

# Master of Laws- Legal Institutions (LL.M.-LI)

Degree Program Handbook





Dear Students,

Welcome to the University of Wisconsin Law School! As the Assistant Dean for Graduate Programs, it is my pleasure that you have chosen to pursue your scholarly career here at UW. I look forward to you becoming an active member of the law school community.

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 hope you are able to achieve the goals you have set for yourself and have a successful year.

Thank you,

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

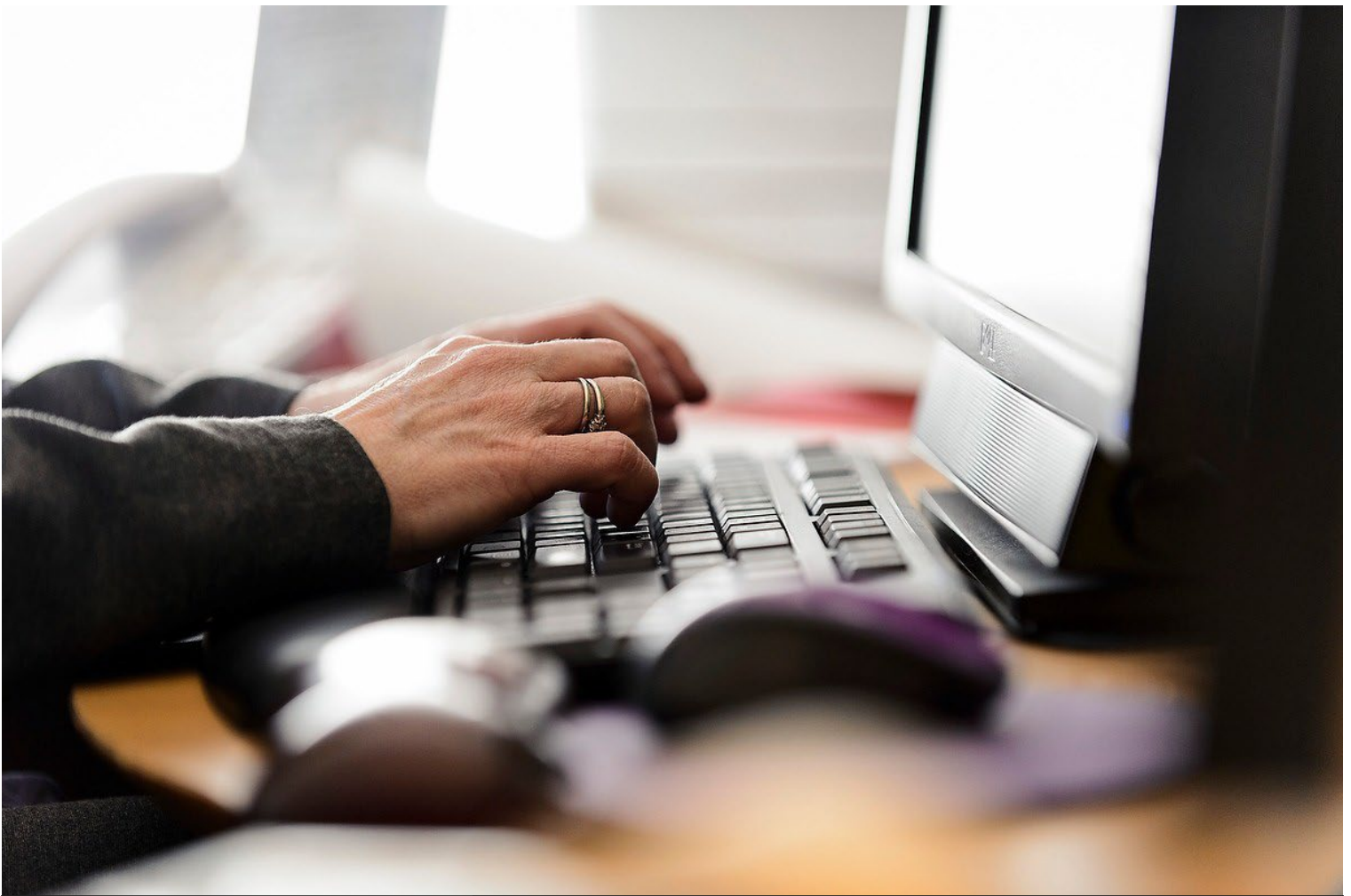
Jason Smith

Assistant Dean for Graduate Programs

# TABLE OF CONTENTS



Table of Contents.....	3
Graduate Programs Website .....	4
Academic Calendars.....	5
Academic Information and Requirements .....	6
Course Selection and Approval Process .....	7
How to Enroll in a Course .....	9
General Program Information .....	11
Transcripts.....	12
Buying Law Books.....	14
UW Law School Library.....	15
Academic Enhancement Program (AEP) .....	16
International Student Services (ISS).....	17
UW Writing Center.....	17
University Health Services .....	18
Examination Information .....	19
Grades and GPA(Grade Point Average) .....	22
Calculating Your Law School GPA.....	23
Graduation Information.....	24
UW Law School Commencement.....	27
Misconduct.....	30
UW Law School Rules and Additional Information .....	32
I-20 and F-1 Visa Information.....	35



UW Law School Graduate Programs Website:

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

Information for current LL.M.-LI students can be found on the Graduate Programs webpage [here](#). This page also has links to the UW Office of the Registrar's website, International Student Services website, and other useful resources.

# CALENDARS

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

The UW 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.



# ACADEMIC INFORMATION AND REQUIREMENTS

## Required Number of Credits

To earn the LL.M. – Legal Institutions degree, students must enroll in, complete, and satisfy the requirements of a minimum of 24 credits that are approved by the Graduate Programs office, following this general plan:

- 12 credits in graded Law courses.
- 12 additional credits in Law courses (This also includes courses from other university departments on campus. Students wishing to receive credit for courses taken at other University departments on campus, may do so with approval from the Dean.)

Most LL.M.-LI students take a total of 24 credits over two semesters, either fall and spring, or spring and the following fall.

*Note: ESL/English classes do not count toward the LL.M. – Legal Institutions degree.*

### Required Courses

Two courses, for a total of six credits, are required:

- **Intro to American Law** (Law 601, 3 credits)
- **Legal Sources** (Law 602, 3 credits)



### Transferring Credits to the J.D. Program

Credits for courses taken in the LL.M.-LI program may not transfer for students applying to the J.D. program at UW Law School.

### Minimum Grade Requirements

A grade of C- or higher in a Law School course or seminar will be deemed satisfactory completion of a course and will satisfy program standards. An overall Law School C (2.0) average is needed for satisfactory completion of the LL.M.-LI program.

A course grade of D+ or below will be averaged into the GPA, but the course will not count towards the 24-credit course requirement.

# COURSE SELECTION AND APPROVAL PROCESS

For an up-to-date list of Law School course information, see <http://law.wisc.edu/academics/courses/>. There you will find course description information, how to access exam archives, the academic calendar, and a list of curricular concentrations.

On the “Courses and Schedules” page, choose the appropriate semester course schedule to see the courses being offered.

**You must have approval from the Graduate Programs Office before you can enroll for courses, as well as to add or drop any courses.**



## Getting Approval for Your Courses

### First Semester

For the first semester of your program, **the Graduate Programs office will hold a meeting during orientation** to provide information on selecting courses for your first semester. Wait for an email from the Graduate Programs office to let you know which courses you may enroll in. After you receive the enrollment email from the Graduate Programs office with call numbers, you will be able to enroll for your approved courses on MyUW.

### Second Semester

When the course schedule for your second semester is posted on the Law School website (usually about mid-semester), email the Graduate Programs office to make an appointment, if you would like to discuss your course options. The same process will follow, where the Graduate Programs office will email you with call numbers for courses you may enroll in.

## Dropping a Course

Dropping a course requires permission. If you wish to drop a course, please email the Graduate Programs office. Be advised that dropping a course may result in an adjustment in instructional and segregated fees. See <https://bursar.wisc.edu/tuition-and-fees/tuition-rates>

## Adding a Course

Adding a course requires permission. If you wish to add a course, please email the Graduate Programs office. Be advised that adding a course may result in an adjustment in instructional and segregated fees. See <https://bursar.wisc.edu/tuition-and-fees/tuition-rates>



## Auditing a Course

Law students are not permitted to formally audit law courses. (Formal auditing involves enrolling in a course on an audit basis; the course appears on the transcript and tuition is paid.)

However, informal auditing – “sitting in” -- is allowed, with instructor permission, for all except first year courses. Informal auditors do not take examinations or receive course credit, and are expected to comply with any participation/attendance ground-rules set by the instructor agreeing to the informal audit arrangement. Instructors have full discretion in granting permission for an informal audit.

Students do not pay tuition or fees nor take the exam for informally audited classes. Students may or may not participate in class discussion of an informally audited class, depending on the professor’s discretion.

If you want to sit in on (informally audit) a class, the Graduate Programs office suggests the following:

- Introduce yourself in an email to the professor
- Briefly state what class you wish to sit in on and why
- Ask whether the professor would give permission for you to sit in on the class.
- Wait for the professor’s response and act accordingly.





## COURSE ENROLLMENT

You will use “class numbers” (a 5-digit number assigned to each section of a course) to enroll in courses.

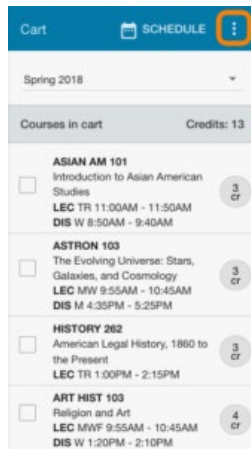
These are emailed to you by the Graduate Programs office when you are notified of permission to enroll.

### Step 2: 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.

**Step 3: Enroll in all classes in the cart.** Select the three-dot menu in the cart. Select the “Enroll all” button that appears.

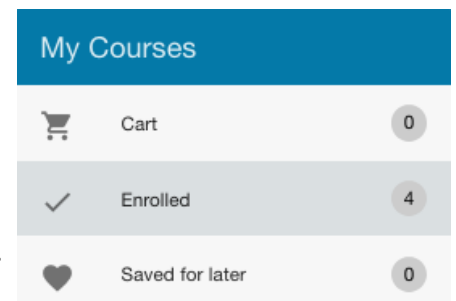
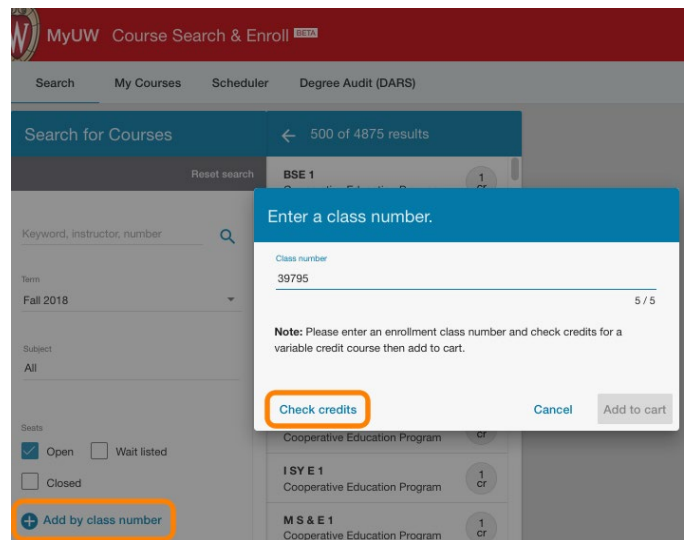
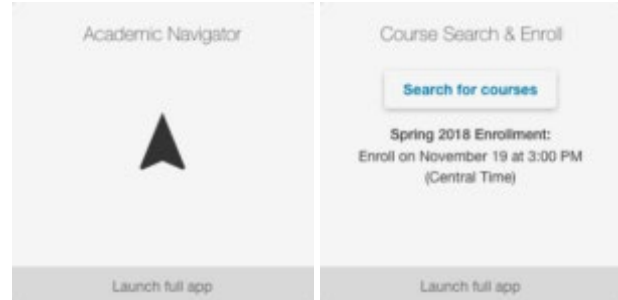


### Step 4: View your enrolled classes

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

# HOW TO ENROLL IN A COURSE

**Step 1:** Log in to MyUW at [my.wisc.edu](http://my.wisc.edu). Select the Academic Navigator widget, then select the Course Search & Enroll widget.



## TUITION and FEES

Tuition and fees at the University include instructional fees and non-instructional fees. The non-instructional fees are called **segregated fees** and are used to support such things as the student unions, campus bus pass, recreational sporting activities, and many other non-instructional activities and services. More information about segregated fees can be found [here](#).

All law students are required to pay tuition unless they are here on a scholarship, exchange, fellowship, or other financial arrangement that affects tuition.

University tuition for each academic year is determined every August. Tuition rates can be found on the Registrar's website at <https://bursar.wisc.edu/tuition-and-fees/tuition-rates>

## Law School Attendance Rules & the Physical Presence Requirement

General Attendance Requirement (Law School Rule 5.01): All students must attend class regularly to the satisfaction of their instructor.

Physical Presence Requirement for Graduate Program Students (Law School Rule 10.04(3)): Registration and physical presence as a full-time student at the University of Wisconsin-Madison for one academic year is required. The residence requirement may be reduced to one semester for students participating in executive versions of the LL.M.-L.I. program that have been approved by the law faculty. The residence requirement may also be reduced to eighteen (18) credits for students participating in a reciprocal exchange of credits agreement between their home university and the Law School at the master's level.

The full text of the Law School rules for Graduate Programs students can be found on the Law School's website at <http://law.wisc.edu/current/rules/chap10.htm>

# GENERAL PROGRAM INFORMATION

## Keeping Your Address Up to Date

It is important for the University to have accurate address information for current students and alumni. Make any updates to addresses in your Student Center on MyUW.

### Changing Your Address on Student Center:

- Go to <https://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](mailto:GPO@law.wisc.edu) with your new information.

# OFFICIAL TRANSCRIPTS

Current and former students can order transcripts through the Office of the Registrar, <https://registrar.wisc.edu/transcript/>

## STUDENT RECORDS (UNOFFICIAL TRANSCRIPTS)

Student Records (unofficial transcripts) show the classes in which you are currently enrolled, as well as all the classes you have been enrolled in previously. You can download your student record through MyUW. The Student Record is a plain PDF that you can easily get yourself, when you need a summary of your academic history at UW–Madison.

## Downloading your Student Record (Unofficial Transcript)

Visit <https://registrar.wisc.edu/studentrecord/> for more information and instructions.



## Bus Pass

All enrolled UW students may obtain a free city 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. To learn more about Madison Metro Transit, visit

<http://www.cityofmadison.com/metro/>



## 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 retrieve their Wiscard during orientation or any time after enrolled in courses. Visit <http://wiscard.wisc.edu/> or Union South, Room 149 for more information on how to get your Wiscard.

## 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.



## BUYING LAW BOOKS

Textbooks for many UW Law School courses are available for purchase at the University Bookstore, located at 711 State Street, on the Library Mall, across from the Memorial Library. The University Bookstore is willing to place special orders for textbooks, if they are out of a book you need. They also sell used copies of some law texts. Many students also shop for some of their required and recommended textbooks online.

***Each student should have their own textbooks. Photocopying textbooks can violate copyright laws.***

## DETERMINING WHAT BOOKS YOU NEED

After you have enrolled in your classes you will be able to view textbook lists online from MyUW on your “Student Center”. A demo is available for students on how to access [required textbook information](#).

Many instructors create “course packs” of materials that students in their courses are required to obtain instead of, or in addition to, traditional textbooks. PDF copies of those materials will be made available online to students enrolled in those courses through the course website. Students may simply review the course pack materials online, or print them out on their own printer, or purchase a printed copy of the materials from the Law School Digital Print Shop, located on the second floor of the Law building.

# The UW Law School Library

The UW Law School Library is one of the major resource libraries on the UW–Madison campus. Its primary mission is to foster the research and learning of the Law School Community, and its collections, hours and services are geared to the unique needs of the Law School. The library has a permanent staff of twelve professional librarians and nine other support staff and is open over 100 hours each week.

Comprehensive information about the library, including access to resources and services, library hours, maps, and study room reservations is available on the Law Library website at <http://library.law.wisc.edu>. Information about UW-Madison campus libraries can be found at <http://www.library.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/>

## Law Library Hours and Access

Law Library hours are posted outside the main door of the library and on its website at <http://library.law.wisc.edu/about/information/>. 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.



## Bar Exam Prep

Moji Olaniyan, Assistant Dean for Academic Enhancement Program, coordinates Bar Exam Prep Classes. Classes are offered twice per year, during the fall and spring semesters.

## What LLM-LI Students Need to Know!

### ABOUT THE A.E.P.

The Academic Enhancement Program (A.E.P.) provides academic support services and resources to assist LLM-LI students with most (**but not all**) of the classes you take as electives.

Below are the list of academic support and related services that the AEP makes available to LLM-LI students:

- Skill workshops (for research tips, outlining, and more)
- AEP Resource Library
- Study Group (if you are taking Contracts)
- Bar Exam Prep (if you plan to sit for a bar exam)

For detailed info about these support services, go to the A.E.P. website at: <http://law.wisc.edu/academicenhancement/index.html>

### HOW TO CONTACT THE A.E.P.

To contact the A.E.P. by email or to stop by the A.E.P. office, please use the “Contact Information” on the right column of this info sheet.

### WHEN TO CONTACT THE A.E.P.

LLM-LI students may contact the A.E.P. to:

- (i) pick up handouts from A.E.P. skills workshops that they miss.
- (ii) borrow books from the A.E.P. that may be useful aids for studying for their classes.
- (iii) schedule a one-on-one appointment with the A.E.P. Assistant Dean to brainstorm about academic support needs. **You must follow these steps:**
  - a. Go to the Graduate Studies Program and discuss your academic support needs.
  - b. Have the Graduate Studies Program (Jason Smith) complete an AEP Student Referral Form.
  - c. Bring the referral form to the AEP to schedule an appointment.

### A.E.P. Contact Info

#### Office Location

Room 5226  
UW Law School

#### Telephone

608.890.3830

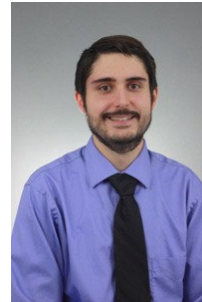
#### Email

[aep@law.wisc.edu](mailto:aep@law.wisc.edu)

#### Website

<http://law.wisc.edu/academicenhancement/index.html>

### A.E.P. Staff



**Ben Heidke**  
A.E.P. Coordinator



**Moji E. Olaniyan, J.D.**  
Assistant Dean





## 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/>

### 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](#).

### 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/>

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](mailto:iss@studentlife.wisc.edu)

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

# 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 Office  
University Health Services  
333 East Campus Mall  
Floor 7  
Madison, WI 53715-1381

Phone: 608-265-5232

Fax: 608-265-5668

[shipmail@uhs.wisc.edu](mailto:shipmail@uhs.wisc.edu)

[www.uhs.wisc.edu/ship](http://www.uhs.wisc.edu/ship)

## SHIP (Student Health Insurance Plan)

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.

## SHIP 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 [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.

# EXAMINATION INFORMATION

Professors will inform students whether exams are “open book” or whether there are any limits on materials that students may bring with them into the exam room. Professors will inform students about whether an exam will be a take-home exam. Professors will also inform students if the exam will be in “open” or “closed” mode. In open mode, students can access files on their computers, but will not be able to cut and paste from the documents, nor will they be able to go online. In closed mode, students will only be able to access the exam software. They cannot access files nor can they go online.

Students may generally take proctored examinations on a laptop computer (students load an approved program into their own laptop) or write in an examination booklet (a “blue book”).

Under the Anonymous Grading System (“Blind Grading,” Law School Rule 6.10), all law students taking examinations are identified by an anonymous exam number rather than by name. The Law School gives each student a unique exam number for use while a student at the Law School.

After classes begin, you may get your exam number by going to <http://law.wisc.edu/help/my.php> and enter your NetID and password. You will receive only one exam number from the Law School and you will use this same number for all your Law School exams, regardless of the semester.

## Exam Schedules

Early each semester, the Associate Dean for Student and Academic Affairs publishes an examination schedule for that semester [here](#). Note that the exam schedule for LL.M.-LI students may be somewhat different than for J.D. students. LL.M.-LI students can access their individual exam schedules by going to <http://law.wisc.edu/help/my.php>

## Final exams the semester of graduation

When students take final exams in their final semester of law school, they must notify faculty grading the exams that they will graduate at the end of that semester. Students do so by typing “graduating this semester” on all final exams as well as papers or other projects submitted for grading. This notification is very important. It tells the faculty to review the exam as soon as possible, so that the law school can submit proof of completion of credits and requirements to the boards of bar admissions in a timely manner. This notice is required, regardless of whether the student graduates in May, August or December.

### EXAM ARCHIVE

The Law School maintains an Exam Archive of past exams at:  
[http://law.wisc.edu/exam\\_archive/](http://law.wisc.edu/exam_archive/)





## Using Notes During Exams

Instructors will inform students whether exams are “open book” or have limits on materials that students may bring with them into the exam room, including electronic translators. Instructors’ directions must be strictly followed. **Unauthorized notes or resources are not allowed and students risk receiving a zero on the exam and failing the class.**



## Extra Exam Time

Professors have discretion to allow, or not allow, students to extra time on the exam. The Graduate Programs office will ask professors each semester whether they will permit LL.M.-LI students to have extended time on their exams (usually time and a half). When a professor agrees to allow additional time on an exam, the Graduate Programs office will notify their enrolled LLM-LI students via email.

## Take-Home Exams

Some professors will schedule take-home exams. These are exams that students can work on for a set amount of time outside of the classroom (for example, for 24 hours). You will receive an email with detailed instructions regarding take-home exams before the exam period begins. **It is important that you carefully read this email and ask any questions before your first exam.** Also view the Law School Exam Schedule and Information webpage [here](#).

Under Law School Rule 6.1, “[n]o collaboration with, or assistance from, other persons is permitted on exams, papers, or written exercises, except to the extent that the instructor has granted permission therefore in writing.” This rule applies to both in class and take home exams. **This means that if a student works with, receives answers from, or provides answers to another student during his exam – including a take home exam – or if a student uses unauthorized materials during an exam, the student risks getting a zero on the exam and failing the class.**

Because some students may take exams at times other than the scheduled, **you should not discuss the content of an exam with anyone.**

## Proctored Exams

Proctored exams are exams taken at the Law School with a supervisor (proctor) in the exam room. To use a laptop computer to take a proctored exam, students load an approved exam software onto their own laptop, and this must be done well in advance of the day of the exam. Information about using the software program will be sent to students by email before the exam period. If a laptop is not used, students write their answers in an examination booklet (a “blue book”) or, depending on the exam, on the exam pages themselves.

## Emergencies or Personal Problems During Exams

If you have an emergency that prevents you from taking an examination or a personal problem (illness before or during an exam, inability to return a take-home exam on time, etc.), you should contact the Assistant Dean for Student Affairs ***as soon as possible***.

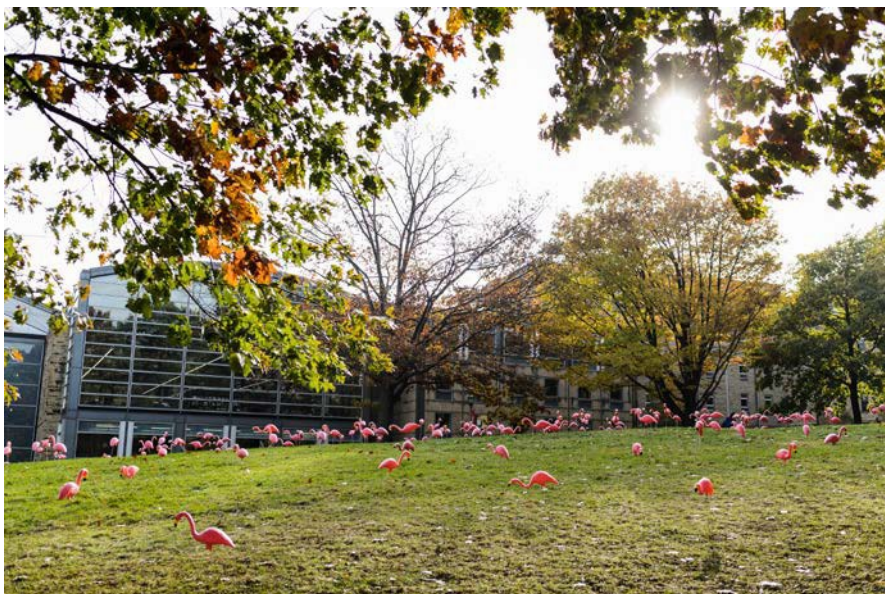
- Do not contact your instructor.
- Do not try to solve the problem by writing a note on your exam.
- Do not wait until you receive your grade.

## Exam Conflicts

Try to avoid exam conflicts by checking exam times of all our courses when you create your course schedule.

If you think you end up with overlapping exam times for more than one course, or if you have a personal conflict with an exam time, **please email the Graduate Programs office immediately**. The Graduate Programs office will work with the appropriate personnel at the Law School to see whether rescheduling your exam is required.

Under Law School Rule, 7.2, students must take exams at the scheduled time unless there are “extraordinary or compelling circumstances.” For example, a student scheduled to take two exams on the same day may postpone one of the exams for up to one week. A student who has four exams on consecutive days may postpone one of the exams for up to one week. Students may postpone final exams that fall on a Sabbath or other religious holiday. Otherwise, acceptable reasons for rescheduling an exam are few.



# GRADES AND GPA (GRADE POINT AVERAGE)

## Minimum GPA Required to Graduate

An overall Law School C average (2.0) is needed for satisfactory completion of the LL.M.-LI program. A course grade of D+ or below will be averaged into the GPA, but the course will not count towards the 21-credit course requirement.



## Letter Grade or Pass/Fail

Grades in most Law School courses are letter-graded, rather than pass/fail (“Satisfactory”/“Unsatisfactory”), following Law School Rule 2.01.

Some courses are graded on a mandatory pass/fail basis, such as Directed Research projects and Lawyering Skills.

The pass/fail option is not available to LL.M.-LI students, unless it is a mandatory pass/fail course.

## Minimum Grade for Course Credit

A grade of C- or higher in a Law School course or a seminar will be deemed satisfactory completion of a course and will satisfy program standards.

Law School grades of D+ or below *do not count toward LL.M.-LI program requirements*, but they are averaged into the overall GPA.

If a student receives a Law School D+ or lower grade in a required course, the student will need to repeat the course.

If a student receives a Law School D+ or lower grade in an elective course, the student will need to take an additional Law School course of a similar credit value and earn a grade of at least C- to have it count toward the program. (A higher grade may be needed to meet the C average rule.)

## Non-Law Classes

Grades that are not classified as LAW will not factor into the law GPA. This includes cross-listed classes with ELPA and Business.





# CALCULATING YOUR LAW SCHOOL GPA

Since the Law School does not conform to the UW-Madison grade point scale, your Law School student record/transcript will not show your grade points or grade point average. You will need to calculate your own GPA.

To calculate your Law GPA:

- Disregard courses in which you received a grade of S or U, and letter grades earned in any non-Law courses (i.e. those offered by a different department in the University)
- Take the numerical equivalent of the letter grade you received in each completed Law course (see chart to the left) and multiply it by the number of credits that you earned in the course
  - E.g.: you received a B in Property, a 4 credit course.  $3.0 \times 4.0 = 12.0$  GPA “points”
- Add all your GPA “points” together
- Divide your total GPA points by the total number of credits of all your letter-graded courses. The resulting quotient is your GPA. Round it to the second decimal place (e.g., a 3.2489 becomes a 3.25; whereas a 3.24489 becomes a 3.24)
  - E.g. your total GPA points is 69.3; you completed 21 credits in all your letter-graded law courses. Your GPA is  $69.3/21 = 3.30$

## Grade Numerical Equivalents:

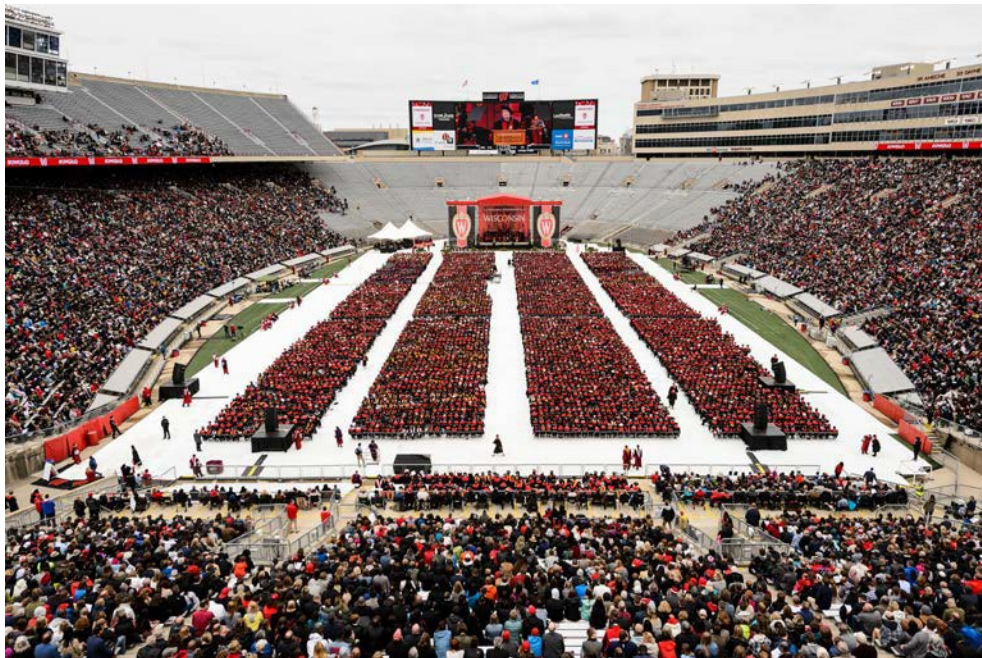
Law School courses are typically graded on a letter-graded scale from F to A+.

The Law School uses a 4.3 scale (rather than the more-common 4.0 scale), as follows:

A+	4.3
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	.7
F	0

If you would like confirmation that your calculation is correct, email your calculated GPA to [GPO@law.wisc.edu](mailto:GPO@law.wisc.edu) and request verification.

# 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 ceremony and the Law School ceremony.

The UW-Madison ceremony (held at Camp Randall Stadium in the spring, and 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](http://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.
- For LL.M.-LI students: Be especially careful when scheduling your final semester classes so that you meet all of the course requirements.
- **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 also participate in a commencement ceremony even 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 more 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. There is no limit to the number of guests graduates may invite to commencement events.

## Academic Attire for Graduation Ceremonies

The gown for UW Law School graduates is called the doctor-of-law or juris doctorate gown, and the hood is purple. Candidates should wear the academic attire appropriate to the degree to be conferred. Orders for academic attire should be made as early as possible through The University Book Store (as mentioned above). The Graduate Programs Office will also email information to intended graduates.



## 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: <http://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. No tickets are required for this event, and there is no limit to the number of guests that students may bring.

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. The Student Bar Association is responsible for the election to determine the student speakers. 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.

## Post-Ceremony Reception

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

### 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.



# 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](mailto:registrar@em.wisc.edu) or 608-262-3811.

## 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.

## 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.





## 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 Degrees

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.



# 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

The Law School Rules are stated in “chapters” at [www.law.wisc.edu/current/rules](http://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. – Legal Institutions Admission and Program Requirements (from the UW Law School Rules)

A Master of Laws-Legal Institutions (LL.M.-L.I.) provides an opportunity and an environment for the study of law from interdisciplinary perspectives, mainly for individuals trained in the law of a foreign country. This degree is not available to persons who already hold an Anglo-American professional degree in law.

1. Admission. The conditions of admission are:

- a. A degree or diploma representing the study of law. This is usually shown by a bachelor's degree in law (LL.B.), but also may be shown by a master's or other graduate degree in law. The Graduate Admissions Committee will also consider an undergraduate major, such as in political science, that includes a significant number of law courses;
- b. Generally, a Grade Point Average (GPA) of at least 3.0 on a 4.0 scale, or a B average, from undergraduate work;
- c. A TOEFL (Test of English as a Foreign Language) or comparable examination score showing high proficiency in English if the prior study in law was not conducted in English. High proficiency will ordinarily be demonstrated by a TOEFL score of 100 (Internet-Based Test) or 600 (Paper-Based Test) or higher. Applicants with lower English competency scores may be required to satisfactorily complete an intensive English program before beginning the LL.M.-L.I. program. Those with lower scores are normally required to take an English assessment test on campus before the beginning of their first semester, with a recommendation for a supplemental English language class, where appropriate;
- d. A personal statement that includes a statement of objectives and a description of the likely courses to be taken and research to be pursued at the Law School;
- e. Adequate financial resources to support the expected tuition and living costs for the duration of the program;
- f. Acceptance by the Graduate Admissions Committee.

2. Program. The LL.M.-L.I. program shall adhere to the following guidelines:

- a. A candidate's program may be flexibly designed in consultation with the designated Law School academic adviser, but shall provide for at least 24 credits, including
  - i. satisfactory completion of at least twelve (12) credits in letter-graded courses or seminars in law;
  - ii. satisfactory completion of twelve (12) credits in course work in law, including directed research (Law 990) if appropriate, or other departments approved by the Law School academic adviser as



related to the student's LL.M.-L.I. program. To count towards the LL.M.-L.I. degree, courses taken in other University departments must be numbered 300 or higher. English classes do not count towards the LL.M.-L.I. program.

- iii. Students who are participating in an approved reciprocal exchange of credits agreement between their home university and the Law School at the master's level may apply up to 6 credits in law classes earned at their home university at the master's level towards these 12 credits authorized by supra.
  - iv. Programs may include up to 36 credits, but no candidate for the LL.M.-L.I. shall be permitted to continue after the semester in which the candidate earns 36 credits.
- b. Any credits earned at the Law School or in any collaborative program must have been earned within 6 years of the completion of the LL.M.-L.I. program at the Law School.
  - c. Students in the LL.M.-L.I. program are graded using the Law School's grade scale, provided in Law School Rule 2.01. A grade of C- or higher in a Law School course or seminar will be deemed satisfactory completion of a course and will satisfy program standards. The grades for courses taken outside the Law School in other University departments must be BC or better to count towards the program. Law School Rule 2.01 should be relied on to determine the overall GPA of the student in the LL.M.-L.I. program. An overall C (2.0) average is needed for satisfactory completion of the LL.M.-L.I. program. A course grade of D+ or below will be averaged into the GPA, but the course will not count towards the 24 credit course requirement. Directed research (Law 990) and directed reading (Law 991) are graded Satisfactory or Unsatisfactory (not by letter grades) and therefore are not used in calculating the GPA. The pass/fail option is not available to LL.M.-L.I. students unless the course is offered only on a pass/fail basis.
  - d. The candidate's program, including courses dropped or added after the initial consultation with the Law School (LL.M.-L.I.) academic adviser, is subject to the approval of the Law School academic adviser and the Graduate Admissions Committee.
3. Residence. Registration and physical presence as a full-time student at the University of Wisconsin-Madison for one academic year is required. The residence requirement may be reduced to one semester for students participating in executive versions of the LL.M.-L.I. program that have been approved by the law faculty. The residence requirement may also be reduced to eighteen (18) credits for students participating in a reciprocal exchange of credits agreement between their home university and the Law School at the master's level.
  4. Term for completion of program. The program is normally to be completed within the residence period. An extension for up to one semester can be granted with the approval of the academic adviser. Participants in an executive LL.M.-L.I. program may be permitted a longer period of time for completion of the program when such extension is provided for by the agreement for the executive LL.M.-L.I. program that has been approved by the law faculty.
  5. Award of degree. The granting of the degree shall be recommended to the Law School Dean on the approval of the satisfactorily completed program by the Law School academic adviser and the Graduate Admissions Committee.

## 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>

# 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 of 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 with an 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 an 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/>





Graduate Programs Office  
University of Wisconsin Law School  
975 Bascom Mall  
Suite 6210  
Madison, WI 53706  
USA

Phone: 608-262-9120  
Email: [GPO@law.wisc.edu](mailto:GPO@law.wisc.edu)  
[www.law.wisc.edu](http://www.law.wisc.edu)