in the usual range of between 200 and 250 pages in length. Absent clear evidence that the work involves unusually demanding analysis, the Graduate Programs Committee would generally presume significantly shorter work, i.e., 175 pages or less, to be unacceptable.

Content

The qualitative expectation is difficult to define, but it should be understood that the conclusions of a dissertation 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 S.J.D. dissertation are required. This expectation is a matter of the UW Law School's standards.

Editing

All master's and doctoral students at the University, including those in the Law School's S.J.D. programs, are expected to have their academic writing (dissertation) proof-read and edited before submitting the final version to their adviser and the reading committee. You will need to have an editor for your dissertation 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 S.J.D. dissertation is one that you should budget for. Your final dissertation 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 S.J.D. 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 dissertation are:

1. Adviser Approval. When the revisions of the final draft are made, give a hard (paper) copy of the finished paper to your adviser for evaluation.

- Ask your adviser to send a written evaluation of your dissertation by email to the Graduate Programs Office (aarntsen@wisc.edu) and the Chair of the Graduate Programs Committee (gjthain@wisc.edu).
- The adviser is asked to write a brief evaluative comment on the merits of the work if recommending approval and the award of the degree.
- Tell your adviser the due date of the evaluation.

2. Second Reader Approval. Ask your adviser 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 adviser 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 dissertation 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.
- Tell the second reader the due date of the evaluation.

3. Chair of the Graduate Programs Approval. After the Reading Committee (adviser 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 (gjthain@wisc.edu) to let him know that you have done so.

The Key Points

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

Completing the S.J.D. Degree – Procedure (continued)

- The Chair of the Graduate Programs Committee then reviews the written evaluations and the dissertation. 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.

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

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

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

- Two UNBOUND copies of your dissertation 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 adviser tells you that “Everything is okay.”?

Answer: **No.**

Your adviser may tell you “Your dissertation looks good.” 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 adviser 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 adviser has given you, check with the Graduate Programs Office.

Deadlines

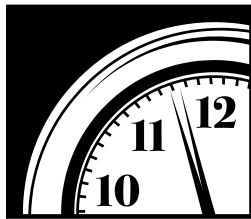
The deadline to remember and honor is the one for the written evaluations from your adviser and second reader. The deadlines for when these two evaluations must be received by the Graduate Programs Office (email is fine):

- 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 adviser and second reader about the deadline. Often advisers 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 adviser and second reader sufficient time for their reviews. Try to give the finished draft of your dissertation to your adviser at least four weeks before the evaluation deadline stated above. During any semester, advisers may be absent because of vacation, conferences, or other activity. The wise student will contact the adviser in advance by email or in person and decide on a time plan so that the adviser 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 Dissertation for Publication

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

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

Format

Paper

- The dissertation 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.

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 dissertation.

Title Page

Follow the sample title page on the next page. Replace the sample title that is given with the title of your dissertation. 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.

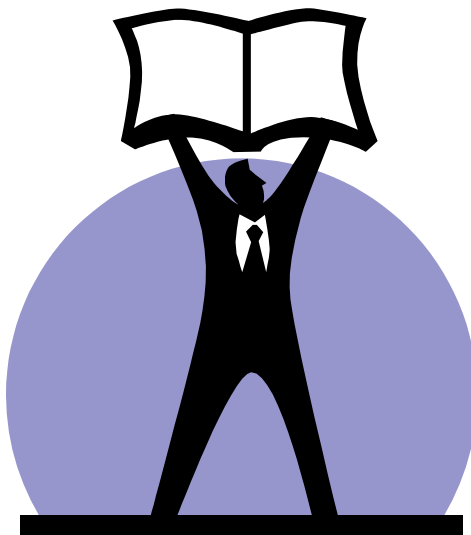
Scanning

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 Dissertation

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 S.J.D. Dissertation
[Use your own dissertation title and your own name]

DEVELOPMENT OF AGENCY LAW IN NEW YORK 1880-1900

by

JANE S. DOE

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

DOCTOR OF JURIDICAL SCIENCE
(S.J.D.)

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 dissertation 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 dissertation, your name, and the date.
- Follow the dissertation format guides.
- The dissertation title on the abstract must be identical to the title on the dissertation title page.
- Do not number the pages of your abstract.

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

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 S.J.D. 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.



Doctor of Juridical Science Degree Requirements

Law School Rule 10.01

The degree of Doctor of Juridical Science (S.J.D.) 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 S.J.D. program are:

- (a) A J.D. or equivalent American or foreign first law degree, as well as work satisfying 1(c), below;
- (b) outstanding academic performance as evidenced by the quality of program, written work, recommendations from teachers, and grades;
- (c) submission of a substantial written research project demonstrating a high capacity for legal research and writing in English necessary for a successful S.J.D. dissertation. The preferred evidence of such capacity is a good quality University of Wisconsin LL.M. thesis. S.J.D. applicants may, however, present equivalent work (such as substantial LL.M. thesis done at another University, a monograph or law review article);
- (d) 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;
- (e) a detailed research proposal of at least six (6) double-spaced typed pages specifying the objectives, methodology, required materials and timetable;
- (f) consent of a faculty member of the Law School to act as the candidate's principal academic adviser (obtaining consent of a faculty member is the applicant's responsibility);
- (g) acceptance by the Graduate Programs Committee.

(2) Program. The S.J.D. program shall adhere to the following guidelines:

- (a) Research toward a doctoral dissertation is the core of the program. The dissertation should be equivalent in quality and substance to a substantial monograph.
- (b) Ordinarily, students seeking the S.J.D. may not take courses for credit. Exceptions may be made on the advice of the adviser 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 S.J.D. candidates shall register for 12 credits for each of the first two semesters of residency, unless they have already established residency from immediately preceding LL.M. work being continued in the S.J.D. dissertation without a break of more than one semester's time. 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 S.J.D. degree. To qualify for the S.J.D. 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. S.J.D. candidates who have completed their residence requirement, including those who have completed their residence requirement from an immediately preceding LL.M. program (see 2(c), above), 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 three calendar years after the residence period. A residence period that was established during immediately preceding LL.M. work being continued in the S.J.D. program is considered the residence period for the S.J.D. program for the purposes of this section.

(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 adviser 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.



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:

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! 😊