

LLM-LI

Graduate Programs Handbook

2017-2018





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 and student organizations and a world-class faculty 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 that take place here.

The Graduate Programs 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.

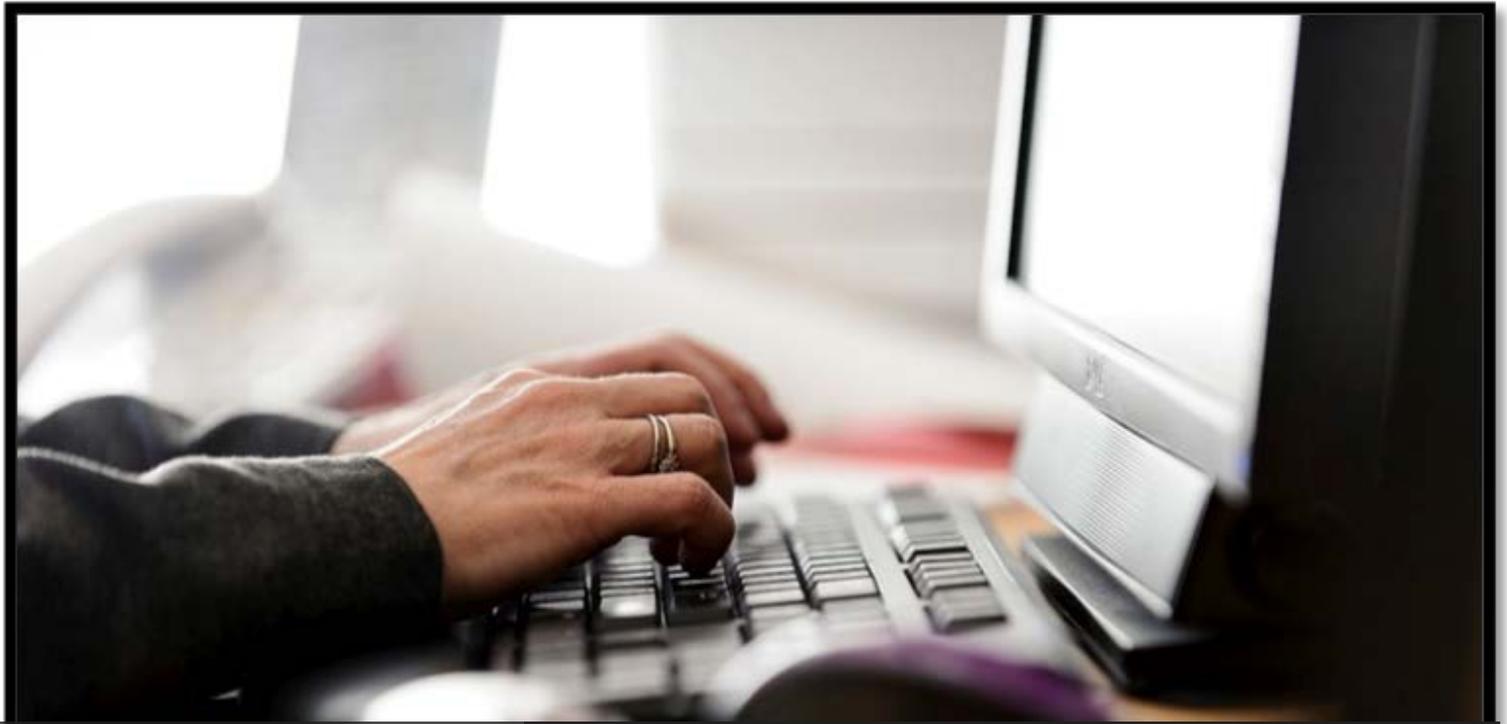
Thank you,

Jason Smith
Graduate Programs Coordinator
University of Wisconsin Law School
Graduate Programs

TABLE OF CONTENTS



TABLE OF CONTENTS.....	3
GRADUATE PROGRAMS WEBSITE	4
LAW SCHOOL ACADEMIC CALENDAR.....	5
ACADEMIC INFORMATION AND REQUIREMENTS	6
COURSE SELECTION AND APPROVAL PROCESS	7
HOW TO ENROLL IN A COURSE	9
UNIVERSITY HEALTH SERVICES.....	12
ACADEMIC ENHANCEMENT PROGRAM (AEP).....	16
EXAMINATION INFORMATION	17
GRADES AND GPA (GRADE POINT AVERAGE)	20
CALCULATING YOUR LAW SCHOOL GPA.....	21
GENERAL PROGRAM INFORMATION	22
“UNOFFICIAL TRANSCRIPTS” (STUDENT RECORDS).....	23
OFFICIAL TRANSCRIPTS.....	23
REGARDING THE NEW YORK BAR EXAM	25
GRADUATION (“COMMENCEMENT”)	27
UW LAW SCHOOL CEREMONY.....	30
SERVICES AT THE UNIVERSITY	33
UNIVERSITY RULES	34
LAW SCHOOL RULES	38
APPENDIX A	42
APPENDIX B	45



Graduate Programs Website:

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

Information for current Graduate Programs students is posted on the Graduate Programs webpage. This page also has links to the UW Registrar's website, International Student Services website, and other useful sources of information.

"General Information" (the link can be found on the right-hand side of the Graduate Programs homepage) has online handbooks, I-20 information, and other important information.

LAW SCHOOL ACADEMIC CALENDAR 2017-2018

Fall 2017

Labor Day	Monday, September 4
Classes Begin	Wednesday, September 6
Thanksgiving Recess	Thursday - Sunday, November 23 - 26
Last Class Day	Thursday, December 7
Final Exam Period Begins	Saturday, December 9
Final Exam Period Ends	Friday, December 22
Commencement	Sunday, December 17

Spring 2018

Martin Luther King, Jr. Day	Monday, January 15
Classes Begin	Tuesday, January 23
Spring Recess	Saturday - Sunday, March 24 – April 1
Last Class Day	Wednesday, May 2
Final Exam Period Begins	Thursday, May 3
Final Exam Period Ends	Friday, May 11
Commencement Activities	Friday, May 11; Saturday May 12



The Law School Academic Calendar can be found at www.law.wisc.edu/shared/calendar.htm

The UW Academic Calendar can be found at <https://secfac.wisc.edu/academic-calendar/>

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

ACADEMIC INFORMATION AND REQUIREMENTS

Required Number of Credits

To earn the LLM – Legal Institutions degree, students must enroll in, complete, and satisfy the requirements of a minimum of 24 credits (“cr.”) 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.)

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

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



Required Courses

Two courses, a total of six credits, are required. These are:

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

Transferring Credits to the JD Program

Credits for courses taken while enrolled in the LLM-LI program will not transfer for students entering the UW Law School’s JD program.



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 average is needed for satisfactory completion of the LLM-LI program.

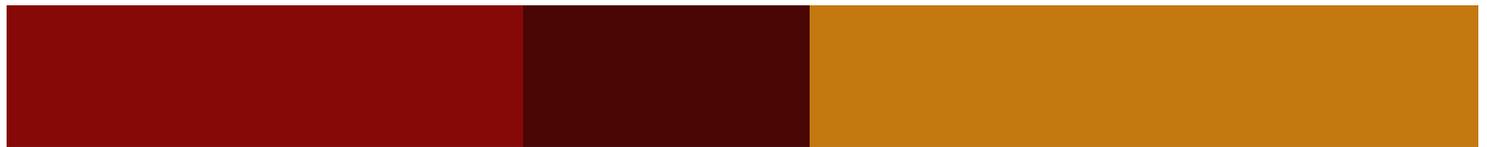
A course grade of D+ or below will be averaged into the GPA, but the course will not count towards the 24-credit course requirement.

COURSE SELECTION AND APPROVAL PROCESS

For an up-to-date list of 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 to see the courses being offered. Choose your Law School courses from the online list and write them on a Course Authorization Form, available outside the Graduate Programs office.

You must have approval from the Graduate Programs Office before you can register 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 an orientation meeting** to help you choose courses for your first semester. (Walk-in advising will also be available during the two weeks before the semester begins.) Check your email for notification for the time and date of the orientation and how to get your Course Authorization Form. Turn in your completed form to the Graduate Programs office to obtain course approval. 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 register for your available approved courses on your Student Center.
 - It may happen that some courses you want are not available. You may want to think of “back-up” courses as alternatives.

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. Bring your Course Authorization Form to this meeting. Turn in your completed form to the Graduate Programs office to obtain course approval, by the determined due date. 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, ask at the Graduate Programs office for special instructions. Be advised that dropping a course may result in an adjustment in instructional and segregated fees. See https://registrar.wisc.edu/segregated_fees_information.htm.



Adding a Course

Adding a course requires permission. If you wish to add a course after your Authorization Form has been submitted, ask at the Graduate Programs office for special instructions. Be advised that adding a course may result in an adjustment in instructional and segregated fees. See https://registrar.wisc.edu/segregated_fees_information.htm.

Auditing a Course

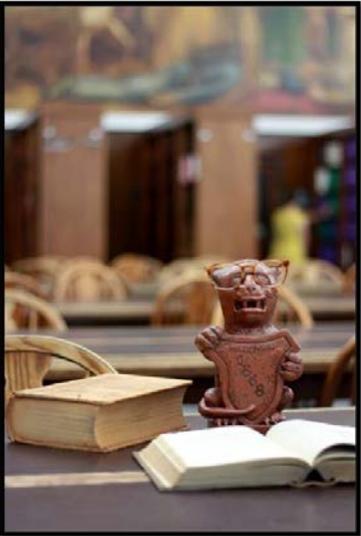
Law students are not permitted to formally audit law courses. (Formal auditing involves enrolling in a course on an audit basis; the course appears on the transcript and tuition is paid.)

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, nor take the exam. 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.





HOW TO ENROLL IN A COURSE

- Log on to “My UW”
- Select “Visit the Student Center” link
- Under the “Academic” section – select *Course Enrollment*.
- Select the Term – Select *Continue*
- Type in your 5-digit Call Number (emailed to you by the Graduate Programs office when you were notified of permission to register) and select *Enter*
- It will ask if it is the correct class. If yes, select *Next*.
- Review Course Information; then select *Next*. The class is in your Shopping Cart.
- Scroll down to continue enrolling. Add any additional classes.
- When done adding classes, select *Finish Enrolling*. The system will return a message indicating whether the enrollment was successful or not.

You may review your schedule by selecting My Class Schedule.

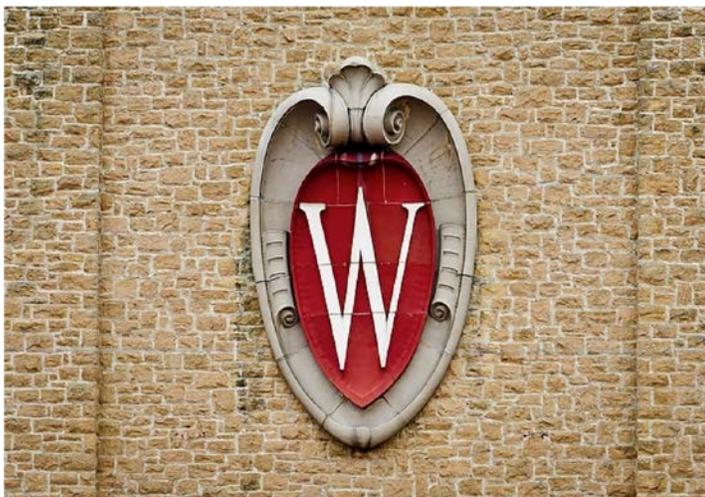
How to Register for Classes with Online Demonstrations (“Demos”)

- Go to the website of the Office of Registrar – <http://registrar.wisc.edu>
- On the left-hand side of the screen, select the link titled “Demos”
- A page will load with Demos as the title
- Select from “Course Enrollment” section
- Select the options “By Class Number” under the heading “Add a Class”
- You will then be shown a demonstration which explains how to add a class.

COURSE ENROLLMENT

Have your “call numbers” (a 5-digit number assigned to each Section of a Course) ready.

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



DETERMINING TUITION FEES

Tuition 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 buses, recreational sporting activities, and many other non-instructional activities and services.

All law students are required to pay tuition unless they are here on a scholarship, exchange, fellowship, or other financial arrangement that affects tuition. If you did not receive instructions about a tuition waiver and you think you should have, please ask promptly at the Graduate Programs office *before* paying your fees.

University tuition is determined each August. This year's rates can be found on Registrar's website at <https://registrar.wisc.edu/tuition & fees.htm>

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 10.03(3)): All LLM-LI students are required to be physically present in Madison for one year to satisfy the residence requirement of the degree. This is usually satisfied by registration as a full-time student at the University during the first two semesters of your program. The residency requirement may be reduced to one semester for students participating in an Executive LLM-LI program that has been approved by the law faculty. The residency requirement may also be reduced to eighteen (18) credits for students participating in a master's level reciprocal exchange of credits agreement between their home university and the Law School.

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



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. Many students also shop for some of their required and recommended textbooks online.

Each student should have their own textbooks. Photocopying textbooks violates copyright laws. Do not do this.

DETERMINING WHAT BOOKS YOU NEED

After you have enrolled in your classes you will be able to view class material requirements online at your “My UW” webspace. A ‘demo’ is available here for students on how to access required textbook information: http://registrar.wisc.edu/isis_helpdocs/enrollment_demos/V90TextBooks.htm.

Many instructors create “course packs” of materials that students in their courses are required to obtain instead of, or in addition to, traditional textbooks. 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.

UNIVERSITY HEALTH SERVICES

University Health Services (UHS) is the student health center at UW–Madison, located at 333 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.

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 unless they qualify for an automatic waiver.

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

Phone: 608-265-5232
Fax: 608-265-5668
shipmail@uhs.wisc.edu
www.uhs.wisc.edu/ship

SHIP Compliance Deadlines

The SHIP office must receive a completed enrollment application and full payment or a Waiver Application (located at <https://www.uhs.wisc.edu/wp-content/uploads/ship-waiver.pdf>) on or before the posted deadlines. Parents can enroll their registered student in the SHIP office by telephone or mail.

For enrollments submitted by mail, please verify the SHIP premium here: <https://www.uhs.wisc.edu/wp-content/uploads/SHIP2017International.pdf>

Failure to Comply

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

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

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

UW Writing Center

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

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

To make or cancel an appointment at the main Writing Center, call **608-263-1992** or visit us in 6171 Helen C. White.





Bar Exam Prep

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

The UW Law School Library



The UW Law School Library is one of the major resource libraries on the UW–Madison campus. Its collections, hours, and services are geared to the unique needs of the Law School community. The library has a permanent staff of twelve professional librarians and ten support staff and is open more than 100 hours each week.

The library collection consists of almost 650,000 volume equivalents and hundreds of databases. It provides access to a full range of state and federal laws, international laws, and the laws of certain foreign jurisdictions. Through our strong

collaborative networks, law students may also draw upon the millions of resources of the UW-Madison and UW-System libraries as well as those of libraries across the country and around the world.

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

LexisNexis and Westlaw student representatives may also be available to answer questions regarding the use of those legal research systems. There is a dedicated area for each vendor in the Study Lab where representatives are available during posted hours. In addition, the reference librarian on the 5th floor can assist law students with their legal research needs.

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>.

[The UW Law School Library Hours and Location](#)

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 Library Expectations

Individuals are expected to:

- Obey all local, state, and federal laws.
- Abide by Chapter UWS 18, Wisconsin Administrative Code, which governs all conduct on University lands.
- Use email, network, and Internet resources within the Guidelines for Appropriate Use of University of Wisconsin-Madison Information Technology Resources.
- Adhere to policies governing appropriate use of University identification.
- Do not mark, write, highlight, or damage any of the materials within the library
- Present identification to library staff upon request.
- Comply with library circulation policies.
- Respond to emergency and security gate alarms and other situations as instructed by staff.
- Leave building at closing and limit use of the library to authorized areas only.
- Respect library users by keeping noise to a minimum. (See library policies regarding noise.)
- Respect library users and the library collection by not bringing food into the library. Beverages in covered containers are allowed, but not near computers or equipment. (See library policies regarding food and beverages).
- Adhere to Law Library policy limiting library access during exam periods to law students and persons needing to use legal materials or government publications.

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

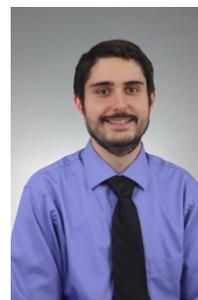
Email

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

EXAMINATION INFORMATION

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 the student is 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

Once you have your exam number, write this number and keep it in a safe place so that you have it whenever you are asked to use your exam number.

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 Student ID card and they can look it up for you.

Prior to the end of the semester, all instructors are given specially prepared grading sheets identifying students by their anonymous exam numbers. Besides these numbers, grading sheets contain the overall grade point average for the class. This number can be used as a reference in the grading process.

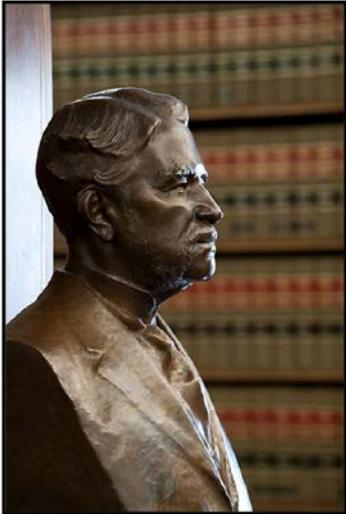
Instructors will inform students if the exam will be in "open" or "closed" mode on the computer. In open mode, students can access files on their computers, but will not be able to cut and paste from the documents, nor will they be able to go online. In closed mode, students will only be able to access the exam software. They cannot access files nor can they go online. Similarly, in a closed-book exam, students may not access any written materials while working on the exam.



EXAM ARCHIVE

The Law School maintains an Exam Archive of past exams at:

http://law.wisc.edu/exam_archive/



Scheduling Exams

Early each semester, the Law School posts on its website an examination schedule for that semester. **Students need to look at the exam schedule when planning their courses.** Check the schedule carefully to see whether your courses have exams on the same day or whether you have exam on more than three consecutive days.

Note that the exam schedule for LLM-LI students may be somewhat different than for JD students, and the Graduate Programs office will notify LLM-LI students individually about any individual exam day or time modifications.



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 non-native English speakers 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.



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.**



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 software program into 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 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.
- Never delay 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.

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 **DO NOT** use the Exam4 Software to do take home exam, although you **DO** use the Exam4 website to download your Take-home Exam and then upload your answer. 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.**

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 unless you are certain that the person has already turned in his or her exam.**

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 LLM-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.

All First Year courses must be letter-graded. Second and Third Year courses might be graded on a pass/fail basis at the instructor’s discretion.

Some Second and Third year courses are graded on a mandatory (as opposed to optional) pass/fail basis. These include: clinical programs, Trial Advocacy, Directed Reading and Directed Research projects, the law journals, moot court, and Lawyering Skills.

Grades that are mandatory pass/fail cannot be averaged into the GPA.

The pass/fail option is not available to LLM-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 LLM-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. Exchange program credits will not factor into the law GPA except the Giessen summer program.



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 registrar@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

GENERAL PROGRAM INFORMATION

Keeping Your Address Up to Date

It's important for the University to have accurate address information for you while you are a current student and after you graduate. Notify the University by making changes on My UW.

How to Change Your Address on "My UW":

To notify the University of an address change:

- Go to <https://www.wisc.edu/>
- Select "My UW"
- Click on the "Student Services" tab
- On the right side of the "Student Services" tab page, click on "Student Center"
- In "Contact Information," edit address(es) as necessary



How to Add a New Address on "My UW":

To add an address, follow the directions above and click on "Add a New Address."

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

Notify the Law School whenever your local (Madison) or permanent address changes. Please 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, <http://ordertranscript.wisc.edu/>.

Transcripts can be mailed to an address you designate, or you can choose to pick them up at the Office of the Registrar on campus.

“UNOFFICIAL TRANSCRIPTS” (STUDENT RECORDS)

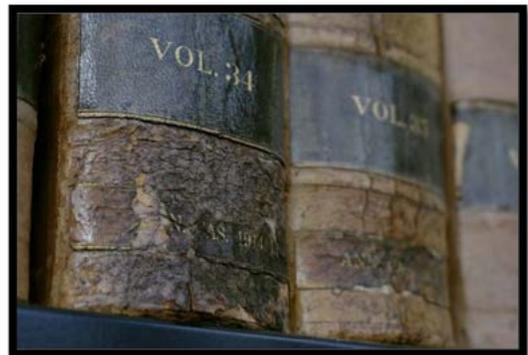
Student Records (unofficial transcripts) show the classes in which you are currently enrolled, as well as all the classes in which you have been previously enrolled. You can request a student record through ‘My UW’. (Directions below.)

The Graduate Programs office needs your student record in order to verify the classes in which you are enrolled, as well as to confirm successful completion of previous classes. The Graduate Programs office will email you when it is necessary to submit your student record to our office each semester.

How to get your Student Record (Unofficial Transcript)

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

- Select the “University of Wisconsin – Madison” link
- Select the “My UW” link
- Log yourself into the “My UW” website
- Click on the “Student Services” tab
- Visit the “Student Center”
- Select “My Academics”
- Select “Request My Student Records”
- Please also email a PDF of your student record to the Graduate Programs office each semester at GPO@law.wisc.edu





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).

Bus Pass



All enrolled UW students may obtain a city bus pass through the Associated Students of Madison for free. Student bus passes will be available for pick up at 333 East Campus Mall usually at the beginning of each semester. Students should also receive an email if they are enrolled in classes. 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 your meal plan. Secure your Wiscard as soon as possible upon your arrival to campus. Visit <http://wiscard.wisc.edu/> Union South, Room 149 for 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/>

REGARDING THE NEW YORK BAR EXAM

Some LLM-LI students like to take the New York Bar Exam after completing their LLM-LI degree. This activity is not part of the LLM-LI program and the Graduate Programs office is not responsible for ensuring students' eligibility for the New York Bar Exam. If you plan to take the New York Bar Exam, it is your responsibility to inform yourself of the rules and complete the application process.

The Graduate Programs office will help LLM-LI students with the certification form currently required by the New York Bar. More information will be given to students by email each semester.

If you want to take the New York bar exam, be sure to read the information about applying to take this exam, including eligibility information, provided on the website of the New York State Board of Law Examiners (BOLE).

The National Conference of Bar Examiners and American Bar Association publish the "Comprehensive Guide to Bar Admission Requirements," here:
http://www.ncbex.org/assets/media_files/Comp-Guide/CompGuide.pdf.

For students who began the study of law after April 1, 2012, and who wish to sit for the New York bar examination:

- No more than 30 credits may be taken in clinical courses, field placement programs or externships, including any separately credited classroom components of such courses or programs; and
- Law study must be completed in no fewer than 24 months and no more than 60 months (5 years) after commencement of law study (note that this is one year less than the 6 years allowed under UW Law School Rules).

Additionally, pursuant to 520.16 of the Rules of the Court of Appeals, applicants who successfully pass the bar examination in New York State must demonstrate that they have performed **50 hours of qualifying pro bono service** before applying for admission to practice. Based on successful passage of the bar examination, any applicant who seeks admission to practice in New York after January 1, 2015, must satisfy the 50-hour requirement. Further information about this pro bono requirement may be found here: <http://www.nycourts.gov/attorneys/probono/baradmissionreqs.shtml#Information>

If you have participated in a clinical course, externship or judicial clerkship as a law student, you may have already satisfied the 50-hour requirement. (See "What Sort of Work Qualifies as Pro Bono Work" below). If you want to use one or more of those courses to satisfy the 50-hour requirement, you and your supervising attorney must complete two affidavits: One that is called a "Form Affidavit as to Applicant's Compliance with the Pro Bono Requirements, Including Certification by Supervisor;" and a second called "Form Affidavit as to Applicant's Law Related Employment and/or Solo Practice." There is no reason to wait until you are applying for admission to the New York State Bar to complete these affidavits – we recommend that you have your supervisor(s) complete these forms at the end of your externship or clerkship. This will avoid the need to search for supervisors later who may have forgotten you or who have left their jobs.

Here are links to the two forms:

- 1) Affidavit of law-related employment to the NY State Bar:
<http://www.nycourts.gov/courts/ad4/Clerk/AttyMtrrs/employment.pdf>
- 2) Affidavit as to compliance with pro bono requirements:
<http://www.nycourts.gov/attorneys/probono/AppForAdmissionPro-BonoReqFillable.pdf>

When filling out these forms, do not fill in the department to which you are seeking admission, unless you know for sure the area of the state in which you will be working or living. Also, you may not have your “BOLE” number yet (your number for the bar exam), so leave that blank as well.

Keep these affidavits in a file so that you have them when you need to fill out the forms necessary for bar admission after you have taken the bar exam – you will not be using them until after the bar exam, but it’s a good idea to get them now so you don’t have track down supervisors at some point in the future.

What Sort of Work Qualifies as “Pro Bono Work” Under Rule 520.16?

Eligible pro bono work can be performed any time after you commence your legal education, and can be performed anywhere that is convenient for you. The work must be law related (i.e., the work must involve the use of legal skills and law-related activities that are appropriate for lawyers-in-training not yet admitted to practice, and you must avoid the unauthorized practice of law).

Your pro bono work must be performed under the supervision of (i) a member of the law school faculty, including adjunct faculty, or an instructor employed by a law school; (ii) an attorney admitted to practice and in good standing in the jurisdiction in which the work is performed; or (iii) in the case of a clerkship or externship in a court system, by a judge or an attorney employed by the court system.

The types of projects that meet the requirement are: (i) work performed in the service of low-income or disadvantaged individuals who cannot afford counsel and whose unmet legal needs prevent their access to justice;

OR (ii) work that involves the use of legal skills for an organization that qualifies as tax-exempt under Internal Revenue Code Section 501(c)(3); OR (iii) work that involves the use of legal skills for the court system or federal, state or local government agencies or legislative bodies.

It seems clear, therefore, that students who complete 50 hours of work through externships such as the Judicial Intern Clinical Program; the Wisconsin DOJ Clinical Program; LAIP; the Innocence Project; the Family Court Clinic; the Immigrant Justice Clinic; the Prosecution Program; the Defender Program; an externship at any U.S. Attorney’s Office; and a large number of other placements will be deemed to have satisfied the requirement of 50 pro bono hours. To determine whether any clinical or externship courses you have completed, or are contemplating, will satisfy the requirement, see Question 12 of the “Frequently Asked Questions” about the pro bono requirement, available at:

<http://www.nycourts.gov/attorneys/probono/FAQsBarAdmission.pdf>.

Receiving academic credit, a stipend, or grant in connection with your participation in a law school clinic or externship does not disqualify the work as pro bono.

For additional information about other pro bono activities that may satisfy the New York requirements, check the Current Opportunities available in Law School’s Pro Bono Program at <https://law.wisc.edu/probono/opportunities.html>, or contact the Pro Bono Program directly at probonoprogram@law.wisc.edu.

Students who are interested in admission to the New York bar are strongly urged to plan with the above requirements in mind. If you have questions about the New York requirements and your UW Law School curriculum, you should consult with the Graduate Programs office.

GRADUATION (“Commencement”)



Graduation at the University of Wisconsin includes commencement ceremonies designed to honor graduates and their families, and to celebrate our graduates' accomplishments.

There are two commencement ceremonies that UW Law students can participate in, the University ceremony and the Law School ceremony.

The University ceremony (held at Camp Randall Stadium in the spring, and Kohl Center in the winter) brings together all undergraduate, professional and MFA degree candidates from all schools and colleges to celebrate in a single ceremony.

The Law School ceremony is exclusively for UW Law School graduates and their guests. This is where student names will be called out loud, they are hooded by faculty members and take graduation photographs with the Dean.

For the most current information regarding each ceremony, see:

Law School Ceremony:

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

University Ceremony:

www.commencement.wisc.edu

(Note that the information for “Masters & PH.D. Candidates” at the above link does not apply to LLM-LI and LLM-SJD graduate students at the Law School. Law School graduate students should follow the directions in this Handbook.)

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 LLM-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.
- **Register your intent to graduate on your 'My UW' portal** – *but only if you are certain that you will be graduating.* (If you register your intent to graduate on My UW but then have to continue in the next semester, you may not be able to register because the computer system will have marked you as a graduate.)
- **Order a cap and gown (“graduation apparel”) if participating in the commencement ceremony.** You must have graduation apparel to participate in the graduation ceremony. Order your apparel from the university bookstore. The orders are taken several months before the ceremony and can be picked up the week of the ceremony.
- You may participate in the commencement ceremony if you are not actually graduating in the specific semester but will not be in Madison when you do graduate. Contact the Graduate





Name Verification

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. Law School invitations can be ordered online through The University Book Store's website.

Academic Regalia for Graduation Ceremonies (Attire)

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. 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 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 students may bring.

Dean Raymond 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 person 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 her hand, and then return to your seat until the end of the ceremony



CERTIFICATES OF GRADUATION

Diploma Mailing

Diplomas for students graduating will be mailed 8 weeks after graduation at no charge, including to addresses outside of North America. To be sure you receive your diploma, check your home address listed in My UW Student Center, update it as **Diploma Address**. (If you need to change the address, use the Add a New Address button, and then indicate that this is indicate this as your Diploma Address). Remember to give an address that will be accurate 8 weeks after graduation.

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



Post-Graduation Contact Information

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

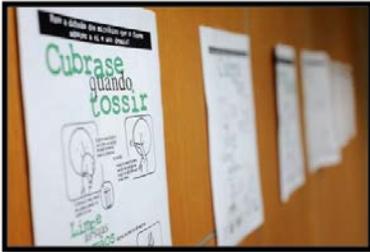
Holds

Students who have holds on their records for any reason (such as owing the university money or having overdue library books) will not receive their diplomas until those holds are cleared. Information on how to clear holds is available at: <https://registrar.wisc.edu/diploma/>



Diploma Cover

Students receive a red diploma cover when they pick up their cap and gown rentals from The University Book Store. Alternatively, students can pick up a diploma cover from the Office of the Registrar, Student Services, 333 E. Campus Mall, Room 10101, Madison, WI 53715-1384, 608-262-3811. The office is open Monday through Friday, 7:45 a.m.-4:30 p.m.



Posting of Degrees

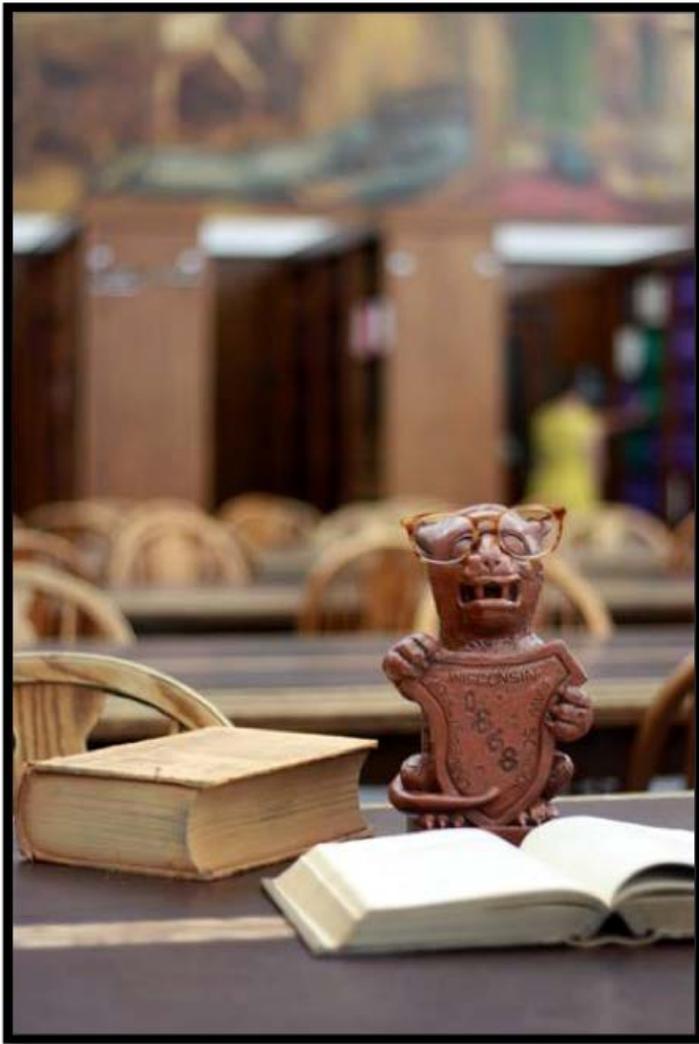
Once your degree is posted, it will show under the Degree Summary link in the Student Center.



Ordering Transcripts

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





SERVICES AT THE UNIVERSITY

International Student Services (ISS)

International Student Services (ISS) offers a wide variety of services and programs to international students at the University of Wisconsin-Madison. The ISS staff provides information and programs to international students about the campus and community and provide support and assistance concerning visas and related immigration issues. Be sure to click on the links to “International Student Handbook” and also the “GUIDE for International Students” – these are especially informative and helpful! www.iss.wisc.edu

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 are required to attend the entire length of the orientation session.**

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: Monday – Wednesday 9 am – 4:30 pm; Thursday – Friday 9:30 am – 4 pm
Walk-In Advising: Monday – Wednesday 2 – 4 pm; Thursday – Friday 10 am – 12 pm
Phone Hours: Monday – Friday 10 am – 4 pm
(Hours are subject to change. Please check website for current information)

UNIVERSITY RULES



Academic Integrity

Academic Integrity is critical to the mission of the University of Wisconsin-Madison, a research one institution with high academic standards and rigor. All members of the University community play a role in fostering an environment in which student learning is achieved in a fair, just and honest way. Students are expected to uphold the core values of academic integrity which include honesty, trust, fairness, respect and responsibility. The value of a University of Wisconsin-Madison degree depends on the commitment of our academic community to promote high levels of personal

honesty and respect for the intellectual property of others.

UW System (UWS) Rule 14: Academic Misconduct

As a UW-Madison student, it is your responsibility to be informed about what constitutes academic misconduct, how to avoid it and what happens if you decide to engage in it.

As a University of Wisconsin student, you are responsible for knowing the UW System rules (codes) related to academic, non-academic, and technology-related conduct.

The rules are on the UW's website.

A general information page, with links to the specific rules, is at the Dean of the Student's Office website:

<http://www.students.wisc.edu/doso/>

- Plagiarism (turning in work of another person and not giving them credit)
- Having a friend answer your clicker questions when you are absent
- Stealing an exam or course materials
- Copying another student's homework
- Cheating on an exam (copying from another student, using unauthorized materials)
- Working on an assignment with others when you are supposed to do so independently
- Seeks to claim credit for the work or efforts of another without authorization or citation (plagiarism)
- Uses unauthorized materials or fabricated data in any academic exercise (using notes for a closed-book online exam)
- Forges or falsifies academic documents or records (having a friend sign you in for attendance when you're absent)
- Intentionally impedes or damages the academic work of others (tampering with another student's experiment)
- Engages in conduct aimed at making false representation of a student's academic performance (altering test answers and submitting the test for regrading)
- Assists other students in any of these acts

How Do I Avoid Academic Misconduct?

- Pay close attention to cite sources in a paper or other assignments.
- Use the UW Writing Center, Legal Research and Writing faculty, and the Law Library for help with citations.
- DO NOT copy and paste directly into your paper from the internet
- Understand the expectations and limitations when working in groups (i.e., Is collaboration allowed on the project and the written paper, or only the project and your written paper should be done alone)
- If you aren't sure if something is allowed, ask your instructor

What Happens If I Engage in Academic Misconduct?

- The UW Law School takes academic misconduct allegations very seriously. Your instructor will contact you if he/she believes you have engaged in academic misconduct and ask you to explain your work. If the instructor still believes you engaged in such an act after meeting with you, he/she will decide on the consequences, known as sanctions. One or multiple sanctions may be imposed. Types of sanctions include a verbal reprimand up to expulsion. If the sanction affects your grade, you will then be notified in writing, typically by email, of the instructor's decision. The Dean of Students Office (DoSO) is also informed and will contact you about your rights and any additional sanctions. In most cases, the DoSO will require you to complete an online tutorial on academic integrity, known as the 'RAISE Program'. Repeated acts of academic misconduct or extreme circumstances may result in more serious actions such as probation, suspension, or expulsion. If you plan to apply for the US Bar, the law school is required to report any academic misconduct as part of the bar application character and fitness certification.

What Should I Do If I Suspect a Classmate is Cheating?

- As a member of the UW-Madison community, it is your responsibility to help uphold the integrity of the university. If you suspect a classmate is cheating or committing another type of academic dishonesty, notify your professor. Remember that it is not your responsibility to investigate this. It is the job of the instructor to determine if misconduct occurred. All you need to do is report what you heard or saw.

UWS Rule 17: Non-Academic Misconduct

Standards Statement

- The college student misconduct process is one of many tools that the University can use to foster the personal development of its students. In cases where a student engages in nonacademic misconduct, the disciplinary process is also a tool that the institution may use to protect the safety of the University community. While the disciplinary process does adjudicate misconduct, it is not a legal system. The disciplinary process does not use the same procedures, burdens of proof, or rules of evidence as the legal systems. In order to maintain an educational tone, the University takes steps to ensure that the process is as non-adversarial as possible, while still safeguarding the rights of students.

As a student, you are joining our community of scholars and professionals. We hope that your choices will reflect the highest ethical conduct, consistent with the established policies of the community, in order to foster the very best learning environment. However, we understand that students experience a developmental journey and may engage in behaviors that go against community expectations.

If a student chooses to act in a manner that violate an established university policy, the matter is referred for investigation.

Examples of Non-Academic Misconduct are:

- Letting a friend or family member use your bus pass
- Giving excessive or unwanted attention to someone you're attracted to
- Trespassing where you should not be or when you should not be
- Fighting

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

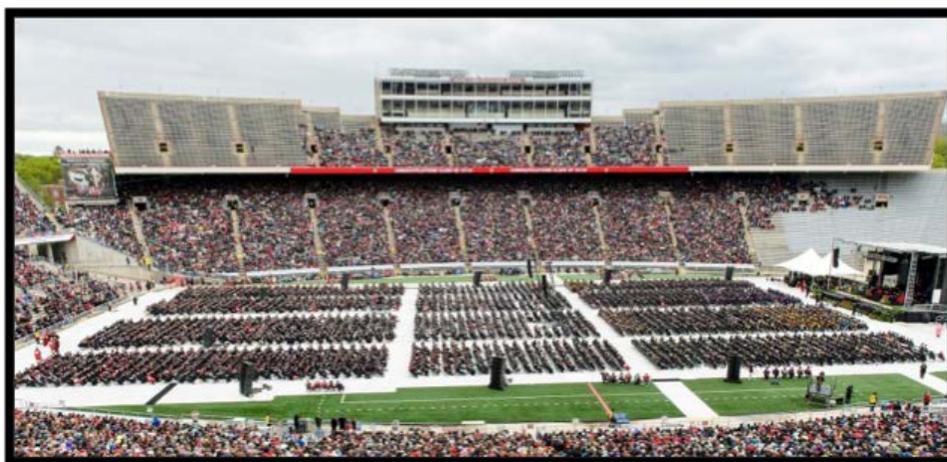
In the interest of making the use of IT resources a natural part of the day-to-day learning and work of all members of the University community, incidental personal use is tolerated. However, one should use non-University sources of email, Internet access, and other IT services for activities of an extensive 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.



LAW SCHOOL RULES

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

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

It is expected that Graduate Program students will be courteous and respectful when interacting with students, Law School staff, professors, and others in the university, and surrounding community. This is an aspect of non-academic conduct. (Please refer to UWS Rule 17.)

Photocopying Policies and Rules

Copyright Policy

This section outlines the policies and procedures for the Law School to ensure compliance with applicable copyright laws and will provide some guidelines for their application.

I. Importance of Copyright Compliance

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

Federal copyright law seeks to balance the interests of owners/authors and the interests of users of copyrighted material. One important balancing device is the statutory right of "fair use" (described below), which grants a privilege to copy material under limited circumstances notwithstanding that the material is subject to copyright. It must be noted that the fair use doctrine is constantly challenged by copyright owners for not providing sufficient protection to their interests. The University's copyright policies are premised on the fair use doctrine, and its policies are more liberal than many comparable institutions. In formulating those policies, the University has taken a strong public stand emphasizing the importance of fair use to higher education. We believe the University's aggressive stand is the correct one for an academic institution to take, and that we have an interest in complying with those policies so as to ensure the perpetuation of viable fair use rights.

On a more practical level, since the early 1990s, when the Southern District of New York (and then later the Sixth Circuit) granted large awards of damages against copyshops for producing coursepacks that included book excerpts without permission from the copyright holders, book and journal publishers have become increasingly aggressive in their pursuit of copyright violations. The advent of easily copied and transmitted electronic media has increased the diligence of the information industry in protecting its interests. Since we suspect that the University may well be on the radar screen of content providers and since our policies are already more generous than many other academic institutions, it is important that we have defensible, good faith copyright compliance policies in place and that we not be seen as condoning copyright infringement.

II. Procedures for Photocopying for Coursepacks and Handouts

As a general proposition, copyrighted materials cannot be reproduced without permission unless (a) the materials are in the public domain; or (b) the use is fair use; or (c) blanket permission to use the materials has been granted. Much of what is copied for Law School instructional purposes will fall easily within these exceptions, and we do not anticipate that the implementation of the copyright compliance policies and procedures described below will, in fact, require much change in behavior.

As in the past, the copyshop can produce coursepacks and handouts for Law School instructors. However, instructors are responsible for ensuring that copying of materials for coursepacks and class handouts does not violate applicable copyright laws. Below, we provide guidelines that should address the vast majority of materials that Law School instructors might distribute to students. We would also be happy to provide you with a copy of the more comprehensive guidelines generated by the University. Instructors who have specific questions about whether they need to seek permission to copy materials should contact Steve Barkan, Anuj Desai, or John Kidwell. In addition, for those circumstances in which the instructor must obtain permission, we have provided a sample e-mail that the instructor can use to do so.

Although we understand that copyright compliance can be a time-consuming nuisance, there is no available alternative. We also understand that it would be beneficial to have a "compliance specialist" available to do the work of reviewing materials and getting permissions, when necessary. In the aggregate, this work might be significant since 70 to 80 per cent of our instructors regularly photocopy materials for classroom use. Unfortunately, we have no staff to assign to this work, and consequently, the burden must fall on the instructors who want to copy materials. You might, of course, decide to use a PA to help with this task.

In the event that permission must be obtained, the instructor should retain a copy of that permission. If the copyshop staff believes that they cannot legally copy certain materials without permission, they might ask the instructor for proof that permission has been obtained, for copyshop records. If the copyshop staff is unsure as to whether they can copy particular materials, they will turn to Steve Barkan, who will either approve the copying on his own or will in turn confer with the other members Faculty Ad Hoc Copyright Compliance Committee. The copyshop staff is not required to copy materials that they reasonably believe may not be copied unless and until Steve Barkan or the Committee have given their approval.

If the copying does require permission, the time needed to photocopy materials could be increased significantly, so it is important to attend to getting needed permissions well ahead of time.

III. Some Brief Guidelines: Materials That May be Copied for Classroom Use Without Permission

It is not possible to give a comprehensive guide as to when you may include materials in a coursepack or handout without permission, as the issue is (like many areas of law) complex and dependent upon a number of factors that are dictated by context. Nonetheless, here are a few examples of materials that you may include in your coursepack or hand out in class without permission. As noted above, the general rule is that you can use materials which are in the public domain, materials for which some kind of blanket educational-use privilege has been granted by the owner, or materials falling within the fair use privilege. Remember, just because something is out of print does not mean it is in the public domain.

A. U.S. Government works, because they are in the public domain by explicit command of the copyright statute. This includes caselaw (without West headnotes), statutes, administrative regulations, Congressional reports and the like.

B. State caselaw and statutes and local government ordinances, which are in the public domain as a matter of public policy, confirmed by judicial decisions. Although theoretically, state government materials are copyrightable, most state materials that a law professor would use, such as caselaw (again, without headnotes), statutes, administrative regulations and the like, can be copied freely for coursepack purposes.

C. Works published before 1923, because they are in the public domain. The United States copyright for works published before 1923 has expired, and these works may thus be freely copied.

D. Articles or other materials covered by blanket permissions (including many law journals), which can be copied because permission has been given. Some law reviews, including our own Wisconsin Law Review, have a license that grants permission to copy any of their copyrighted works for academic purposes, so long as the person seeking permission satisfies certain conditions. This license can often be found on the "copyright page" of the work and/or on the publisher's website.

E. Excerpts from copyrighted materials (including books, journal articles, etc.), because the copying of the materials would be "fair use." Section 107 of the copyright law states that fair use should be determined by considering four factors:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

Obviously, clear guidelines are difficult to create, and fair use must be determined on a case by case basis. Selected charts, graphs, and illustrations probably can be duplicated without seeking permission. A one-semester use of a single article from a journal or periodical probably would be fair use, but permission would be required to use that article for more than one semester.

It should be noted, however, that copyright lawyers differ greatly on how much of a work can be copied within the limits of fair use. Some argue that the limit should be 1000 words or 10% of a work, whichever is less. For example, the Sixth Circuit has held that including 17 pages (approximately 8000 words) from a 321-page history book in a coursepack required the publisher's permission.

Materials submitted for copying under fair use should include the name of the author(s); the titles of the work and the larger work from which it is taken; the pages copied; the fact that the work is copyrighted and the name of the copyright owner; the publisher; and the year of publication.

IV. Getting Permission

If you decide to photocopy materials that require you to obtain permission, the first thing you need to do is determine who the copyright owner is. Most published books will have a copyright notice on page (ii) or thereabouts. Some articles will have a copyright notice in the starred footnote (or equivalent). If there is no copyright notice on an article, you should presume that the author (not the publisher) is the copyright holder. Ordinarily, this means that you will need to get permission from the author, not the publisher, although the publisher may have the right to grant permissions. If, for example, you want to include excerpts from materials written by a colleague at another school, a simple e-mail to her or him will ordinarily suffice. If you cannot easily locate the author, you can contact the publisher (e.g., the law review).

Many publishers (including most law reviews) include on their websites a procedure for requesting permission for copying those works for which they own the copyright. Some use the Copyright Clearance Center, found online at <http://www.copyright.com>, which is a central clearinghouse for copyright permissions. (But you should realize that the CCC has an interest in collecting money, and in not characterizing uses as "fair." As a result, before you go to the CCC, please check with Barkan, Kidwell or Desai.) For others, you need to contact the publisher directly. Whatever system they use, however, the vast majority of reputable publishers now permit requests to be done online, via e-mail, or directly on a website. Again, some law reviews have a license that grants permission to copy any of their copyrighted works for academic purposes, as long as the person seeking permission satisfies certain conditions. Check the "copyright page" of the work and/or on the publisher's website.

Please note that some publishers will charge a royalty for granting permission, while others will not. If the publisher requires the payment of a royalty as a condition to granting permission, the cost of the royalty will be incorporated into the price of the materials charged to students. Since some materials may have effective substitutes, you may of course factor in a publisher's desire for a royalty into your decision as to which materials to use.

APPENDIX A



When requesting permission, an e-mail or letter to the copyright holder similar to the following should suffice:

*To the Permissions Department:
I would like permission to copy the following for use in a coursepack for use in my class in this and future semesters:*

Author: John Kidwell

Title: Ruminations on Teaching the Statute of Frauds

Material to be duplicated: Entire article

Number of copies: Approximately 100

Distribution: The material will be distributed to students in my classes, and they will pay only the cost of the photocopying

Type of reprint: Photocopy

Use: As supplementary teaching material

Sincerely yours,

Your name

V. Library Reserves

The Law Library makes course readings available to students through both a paper reserve system and an electronic reserve system (e-reserves). Placing copies of materials on reserve in the library generally is considered to be fair use, so long as the number of copies is limited and the proportionality standard is met. The e-reserves system, into which copies of documents are scanned, also provides an alternative method for distributing course readings to students. Because the e-reserve system posts one copy of a document, considers fair use factors, and limits access to students actually enrolled in a class, access through the system also is generally considered to be fair use under the University's copyright policies.

VI. Course Web Pages

Postings to course Web pages also must comply with the copyright law. We would urge you to review the guidelines described in this memo before posting materials to your course Web page.

If you have questions about any of this, please contact the Ad Hoc Copyright Compliance



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.



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

To get back in status you must do one of two things: apply to the United States Citizenship and Immigration Services (USCIS) for reinstatement within the U.S. **or** leave the U.S. and re-enter with a **new** I-20. The ability to apply for a reinstatement is extremely limited. For more details, please consult with ISS. You will not be able to obtain a reinstatement if you have been out of status for five months or more, or if you have worked since becoming out of status.

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 B

Master of Laws – Legal Institutions Degree Requirements Law School Rule 10.04

A Master of Laws-Legal Institutions (LLM-LI) 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 LLM-LI 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 LLM-LI 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 LLM-LI program. To count towards the LLM-LI degree, courses taken in other University departments must be numbered 300 or higher. English classes do not count towards the LLM-LI 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 (a) (ii) supra.

(iv) Programs may include up to 36 credits, but no candidate for the LLM-LI 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-LI program at the Law School.

(c) Students in the LLM-LI 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 LLM-LI program. An overall C (2.0) average is needed for satisfactory completion of the LLM-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. 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-LI 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-LI) 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 LLM-LI 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 LLM-LI 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 LLM-LI 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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