

Master of Laws (LL.M.) &

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

Degree Programs Handbook for Students and Advisors



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Dear Students,

Welcome to the University of Wisconsin Law School! As the Faculty Director of Graduate Programs, it is my pleasure that you have chosen to pursue your scholarly career here at UW.

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



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

Thank you,

A handwritten signature in black ink, appearing to read "Asifa Quraishi-Landes".

Asifa Quraishi-Landes

Professor of Law

Faculty Director, Graduate Programs

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Master of Laws and Doctor of Juridical Science Degree Programs Overview

General Research Degree Programs Information:

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

Enrollment Information

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

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

Course Enrollment

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

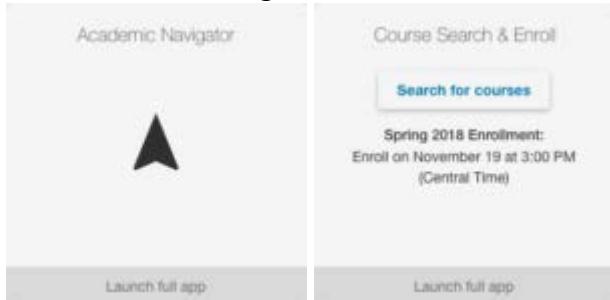
*Once the residence requirement is satisfied, research students are only required to enroll in 3 credits of Directed Research per semester. If the student is on an F-1 or J-1 visa, a "Reduced Course Load" form may be required by International Student Services.



How to Enroll in a Course

Instructions

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



Add by class number

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

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

A screenshot of the MyUW Course Search & Enroll page. The top navigation bar includes the MyUW logo, course search, my courses, scheduler, and degree audit. The main search interface has fields for keyword, term (Fall 2018), subject (All), and seat preferences (Open, Wait listed, Closed). A prominent orange button at the bottom left says "+ Add by class number". A modal window titled "Enter a class number" is open, containing a text input field with "39795" and a note: "Note: Please enter an enrollment class number and check credits for a variable credit course then add to cart." It includes "Check credits" and "Cancel" buttons, and a "5 / 5" rating indicator. Below the modal, course results are listed: ISYE 1 (Cooperative Education Program, 1 cr), and MS & E 1 (Cooperative Education Program, 1 cr).

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

The screenshot shows a course enrollment interface. At the top, there are tabs for "Cart" and "SCHEDULE". The "SCHEDULE" tab is highlighted with a blue background and white text. Below the tabs, it says "Spring 2018". Underneath, it shows "Courses in cart" and "Credits: 13". There are four course entries:

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

View your enrolled classes

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

The screenshot shows the "My Courses" tab. It has a dark blue header bar with the text "My Courses" in white. Below the header, there are three categories listed in a grid:

- Cart**: Represented by a shopping cart icon. The number "0" is shown in a circle to its right.
- Enrolled**: Represented by a checkmark icon. The number "4" is shown in a circle to its right.
- Saved for later**: Represented by a heart icon. The number "0" is shown in a circle to its right.

Fall Semester Research Seminars

Attendance to the Fall semester Research Seminars is required for all LL.M./S.J.D. students in residence, unless you have received prior permission to be absent from the Graduate Programs Faculty Director (Professor Asifa Quraishi-Landes). The Graduate Programs office will email a schedule of the research seminars at the beginning of each semester, once the schedule is finalized.

Spring Semester Peer Presentation Workshops

Attendance at the Spring semester Peer Presentation Workshops is required for all LL.M./S.J.D. students in residence, unless you have received prior permission to be absent from the

Graduate Programs Faculty Director (Professor Asifa Quraishi-Landes). The Graduate Programs office will email students at the end of the Fall semester or beginning of the Spring semester to create a schedule of those that are interested in presenting. The Graduate Programs office will email a finalized schedule prior to the start of the workshops.

Students who are not presenting will complete and submit (anonymously) a presentation rubric for each student presenter to be submitted at the end of their presentation. This is to provide student presenters with feedback and comments on their presentation and research.

Regarding Course Work in the Research Degree Programs

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

*Research students are unable to register for any course or seminar for credit, without prior written approval of the student's advisor and the chair of the Graduate Programs Committee. Any request should include a written justification for taking the course or seminar for credit.

Continuing to Work on Your Thesis or Dissertation Away from Madison

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

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

Formatting Your Final Thesis or Dissertation

Spacing

Double-space the body of the document; long quotations, footnotes, bibliographies, or extracts may be single-spaced with a double space between entries or paragraphs.

Margins

Leave a margin of at least 1.5 inches on the left side of each page; leave a margin of 1 inch on the top, right side, and bottom. If the thesis is to be printed double-sided, a 'mirror margin' may be used. In this case, the margins of the left page are a mirror image of those of the right page (that is, the inside margins are the same width, and the outside margins are the same width).

Pagination

- All pages must be numbered with the exception of the title page.
- Acknowledgement pages and the table of contents page may be numbered as i, ii, iii, iv, etc. so that page 1 is the actual first page of your thesis.

Footnotes

Footnotes are to be single-spaced. They may be placed at the bottom of the page or grouped at the ends of chapters or at the end of the document as endnotes. Footnotes should follow *The Bluebook: A Uniform System of Citation* (<https://www.legalbluebook.com/>)

Style and Citation

The following manuals are recommended:

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

Scanned Images

Scans of photographs, tables, and graphs may be included as part of the document, provided that margins are properly observed, the print is sharp, clean, clear, and dark, and the print size is comparable to elite type or larger.

Title Page

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

TITLE

By

YOUR NAME

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

MASTER OF LAWS

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

at the

UNIVERSITY OF WISCONSIN

LAW SCHOOL

YEAR

Editing and Professionalism

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

The Abstract

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

The abstract is a short, typed summary of your research

The abstract should be no more than 5-7 sentences, or approximately one half-page, double spaced. Do not exceed 350 words.

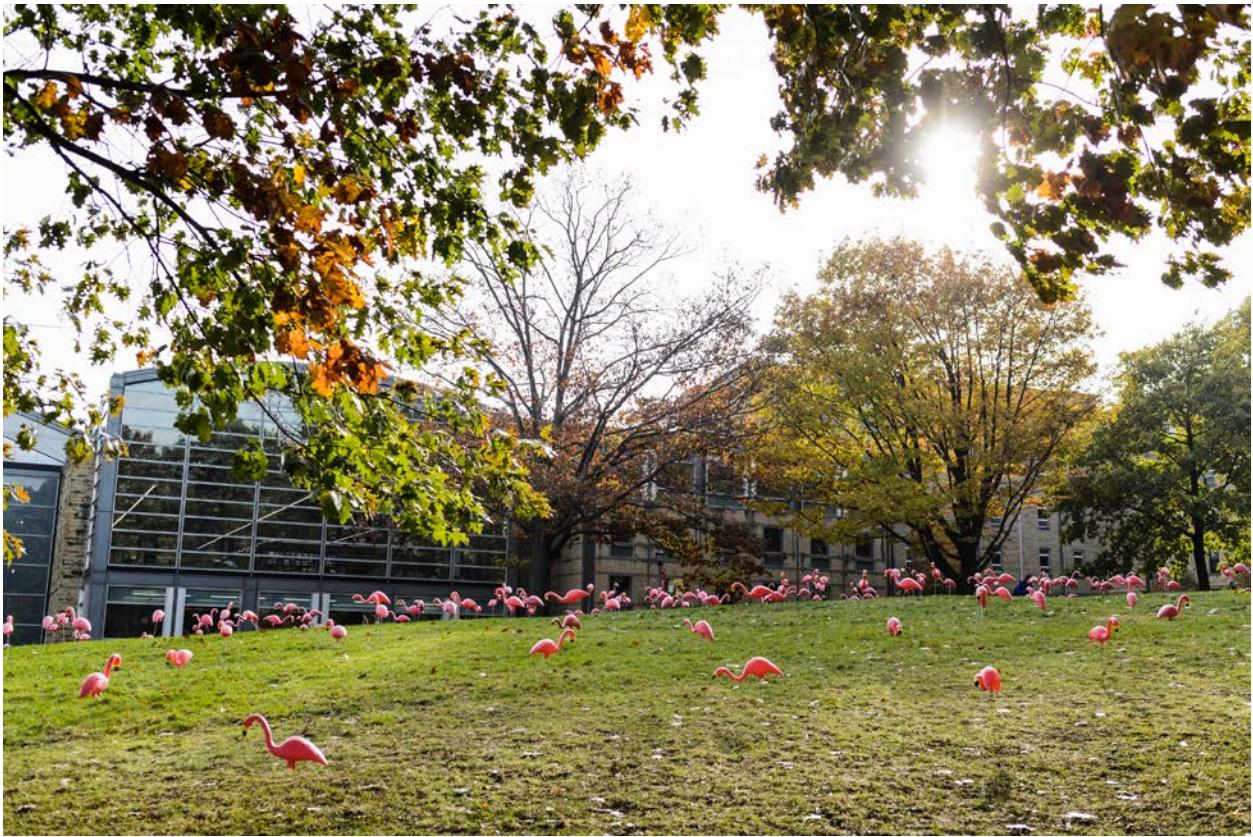
The summary must include:

- The general topic of your research
- A very brief background sentence that explains the research problem
- The thesis of your paper
- What conclusions you make in your paper

Format

- At the top of the page, put the word, ABSTRACT, with the title of your thesis, your name, and the date
- Follow the thesis format guides
- The thesis title on the abstract must be identical to the title on the thesis title page
- Do not number the pages of your abstract

The abstract is a separate part of your thesis/dissertation. **Do not include the abstract in your thesis/dissertation.**



Master of Laws (LL.M.) Degree

Standards for the LL.M. Thesis

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

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

LL.M. Thesis Written Evaluation Rubric

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

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

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

Beginning the LL.M. Degree

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

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

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

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

Your third reader will be selected by the Graduate Programs Faculty Director (Professor Quraishi-Landes).

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

LL.M. Degree Completion Procedures

Finalizing Thesis and Receiving Approval

You and your primary advisor should ultimately decide on the desired date of completion- a maximum of two years from the start of the degree program.

A. If you plan to graduate in May:

1. You will need to email your **final thesis and abstract** in PDF format to your primary and secondary advisor by the beginning of February. Also copy the Graduate Programs Faculty Director (Professor Quraishi-Landes) and Graduate Programs office.

2. If your primary and secondary advisors approve of your final thesis, they should email their recommendations for approval by the beginning of March, to the Graduate Programs Faculty Director (Professor Quraishi-Landes) and copy the Graduate Programs office.
 3. Once received, the Graduate Programs Faculty Director (Professor Quraishi-Landes) will email your final thesis and abstract to your third reader. The third reader is given one month to read and submit a recommendation for approval.
 4. All three recommendations for approval, final thesis, and abstract will be submitted to the Graduate Programs Committee for review at the April meeting.
 5. If approved, the Graduate Programs Committee approval will be submitted to the Faculty for review at the May meeting. If approved, graduation will be processed by the Graduate Programs office.
- B. If you plan to graduate in December:
1. You will need to email your **final thesis and abstract** in PDF format to your primary and secondary advisor by the beginning of September. Also copy the Graduate Programs Faculty Director (Professor Quraishi-Landes) and Graduate Programs office.
 2. If your primary and secondary advisors approve of your final thesis, they should email their recommendations for approval by the beginning of October, to the Graduate Programs Faculty Director (Professor Quraishi-Landes) and copy the Graduate Programs office.
 3. Once received, the Graduate Programs Faculty Director (Professor Quraishi-Landes) will email your final thesis and abstract to your third reader. The third reader is given one month to read and submit a recommendation for approval.
 4. All three recommendations for approval, final thesis, and abstract will be submitted to the Graduate Programs Committee for review at the November meeting.
 5. If approved, the Graduate Programs Committee approval will be submitted to the Faculty for review at the December meeting. If approved, graduation will be processed by the Graduate Programs office.

Submission of Thesis to the Law Library

Once you are notified of approval of your thesis by your primary and secondary advisors and third reader, you should submit the following to the Graduate Programs office:

- email your final thesis and abstract, separately as PDF attachments

- bring a check for \$20 payable to the “UW Law Library”

Once received, the Graduate Programs office will print your thesis and abstract. It will be submitted, along with the check, to the Law Library.



Master of Laws to Doctor of Juridical Science Degree

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

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

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

The updated research proposal should be a statement of the proposed S.J.D. research project that includes an explanation of how you will include the LL.M. research in the S.J.D. dissertation, as well as indicating the parts of the work that will be the result of new research. Ordinarily this should satisfy the general requirement of a 6-page statement of the dissertation project as set forth in the committee's general standards for seeking S.J.D. admission.

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

	Deadlines for upcoming Fall semester	Deadlines for upcoming Spring semester
1. You will need to email your final LL.M. thesis, abstract, and S.J.D. research proposal in PDF format to your primary and secondary advisor. Also copy the Graduate Programs Faculty Director (Professor Quraishi-Landes) and Graduate Programs office.	By the beginning of February	By the beginning of September
2. If your primary and secondary advisors approve of your final thesis, they should email their recommendations for approval to the Graduate Programs Faculty Director (Professor Quraishi-Landes) and copy the Graduate Programs office.	By the beginning of March	By the beginning of October
3. Once received, the Graduate Programs Faculty Director (Professor Quraishi-Landes) will email your final LL.M. thesis abstract, and S.J.D. research proposal to your third reader. The third reader is given one month to read and submit a recommendation for approval.		
4. All three recommendations for approval, final LL.M. thesis, abstract, and S.J.D. research proposal will be submitted to the	At the April meeting	At the November meeting

Graduate Programs Committee for review at the respective meeting.		
5. You will be notified by the Graduate Programs Faculty Director (Professor Quraishi-Landes) if you have been approved to move to the S.J.D. degree program. The Graduate Programs office will begin processing this change for the upcoming semester.		

*Students requesting a review of a previously completed written work that is equivalent to the standards of a UW LL.M. thesis to enter the S.J.D. degree program, should still complete the above process in a timely manner.

Standards for the S.J.D. Dissertation

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

S.J.D. Dissertation Written Evaluation Rubric

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

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

Attribute	Evaluation
Focus: The dissertation must clearly articulate a research problem or problems, a question or questions. It specifies the limits of the investigation with respect to theory, knowledge, or practice within the legal field.	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Does not meet expectations

Novelty: The dissertation embodies scholarship that makes an original and substantive contribution to a legal field. The ideas, concepts, designs, and/or performances move beyond the current boundaries of knowledge within the legal field.	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Does not meet expectations
Connectedness: The dissertation demonstrates a professional level of familiarity with, and understanding of, contemporary work in the legal field.	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Does not meet expectations
Appropriateness: The methods and techniques applied in the execution of the dissertation are appropriate to the subject matter and recognized as fitting, original, and/or effective.	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Does not meet expectations
Clarity: The dissertation communicates complex ideas in a form and manner that is clear and understandable to area specialists and, as appropriate, to readers beyond the specialty area.	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Does not meet expectations
Quantity: The dissertation demonstrates an appropriately comprehensive investigation of the student's research area. General length expectation: 60,000 – 100,000 words.	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Does not meet expectations

Beginning the S.J.D. Degree

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

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

S.J.D. Degree Completion Procedures

Finalizing Dissertation and Receiving Approval

You and your primary advisor should ultimately decide on the desired date of completion- a maximum of two years from the start of the degree program.

C. If you plan to graduate in May:

1. You will need to email your **final dissertation and abstract** in PDF format to your primary and secondary advisor by the beginning of February. Also copy the Graduate Programs Faculty Director (Professor Quraishi-Landes) and Graduate Programs office.
2. If your primary and secondary advisors approve of your final dissertation, they should email their recommendations for approval by the beginning of March, to the Graduate Programs Faculty Director (Professor Quraishi-Landes) and copy the Graduate Programs office.
3. Once received, the Graduate Programs Faculty Director (Professor Quraishi-Landes) will email your final dissertation and abstract to your third reader. The third reader is given one month to read and submit a recommendation for approval.
4. All three recommendations for approval, final dissertation, and abstract will be submitted to the Graduate Programs Committee for review at the April meeting.
5. If approved, the Graduate Programs Committee approval will be submitted to the Faculty for review at the May meeting. If approved, graduation will be processed by the Graduate Programs office.

D. If you plan to graduate in December:

1. You will need to email your **final dissertation and abstract** in PDF format to your primary and secondary advisor by the beginning of September. Also copy the Graduate Programs Faculty Director (Professor Quraishi-Landes) and Graduate Programs office.
2. If your primary and secondary advisors approve of your final dissertation, they should email their recommendations for approval by the beginning of October, to the Graduate Programs Faculty Director (Professor Quraishi-Landes) and copy the Graduate Programs office.
3. Once received, the Graduate Programs Faculty Director (Professor Quraishi-Landes) will email your final dissertation and abstract to your third reader. The third reader is given one month to read and submit a recommendation for approval.
4. All three recommendations for approval, final dissertation, and abstract will be submitted to the Graduate Programs Committee for review at the November meeting.
5. If approved, the Graduate Programs Committee approval will be submitted to the Faculty for review at the December meeting. If approved, graduation will be processed by the Graduate Programs office.

Presentation of Dissertation

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

Submission of Dissertation to the Law Library

Once you are notified of approval of your dissertation by your primary and secondary advisors and third reader, you should submit the following to the Graduate Programs office:

- email your final dissertation and abstract, separately as PDF attachments
- bring a check for \$20 payable to the “UW Law Library”

Once received, the Graduate Programs office will print your dissertation and abstract. It will be submitted, along with the check, to the Law Library.



General Program Information

Keeping Your Address Up-to-Date

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

Changing Your Address on Student Center:

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

Adding a New Address on Student Center:

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

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

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

Official Transcripts

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

Student Records (Unofficial Transcripts)

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

Downloading your Student Record (Unofficial Transcripts)

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

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/>

Graduate Programs Web Page

Information for current LL.M. and S.J.D. research 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

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

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

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

Graduate Programs Office Mailbox

Graduate Programs Mailbox

In case students need to drop off any paperwork to the Graduate Programs office when it is closed, there is a mailbox located on the 5th floor. On the 5th floor, you will see a reception desk, around the corner to the left are where the mailboxes are located, listed by each department or faculty name.

Bus Passes and Wiscards

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/>

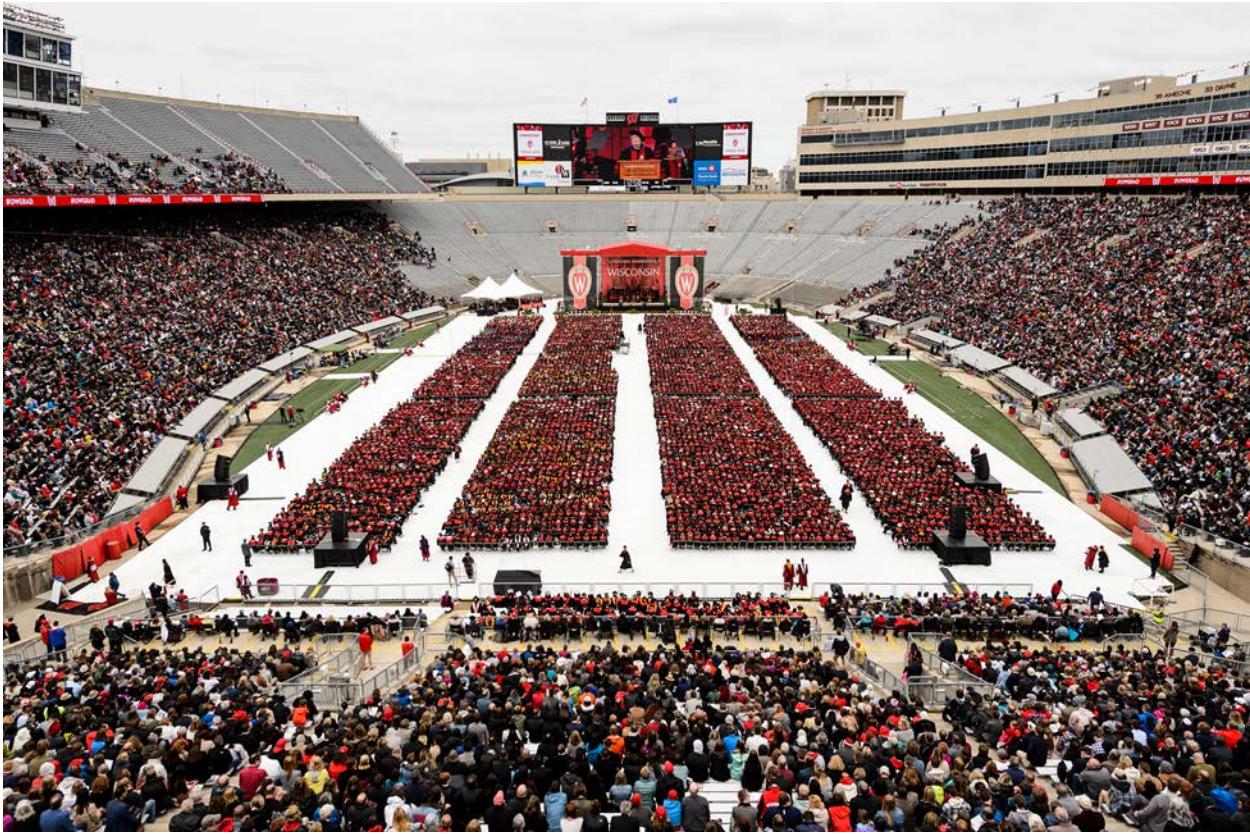


Wiscard

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/>



General Graduation Information

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

In the spring, there are two commencement ceremonies that UW Law students can participate in, the UW-Madison 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 (Hooding Ceremony):

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

University of Wisconsin-Madison Commencement:

www.commencement.wisc.edu

Preparing to Graduate

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

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

Name Verification for Diploma

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

Exit/Graduation Photographs

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

Graduation Invitations

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

Purchasing or Renting Cap and Gown

The University Book Store handles all arrangements for caps, gowns, hoods, and honors stoles. To confirm ordering dates and get more information about purchasing or renting, check The University Book Store website.

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 (Hooding Ceremony)

This ceremony is only for students graduating from UW Law School who are receiving their Doctor of Juridical Science, Master of Laws, or Master of Laws-Legal Institutions degrees. No tickets are required for this event, and there is no limit to the number of guests that students may bring.

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

Hooding Portion of the Ceremony:

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

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

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

Post-Ceremony Reception

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

Certificates of Graduation

Diploma Mailing

Diplomas for graduated students 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.

Post-Graduation Contact Information

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

Holds

Students who have holds on their records for any reason (such as owing the university money or having overdue library books) will not receive their diplomas until those holds are cleared. Information on how to clear holds is available [here](#).

Diploma Cover

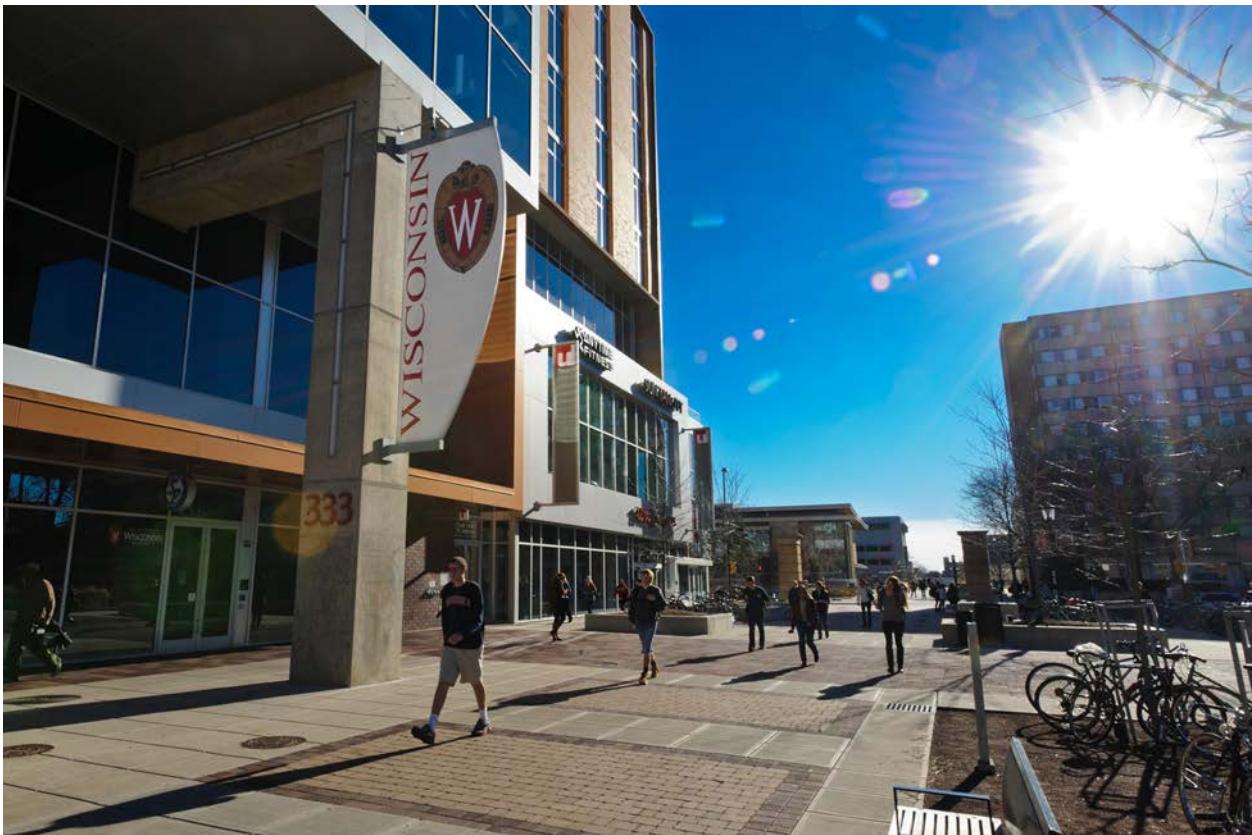
Students can receive a red Wisconsin diploma cover when they pick up their cap and gown from The University Book Store. Alternatively, students can pick up a diploma cover from the UW Office of the Registrar, Student Services, 333 E. Campus Mall, Room 10101. The office is open Monday through Friday, 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.



Services at the University

International Student Services (ISS)

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

Contact Information and Hours

University of Wisconsin-Madison International Student Services

716 Langdon Street

217 Red Gym

Madison, Wisconsin 53706

Phone: 608-262-2044

Email: iss@studentlife.wisc.edu



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

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.**

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/>

University Health Services

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

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

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

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

SHIP (Student Health Insurance Plan)

SHIP Office | University Health Services
333 East Campus Mall | 7th Floor | Madison, WI 53715-1381
Phone: 608-265-5232 | Fax: 608-265-5668
shipmail@uhs.wisc.edu
www.uhs.wisc.edu/ship

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

Compliance Deadlines

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

Failure to Comply

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

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

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

UW Writing Center

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>

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.



Misconduct

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

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

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

Conduct Expectations

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

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

UW-Madison Dean of Students Office-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

Law School Rules

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

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

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

A Master’s degree in Laws (LL.M.) provides an opportunity and environment for scholarly research mainly for persons who are either in or preparing for academic or comparable scholarly legal careers.

1. Admission. The conditions of admission to the LL.M. program are:
 - a. A J.D. degree or equivalent American or foreign first law degree;
 - b. Outstanding academic performance as evidenced by the quality of program, written work, recommendations from teachers, and grades;
 - c. In the case of holders of law degrees from universities where the greater part of their instruction was not in English, proof of high proficiency in English for advanced study of law; high proficiency will ordinarily be demonstrated by a score of at least 106-108 (Internet-based) or 625 (paper-based) on the TOEFL examination;
 - d. A plan of work of at least four (4) double-spaced typed pages to include a statement of objectives, detailed outline of the proposed research, and explanation of course/seminar needs;
 - e. Consent of a faculty member of the Law School to act as the candidate's principal academic advisor
 - f. Acceptance by the Graduate Programs Committee.
2. Program. The LL.M. program shall adhere to the following guidelines:
 - a. Research toward a master's thesis is the core of the program. The thesis should be equivalent in quality and substance to a substantial law review article.
 - b. Ordinarily, students seeking the LL.M. may not take courses for credit. Exceptions may be made on the advice of the advisor and with the consent of the chair of the Graduate Programs Committee when the course is a seminar involving substantial writing obligations consistent with the thesis topic.

- c. Full-time LL.M. candidates shall register for 12 credits for each of the first two semesters of residency. Except where a seminar is authorized, those credits shall be in directed research. A minimum of 24 credit hours is required for completion of the LL.M. degree. To qualify for the LL.M. degree, the candidate must also prepare an acceptable thesis (see 5 below)
- 3. Residence. Registration and physical presence as a full-time student for one academic year with satisfactory completion of at least 24 credits is required. LL.M. candidates who have completed their residence requirement may maintain full-time law school status during the second year registering for 3 credits each semester
- 4. Term for completion of program. The program is to be completed no later than one calendar year after the residence period.
- 5. Award of degree.
 - a. The granting of a degree shall be recommended to the Law School faculty on the completion of the following: approval of the thesis by the principal academic advisor and the Reading Committee and approval of the completed program by the Graduate Programs Committee.
 - b. Prior to the recommendation of a degree to the faculty, the candidate shall deposit two suitable copies of the thesis with the Law Library and pay the library's filing expense charge.

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

The degree of Doctor of Juridical Science (S.J.D.) provides an opportunity and environment for scholarly research mainly for persons who are either in or preparing for academic or comparable scholarly legal careers.

- 1. Admission. The conditions of admission to the S.J.D. program are:
 - a. A J.D. or equivalent American or foreign first law degree, as well as work satisfying 1(d), below;
 - b. Outstanding academic performance as evidenced by the quality of program, written work, recommendations from teachers, and grades;
 - c. Submission of a substantial written research project demonstrating a high capacity for the legal research and writing in English necessary for a successful S.J.D. dissertation. The preferred evidence of such capacity is a good quality University of Wisconsin LL.M. thesis. S.J.D. applicants may, however, present equivalent work

- (such as substantial LL.M. thesis done at another University, a monograph or law review article);
- d. In the case of holders of law degrees from universities where the greater part of their instruction was not in English, proof of high proficiency in English for advanced study of law; high proficiency will ordinarily be demonstrated by a score of at least 625/263 (computer-based) on the TOEFL examination;
 - e. A detailed research proposal of at least six (6) double-spaced typed pages specifying the objectives, methodology, required materials and timetable;
 - f. Consent of a faculty member of the Law School to act as the candidate's principal academic advisor
 - g. Acceptance by the Graduate Programs Committee
2. Program. The S.J.D. program shall adhere to the following guidelines:
 - a. Research toward a doctoral dissertation is the core of the program. The dissertation should be equivalent in quality and substance to a substantial monograph.
 - b. Ordinarily, students seeking the S.J.D. may not take courses for credit. Exceptions may be made on the advice of the advisor and with the consent of the chair of the Graduate Programs Committee when the course is a seminar involving substantial writing obligations consistent with the thesis topic.
 - c. Full-time S.J.D. candidates shall register for 12 credits for each of the first two semesters of residency, unless they have already established residency from immediately preceding LL.M. work being continued in the S.J.D. dissertation without a break of more than one semester=s time. Except where a seminar is authorized, those credits shall be in directed research. A minimum of 24 credit hours is required for completion of the S.J.D. degree. To qualify for the S.J.D. degree, the candidate must also prepare an acceptable thesis (see 5 below)
 3. Residence. Registration and physical presence as a full-time student for one academic year with satisfactory completion of at least 24 credits is required. S.J.D. candidates who have completed their residence requirement, including those who have completed their residence requirement from an immediately preceding LL.M. program (see 2(c), above), may maintain full-time law school status during the second year registering for 3 credits each semester.
 4. Term for completion of program. The program is to be completed no later than three calendar years after the residence period. A residence period that was established during immediately preceding LL.M. work being continued in the S.J.D. program is considered the residence period of the S.J.D. program for the purposes of this section.

5. Award of degree.
 - a. The granting of a degree shall be recommended to the Law School faculty on the completion of the following: approval of the thesis by the principal academic advisor and the Reading Committee and approval of the completed program by the Graduate Programs Committee.

Prior to the recommendation of a degree to the faculty, the candidate shall deposit two suitable copies of the thesis with the Law Library and pay the library's filing expense charge.

Technology in the Law School

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.