

Master of Laws (LL.M.) & Doctor of Juridical Science (S.J.D.)

Degree Programs Handbook for Students and Advisors



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www.law.wisc.edu



Dear Students,

Welcome to the University of Wisconsin Law School! I am excited that you have chosen to pursue your scholarly career here at UW.

The University of Wisconsin Law School is an exciting campus with impressive students, student organizations, and world-class faculty with expertise in a wide range of legal specialties. I encourage you to get to know the intellectual life here by taking advantage of the amazing opportunities that are offered throughout the year, such as invited speakers, symposia, conferences, and other events.

The Graduate Programs office staff is available to assist you and address any questions you may have. I look forward to getting to know you as you progress in your academic and research career.

Thank you,

A handwritten signature in black ink that reads 'Jason M. Smith'.

Jason M. Smith

Assistant Dean for Graduate Programs

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Master of Laws and Doctor of Juridical Science Degree Programs Overview

General Research Degree Programs Information:

- All students will enroll in Law 990 (Directed Research) with their advisor
- New students will complete enrollment during orientation at the Law School
- No other courses are required for the program
- All students should meet with their advisor for at least 30 hours over the length of the degree program
- Students planning to complete the LL.M. degree are expected to complete the requirements in 2 years
- Students planning to complete the S.J.D. degree are expected to complete the requirements in 4 years

Enrollment Information

The Graduate Programs office will receive survey responses from advisors each semester on whether or not they approve student advisees to enroll, based on student progress.

*If significant progress is not made at the end of the student's second year, the student will need to submit a letter of explanation to the Graduate Programs Committee and Chair asking for an extension to complete the thesis. Extensions will be made on a semester-by-semester basis.

Course Enrollment

All research students will be notified via email from the Graduate Programs office when they are able to enroll in Directed Research each semester. The email will contain the class number (a 5-digit number) to the specific section of Directed Research associated with students' advisors.

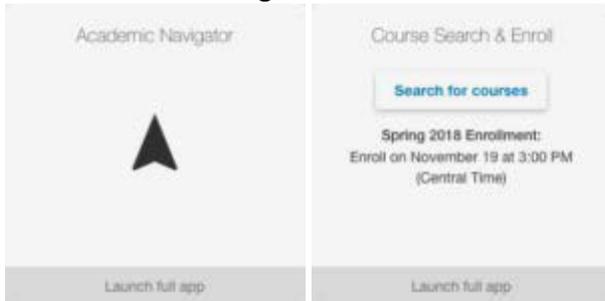
*Once the residence requirement is satisfied, research students are only required to enroll in 3 credits of Directed Research per semester. If the student is on an F-1 or J-1 visa, a "Reduced Course Load" form may be required by International Student Services.



How to Enroll in a Course

Instructions

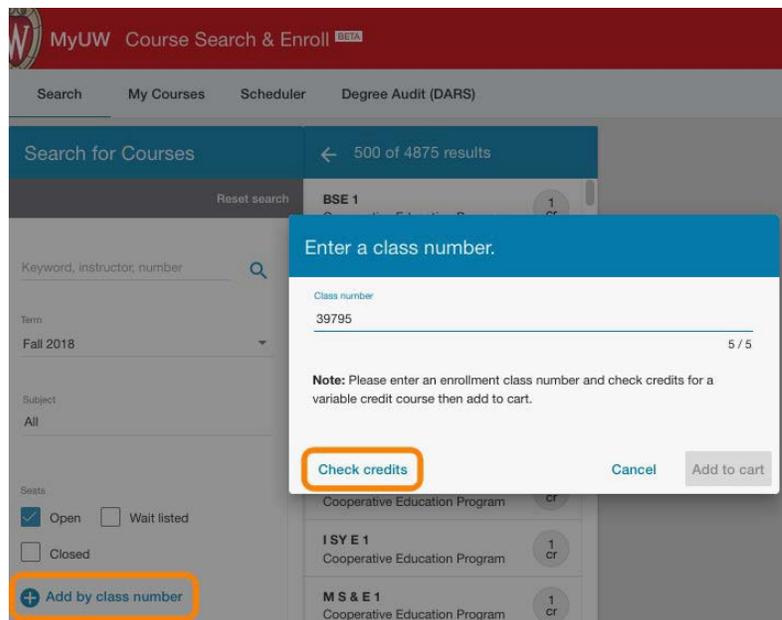
Log in to MyUW at my.wisc.edu. Select the Academic Navigator widget, then select the Course Search & Enroll widget.



Add by class number

If you have received a five-digit class number from an advisor or instructor, you can directly add that class to your cart.

1. Select “Add by class number” in the search panel.
2. In the pop-up box, type the five-digit class number.
3. Select “Check credits.”
4. Select “Add to Cart.”
5. Repeat steps 1 – 4 for any other courses with class numbers.



Enroll in all classes in the cart. Select the three-dot menu in the cart. Select the “Enroll all” button that appears.

Courses in cart		Credits: 13
<input type="checkbox"/>	ASIAN AM 101 Introduction to Asian American Studies LEC TR 11:00AM - 11:50AM DIS W 8:50AM - 9:40AM	3 cr
<input type="checkbox"/>	ASTRON 103 The Evolving Universe: Stars, Galaxies, and Cosmology LEC MW 9:55AM - 10:45AM DIS M 4:35PM - 5:25PM	3 cr
<input type="checkbox"/>	HISTORY 262 American Legal History, 1860 to the Present LEC TR 1:00PM - 2:15PM	3 cr
<input type="checkbox"/>	ART HIST 103 Religion and Art LEC MWF 9:55AM - 10:45AM DIS W 1:20PM - 2:10PM	4 cr

View your enrolled classes

View your successfully enrolled classes in your Enrolled list in the My Courses tab.

My Courses		
	Cart	0
	Enrolled	4
	Saved for later	0

Regarding Course Work in the Research Degree Programs

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

*Research students are unable to register for any course or seminar for credit, without prior written approval of the student'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.

Continuing to Work on Your Thesis or Dissertation Away from Madison

Students who wish, with the consent of primary advisor, to work on their LL.M. thesis or S.J.D. dissertation away from Madison must meet the following obligations:

- Satisfy the 24-credit residency requirement according to the Law School rules (*only needs to be completed once, either for the LL.M. or S.J.D. program)
- Email your primary and secondary advisors, and the Graduate Programs office, with the following information:
 - Date you plan to leave Madison
 - Semester you intend to complete your program
 - A paragraph outlining your plan to graduate in the semester you have indicated

Formatting Your Final Thesis or Dissertation

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.

Footnotes

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 as endnotes. Footnotes should follow *The Bluebook: A Uniform System of Citation* (<https://www.legalbluebook.com/>)

Style and Citation

The following manuals are recommended:

- *The Bluebook: A Uniform System of Citation* (<https://www.legalbluebook.com/>)
- *The Redbook: A Manual on Legal Style* by Bryan Garner
- *Texas Law Review Manual on Usage and Style*

Scanned Images

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.

Title Page

Below is a template for the title page of the thesis/dissertation. Enter or select the appropriate information in the bolded text. Do not number the title page.

TITLE

By

YOUR NAME

A **thesis/dissertation** submitted in partial fulfillment of the requirements for the degree of

MASTER OF LAWS

(LL.M.)/ DOCTOR OF JURIDICAL SCIENCE (S.J.D.)

at the

UNIVERSITY OF WISCONSIN

LAW SCHOOL

YEAR

Editing and Professionalism

All students are expected to have their academic writing (thesis/dissertation) proof-read and edited before submitting the final version to their advisors. Each thesis/dissertation should reflect high ethical and professional standards. Your final thesis/dissertation will be permanently housed in the UW Law Library.

The Abstract

Along with submitting your final thesis/dissertation, you will submit an abstract of your thesis/dissertation.

The abstract is a short, typed summary of your research

The abstract should be 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 research problem
- 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 a separate part of your thesis/dissertation. **Do not include the abstract in your thesis/dissertation.**



Master of Laws (LL.M.) Degree

Standards for the LL.M. Thesis

Completion of an LL.M. thesis is satisfied by creating a written product demonstrating analytical skill and an original and substantial contribution to a legal field (General length expectation: 20,000 – 40,000 words). This may be completed in one of the following ways:

- 1) A thesis that can stand alone as a coherent work
- 2) A subsection of a larger work (such as a planned S.J.D.) may qualify, but only if it can stand alone as a coherent work.
- 3) Two publishable-quality articles on the same subject

LL.M. Thesis Written Evaluation Rubric

Primary and secondary advisors, and third readers will use the following rubric to evaluate the written work of each student's LL.M. thesis.

A thesis completed in partial fulfillment of the LL.M. degree at the University of Wisconsin Law School must meet the following attributes, as recognized by the student's advisors and the Graduate Programs Committee and Chair:

Attribute	Evaluation
Focus: The thesis must clearly articulate a research problem or problems, a question or questions. It specifies the limits of the investigation with respect to theory, knowledge, or practice within the legal field.	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Does not meet expectations
Novelty: The thesis embodies scholarship that makes an original and substantive contribution to a legal field. The ideas, concepts, designs, and/or performances move beyond the current boundaries of knowledge within the legal field.	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Does not meet expectations
Connectedness: The thesis demonstrates a professional level of familiarity with, and understanding of, contemporary work in the legal field.	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Does not meet expectations
Appropriateness: The methods and techniques applied in the execution of the thesis are appropriate to the subject matter and recognized as fitting, original, and/or effective.	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Does not meet expectations
Clarity: The thesis communicates complex ideas in a form and manner that is clear and understandable to area specialists and, as appropriate, to readers beyond the specialty area.	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Does not meet expectations
Quantity: The thesis demonstrates an appropriately comprehensive investigation of the student's research area. General length expectation: 20,000 – 40,000 words.	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Does not meet expectations

Beginning the LL.M. Degree

You will need to keep in frequent contact with your advisors throughout the writing of your thesis. It is recommended to meet with your advisor for at least 30 hours over the two-year period of the LL.M. degree program. Within the first month of beginning your degree program, you will need to meet with your primary advisor to discuss:

- meeting frequency and content
- dates for draft submissions
- expected timeframe for advisor feedback
- general expectations and requests of advisor/advisee
- possible secondary advisor

Once the secondary advisor is decided, you should meet with them to discuss:

- meeting frequency and involvement along with primary advisor
- dates for draft submissions

You should determine your third reader with your primary advisor. You should notify the Graduate Programs office of your full reading committee at the same time you submit your final thesis.

The progress toward submitting your final thesis will involve writing and submitting multiple drafts to your primary and secondary advisors

LL.M. Degree Completion Procedures

Finalizing Thesis and Receiving Approval

You have a maximum of two years from the start of your LL.M. degree program to submit your final thesis.

- A. If you plan to graduate in May:
 1. You will need to email your **final thesis and abstract** as PDF attachments to the Graduate Programs office by the beginning of March. The Graduate Programs office will forward your final thesis and abstract to your reading committee.

2. If your reading committee approves, all three recommendations for approval, final thesis, and abstract will be submitted to the Graduate Programs Committee for review at the April meeting.
 3. If approved, the Graduate Programs Committee approval will be submitted to the Faculty for review at the May meeting. If approved, graduation will be processed by the Graduate Programs office.
- B. If you plan to graduate in December:
1. You will need to email your **final thesis and abstract** as PDF attachments to the Graduate Programs office by the beginning of October. The Graduate Programs office will forward your final thesis and abstract to your reading committee.
 2. If your reading committee approves, all three recommendations for approval, final thesis, and abstract will be submitted to the Graduate Programs Committee for review at the November meeting.
 3. If approved, the Graduate Programs Committee approval will be submitted to the Faculty for review at the December meeting. If approved, graduation will be processed by the Graduate Programs office.

Submission of Thesis to the Law Library

The Graduate Programs office will notify you if the Law School Faculty has approved your final thesis. If approved, you should email your final thesis and abstract, separately as PDF attachments to the Graduate Programs office. Once received, the Graduate Programs office will print your thesis and abstract and submit them to the Law Library.



Master of Laws to Doctor of Juridical Science Degree

Process for Moving from the LL.M. Degree Program to the S.J.D. Degree Program

Some students in the LL.M. degree program waive the LL.M. degree and apply to move to the S.J.D. degree program. The same standards for completion of the LL.M. thesis apply as previously stated (see page 16).

To apply to move to the S.J.D. degree program, students need to submit an updated S.J.D. research proposal, along with their final LL.M. thesis and abstract.

The updated research proposal should be a statement of the proposed S.J.D. research project that includes an explanation of how you will include the LL.M. research in the S.J.D. dissertation, as well as indicating the parts of the work that will be the result of new 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.

Application Process to Move to the S.J.D. Degree Program:

	Deadlines for upcoming Fall semester	Deadlines for upcoming Spring semester
1. You will need to email your final LL.M. thesis, abstract, and S.J.D. research proposal as PDF attachments to the Graduate Programs office and they will forward your documents to your reading committee.	By the beginning of March	By the beginning of October
2. If your reading committee approves, then all three recommendations for approval, final LL.M. thesis, abstract, and S.J.D. research proposal will be submitted to the Graduate Programs Committee for review at the respective meeting.	At the April meeting	At the November meeting
3. You will be notified by the Graduate Programs office if you have been approved to move to the S.J.D. degree program. The Graduate Programs office will also begin processing this change for the upcoming semester.		

*Students requesting a review of a previously completed written work that is equivalent to the

standards of a UW LL.M. thesis to enter the S.J.D. degree program, should still complete the above process in a timely manner.

Standards for the S.J.D. Dissertation

- 1) Completion of an S.J.D. dissertation is satisfied by creating a written product demonstrating serious extended contemplation and analysis on the chosen legal topic of study. This work should display sophisticated analytical and critical thinking skills; scholarly expertise consistent with one who is likely to be an academic voice in the field; and a valuable and original contribution to the field. (General length expectation: 60,000 – 100,000 words). This may be completed in one of the following ways:
 - i. A dissertation that can stand alone as a coherent work
 - ii. Three publishable-quality articles on the same subject
- 2) An in-person presentation of that written work, to an audience of fellow graduate students and invited guests.

S.J.D. Dissertation Written Evaluation Rubric

Primary and secondary advisors, and third readers will use the following rubric to evaluate the written work of each student’s S.J.D. dissertation.

A dissertation completed in partial fulfillment of the S.J.D. degree at the University of Wisconsin Law School must meet the following attributes, as recognized by the student’s advisors and the Graduate Programs Committee and Chair:

Attribute	Evaluation
Focus: The dissertation must clearly articulate a research problem or problems, a question or questions. It specifies the limits of the investigation with respect to theory, knowledge, or practice within the legal field.	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Does not meet expectations
Novelty: The dissertation embodies scholarship that makes an original and substantive contribution to a legal field. The ideas, concepts, designs, and/or performances move beyond the current boundaries of knowledge within the legal field.	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Does not meet expectations
Connectedness: The dissertation demonstrates a professional level of familiarity with, and understanding of, contemporary work in the legal field.	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Does not meet expectations
Appropriateness: The methods and techniques applied in the execution of the dissertation are appropriate to the subject matter and recognized as fitting, original, and/or effective.	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Does not meet expectations
Clarity: The dissertation communicates complex ideas in a form and manner that is clear and understandable to area specialists and, as appropriate, to readers beyond the specialty area.	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Does not meet expectations

Quantity: The dissertation demonstrates an appropriately comprehensive investigation of the student’s research area. General length expectation: 60,000 – 100,000 words.

- Exceeds expectations
- Meets expectations
- Does not meet expectations

Beginning the S.J.D. Degree

You will need to keep in frequent contact with your advisors throughout the writing of your dissertation. At this point, you may have previously worked with your primary and secondary advisor for a significant amount of time. It is still recommended to meet with your advisor for at least 30 hours over the two-year period of the S.J.D. degree program. New dates for draft submissions should be discussed with your primary and secondary advisor.

The progress toward submitting your final dissertation will involve writing and submitting multiple drafts to your primary and secondary advisors

S.J.D. Degree Completion Procedures

Finalizing Dissertation and Receiving Approval

You have a maximum of two years from the start of your S.J.D. degree program to submit your final dissertation.

- A. If you plan to graduate in May:
 1. You will need to email your **final dissertation and abstract** as PDF attachments to the Graduate Programs office by the beginning of March. The Graduate Programs office will forward your final dissertation and abstract to your reading committee.
 2. If your reading committee approves, all three recommendations for approval, final dissertation, and abstract will be submitted to the Graduate Programs Committee for review at the April meeting.
 3. If approved, the Graduate Programs Committee approval will be submitted to the Faculty for review at the May meeting. If approved, graduation will be processed by the Graduate Programs office.

B. If you plan to graduate in December:

1. You will need to email your **final dissertation and abstract** as PDF attachments to the Graduate Programs office by the beginning of October. The Graduate Programs office will forward your final dissertation and abstract to your reading committee.
2. If your reading committee approves, all three recommendations for approval, final dissertation, and abstract will be submitted to the Graduate Programs Committee for review at the November meeting.
3. If approved, the Graduate Programs Committee approval will be submitted to the Faculty for review at the December meeting. If approved, graduation will be processed by the Graduate Programs office.

Presentation of Dissertation

You will present your dissertation in-person to your primary and secondary advisors, the Graduate Programs Committee Chair, at least one member of the Graduate Programs Committee, and an audience of fellow graduate students. Please work with the Graduate Programs office to schedule a time for your presentation during your last semester.

Submission of Dissertation to the Law Library

The Graduate Programs office will notify you if the Law School Faculty has approved your final dissertation. If approved, you should email your final dissertation and abstract, separately as PDF attachments to the Graduate Programs office. Once received, the Graduate Programs office will print your thesis and abstract and submit them to the Law Library.



General Program Information

Keeping Your Address Up-to-Date

It is important for the University to have accurate address information for you, while you are a current student and after you graduate. Make any updates to addresses in your Student Center on MyUW.

Changing Your Address on Student Center:

- Go to www.wisc.edu
- Select “MyUW”.
- Click on the “Student Center” module.
- In “Personal Information,” edit address(es) as necessary.

Adding a New Address on Student Center:

To add an address, follow the same directions previously stated and click on “Add a New Address.”

Indicate the type of address (“mailing,” “diploma,” etc.) and follow the prompts.

Also notify the Law School whenever your local (Madison) or permanent address changes. Email the Graduate Programs office at GPO@law.wisc.edu with your new information.

Official Transcripts

Current and former students can order transcripts through UW-Madison’s [Office of the Registrar’s website here](#).

Unofficial Transcripts

Your unofficial transcript contains information about your enrollment and courses at UW–Madison. You can download your unofficial transcript through MyUW. The unofficial transcript is a plain PDF that you can easily get yourself, when you need a summary of your academic history at UW–Madison. You can view more information and instructions to download your unofficial transcript on UW-Madison’s [Office of the Registrar’s website here](#).

Tuition and Fees

Tuition is the part of a student's college expenses that pays for the academic experience: courses, administration of academic departments and programs and so on. In addition to tuition, there are other fees that may be assessed on a student's account. Some of these fees are one-time fees; others may be assessed each semester depending on the student's status, enrollment date, courses taken and if the student is living in University Housing. [More information about tuition and fees can be found here.](#)

Tuition rates for each academic year are set and published every August. [Tuition rates can be found on UW-Madison's Bursar's Office website here.](#)

Calendars

UW Law School Academic Calendar can be found [here](#).

UW-Madison Academic Calendar can be found [here](#).

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

Graduate Programs Webpage

Information for current LL.M. and S.J.D. research students can be found on the [Graduate Programs webpage here](#).

Graduate Programs Office Mailbox

In case students need to drop off anything to the Graduate Programs office when staff are unavailable, they may find the Graduate Programs Office mailbox located on the 5th floor near the main desk.

Bus Passes and Wiscards

Bus Pass

All enrolled UW students may obtain a free [bus pass through the Associated Students of Madison](#), usually available at the beginning of each semester. Students should receive an email, if they are enrolled in classes, notifying them of when and where they are able to pick up the bus pass. The use of public transportation in Madison is very popular and quite reliable, especially when parking can be expensive and difficult to find.



Wiscard

The Wiscard is your official UW-Madison identification card and is also a key to campus life. This will be your access card to campus buildings and events, as well as for a meal plan. Students can obtain their Wiscard after enrolling in at least one course. You can view more [information about the Wiscard here](#).

Fire Alarms and Drills

Emergency drills and fire alarms are held a few times per year to educate building occupants about evacuation procedures to follow in the event of an emergency. These drills also give students and staff the opportunity to locate and use alternative routes under nonthreatening conditions, and this familiarity increases the probability of a successful evacuation during an actual emergency.



General Graduation Information

Graduation (also known as commencement) at the University of Wisconsin-Madison includes commencement ceremonies designed to honor graduates and their families, and to celebrate graduates' accomplishments.

In the spring, there are two commencement ceremonies that UW Law students can participate in, the UW-Madison commencement ceremony and the Law School hooding ceremony.

The UW-Madison commencement ceremony (held at Camp Randall Stadium in the spring, and the Kohl Center in the winter) brings together all undergraduate, professional, and master's degree candidates from all schools and colleges across campus to celebrate in a single ceremony.

The Law School hooding ceremony is exclusively for UW Law School graduates and their guests. This is where graduates' names will be read aloud, they are hooded by faculty members, and take graduation photographs with the Dean.

For the most current information regarding each ceremony, see:

UW Law School Commencement (Hooding Ceremony):

<http://law.wisc.edu/current/commencement/>

University of Wisconsin-Madison Commencement:

www.commencement.wisc.edu

Preparing to Graduate

- Be sure to review the graduation requirements of your specific program to confirm that you will meet the requirements for graduation.
- **Submit your intent to graduate on your Student Center in MyUW** – *but only if you are certain that you will be graduating.* (If you submit your intent to graduate on your Student Center, but then have to continue in the next semester, you will need to update your intent to graduate to the next semester or future).
- **Order a cap and gown (“academic attire”)** if participating in the commencement ceremony. You must have academic attire to participate in the graduation ceremony, which can be bought or rented from The University Book Store. Orders are taken several months before the ceremony and can be picked up the week of the ceremony.

- You may participate in a commencement ceremony if you are not actually graduating in that specific semester, but will not be in Madison when you officially graduate. Contact the Graduate Programs office for information.

Name Verification for Diploma

Students should verify that their names (as indicated on their Student Center) appear exactly as they want them to appear in the commencement program and on their diplomas.

Exit/Graduation Photographs

Graduates can have their exit or graduation photos taken by a professional photographer at the Law School. Students may order copies for a nominal price. Details on registering and more information for the photo session will be emailed to students.

Graduation Invitations

We encourage students to celebrate these special graduation events with family and friends.

Academic Attire for Graduation Ceremonies

Candidates should wear the academic attire appropriate to the degree to be conferred. The hood for Law School students is purple. Orders for academic attire should be made as early as possible through The University Book Store (as mentioned above).

Purchasing or Renting Cap and Gown

The University Book Store handles all arrangements for caps, gowns, hoods, and honors stoles. To confirm ordering dates and get more information about purchasing or renting, check The University Book Store website: <https://www.uwbookstore.com/Graduation>

UW Law School Commencement (Hooding Ceremony)

This ceremony is only for students graduating from UW Law School who are receiving their Doctor of Juridical Science, Master of Laws, or Master of Laws-Legal Institutions degrees.

The Dean of the Law School hosts the ceremony. The speakers will include a keynote speaker, one member of the faculty, two students from the JD graduating class, and one graduating LLM-LI or LLM/SJD student. After the speeches, each student is called to the stage to be hooded by a faculty member and congratulated by the Dean. Photos are taken of each graduate shaking hands with the Dean as they exit the stage, and then return to their seats until the close of the ceremony.

Hooding Portion of the Ceremony:

Ushers will stand by the rows to signal your row to go the stage. When you arrive on stage, give your completed name card to the staff member reading the student names.

When your name is called, proceed across the stage to be hooded by a faculty member.

After hooding, walk to the Dean, have your photo taken shaking their hand, and then return to your seat until the end of the ceremony.

Post-Ceremony Reception

All graduates, their guests, and Law School faculty are invited to a post-ceremony reception with light refreshments.

Certificates of Graduation

Diploma Mailing

[Diplomas](#) for graduated students are generally mailed 8 weeks after graduation. To be sure you receive your diploma, enter a **Diploma Address** in your Student Center on MyUW. Remember to give an address that will be accurate 8 – 12 weeks after graduation.

All diplomas are handled by the UW Office of the Registrar. If you have questions, please contact them at registrar@em.wisc.edu or 608-262-3811.

Post-Graduation Contact Information

Make sure the University has a permanent address for you. Your permanent address can be updated in your Student Center on MyUW. See directions in this Handbook for updating your address for the University. Graduates should also notify the Graduate Programs Office via email, of their overseas contact and address information.

Holds

Students who have holds on their records for any reason (such as owing the university money or having overdue library books) will not receive their diplomas until those holds are cleared. Please check MyUW for information on how to clear holds.

Diploma Cover

Students can receive a red Wisconsin diploma cover when they pick up their cap and gown from The University Book Store. Alternatively, students can pick up a diploma cover from the UW Office of the Registrar, Student Services, 333 E. Campus Mall, Room 10101. Students may also be able to pick up a diploma cover from the Law School Main Office.

Posting of Degree

Once your degree is posted, it will show under the Degree Summary link in your Student Center on MyUW.

Ordering Transcripts

Students can order official transcripts through the UW Office of the Registrar. Please visit <https://registrar.wisc.edu/transcript/> for more information.



Services at the University

International Student Services (ISS)

International Student Services (ISS) offers a wide variety of services and programs to international students at the University of Wisconsin-Madison. The ISS staff provides information and programs to international students about the campus and community and provides support and assistance concerning visas and related immigration issues. Information for students can be found at <https://iss.wisc.edu/students/>

Contact Information and Hours

University of Wisconsin-Madison International Student Services

716 Langdon Street

217 Red Gym

Madison, Wisconsin 53706

Phone: 608-262-2044

Email: iss@studentlife.wisc.edu



Office Hours: information can be found on their [website here](#) (and are subject to change)

International Student Orientation

ISS hosts an international student orientation for all international students each semester. This is a required orientation program for F-1 and J-1 student visa holders.

You can view more information about the [International Student Orientation here](#).

I-20 and F-1 Visa Information

The U.S. federal government considers you to be in valid F-1 status if you fulfill all the conditions of your F-1 visa. The conditions are as follows:

- Attend the school whose I-20 you used to enter the U.S.
- Maintain the validity of your passport and I-20 form
- Maintain good academic standing
- Maintain sufficient financial resources to avoid becoming a “public charge”
- Enroll each semester as a full-time student
- Work no more than 20 hours per week on-campus while classes are in session
- Work off-campus only with specific written authorization from ISS or USCIS
- Extend your stay in your degree program before the completion date on your I-20
- Complete the change of level procedure when changing from one educational degree level to another
- Inform the university of your foreign address and U.S. address

You are considered to be “out of status” if you do not fulfill the conditions of your F-1 visa. If you fall out of status, you may have to depart the U.S. and may not be able to complete your studies.

***To learn how to get back in status, meet contact your advisor at ISS.**

If you are out of status, you lose the following privileges and benefits:

- Eligibility for employment, on- and off- campus work
- Automatic visa revalidation for trips to Canada, Mexico, and the Caribbean islands, except Cuba
- Extension of program through the notification procedure
- Transfer to or from another university in the U.S. through the notification procedure
- Change from one educational level to another through the notification procedure
- Practical training
- Visa stamp may be considered cancelled

Your F-1 status ends on the date listed in #5 on your I-20 or when you complete the last requirement for your program of study, *whichever comes first*. If you are considering reducing your enrollment below full- time, withdrawing from the program, or if you may be dropped from your program, please consult your ISS advisor prior to taking these actions as they have serious ramifications on your visa status.

You may arrive in the United States 30 days before the first day of classes. You may stay in the United States for 60 days after completion of your program. You may not work during those 60 days. If you withdraw from school, you may stay in the U.S. for 15 days, only if you have prior approval from ISS. If you do not request approval from ISS to withdraw, you must depart the U.S. as soon as possible.

Information regarding visas may change at any time, please visit the ISS website for current information: <https://iss.wisc.edu/>

University Health Services

University Health Services (UHS) is the student health center at UW–Madison, located at 333 East Campus Mall. They provide high-quality care in a manner that is culturally respectful, fiscally responsible, and developmentally appropriate to student needs:

<https://www.uhs.wisc.edu/>

UHS has an integrated care model, combining a wide range of medical, mental health counseling, prevention, and wellness services to help support individual students so they can be personally and academically healthy and successful.

All UW–Madison students who are enrolled for credit during a fall, spring, or summer semester and pay segregated fees are eligible to use all UHS services during that academic term. Only students who pay segregated fees are eligible.

SHIP (Student Health Insurance Plan)

SHIP Office | University Health Services

333 East Campus Mall | 7th Floor | Madison, WI 53715-1381

Phone: 608-265-5232 | Fax: 608-265-5668

Email: shipmail@uhs.wisc.edu

Website: www.uhs.wisc.edu/ship

All international students and visa dependents are required to have UW–Madison approved health insurance coverage. UW students must enroll themselves and any visa dependents in SHIP or file a qualifying waiver by the compliance deadline.

Compliance Deadlines

The SHIP office must receive a completed enrollment application and full payment or a Waiver Application on or before the posted deadlines. More information can be found on the [SHIP website here](#).

Failure to Comply

International students who fail to purchase SHIP or file a qualifying waiver by the compliance deadline will be automatically enrolled in SHIP.

International students who make payment after the compliance deadline will be charged a \$100 late fee and required to pay SHIP premiums from the beginning of the initial compliance period. International students who file a qualifying waiver after the compliance deadline will be charged a \$100 late fee in addition to any required premiums. International students who fail to meet the compliance deadline will be considered non-compliant with the health insurance requirements of UW-Madison and an academic hold will be placed on the student's academic record. An academic hold prevents students from adding classes, dropping classes or obtaining a copy of their transcripts or diploma.

An academic hold will not be removed until the international student is compliant. Outstanding balances must be made by VISA/MasterCard/Discover or exact cash. If the outstanding balance remains unpaid, the account will be referred to a collections agency.

UW Writing Center

Since its start as the Writing Laboratory in 1969, the Writing Center at Madison has helped literally tens of thousands of University of Wisconsin students, both undergraduate and graduate, learn more about writing and has helped them successfully complete course papers, theses, dissertations, and articles for publication — in all sorts of academic disciplines. To provide this help, they offer an extensive range of [individual instruction](#), [non-credit workshops](#), [curricular-based writing tutors \(Undergraduate Writing Fellows\)](#), and [instructional materials](#). You can view more information about The Writing Center at <https://writing.wisc.edu/>

Libraries

Information about UW-Madison campus libraries can be found at <http://www.library.wisc.edu>.

Comprehensive information about the Law Library is available on their website at <http://library.law.wisc.edu>.

All Law Library Policies are found online: <https://library.law.wisc.edu/policies/>

Frequently Asked Questions can be found: <https://library.law.wisc.edu/faqs/>

More information about the Law Library can be found here:

<https://law.wisc.edu/studenthandbook/06.0.html#6.4.2>

Law Library Hours and Access

The Law Library is open over 100 hours each week. Hours are posted outside the main door of the library and the [UW Law Library hours page](#). Handouts are also available at the Circulation Desk. Hours are increased during the weeks before final exams. Please check for revisions because library hours are subject to change.

Law students are given a green gargoyle sticker to put on their Wiscard to identify themselves (stickers can be obtained at the Circulation Desk). During limited access hours, monitors posted outside the library entrance will ask law students to show their Wiscard with gargoyle sticker. Your patience and cooperation with the monitors are appreciated.

Students are not permitted in the library when it is closed.



Misconduct

Student Conduct Policies from the UW Office of Student Conduct and Community Standards can be found here: <https://conduct.students.wisc.edu/>

University of Wisconsin- Madison Policies can be found here: <https://www.wisc.edu/policies/>

University of Wisconsin System Policies can be found here: <https://www.wisconsin.edu/uw-policies/>

Conduct Expectations

The Law School and the UW-Madison community strive to provide a positive learning environment and quality of life for our students. The expectations of law students include:

- Your consistent practice of civility toward others
- Your respect for the expression of diverse opinions
- Your insistence on academic honesty and integrity
- Your demand that all members of the university be accepted and judged as individuals without regard to their race, sex, religion, color, creed, disability, gender identity or expression, sexual orientation, national origin, ancestry, or age.
- Your efforts to insure that the community is safe from violence, harassment, fraud, theft, disruption, and intimidation

UW-Madison Dean of Students Office

The Dean of Students Office assists students with a variety of concerns by working directly with them and connecting them to appropriate resources on campus. They also consult with and serve as a resource for faculty and staff, parents, families, and friends, working together to serve students. See the UW-Madison Dean of Students Office website: <https://doso.students.wisc.edu/>

Academic Misconduct

This may involve questions of academic integrity which include honesty, trust, fairness, respect, and responsibility.

Some examples of academic misconduct include, plagiarism, cheating, copying homework, and stealing an exam or course materials. The University of Wisconsin-Madison takes academic misconduct allegations very seriously.

Information about academic misconduct can be found here:

<https://conduct.students.wisc.edu/academic-misconduct/>

Nonacademic Misconduct

This may include things like hate or bias, sexual violence, hazing or other issues that may work against the university's living and learning environment that is safe and free from violence, harassment, fraud, theft, disruption, and intimidation.

Information about nonacademic misconduct can be found here:

<https://conduct.students.wisc.edu/nonacademic-misconduct/>



UW Law School Rules and Additional Information

Law School Rules

The Law School Rules are stated in “chapters” at www.law.wisc.edu/current/rules

You are responsible for knowing the Law School Rules that apply to you and your program. Also, broadly overview the rest of the Law School Rules.

LL.M. Admission and Program Requirements (from the UW Law School Rules)

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. degree 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 106-108 (Internet-based) or 625 (paper-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
 - 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.

S.J.D. Admission and Program Requirements (from the UW Law School Rules)

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(d), 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 the 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 advisor
 - 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 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 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 of 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 advisor and the Reading Committee and approval of the completed program by the Graduate Programs Committee.

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.

Technology in the Law School

You can view information about technology in the Law School here:

<https://law.wisc.edu/studenthandbook/05.0.html>

Support Services at the Law School

You can view information about support services at the Law School here:

<https://law.wisc.edu/studenthandbook/16.html>