

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

Degree Program Handbook



Dear Students,

Welcome to the University of Wisconsin Law School! As the Graduate Programs Coordinator, it is my pleasure to serve you in your academic needs as you 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 a dynamic year as you grow in your legal expertise.

Thank you,

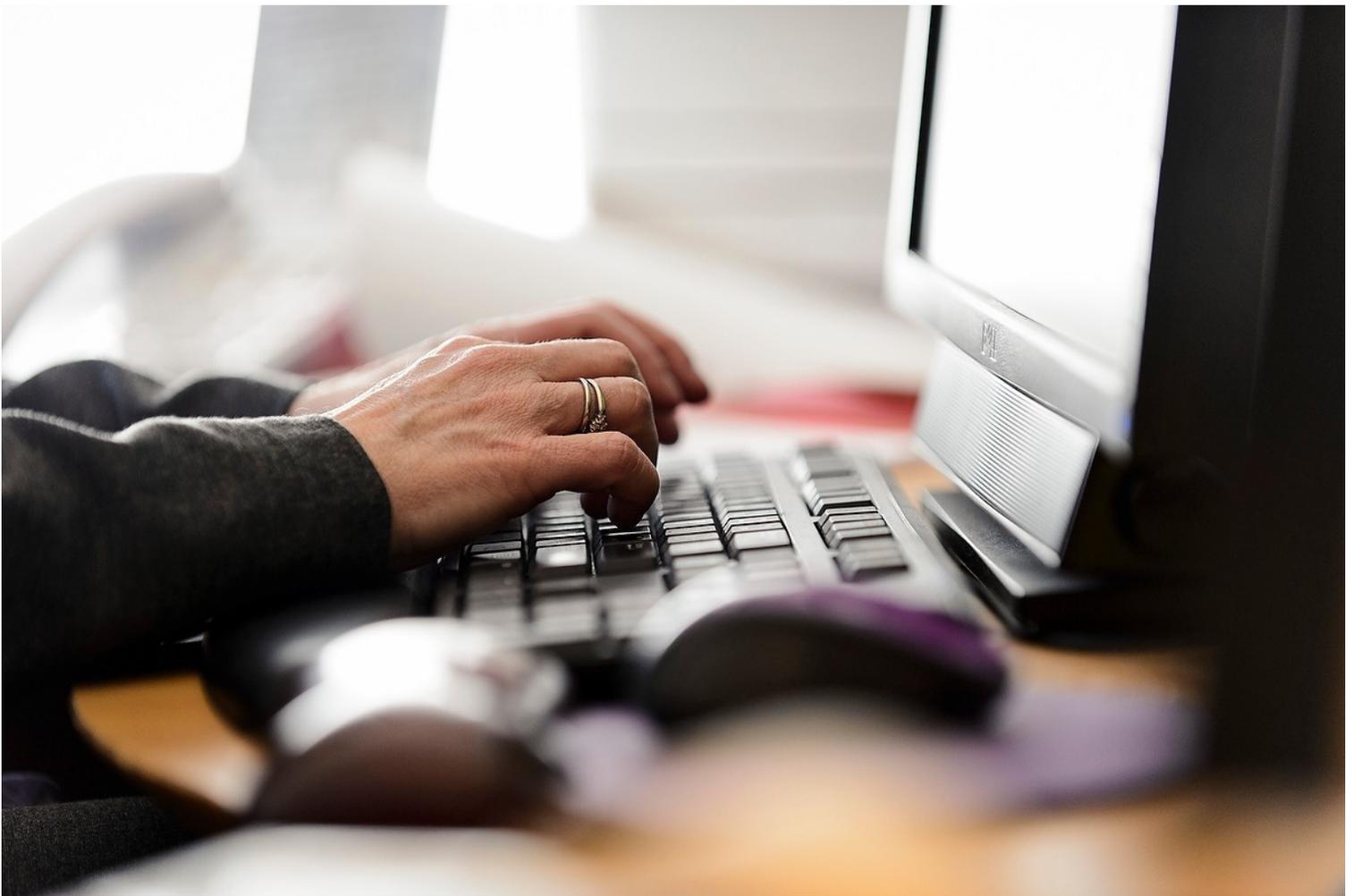
Jason Smith
Graduate Programs Coordinator
University of Wisconsin Law School



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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://registrar.wisc.edu/tuitionrates/>

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://registrar.wisc.edu/tuitionrates/>



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.

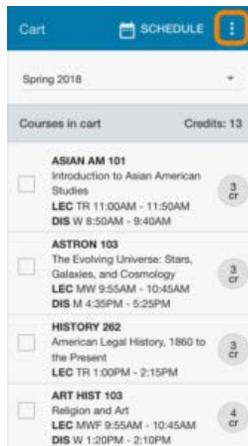
These are emailed to you by the Graduate Programs office when you are notified of permission to enroll.

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.

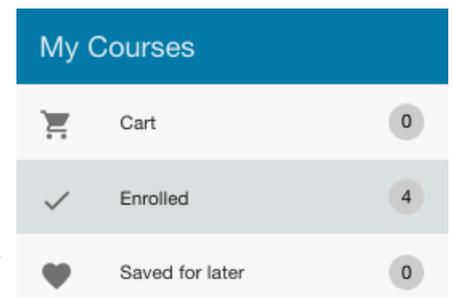
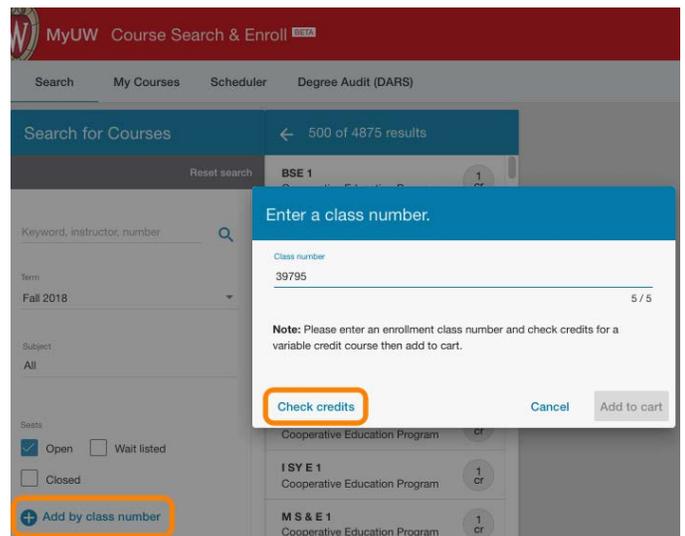
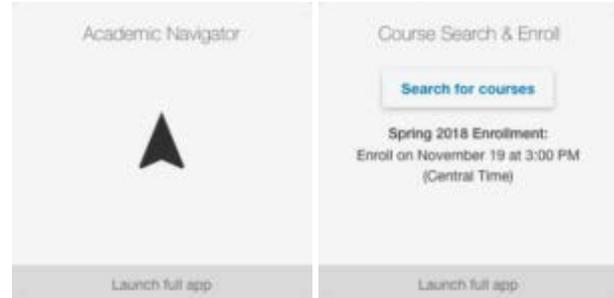


Step 4: View your enrolled classes

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. 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://registrar.wisc.edu/tuitionrates/>

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 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 My UW. 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.



Student Hang Files

All students are given a student hang file for receipt of information from school administration and your colleagues at the law school, similar to a mailbox system. Student hang files are located on the second floor (near the Student Bar Association). Hang files are labeled by student name and color-coded for the program (LLM-LI, LLM, and SJD folders are green or gray).

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. Information on evacuation and emergency procedures can be found here: <https://ehs.wisc.edu/exit-evacuation/>



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: <https://registrar.wisc.edu/howto/>

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 [here](#).

Frequently Asked Questions can be found [here](#).

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

6th Floor (use Tower Elevator)
Room 6210
UW Law School

Telephone

608.890.3830

Email

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
Assistant Dean

Other A.E.P. Staff

Office Assistant(s)

- Lucia Muyolema
- Trevor Carli

Study Group Coordinators

- Joelle Mushel
- TBD

LLM-LI Contracts Discussion Group Leaders

- Erin Kautz
- Hannah Demsien
- Niabi Schmaltz
- Ryan Gray



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 Graduate & Professional Student Orientation

ISS hosts an orientation session for all International Graduate & Professional Students each semester. This is a required orientation program for F-1 and J-1 student visa holders. During this session they will explain visa and university requirements for graduate level students, discuss campus and health insurance resources, and cover programming for international students.

You will receive an email from the Graduate Programs office letting you know of dates for the ISS Orientation. **You must attend ISS Orientation if you hold an F-1 or J-1 visa or a hold will be placed in your Student Center.**

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

UW Writing Center

The University of Wisconsin-Madison's Writing Center helps undergraduate and graduate writers at any stage of the writing process—from choosing a topic to drafting and revising—for any writing project. Each year, more than seven thousand students from across the university—from first-year through doctoral students – benefit from talking and working with a Writing Center instructor.

They help writers learn more about everything from thesis statements and organization to grammar and citation methods, though they don't edit or proofread your work (check for and fix grammar or formatting errors), they will be glad to help you learn to edit and proofread your own writing.

Dedicated to the University's pursuit of excellence in teaching, research, and service, the Writing Center offers—

- trained, supportive instructors who work one-on-one with students at all levels and in all disciplines
- trained, supportive undergraduate peer tutors who work one-on-one with students in undergraduate writing-intensive courses across the curriculum
- an online writing center providing electronic tutoring and instructional materials
- short-term, non-credit workshops about academic writing
- reference materials about academic writing, for use by students and faculty
- convenient access to our resources through multiple locations across campus and online
- teaching support for faculty and TAs across campus
- teaching, learning, and leadership opportunities for its staff
- national leadership in writing center programs, pedagogy, administration and scholarship You can view more information about The Writing Center at <https://writing.wisc.edu/index.html>



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

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. You can also get your exam number from the Main Office, Room 5110, Monday through Friday 7:45-4:30 p.m. Show them your Wiscard and they can look it up for you.

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. The Graduate Programs office will notify LL.M.-LI students by emailing individual exam schedules to each student.

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/





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 must contact Emily Kite, Assistant Dean for Student Affairs, at 608-890-0115 or emily.kite@wisc.edu **as soon as possible** and leave a detailed message.

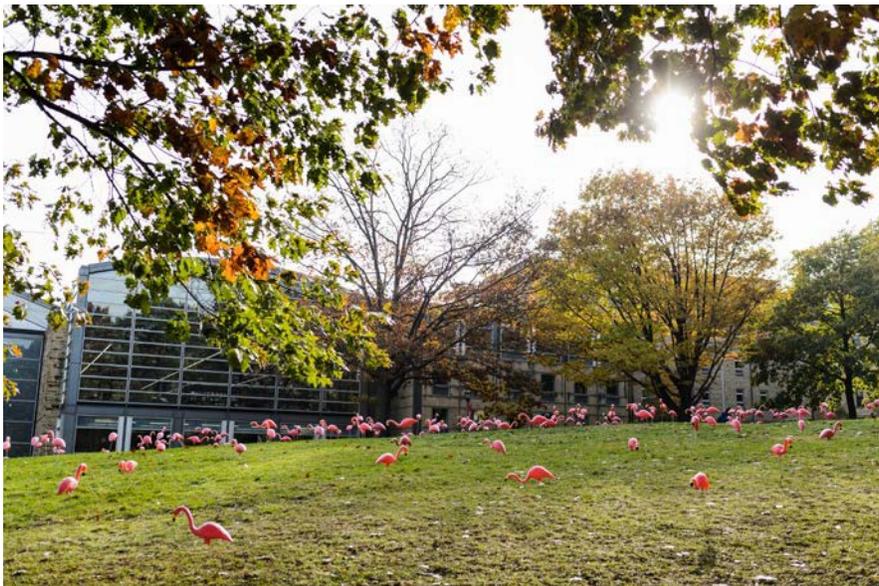
- Do not contact your instructor.
- Do not try to solve the problem by writing a note on your exam.
- Do not wait until you receive your grade.

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 $69.3/21 = 3.30$

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

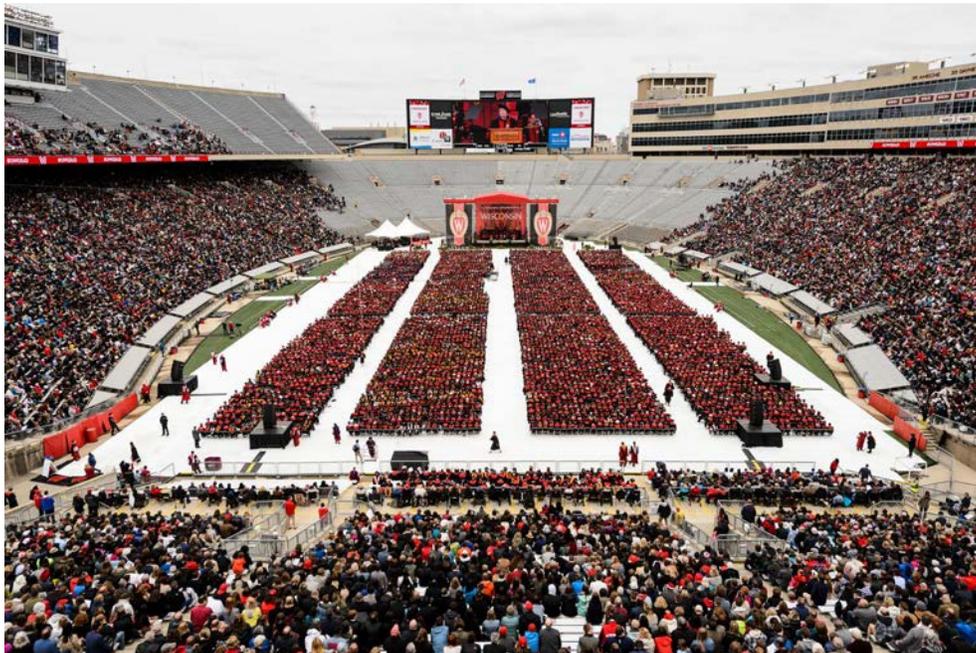
Grade Numerical Equivalents:

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

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.

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 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:
<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.
- For LL.M.-LI students: Be especially careful when scheduling your final semester classes so that you meet all of the course requirements.
- **Respond to the email from the Graduate Programs office** indicating your graduation intentions, when asked- usually near the end of each semester.
- **Enter your intent to graduate on your Student Center in My UW** – *but only if you are certain that you will be graduating.* (If you register your intent to graduate on MyUW, 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 the 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.

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 rentals, check The University Book Store website.

You can order your cap, gown and hood:

- By phone at 608-257-3784 (service fee added)
- In-store at The University Book Store, 711 State St.
- Online at <http://www.uwbookstore.com/Graduation>

UW LAW SCHOOL COMMENCEMENT

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 will be mailed 8 weeks after graduation at no charge, including to addresses outside of the United States. 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 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.

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. Information on how to clear holds is available [here](#).

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. The office is open Monday through Friday, 7:45 AM – 4:30 PM. 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/u/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-Dean on call

A staff member from the Dean of Students office is on-call daily for walk-in appointments (Bascom Hall, room 70), phone calls (608-263-5700), and emails (dean@studentlife.wisc.edu). Below are some of the reasons a student may meet with the dean on-call:

- Academic distress due to personal issues
- Advocacy
- Assistance for victims
- Bias incidents
- Community support
- Complaints
- Concern about a student
- Conflict mediation
- Consultation
- Crisis loans
- Emergency/crisis situations

- Family emergency
- Personal safety needs
- Problem solving
- Resource referrals
- Questions

Students who believe they have been a victim of or witnessed a bias incident are encouraged to contact the Dean of Students Office, which serves as a Bias Report Coordinator. See <http://www.students.wisc.edu/doso/>

Assistant Dean for Student Affairs

The Law School's Assistant Dean for Student Affairs, Emily Kite, is available to meet for any of the reasons listed above or anything else a student would like to discuss, including academic, personal, family, health, mental health, or nonacademic issues. Students facing health, personal or academic issues, or with concerns about a peer, are encouraged to make an appointment with the Assistant Dean early. When she is available, the Assistant Dean also accepts walk-ins in her office, Room 5101. You can call the Assistant Dean at 608-890-0115 or email her at emily.kite@wisc.edu.

The Assistant Dean for Student Affairs can also accompany a student who has a meeting in the Dean of Students Office, and can help connect students with resources at University Health Services (UHS) or the Wisconsin Lawyers Assistance Program (WisLAP).

Academic Misconduct

Academic misconduct, including--but not limited to--cheating, plagiarism, and falsifying information, may be grounds for discipline during law school. In addition to the Rules of the Law School, students are subject to the Student Conduct and Disciplinary Rules of the University of Wisconsin-Madison. An explanation of the UW campus rules is available at <http://www.students.wisc.edu/doso/academic-integrity/>. Penalties for academic misconduct range from oral reprimands or lowered or failing grades to university disciplinary probation, suspension or expulsion from the university. For information about the academic misconduct investigation process, see https://docs.legis.wisconsin.gov/code/admin_code/uws/14.pdf

Academic misconduct is a very serious issue for prospective attorneys. This is one reason for the questions on your law school application regarding prior academic misconduct. You will also need to answer questions about academic misconduct when you apply for admission to practice law. The Wisconsin Board of Bar Examiners (BBE) will review your files if you seek admission to the Wisconsin bar: the BBE will expect to see complete disclosure of pre-law school academic misconduct in the files of the school. The BBE will also receive information about academic misconduct during law school from the University.

Academic misconduct also is possible grounds for denial of admission to the bar due to the questionable moral character reflected by the conduct. See [Law School Rules Appendices A](#) and [B](#) and the [No Collaboration Policy](#) at Rule 6.11.

Nonacademic Misconduct

The University of Wisconsin-Madison also has a code regarding nonacademic misconduct that applies to Law students. Nonacademic misconduct can include sexual assault, stalking, hazing and harassment. See https://docs.legis.wisconsin.gov/code/admin_code/uws/17.pdf

Violation of the code may result in penalties ranging from a written reprimand to expulsion. The University has a

formal nonacademic misconduct process.

See <http://www.students.wisc.edu/doso/nonacadmisconductprocess/>. Nonacademic misconduct is also possible grounds for denial of admission to the practice of law. When you apply for admission to practice law you will need to disclose completely all non-academic misconduct incidents, including any that occur during law school.



UW Rules Concerning Technology-Related Conduct

- UW guidelines regarding information technology (IT)-related conduct are available at <http://www.cio.wisc.edu>
- Violation of University rules governing appropriate use of IT resources may result in loss of access privileges, University disciplinary action, and/or criminal prosecution. Any disciplinary action must be reported on any bar application.

Responsible Use of Information Technology Policy

Access to University of Wisconsin-Madison information technology (IT) resources is essential to the mission of the University. Access to University IT resources is a privilege granted to members of the University community which carries with it the responsibility to use University IT resources for University-related activities, exercising common sense and civility. Regulations that govern personal conduct and use of University facilities also apply to the use of IT resources. Violation of University rules governing responsible use of IT resources may result in loss of access privileges, University disciplinary action and/or criminal prosecution.

- **Login and Other Authorizations**
Authorization for use of IT resources is provided to each individual for his or her own use. No user may use an authorization which belongs to someone else. In many cases the University has obtained access to these resources exclusively for the use of members of the University community.
- **Securing Credentials**
Users must protect the confidentiality of their personal identification codes and passwords and are expected to exercise reasonable care to ensure that their accounts are not used by others.
- **Unauthorized Access**
Users may not obtain or use—or attempt to obtain or use passwords, IP addresses or other network codes that have not been assigned to them or unauthorized access to computer accounts, software, files, or any other IT resources.

- **Intellectual Property**
Illegal downloading, distribution, copying of materials or other activities that violate intellectual property laws, including copyright, are strictly prohibited.
- **Malicious Activity**
Users may not interfere with another person or entity's authorized access to IT resources. They may not alter, disrupt or damage University IT resources in any way or use those resources to alter, disrupt, or damage IT resources of another person or entity.
- **Impersonation and Anonymity**
Users of University IT resources may not forge identities or send anonymous messages unless the recipient has agreed to receive anonymous messages.
- **Respect and Protect Privacy and Be Civil**
Users of University IT resources are expected to protect others' privacy. They may not use University IT resources to stalk, harass, threaten, or otherwise cause harm to another individual or entity, or to the activities of others.
- **Commercial, Political, and Non-University Activities**
Users may not use University IT resources to sell or solicit sales for any goods, services, or contributions unless such use conforms to UW-Madison rules and regulations governing the use of University resources. They may not use University IT resources to represent the interests of any non-University group or organization unless authorized by an appropriate University department. Users who are University employees may not use these resources to support the nomination of any person for political office or to influence a vote in any election or referendum.
- **De Minimis Usage**
In the interest of making the use of IT resources a natural part of the day-to-day learning and work of all members of the University community, incidental personal use is tolerated. However, one should use non-University sources of email, Internet access, and other IT services for activities of an extensive nature that are not related to University purposes.
- **Managing IT Resources**
Users who are University employees must responsibly manage the IT resources in their care, including hardware, software, and digital University information and records.
- **State and Federal Laws**
Users may not use University IT resources in a manner that violates state or federal laws.



UW LAW SCHOOL RULES AND ADDITIONAL INFORMATION

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.

Technology in the Law School

Printing

The Digital Print Center (2nd floor, Room 2115) has printing available for \$0.06 per black and white page and for \$0.20 per color page. Send print jobs to copyshop@law.wisc.edu and they'll let you know when it is ready for pickup. Payment can be made by cash, credit card or with departmental funds. The library also has printing available both in its Copy Center and the Computer Lab on 2nd floor using WiscCard accounts. For full details please see: <http://law.wisc.edu/current/rtf/06.0.html#6.4.2>

Photocopying

The Law School's Digital Print Center (formerly known as the Copy Shop), located on the second floor of the Law building, provides copying service for \$0.06 per page (or \$0.20 for color). The Digital Print Center accepts cash, credit cards and departmental funds. Non-circulating library materials must be copied using library photocopiers located in the 5th floor Library Copy Center. Full details on library photocopy payment options are at: <http://law.wisc.edu/current/rtf/06.0.html#6.4.2>

Public Access Computers

There are two computers in the Atrium for quick access that require NetID and password to login. Additionally, there are several computer workstations in the Law Library available to the public (i.e. login free) for legal research purposes. More information can be found at <http://library.law.wisc.edu/about/information/tour/workstations.html>

Wireless Networking

Wireless access is available throughout the Law School. Use either the "UWNet" or "eduroam" wireless network.

Support for Your Personal Computer

The Tech Staff located in room 2115 are here to facilitate your repairs for your personal computer. They'll quickly diagnose if it is something they can help with directly, or provide more information on the best resource to make your computer operational. Campus also provides support through the Division of Information Technology's walk-up support desk at 1210 W. Dayton St., room 1150B. More information can be found at <https://it.wisc.edu/services/repair>

Accessing Your Email

UW email accounts can be accessed a variety of ways and using the web client is recommended. Campus email is hosted on Office365, but the easiest way to access is by login into <http://wiscmail.wisc.edu> with your NetID which will take you to your official campus @wisc.edu Office365 email account.

Accessing the My UW-Madison Web portal

The Web portal provides an array of personalized services for students. From any Web browser, you can access email and use a campus-wide calendar system to schedule meetings and appointments. You can use My UW-Madison to enroll in classes, monitor the status of your financial aid application, review your course grid, and check on library fines or holds. You can access the portal at <https://my.wisc.edu>.

Software Training for Students

The UW's Division of Information Technology (DoIT) has free training for students that covers databases, word processing, spread sheets, Web design, graphics, and more. For information, see their website at <http://www.wisc.edu/sts>. The Law Library also has many legal resources available for use, please see <http://law.wisc.edu/current/rtf/06.0.html#6.4.5> for full details.

Technology Policies

The University of Wisconsin's Guidelines for Appropriate Use of Information Technology apply to Law School users. By accessing the Law School's wireless network or by using any Law School- or University-owned computing equipment, users implicitly agree to campus technology use policies which as a general statement are only for your personal use for academic related activities. For details please see the full text at [UW-Madison Responsible Use of Information Technology Policy](#).



RELEVANT LAW LIBRARY POLICIES AND INFORMATION

Study Rooms

The Law Library has eight small rooms for group study. Most rooms have a white board and a podium. Some also have computers with large monitors. A television with a built-in DVD/VCR player is available at the Circulation Desk for use in any of the study rooms.

Rooms can be reserved for two hour blocks on the Law Library website at <http://library.law.wisc.edu/studyrooms/> or at the Circulation Desk. Study rooms and computer equipment are checked out to students at the Circulation Desk.

Food and Beverages

Law Library users deserve a clean and quiet atmosphere in which to study. Therefore, food is not permitted anywhere in the library. Insects and rodents attracted by food pose a danger to the library collection. Students frequently complain that noisy food consumption serves as a distraction to study and research.

Beverages in covered containers are allowed, but not near library computers or other equipment.

Noise and Other Distractions

Please respect those around you by keeping noise and other distractions to a minimum. This prohibits talking in a loud voice, audible technology use (mobile devices, computers, etc.), food consumption, and other activities that may interfere with others' ability to study. See Section 6.2.5 Food and Beverages.

Talking in low tones is allowed in study rooms and in the collaborative Study Lab on the second floor. If you notice any distractions or inappropriate behavior in the library, please inform library staff right away so that we may promptly address the situation. We recommend speaking with a staff member in person at the Reference or Circulation Desk or contacting us via chat at <http://library.law.wisc.edu/>.

Reference and Research Assistance

The Law Library offers a full range of services to support student research. Reference librarians are available to advise students about resources best suited to their research needs. Library staff also offer instruction on the use of legal databases and applications, as well as on the Bluebook legal citation system.

For quick research assistance or a more in-depth consultation, you may contact a librarian:

- In person at the Reference Desk on the fifth floor of the Law Library
- By phone at (608) 262-3394
- By email at askuwlaw@law.wisc.edu
- By live chat from the Law Library website at <http://library.law.wisc.edu>.

Reference librarians are generally available at the following times during the academic year:

- Monday-Thursday 9:00 a.m. to 9:00 p.m.
- Friday 9:00 a.m. to 5:00 p.m.
- Saturday and Sunday 1:00 p.m. to 5:00 p.m.

Hours may vary during vacations, holidays, intersession, and summer. A schedule of Reference Desk hours is posted at <http://library.law.wisc.edu/about/information/hours/reference.html>.

Locating Library Materials

With a collection of almost 640,000 volume equivalents and hundreds of databases, the UW Law Library ranks among the top academic law libraries nationally. The library provides access to a full range of state and federal law, international law, and the law of certain foreign jurisdictions. As a member of the campus library system, Law Library users may also draw upon the over six million resources of the UW-Madison campus libraries.

Research can be done in a variety of ways:

- To search the library catalog, go to <http://search.library.wisc.edu/>.
- To locate journal articles by article or journal title, use the UW-Madison campus libraries' Citation Search tool at <http://www.library.wisc.edu/citation-search/>.
- To access the hundreds of databases available through the Law Library, go to <http://library.law.wisc.edu/databases.html?iSearchType=alpha>

For a list of items checked out on your Wiscard identification card, to renew items, to check the status of library requests, and to monitor due dates, use the My Accounts link in the library catalog.

Interlibrary Loan and Document Delivery

Through our strong collaborative networks, law students may request research materials outside the scope of the Law Library's collections.

You may have books from other UW-Madison campus libraries or from other UW System libraries sent to the Law Library for pick up. When looking at a book holding in the UW-Madison library catalog (<http://search.library.wisc.edu>), use the "Place a Request" link on the right side of the screen. UW-Madison books are delivered within 1-3 business days. UW-System books are typically delivered in 3 - 5 days.

You may also request delivery of journal articles from UW-Madison campus libraries that are not available in an electronic format. This service is offered free of charge, but please note that campus libraries are not able to process a large number of requests from individual users. When looking at a journal title in the UW-Madison library catalog (<https://search.library.wisc.edu/>), use the "View or request an issue" link on the right. Articles will be emailed within 1-3 business days.

To obtain research material not owned by UW System libraries, use the "Document Delivery" link on the UW Law Library home page. Electronic copies of articles are delivered to your desktop in 1-5 business days. The turn-around time for borrowing books is 1-3 weeks.

If you have any questions regarding interlibrary loans and document delivery services, ask for help at the Reference or Circulation Desks or email docdel@law.wisc.edu.

Checking Out Library Materials

Circulating materials (books, videos, etc.) can be checked out at the Circulation Desk on the fifth floor. However, note that not all library materials circulate. A valid Wiscard is required to check out materials. Complete information about loan periods, renewals, and recalls can be found at: <http://library.law.wisc.edu/about/policies/circulation.html>.

Lost and Damaged Materials

Library material is available for use by all library patrons. To make the collection accessible to all, please return materials on time and in the same condition as when you received them. Marking on or folding pages is considered damaging to library materials. Damaged or lost materials may be subject to fines. For more information, see <https://www.library.wisc.edu/services/borrow-renew-request/fines-and-holds/lost-or-mutilated-items/>

Course Materials

Some course reading materials may be available on course reserve in the Law Library. To access electronic course reserves, go to "My UW," then "Course Guide" and type "law" into the Search box. A list of your courses that have electronic materials posted will appear. Access to e-reserve materials is limited to students enrolled in the class.

Print materials placed on course reserve can be checked out at the Law Library's Circulation Desk. The students at the Circulation Desk can assist in locating print course reserve materials. You must have a valid Wiscard to check out print course materials from the Law Library. Course materials have short loan periods to ensure that all students in the class have sufficient access. Please return materials on time.

Recreational Reading and Feature Films

The library maintains a collection of popular magazines and daily newspapers at the north end of the fifth floor Habush, Habush, and Rottier Reading Room near the windows. A large collection of novels with law-related subjects is also available. Most of these are in the general collection on the second floor and have call numbers beginning with "PR" and "PS."

The library offers a collection of feature films with law-related themes. The films (most in DVD format) are stored behind the Circulation Desk on the fifth floor. Individual film titles can be located through the library catalog. An annotated guide to the Law Library's feature film collection can be found at:

<http://library.law.wisc.edu/services/find/guides/video>.

Purchase Recommendations and New Books

Suggestions for additions to the library's collection are welcomed. Every effort is made to purchase recommended materials if the materials are within the scope of the library's collection and meet the library's acquisitions criteria. An online purchase recommendation form is available at <http://library.law.wisc.edu/services/purchase/>.

A selection of new books is available for browsing near the reference desk on the fifth floor. Recent additions to the collection are announced in a monthly Selected Recent Acquisitions list, which is available on the library website and via email delivery at <http://library.law.wisc.edu/services/recacq/>.

Computer Labs and Public Access Computers

The Law Library's computer labs offer opportunities to complete coursework and a place to receive training on computer-assisted legal research tools. The Cook & Franke Teaching Computer Lab (Lab A) and Class of 1972 Study Lab (Lab B) are located on the second floor of the Law Library.

Students are encouraged to work in groups in the Study Lab and speak with normal voice levels. The Study Lab is meant to be used by groups that need to discuss their work. However, please respect others who are using the labs at the same time. More information about the library's computer labs can be found

at: <http://library.law.wisc.edu/services/hardware/computers/labinfo.html>. Six public access computers are also available on the fifth floor of the library and several others are located on each floor. These computers are intended for legal research use. No log-in is required.

Scanners, Copiers and Printers

Scanners:

Free scanning is available from two standalone print scanners in the fifth floor Copy Center and one on the third floor. The photocopier can also be used for free scanning (see below). Two free microform scanners are also available in the Microforms room on the second floor. Please respect other users by limiting the amount of time that you use the scanners. See a reference librarian for assistance with scanners.

Photocopiers:

A photocopier is available in the Copy Center on the fifth floor of the Law Library. Photocopies are \$.10 per page and are available for purchase with your Wiscard. To add money to your Wiscard, see <https://sites.google.com/a/wisc.edu/print/>. The Law School's Digital Print Center also provides self-service copiers at \$.05 per page.

Printers:

Printers are available in the Copy Center and in the Computer Lab on the second floor. Printers charge \$.07 per page (\$.14 for double-sided) and are available for purchase with your Wiscard. To add money to your Wiscard, see <https://sites.google.com/a/wisc.edu/print/>. The Law School's Digital Print Center also has printing available for \$.06 per page.

To configure your laptop for printing, see http://www.law.wisc.edu/help/for_students/ Consult the handouts available in the Copy Center for specific instructions on how to connect with Law Library printers. Free Lexis printers are also available in the Study Lab.

Laptop and Mobile Device Use

Laptops and mobile devices may be used anywhere in the library; however, noise should be kept to a minimum. See Noise and Other Distractions. Wireless access is available throughout the Law Library. Charging cables for phones and tablets are available for check out from the Circulation Desk. A valid Wiscard is required to check out this equipment.

Email Access

Email access is available in the computer labs on the second floor of the Law Library and in the Atrium. Other public computers in the library are intended for research use. As a courtesy to other library users, please do not use those computers for email.

Electronic Legal Research (LexisNexis, Westlaw, Bloomberg Law, etc.)

The Law Library offers law students access to numerous legal databases, including LexisNexis, Westlaw, Bloomberg Law, Bloomberg BNA, CCH Intelliconnect, Hein Online, ProQuest, and many more. These databases are available from the Law Library website at <http://library.law.wisc.edu/databases.html?SearchType=alpha> and many can also be accessed remotely with your UW-Madison username and password. With the exception of LexisNexis, Westlaw, and Bloomberg Law, no passwords are required to access databases in the Law School.

For lost or forgotten LexisNexis, Westlaw or Bloomberg Law passwords, you may also contact Emma Babler at emma.babler@wisc.edu.

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/>



APPENDIX A

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 LLM-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 LLM-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 LLM-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 (LLM-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.



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