Academic Regulations for the LL.M. Programs

The academic regulations outlined below have been adopted by the Faculty and should be consulted by LL.M. students in planning their legal studies. LL.M. students are encouraged to discuss any questions concerning these rules with the Registrar’s Office, the Office of the Associate Dean for Academic Affairs, the Office of the Assistant Dean for Finance and Administration, Director of Graduate and Exchange Programs and/or any LL.M. program director, as appropriate. Some of these rules may be waived in particular circumstances. Students seeking such a waiver should consult the Registrar's Office, which may direct the student to the appropriate associate dean or her/his designee. Any student aggrieved by any academic regulation, or an associate dean's unwillingness to waive it, may request relief from the Petitions Committee. Decisions of the Petitions Committee are final and non-appealable.
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ACADEMIC REQUIREMENTS

Requirements for the LL.M. Degrees

All requirements for the degrees are subject to change at any time by the faculty or its designated agent. To the extend any such change contemplates an increase in the number of semester hours required to obtain an LL.M. degree, such change will not apply to LL.M. candidates enrolled at the time of such change and who remain in continuous attendance thereafter. LL.M. students who are not in continuous attendance or who transfer from another law school are subject to the requirements in effect at the time of their reentrance or admission.

Academic Credit

All candidates for the LL.M. degrees must successfully complete a minimum of twenty-four (24) credits and pass all required courses. LL.M. students must complete the degree requirements for the program in no more than 36 credits. Any student may submit a request to the LL.M. program director for permission to exceed the 36 credit requirement.

Students are ordinarily expected to take all credits needed for graduation at UConn School of Law with the following exceptions:

- Students may take up to 6 credits at another UConn institution with the consent of the director of the LL.M. program.
- Students interested in participating in an off-campus UConn School of Law program (i.e. the D.C. program or international exchange programs) must obtain advance permission of the director of the LL.M. program.
- Students with F-1/J-1 visas are required to spend two semesters in residence at UConn School of Law unless such student was admitted with advanced standing.
- Students with F-1/J-1 visas can earn no more than 5 credits in any combination of externships, LL.M. Research Projects, LL.M. Thesis or clinic credits.¹
- Students are allowed up to 3 credits of Pass/Fail credit without the consent of the LL.M. director.
- Students may take up to one course outside of the LL.M. curriculum without the approval of the director of the LL.M. program. For students with F-1/J-1 visas, all required courses are considered part of the LL.M. curriculum for each program.

¹ If you are planning to sit for a Bar Exam in the U.S. and are interested in clinics, externships, independent study or other non-classroom credits, please review the Bar Exam requirements to make sure such credits are eligible.
Grade Point Average

All candidates for the LL.M. degree must have a cumulative grade point of 2.30 (C+) for all work undertaken at the Law School and receive a minimum grade of C+ on the writing requirement. In computing the average, no consideration is given to grades received for work completed at other schools, including other law schools, even though transfer credit has been given for such work.

Length of Study

All LL.M. students should complete all coursework within five years. A student may submit a request for additional time to the director of the LL.M. program. LL.M students with F-1/J-1 visas must complete a minimum of two (2) semesters in residence unless such student was admitted with advanced standing. LL.M. students with F-1/J-1 visas must complete all coursework for the LL.M. degree in three semesters or request permission to lengthen their studies through International Students & Scholar Services (ISSS) at Storrs.

An LL.M. student who fails to register for class is administratively withdrawn. Any LL.M. student who fails to register for courses for a period of four consecutive semesters (excluding summer terms) will be required to complete an abbreviated reapplication process.
Required Courses

Required courses for LL.M. students enrolled in any LL.M. program who hold a first degree in law from an institution outside of the United States.

- **U.S. Law & Legal Institutions** (2 credits)
  This course focuses on the fundamental doctrinal, methodological and structural characteristics of the United States legal system. The approach will be comparative in nature and deal with selected topics drawn, inter alia, from constitutional law, the law of torts, contracts, civil procedure, and conflicts of law. American legal education, the judicial system, and the legal profession will be discussed as well. This course is only open to LL.M. students who hold a first degree in law from outside the United States and exchange students with permission of the instructor.

- **U.S. Law & Legal Institutions: Research and Writing** (2 credits)
  This course introduces LL.M. students to the structure and workings of the U.S. legal system and common law analysis and argument. The course provides training in print and electronic legal research and in predictive and persuasive legal writing. In the course, LL.M. students will complete multiple research assignments and multiple writing assignments, requiring them to write arguments and predictive legal memos using cases, statutes and other legal resources. This course is only open to LL.M. students who hold a first degree in law from outside the United States and exchange students with permission of the instructor.

A student may submit a written request to waive this requirement for one or both courses to the director of the LL.M. program or his/her designee.

Additional required courses by LL.M. Program:

- **Human Rights and Social Justice**
  - All students are required to take International Human Rights.

- **Insurance Law:**
  - All students are required to take Principles of Insurance.

- **Intellectual Property and Information Governance**
  All students are required to take Intellectual Property.

A student may submit a written request to waive this requirement to the director of the LL.M. program or his/her designee.

Course Descriptions may be found in the Course Catalog.
Course of Study

The scheduling and placement of LL.M. students in required courses (excluding the LL.M writing requirement) is done by the Registrar. LL.M. students are required to complete all required courses (excluding the LL.M writing requirement) in the first semester (if offered) in which they begin their LL.M. degree. Deviations from the scheduling of required courses may only be made with the approval of the director of the LL.M. program.

LL.M. students who fail to successfully complete the first semester of study (either in its entirety or an individual course or courses) may continue to the second semester of study. However, LL.M. students may not be enrolled in courses beyond the first semester that require successful completion of the first semester course as a pre-requisite to another course unless waiver of this pre-requisite is approved by the Associate Dean for Academic Affairs, in consultation with the instructor of the later course.

LL.M Writing Requirement

LL.M. students must satisfactorily complete a 2-3 credit writing requirement as part of their degree program by writing a substantial paper of an intensive, analytical character which is of high quality. The paper must be on a topic approved by the faculty supervisor, and written on a graded basis. LL.M. students are expected to produce as many drafts as necessary to produce a paper meeting this standard, but in all cases are required to submit an initial draft and to make at least one round of revisions after receiving comments from their faculty supervisor. The requirement may be satisfied by any of the following methods:

- Writing a thesis, as described below,
- In conjunction with a class that requires a substantial paper (minimum 20 page length),
- With the permission of the instructor at the beginning of the course, substituting a substantial paper for an examination, or
- As an LL.M. research project of not less than two credits supervised by a full-time or adjunct faculty member.²

The supervising faculty member has discretion to award credits based on the scope and depth of the student’s research and analysis and the amount of work involved, regardless of a paper’s length.

² If you are planning to sit for a Bar Exam in the US and are interested in independent study, please review the Bar Exam requirements to make sure independent study would be considered eligible credit.
LL.M. students must complete the Method of Satisfying the LL.M Writing Requirement form and submit it to the Office of the Registrar prior to graduation. The Registrar will establish an appropriate deadline each term for LL.M writing requirements that are to be completed through the completion of a paper in a seminar and in lieu of an exam. This date is posted on the academic calendar and is generally four weeks into each term (or the fourth class meeting of a summer term course). The completion of the LL.M writing requirement will be verified at the time of grade submission.

Thesis
LL.M. students may, at their option, write a thesis for 3 credits that satisfies the writing requirement. A thesis is a substantial paper that is of publishable or near publishable quality, and involves supervised drafts. LL.M. students must write a thesis if they wish to be considered for thesis honors. A thesis can be written in two ways:

- As part of a 3 credit course with permission of the instructor, who acts as the thesis advisor,
- As an LL.M. 3 credit research project supervised by a full-time faculty member or an adjunct professor with permission of the director of the LL.M program.  

Because of the multiple draft requirement, LL.M. students should begin work on a thesis project designed to satisfy the requirement no later than the middle of their next to last semester of study. (That is, if a student plans to graduate in May, he/she should begin work on the project no later than the middle of the Fall semester.)

Classroom Instruction

LL.M. students are encouraged to create a program that meets their academic and professional needs and classroom instruction is a crucial aspect of that learning. Students who hold a first degree in law from outside of the United States can complete no more than 5 credits for learning outside the law school classroom, including, but not limited to:

- work in the field component of externship clinics;
- any clinical fieldwork supervised by a person whose primary professional employment is not with the law school;
- individual externships; or
- LL.M. research projects.

International LL.M. students planning to sit for a U.S. bar examination should consult the rules of the jurisdiction’s bar exam regarding non-classroom credits.

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3 If you are planning to sit for a Bar Exam in the US and are interested in independent study, please review the Bar Exam requirements to make sure independent study would be considered eligible credit.
ACADEMIC POLICIES AND PROCEDURES

Academic Credit Load

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<th>Full Time Enrollment</th>
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<td>Maximum Number of Credits Permitted during Fall or Spring Semester</td>
<td>16</td>
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<td>Overload</td>
<td>17</td>
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<tr>
<td>Underload</td>
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No approval is needed for a student enrolled in 11-16 credits a semester. If a student is enrolled in lower than 11 credits or 17 or above, approval is required by the Assistant Dean of Academic Affairs or his/her designee. International students enrolled in less than 9 credits will need the approval of the Assistant Dean of Academic Affairs or his/her designee as well as ISSS.

Part Time LL.M Students: LL.M students attending the program on a part-time basis should enroll in a minimum of one course a semester or request a temporary leave of absence from the director of the program.
Academic Standing and Support

Recommended Academic Support

All LL.M. students whose cumulative grade point average after completion of at least 6 credits is less than 2.3 will meet with the Assistant Dean of Academic Affairs or his/her designee to create an appropriate academic plan.

Academic Warning

A student must have a cumulative grade point average of 2.3 to remain in good standing. Any student who has a GPA of less than 2.3 after completion of at least 6 credits will be given an academic warning which will set forth the student’s academic status and an academic support plan. In computing the average, no consideration is given to grades received for work completed at other schools, including other law schools, even though transfer credit has been given for such work.

Add/Drop

Deadlines for LL.M. Students

Fall/Spring Courses: Students in the LL.M. programs have until the end of the second week of the semester to add or drop any course that is not fully subscribed (i.e., that is not “closed”). They have until the end of the first week of the semester to drop any closed course. Any changes to a student’s schedule after the add/drop period will be permitted only under a limited set of circumstances.

- LL.M. students will be required to withdraw from a course in the event of a time conflict.
- During the period after the add/drop deadline but still within the first six weeks of the semester, LL.M. students may drop a non-required course, provided that the course is not fully subscribed (i.e., is not a "closed" course), only for good cause shown and only with the permission of the instructor and the permission of LL.M. program director or her/his designee.

Adding any course after the add/drop period or dropping any course after the sixth week of the semester requires the approval of the Petitions Committee. Dropping any closed course after the add/drop period requires the Petition Committee’s approval. If the Committee grants a request to drop a closed course, it may require that a student lose one RP (registration priority) for the following semester.

Credits dropped after the end of the add period are included in the semester’s final credit load for billing purposes. LL.M. students studying with F-1/J-1 visas should also consult with ISSS.
prior to dropping a course if it would bring them below full-time status. LL.M. students are also advised to consult with the Office of Student Finance before dropping any credits to ensure any/all aid is not jeopardized, if applicable.

**June Term/July Term Courses:** LL.M. students may add courses provided that no more than one class meeting has been missed (or in the case of online course, through the first day of the term). LL.M. students may drop June or July Term courses (with the exception of any closed course) through and including the sixth class meeting. Dropping any closed course after the add/drop period requires the Petition Committee’s approval. If the Committee grants a request to drop a closed course, it may require that a student lose one RP (registration priority) for the following semester.

**Winter Term Courses:** LL.M. students may add courses provided that no more than one class meeting has been missed (or in the case of online course, through the first day of the term). LL.M. students may drop Winter Term courses through and including the 2nd class meeting (or in the case of online courses, through the second day of the term). Dropping any closed course after the add/drop period requires the Petition Committee’s approval. If the Committee grants a request to drop a closed course, it may require that a student lose one RP (registration priority) for the following semester.

**Process for requesting Add/Drop**

To add or drop a course, a student should complete the necessary forms with the Registrar’s Office. All petitions and requests to the Associate Dean for Academic Affairs or her/his designee for late adds or drops must indicate the view of the instructor and the director of the LL.M. program of her/his designee. No late adds will be approved without the instructor's approval. Any student who fails to comply with this policy should be prepared to take the final examination or otherwise satisfy the course requirements in all courses for which he or she is registered.

**LL.M. Research Projects, LL.M. theses, and Individual Externships**

LL.M. research projects may be added no later than the end of the second week of the semester during the Fall/Spring, and no later than the second day of the term for June, July and Winter terms. In order to add a LL.M. research project or an LL.M. thesis a student should submit the appropriate application form, complete with the necessary signatures, to the Registrar’s Office. Late applications are permitted only with the permission of the LL.M program director or his/her designee. An LL.M. research project or an LL.M. thesis may be dropped at any time during the semester with permission of the director of the LL.M. program. LL.M. research project credits or LL.M. thesis credits dropped after the end of the add period are
included in the semester's final credit load for billing purposes. LL.M. students are also advised to consult with the Office of Student Finance before dropping any LL.M. research projects or an LL.M thesis to ensure any/all aid is not jeopardized, if applicable.

Externships may be added no later than the end of the second week of the semester during the Fall/Spring, and no later than the second day of the term for June term. In order to add an externship, a student should submit the appropriate application form, complete with the necessary signatures, to the Registrar's Office. Late applications are permitted only with the permission of the Externship Coordinator and/or the LL.M program director or his/her designee. Individual externships may be dropped with permission of the director of the LL.M. program at any time during the semester. Individual externship credits dropped after the end of the add period are included in the semester's final credit load for billing purposes. LL.M. students are also advised to consult with the Office of Student Finance before dropping any individual externship credits to ensure any/all aid is not jeopardized, if applicable.

LL.M. students studying with F-1/J-1 visas should also consult with ISSS prior to dropping an LL.M. research project, LL.M. thesis or an individual externship if it could bring them below full-time status.

LL.M. students should consult the classroom instruction section prior to enrolling in a LL.M. research project as Individual Externship. LL.M. students planning to sit for a bar exam in the United States should also review the rules regarding non-classroom instruction that apply in the jurisdiction in which they plan to sit for the bar.
Auditing courses

Current LL.M. students at the school of law may audit law courses with the advance consent of the instructor and the Associate Dean for Academic Affairs. No formal registration is required, and no record of the audit is made on the transcript. Auditing LL.M. students are expected to conform to the attendance requirements of the instructor.

Class Attendance

Regular class attendance is expected. Under the Standards of the American Bar Association for the Approval of Law Schools, regular and punctual class attendance is necessary to satisfy residence and class-hour requirements. In cases of excessive absence, the instructor may deny course credit. However, the instructor does not have the right to give a student an "F" for excessive absences. Upon timely notice, instructors may require attendance at regular or specially-called classes or relevant lectures, conferences and similar sessions.
Credit and Grades for Courses Taken at Other Schools

Credit Prior to Admission

Subject to the discretion of the director of the LL.M. program, student may be granted advanced standing of up to 6 credits for other prior relevant graduate-level coursework at other schools.

Grades for Non Law Courses by other schools of the University of Connecticut

For course credit to be granted for any work taken at another school of the University of Connecticut, the student is required to have attained a grade of "B" or better. Grades received in such courses are not included in the determination of the student's grade point average, however, they will be listed on the transcript. Credit at the Law School for approved courses is given on the same basis as if the Law School had provided that program itself.

Grades for Courses outside the University of Connecticut

Prior to enrolling for course credit at an institution other than the University of Connecticut, the student is required to meet with the director of the LL.M. program to pre-approve the coursework and with the Director of Graduate and Exchange programs to understand the P/F standard. Prior to attending the outside institution, students must acknowledge in writing that if they fail to meet the P/F standard, such credits will not be used towards the LL.M. degree. Only the number of credits earned and the name of the institution will appear on the student's official University transcript. For this reason, LL.M. students may wish to request official transcripts for each school they have attended.

Compensation

The School of Law will not grant credit for any work for which the student received financial compensation.
Course Conflicts

LL.M. students are prohibited from selecting courses for which class session times conflict or overlap. Any student who registers for a schedule of classes which contains a conflict or overlap in class meeting times is required to withdraw from as many courses as are necessary to eliminate all conflicts or overlaps in his/her class schedule. Such student should select which course or courses to withdraw from for this purpose. If the student does not so select this decision will be made administratively.
Discontinuing or Postponing Legal Studies

This section pertains to LL.M. students who have begun their studies and then subsequently consider separating from the school of law.

LL.M. students who have begun studies and may be considering separation from the school of law may choose to meet with Assistant Dean of Students or her/his designee, the director of the LL.M. program or the Director of Graduate and Exchange programs to discuss the reasons for separation, possible alternatives and other administrative concerns (including, but not limited to: length of study and monetary commitments to the school of law). After having met with one of the above, such student may submit the online request. This request is reviewed by the Assistant Dean of Students or her/his designee. LL.M. students who discontinue their studies at the School of Law without being granted approval to separate will be administratively withdrawn and must obtain the permission of the director of the LL.M. program to resume studies at a later time.

Separation from the School of Law may be for a fixed period of time - this is a leave of absence; or for a final cessation of studies at the school of law - this is a withdrawal. LL.M. students transferring to another law school would request a withdrawal.

Student email accounts will be discontinued two weeks after the effective date of the separation. Access to the student administration system is not discontinued.

Withdrawals

A student may seek to withdraw from the School of Law at any time prior to the commencement of the final examination period. If approved, such LL.M. students receive neither credit for, nor are charged with, any failure in any courses taken in the semester from which they withdraw. If the withdrawal occurs in the second semester these same regulations shall apply to full-year courses, except when arrangements for partial credit are made.

Leaves of Absence

A student may seek a leave of absence from the School of Law at any time prior to the commencement of the final examination period. If approved, such LL.M. students receive neither credit for, nor are charged with, any failure in any courses taken in the semester from which they leave. If the request for the leave is for a future term (or terms), the student is expected to complete the current term in which they are enrolled. If a student takes a leave of absence from the School of Law after completion of one semester of a course scheduled throughout the academic year, upon readmission he or she may be permitted, under certain
circumstances, to complete such courses as if the leave had not occurred. Approval to continue year long course work may be granted by the Associate Dean of Academic Affairs or her/his designee. In determining whether or not this privilege will be granted, the following factors will be considered:

- changes in the content of the course
- the time elapsed since the course was originally taken, but ordinarily the privilege will not be granted to a student whose absence from the Law School has exceeded one year;
- the instructor’s evaluation of the student’s performance when the first semester of the course was originally taken (if known).

Note: Credit is ordinarily not given for one semester of a full-year course. In a case deemed appropriate by the instructor, however, arrangements may be made for such partial credit. Grades may be entered separately for each semester or a single grade may be entered for the year, at the election of the instructor, for courses scheduled throughout the year.
Resuming Legal Studies

This section pertains to LL.M. students who are returning to the School of Law after an approved leave of absence. LL.M. students who were administratively withdrawn from the School of Law should seek the approval of the director of the LL.M. program to continue their studies. Leaves of absence are approved for a specified period of time. Requests to resume legal studies after a leave of absence are reviewed by the Assistant Dean of Students, the LL.M. program director and Director of Graduate and Exchange Programs. LL.M. students seeking to return should complete the online request form.
Deviation from Policy: Procedure for Submitting a Request to the Petitions Committee

1. In cases where these academic regulations require an LL.M student to file a request for approval to the Petitions Committee, such LL.M. student should complete a Student Petition form in its entirety and submit it to the Office of the Registrar. The petition should contain a complete statement of the facts and circumstances supporting the request. The Petitions Committee undertakes no responsibility for conducting supplemental inquiries.

2. The signature of the involved faculty member or the LL.M program director of his/her designee is required for all matters except those related to pass/fail grading or where the anonymity of the student’s exam would be compromised.

3. Once a petition is received, the Registrar’s Office will append information indicating the student’s petition history and any relevant ABA, University or Law School regulation that the Petitions Committee may wish to consider in reaching its decision. The petition will then be forwarded to the Petitions Committee.

4. The Petitions Committee consists of three faculty members appointed annually by the Dean as well as the Associate Dean for Academic Affairs, the Assistant Dean for Finance and Administration, the Assistant Dean of Students or her/his designee and the Registrar, who are ex officio (non-voting) members.

5. The Committee will not consider oral petitions. LL.M. students should not contact Petitions Committee members to discuss the facts or merit of a petition. The Petitions Committee may request an oral presentation in rare circumstances.

6. The Petitions Committee will attempt to decide petitions within seven days of their receipt but this may not always be possible. If the petitioner has a compelling need for expedited consideration, this should be explained in the petition. Petitions occasioned by LL.M. students' failure to act within prescribed Law School deadlines will not be considered emergencies warranting expedited consideration.

7. The Registrar is informed of the Petition Committee's decision by the chairperson who in turn notifies the student. The Petitions Committee does not issue written decisions explaining its rationale. LL.M. students seeking additional information are referred to the Associate Dean for Academic Affairs.

8. Decisions of the Petitions Committee are final and non-appealable.
Extension Requests for Papers Written for a Course

For papers that will not be used to satisfy the LL.M writing requirement:

The instructor in any course or seminar in which a paper is allowed or required sets and announces a stated deadline for the handing in of papers. This date may be no later than the last day of examinations (in the applicable division) for the semester in which the course or seminar is offered. Prior to the stated deadline, for good cause, the instructor may (in writing, with a copy to the Registrar) grant a single extension of time for handing in the paper; but no extended deadline may be more than two weeks beyond the last day of examinations (in the applicable division) for the semester in which the seminar or course is offered. No extended deadline may be later than the student's anticipated date of graduation.

Prior to the deadline as extended by the instructor, a student may make application to the Associate Dean for Academic Affairs for a further extension upon showing that unavoidable circumstances makes completion of the work by the deadline impossible. The Associate Dean for Academic Affairs may set an extended deadline after consultation with the instructor, but no extension can be granted which is later than the student's anticipated date of graduation. However, a student may request to change the date of the degree conferral from May to July if necessary.

For papers that will be used to satisfy the LL.M writing requirement:

If a paper written in connection with a course or seminar is to be used to satisfy the LL.M writing requirement, the student must file a completed “Method of Satisfying the LL.M. Writing Requirement” form. The form must be signed by the instructor and submitted to the Office of the Registrar by the end of the fourth week of classes (or by the date of the fourth class in any summer term course). Due dates for a first draft and final submission must be specified. The deadline for final submission shall be no later than the last day of examinations of the next regular semester following the semester or term of the course (i.e., the spring semester after a fall-term course; the fall semester after a spring- or summer-term course). Prior to the stated deadline for final submission, the instructor may grant a single extension of time for handing in the paper. This extension may not extend the deadline, however, beyond the last day of examinations of the next regular semester following the semester or term of the course, as specified above.

Prior to the deadline as extended by the instructor, a student may make application to the Associate Dean for Academic Affairs for a further extension upon showing that unavoidable circumstances make completion of the work by the extended deadline impossible. The Associate Dean for Academic Affairs may set a further extended deadline after consultation with the instructor. No extension may be granted that is later than the student's anticipated
date of graduation. However, a student may request to change the date of the degree conferral from May to July if necessary.

**Failure to submit a paper by the deadline:**

Failure to submit a paper by the appropriate deadline results in a failing grade for the paper, unless the Associate Dean for Academic Affairs finds that grave cause prevented the timely submission of the paper. No such cause is considered sufficient if it could have been the subject of an application for extension as described above. Where failure to submit a paper is excused as above, the Associate Dean for Academic Affairs, in consultation with the instructor, sets a further extended deadline.

Notwithstanding the above rules, if a student scheduled for graduation at the close of the semester would have sufficient credits for graduation without the course or seminar in which the paper was required, and the basis for an extension of time is not indicated, the instructor or the Associate Dean for Academic Affairs may direct that the student be withdrawn from the course or seminar.

It is the responsibility of the student to have available an extra copy of his/her paper for use in grading should it become necessary. In the event the original paper was submitted but lost and the student does not have an extra copy, the student has the option of submitting another paper within a reasonable time or receiving no credit for the course.

To allow a student to complete an alternate writing requirement or paper, the option of changing his/her graduation date in order to complete the requirements for the degree is offered. The graduation dates are: January 31, Commencement Day in May and July 10. There are no additional graduation dates.

**Please note:** LL.M. students with F-1/J-1 visas are reminded that they must also contact ISSS to extend their Form I-20/DS-2019 to correspond with extended deadlines.
Admissions Opportunities for the LL.M to J.D.

LL.M. students who have a degree in law from a foreign institution but who do not have a J.D. degree are eligible to apply for admissions to the J.D. program pursuant to the following standards:

1. Any LL.M students, meeting the above criteria, who have a minimum grade point average (GPA) equivalent to 3.0/B and who have completed 18 credits worth of work in our LL.M. programs may apply as a transfer student to the J.D. program under the regular J.D. transfer process.

2. These LL.M. students will not have to take the LSAT, though they should complete all other aspects of the J.D. transfer application process which can be found on our website. When possible, the J.D. Admissions Committee will utilize material from the applicant's LL.M. file, including transcripts from foreign law schools and TOEFL scores. The J.D. Admissions Committee reserves the right to confer with the relevant UConn Law faculty about the applicant, as needed.

3. LL.M. students applying to the transfer program will need to take a minimum of one required first year (J.D.) course on a graded basis (not pass-fail) while registered in the LL.M. program and submit two letters of recommendation from the UConn Law faculty, one of which must come from the professor teaching the required first year course.

4. LL.M. students who apply will be notified if they have been accepted into the J.D. program after grades have been received for at least 18 credits within the LL.M. program. This should allow adequate time to review the application after receipt of the final grades and still provide sufficient time to obtain any necessary visa approval. LL.M. students completing their degree in three semesters may have grades reported for all three semesters as part of their application to the J.D. program.

5. Once accepted into the J.D. program, LL.M. graduates will be able to transfer credits for most courses taken at the Law School, provided that the examination in such courses was conducted on "substantially the same terms" as J.D. students. For example, credits in courses with proctored exams can only be transferred if the student completed the exam under the same conditions as J.D. students. The four credits for the required U.S. Law & Legal Institutions and Legal Research and Writing courses do not transfer. Some required first year courses for J.D. students may be offered over two semesters (for example, Civil Procedure I and II); LL.M. students who enroll in these courses must take them for a grade and complete both semesters in order to receive transfer credit. While credit earned for the LL.M. writing requirement (a research paper or thesis) can transfer, the LL.M. paper will not satisfy the J.D. Upperclass Writing Requirement.

6. Subject to its discretion, J.D. Admissions Committee may waive the minimum TOEFL requirements for the J.D. program for LL.M. students who satisfactorily completed the LL.M. program. Subject to the discretion of the J.D. Admissions Committee, LL.M. students whose language of instruction was English in their foreign law program will generally be exempt from the TOEFL requirement.
7. LL.M. students must complete their LL.M. program before beginning their J.D. studies.

8. The application deadline is July 1st.

**Admission Opportunities for J.D. to LL.M.**

Full-time day division J.D. candidates at the Law School in good standing may apply to an LL.M. program by submitting an LL.M. application during the fourth, fifth, or sixth semesters. Evening students may apply once they reach a comparable milestone.

Up to 12 credits of courses in the specific subject area of the chosen LL.M. may be applied toward the LL.M. degree requirements, at the discretion of the director of the LL.M. program. J.D. students from other U.S. law schools may apply to join the J.D./LL.M. program during their fourth semester of law school, and students who are accepted will be provisionally admitted to the LL.M. program and will spend either one or two semesters of their final J.D. year at UConn School of Law. (The J.D. degree will be awarded by the student’s home law school, not UConn School of Law.) J.D. students pursuing the LL.M would not be permitted to enroll in courses already taken as part of their J.D. coursework. In situations where J.D. students have taken more than 12 credits, the 12 credits eligible for transfer will be in any required courses and in coursework approved by the director of the LL.M program.

**Other Advanced Standing:** Subject to the discretion of the director of the LL.M. program, students may be granted advanced standing of up to 6 credits for other prior relevant graduate-level coursework. In no instances may any advanced standing (e.g., in combination with credits taken toward a J.D. at UConn School of Law) exceed 12 credits.
REGISTRATION AND COURSE SELECTION

Course Selection - General Information

Registration is conducted in accordance with the Law School calendar. Generally, a registration is held in October for the upcoming Spring semester, in April for the upcoming Fall semester, in March for the June/July Term, and in November for the Winter Term. Priority appointment times are set up during registration. After priority registration, LL.M. students may continue to add/drop courses until the next semester.

No LL.M. student is allowed to register for any course more than two weeks after that semester has begun. Registration may be blocked until all appropriate forms have been submitted to the Registrar’s Office, all fines and indebtedness to the University (and the UConn Co-operative Bookstore) have been liquidated, and all tuition and fees for the coming semester have been paid in full.

**For your first term:** Prior to your matriculation in your first semester at the Law School, LL.M. students will submit a course enrollment form to the LL.M. program director or her/his designee.

**For Fall/Spring Terms:** Registration is done on line via the student administration system. All students are given login ids and initial passwords from the Accounts Division of the University Information Technology Services during their first semester of study. An online system guide is also available.

Course Requisites

Some courses have designated pre- or co- requisites. A prerequisite is a course that must be successfully completed before a second course may be taken. A co-requisite may be taken prior to, or concurrently with, the course for which it is required. For year-long courses and clinics, any pre/co-requisite must be completed by the end of the first semester. When registering for a course with a requisite, LL.M. students must actively ensure that they satisfy the requirement prior to commencement of the course. The electronic registration system will neither register students automatically in pre/co-requisite courses nor lock them out of courses for which a prerequisite has not been satisfied. LL.M. students who fail to satisfy a prerequisite or pre/co-requisite for a course will be required to drop that course. Any prerequisite or pre/co-requisite may be waived with permission of the instructor. LL.M students in the Insurance Law LL.M program must also consult with the LL.M. program director prior to requesting a waiver.
Registration Priority System

LL.M. students select courses according to a modified version of year/division priority. To allow all students the opportunity to select desired courses, students are assigned multiple enrollment appointments (these are times in which a student may access the student administration system to select courses) with course limitations in each appointment. Within each appointment time, priority is on a first come/first served basis. After this five-day registration priority period, enrollment is open. LL.M. students may add and drop courses at any time through the first two weeks of classes the following semester. For certain courses within the specialized LL.M. degree programs, spots are reserved for LL.M. students as needed.

During the priority and open registration periods, a waiting list is maintained for all courses that reach their enrollment limit. LL.M. students are given the option of adding themselves to waiting lists at the time of online enrollment. As space becomes available, LL.M. students are automatically enrolled from the waiting list into the course. This is not accompanied by notification from the Registrar's office unless the addition of the course creates a scheduling difficulty (i.e. time conflict, overload), thus LL.M. students are strongly encouraged to check their schedule of classes frequently to verify their course enrollment status. Additionally, to give priority to evening students for evening courses, a certain number of seats have been set aside during the priority registration period for evening students in evening courses. For elective courses taught in both the evening division and the day division in an academic year, 50% of the places in each evening division course are allocated to evening division students who have the same registration priority as competing day division students. For courses taught in the evening division but not in the day division in that academic year, 25% of the places in each course are allocated to evening division students who have the same registration priority as competing day division students. Day division students who have the same registration priority may register for places allocated to evening division students but not claimed by an evening division student.

All schedule adjustments must be made by the completion of the second week of classes for LL.M/Exchange students. Adjustments after this time will involve instructor, associate dean, and/or petitions committee approval and may involve sanctions levied against a student (i.e. loss of a priority enrollment appointment the following semester). Questions regarding the Registration Priority System should be directed to the Office of the Registrar.

Waitlists

Pay attention to the message you get when you sign up for a class. “Success/Messages” generally means you've been added to a course waiting list and not actually enrolled on the course. Waitlists will be updated as time permits during the week of enrollment appointments, but most certainly immediately AFTER that week. LL.M. students are automatically enrolled in
courses from waiting lists as space opens up and are not notified of this adjustment to their schedule. LL.M. students must check their schedule to see if they have been enrolled in waitlisted courses. It is therefore a good idea to remove yourself from a waiting list if you no longer remain interested in the course.

Please direct any questions you may have regarding the course selection process to the registrar's office.
ALTERNATIVES TO LECTURE COURSES AND SEMINARS

LL.M. Students may augment their classroom experience through exercise of the following educational opportunities:

Clinics and Experiential Learning

The Law School provides a broad range of experiential learning opportunities in which students can integrate practical experience with the theory learned in the classroom. These programs enable students to develop crucial lawyering skills, deepen their understanding of how the law and legal institutions operate on the ground, and explore possible career options.

LL.M/Exchange students can choose among a wide range of in-house clinical programs and externship clinics. Students in clinics engage in real legal practice – interviewing and counseling clients; investigating the facts, researching the law, and formulating case strategies; appearing before courts and agencies in trials and appeals; negotiating agreements – while receiving extensive training and individualized supervision and feedback. These programs help UConn law students develop the skills, judgment, and values necessary to successful law practice, while providing meaningful and rewarding service to clients in need of legal assistance.

Each clinical course has a limited enrollment, to ensure that students receive effective supervision and feedback. Non-U.S. LL.M. students may not be eligible to enroll in certain clinics which require U.S. citizenship or fulfillment of the Student Practice Form.

For the most up-to-date information about clinical and experiential learning opportunities for LL.M. students, please consult with the Associate Dean for Clinical and Experiential Education or the Director of Graduate and Exchange Programs.

Individual Externships

Individual externships are semester or full-year course-length student placements with organizations or individuals outside the Law School. In these placements, the first level of student supervision is conducted at the placement by an individual designated as the placement supervisor.

In addition to the direct student supervision by the placement supervisor, each student is under the supervision and sponsorship of a member of the full-time faculty (the faculty supervisor). The faculty supervisor is responsible for ensuring that the individual placement provides educational work assignments including significant writing and appropriate evaluation of student performance during the semester for which the student receives credit. The faculty supervisor makes initial arrangements establishing the externship, specifying the one or more specific projects and any other work to be done by the extern, the placement supervisor and supervision to be given, and other aspects of the externship. The faculty supervisor
communicates regularly with the placement supervisor to provide continuing supervision of the externship.

The faculty supervisor meets periodically with the student extern to discuss his/her work and to review the student's work product. Each student extern is required to keep a journal or log of his/her work at the placement and the faculty supervisor reviews this periodically. Individual externships may be for either two, three or four credits, as determined by the supervising faculty member at the beginning of the externship. A minimum of 56 hours of work at the externship placement by the extern is required for each credit allocated. In addition, per week, students should work a minimum of four hours per credit allocated on the journal, log, or meeting with the faculty.

Students completing an externship who are also planning to sit for a U.S. Bar Exam should consult with the state’s bar examination rules prior to arranging an externship. Individual externships are treated as LL.M. research projects for purposes of determining limits on the number of credit hours a student may take and LL.M. students may opt to enroll in both a LL.M. research project and an externship in the same semester only if the combined credits for both don’t exceed the cap of 5 credits within the 24 credits required in the LL.M. program.

LL.M. students are limited to 5 credits of externship, LL.M. research project, or other approved independent work.

Approval of individual externships must be obtained. A form for this purpose is available online. Deadlines have been establish for submission of the externship application and are noted on the academic calendar. All applications are due by the end of the second week of the regular fall/spring term. Applications are due by the 2nd day of class in summer term. Students may request an extension to this deadline from the program director or her/his designee who will inform the registrar.

Please note: There are additional requirements for LL.M. students with F-1/J-1 visas seeking an externship. F-1/J-1 visa holders must consult with ISSS prior to starting the externship.
Faculty Directed Reading Seminar

The Faculty Directed Reading Seminar is a one-credit seminar that allows students to participate in a reading group led by a full time faculty member. A minimum of three students and a maximum of eight students are allowed. The seminar may be on any subject of mutual interest to the faculty member and students. Students may initiate a reading seminar by approaching a faculty member or a faculty member may initiate a reading seminar by approaching a group of students. In addition, faculty members may offer the reading seminar as a class in which students register during the normal registration process.

Reading seminars may be co-taught by two faculty members and enrollment may correspondingly be increased to twelve students. The reading list will be drawn up by the faculty member in consultation with students if desired. The reading seminar will meet for at least one hour per week, and can be scheduled in the alternative to meet on an every other week basis for two hour sessions. Students will be expected to do reading for the seminar which equals one substantial law review article every week, or a book every other week. The course requirements include the equivalent of one ten-page reflection paper. The seminar is only available on a pass-fail basis. Students may enroll in multiple reading seminars, but only one per term.
LL.M. research projects

An LL.M. research project involves in-depth research, investigation and discussion of specific problems in the law. A project may be undertaken with any member of the full-time faculty in the student’s first semester of study only with permission of the director of the LL.M. program or her/his designee, in the student’s second semester of study or later in the LL.M. program. LL.M. students who are UConn Law graduates may complete an LL.M. research project in any semester. The director of the LL.M. program or her/his designee may approve supervision by an adjunct faculty member. Prior approval of the faculty member and the Associate Dean for Academic Affairs or her/his designee are to be obtained on a form supplied by the Registrar's Office.

LL.M. research projects may be added no later than the end of the second week of the fall/spring semester and no later than the second class day of the June/July or Winter Term. A student should submit the LL.M. Research Project Application, complete with all of the necessary signatures, to the Registrar’s Office. If the LL.M. research project extends over more than one semester or summer, the completed LL.M. Research Project Application should be submitted to the Registrar's Office no later than the deadline for the first semester in which the student expects to receive credit for the project. For LL.M. research project enrollment in the Winter Term, the start and completion date of the research must be within the dates of the Winter Term.

An LL.M. research project may be dropped at any time during the semester and may be taken on a pass/fail basis except when it is being taken in lieu of a required course or is being utilized to fulfill the LL.M writing requirement.

A student may enroll for up to three credits of LL.M. research in a fall/spring semester, up to four credits over the summer, and up to 1 credit during the winter term. No student may enroll in greater than a maximum of 4 credits during the length of their studies in the LL.M. program. LL.M. research projects and individual externship credits are combined when determining compliance with these credit limits.

LL.M. students are not permitted to undertake an LL.M. research project if they have any work overdue and outstanding in any course, seminar or prior LL.M. research projects.

The Educational Policy Committee offers the following interpretation concerning LL.M. research projects:

- An LL.M. research project of whatever number of credits need not begin and end in the same academic semester or academic year.
- The length of an LL.M. research project may extend, at the faculty member’s discretion, over a period of more than twelve months.
- In cases where an LL.M. research project extends beyond one semester, residence and/or academic credit are to be assigned to one or more semesters at the faculty
member's discretion, after completion, based upon his/her judgment as to a suitable proration of student time spent thereon. In no event may academic and/or residence credit for an LL.M. research project be assigned to a semester prior to time of initial registration for the LL.M. research project nor may credit be assigned for anything less than completion of an LL.M. research project.

- Subject to the above limitations, the number of credits for which an LL.M. research project is undertaken may be increased or decreased at any time by the faculty member as consistent with LL.M. program policies.

The supervisor for a LL.M. research project, in consultation with the student sets a stated deadline for the handing in of papers. Prior to the stated deadline, for good cause, the instructor may grant a single extension of time for handing in the paper.

Prior to the deadline as extended by the instructor, a student may make application to the Associate Dean for Academic Affairs for a further extension upon showing that unavoidable circumstances makes completion of the work by the deadline impossible. The Associate Dean for Academic Affairs may set an extended deadline after consultation with the instructor, but no extension can be granted which is later than the student's anticipated date of graduation unless such student opts to change the graduation date. (The graduation dates are: January 31, Commencement Day in May and July 10. There are no additional graduation dates.) International students who are extending a deadline should also consult with ISSS in case there are consequences for the student visa.

Failure to submit a paper by the appropriate deadline results in a failing grade for the paper, unless the Associate Dean for Academic Affairs finds that grave cause prevented the timely submission of the paper. No such cause is considered sufficient if it could have been the subject of an application for extension as described above. Where failure to submit a paper is excused as above, the Associate Dean for Academic Affairs, in consultation with the instructor, sets a further extended deadline.

Notwithstanding the above rules, if a student scheduled for graduation at the close of the semester would have sufficient credits for graduation without the LL.M. research project credits, the instructor or the Associate Dean for Academic Affairs may direct that the student be withdrawn from LL.M. research project.

It is the responsibility of the student to have available an extra copy of his/her paper for use in grading should it become necessary. In the event the original paper was submitted but lost and the student does not have an extra copy, the student has the option of submitting another paper within a reasonable time or receiving no credit for the work.
GRADES

Grades and Calculating the Grade Point Average

Courses offered on a graded basis are done so according to the following scale:

<table>
<thead>
<tr>
<th>Grade Point</th>
<th>Value</th>
<th>Grade Point</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
<td>C-</td>
<td>1.70</td>
</tr>
<tr>
<td>B+</td>
<td>3.30</td>
<td>D+</td>
<td>1.30</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.70</td>
<td>D-</td>
<td>0.07</td>
</tr>
<tr>
<td>C+</td>
<td>2.30</td>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

P

Pass grades have no numerical value and are not included in the student's grade point average.

(Please see "Pass/Fail Grading," for further information.)

Other grades found on student transcripts are as follows:

N: No Grade Submitted
I: Incomplete

To determine your grade point average (GPA), multiply the number of points assigned to the grade in each course by the number of credits in the respective courses. The total number of points should be divided by the total number of credits to obtain the grade point average as illustrated in the example:
<table>
<thead>
<tr>
<th>Course</th>
<th>Grade Point</th>
<th>Value</th>
<th>Course Credit</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Torts</td>
<td>B+</td>
<td>3.30</td>
<td>X 3 =</td>
<td>9.90</td>
</tr>
<tr>
<td>Sales</td>
<td>B</td>
<td>3.00</td>
<td>X 3 =</td>
<td>9.00</td>
</tr>
<tr>
<td>Tax Policy</td>
<td>C+</td>
<td>2.30</td>
<td>X 3 =</td>
<td>6.90</td>
</tr>
<tr>
<td>Contracts</td>
<td>A</td>
<td>4.00</td>
<td>X 4 =</td>
<td>16.0</td>
</tr>
<tr>
<td>Property Insurance</td>
<td>A-</td>
<td>3.70</td>
<td>X 2 =</td>
<td>7.40</td>
</tr>
</tbody>
</table>

49.20 Quality Points Divided by 15 Credits = 3.28 GPA
Degree Honors, Conferral and Commencement Dates

Honors

An LL.M. student who earns a grade point average of 3.7 or above is eligible to graduate with Honors.

Thesis Honors

An LL.M. student may graduate with thesis honors under the following conditions:

- Obtain a minimum 3.3 grade point average, and
- Obtain a grade of A- or above as determined by the faculty advisor on a thesis of no less than 50 pages, and
- Obtain qualification of the thesis through an additional faculty reader chosen by the faculty advisor and the director of the LLM program. The additional faculty reader would not alter the faculty advisor's grade, but would with the faculty advisor and the director of the LL.M program make the final determination whether the thesis was of honors quality. The additional faculty reader and the director of the LL.M programs serve as a screening process to help ensure a level of uniformity in determining what constitutes an honors thesis.

Degree Conferral and Commencement

The Law School confers degrees three times during the year. The conferral dates are January 31, July 10, and Commencement Day in May. There is only one commencement ceremony each year, and all students planning to graduate in a given year are encouraged to participate in the ceremony. All course work must be completed before the conferral date. Any student who does not complete the coursework by the conferral date must wait until the next conferral date for the award of the degree. No exceptions will be considered. Diplomas are mailed to graduates at the end of the summer.

Students who have received an academic warning (who have a GPA of less than 2.3) shall be able to take part in commencement exercises when they have satisfactorily completed all graduation requirements or with permission of the director of the LL.M program or her/his designee.
Due Dates for Grade Submission

The deadlines for submitting grades to the Registrar's Office are as follows:

- **Fall Semester**: January 24th
- **Spring Semester**: June 12th
- **June Term/July Term**: 4 Weeks after the last day of exams
- **Winter Term**: 4 Weeks after the last day of exams

It shall be the policy of the Registrar's office to enter a student's grade within 24 hours of receipt of the grade unless instructed otherwise by the instructor.

Exam grading is done on a modified blind basis. The Registrar's Office provides members of the faculty with an initial grade roster sheet that does not reveal either the name or the grading basis of a particular student (all students are listed as GRADED, though some may be taking the course P/NP). Faculty members provide a letter grade for each exam on that initial grade roster. Upon the faculty member's submission of the initial roster, the Registrar’s Office then provides the faculty member with the list of student names that correspond to exam numbers, as well as a list of those students taking the course on a P/NP basis. The faculty member is then free to make adjustments to student grades, taking into account class performance of individual students and the fact that all grades of "P" count as a "B" for purposes of the B median. The Registrar’s Office will then post the final grades for student view. In cases where the entire class is being graded on a P/NP basis, then the initial grade roster will list the student names.

Grade Changes

Grade changes are rare and may only be done in cases of calculation error by the instructor. Students who wish to request a grade change should first submit a request to the instructor to review the graded material (exam, paper, etc.). Students may further discuss the matter with the Associate Dean for Academic Affairs.

Grade Distribution Requirements

Members of the law school community may view grade distributions on line.

A median grade of B is typically required in the following courses:

- all J.D. required courses
- all courses with 19 or more J.D. students

In all these courses, at least half the students will receive a grade of B or higher and at least half will receive a grade of B or lower. In determining the median, a grade of pass will be considered a B.
When a faculty member is required to post grades before all students in a class have taken the examination, and under other similar circumstances, the B median requirement is understood to except grades that should be posted late and cannot reasonably be taken into account in calculating the median for a class.

**Please note:** When calculating the number of students in the course for the purposes of determining the applicability of the B Median requirement, only UConn J.D. degree-seeking students are counted.

For example: If a course has 25 students enrolled, 17 J.D. students and 8 LL.M. students, the B median requirement would not apply. Alternatively, if a course has 25 students enrolled, 20 J.D. students and 5 LL.M. students, the B median would apply.

**Pass/Fail Grading**

The Law School has a modified form of pass/fail grading. Under this system the grade of "Pass" indicates that a student receiving it has performed at a level equivalent to a C or higher on an A-F scale. Thus, in effect, the system is a Pass/C-/D+/D/D-/Fail grading scale. A grade of C or better is recorded as a grade of "Pass" and is not used in the computation of the student's grade point average. A grade of C- or lower is used in the computation. Student transcripts contain the legend that any course in which a grade of "Pass" was awarded did not enter into the computation of the student's grade point average, class rank, and eligibility for honors.

An LL.M. student can take no more than 3 credits on a pass/fail basis without permission of the director of the LL.M. program. All required courses taken at the Law School must be taken on the A-F basis. Pass/fail credits for individual externships and externship clinics are included in the number of pass/fail credits allowed. Pass/Fail credit awarded as advanced standing counts toward the pass/fail credits allowed. Courses that appear on the transcript with a grade of T (Transfer), if taken for a letter grade at the other institution, are not counted as pass/fail credits.

Each faculty member reserves the option to deny students the right to take his/her classes under the pass/fail option or to limit by any reasonable method the percentage of students taking any course on a pass/fail basis.

During the fifth and sixth weeks of each semester, during the second week of classes in the June/July Term and by the 3rd class meeting of Winter Term courses, students must make a decision as to whether they are taking any course so available on a pass/fail basis. Once chosen, or once the pass/fail registration period has completed, students may not modify their pass/fail selection.

Pass grades received as a result of course work completed outside the Law School are not included in the number of hours of pass/fail which are allowed. This assumes that the work successfully completed outside the school of law was taken on a graded basis (A-F).
Release of Grades

LL.M. students may access their grades and transcripts via the PeopleSoft Student Administration system.

Grade summaries for each course by section are compiled by the Registrar's Office at the end of each term. These summaries are available to assist the faculty in normalization of grades and to disclose to students the distribution of grades in each course.

Written Work of High Excellence

Papers of high excellence submitted in satisfaction of the requirements of any course or seminar or independent study project, with the permission of the student, upon approval by the dean, are deposited in the Law Library. Such papers may be approved by the dean for deposit in the Law Library as an "Honor Paper" upon certification by the faculty member grading it that the paper both is of high excellence and makes a substantial contribution to its field which will be of value to others thereafter working in the field and also is free from serious defects of organization and workmanship and appropriate to serve as a model for students writing similar papers in the future.

Papers approved by the dean for deposit in the Law Library are bound, indexed, and shelved as a special reference collection. The students who have written them are so informed and the fact is recorded in their file.

Subject to the right of the Law Library to make the manuscript available to readers and to make single photocopies, the literary rights of the manuscript are reserved to the author, who is free to publish the manuscript and to take steps to secure a statutory copyright thereon.
EXAMINATIONS

Examinations - General Information

Examination schedules are posted by the Registrar's Office. LL.M. students are responsible for verifying the date, time and place of their examinations. LL.M. students must be available for the entire examination period, including scheduled deviation dates, for their year/division in case an exam must be rescheduled because of a weather-related or other emergency. If a student is unavoidably detained and is late for an examination, he or she should contact the Registrar's Office immediately upon arrival on campus to make alternate arrangements.

The exam period normally covers two weeks or some significant portion thereof. At the discretion of the Registrar, regular and/or deviated exams may be scheduled on Saturdays or Sundays during the exam period, subject to accommodation for religious observance. The exam schedule for a given semester will be published with the schedule of courses and will be available prior to registration. It will indicate the type of exam (proctored or take-home) for each course and, if an exam is proctored, the schedule will indicate the date and time of the examination. Proctored exams will be scheduled so that courses meeting at different times do not have simultaneous or overlapping exams. The fact that a student's course selections, however, result in multiple exams in a single day or other short period will not provide grounds for a deviation (see Exam Deviations).

All exams are either proctored or take-home. Proctored exams are limited to three hours in duration, include reading time. This limit applies regardless of the number of credit hours allocated to the course. Exceptions may be made only for international exchange and LL.M. students, and students with documented disabilities that require accommodation (see Additional Time for International Students and Disability Accommodations). Take-home exams are limited to 24 hours in duration and may be self-scheduled by the student anytime during the take-home exam period. No special software or sign up is required for take home exams completed on student laptops.

At the discretion of the instructor, proctored exams may be taken on students' personal laptop computers or, subject to availability, Law School laptop computers. Students wishing to take proctored exams on laptops will be required to sign up for the same by a date certain, sufficiently in advance of the exam period to enable the Registrar's Office to determine space needs and make appropriate room assignments. Students will also be required to download and test all necessary exam software prior to the examination. Students who fail to sign up to take an exam on a computer by the applicable deadline, or who fail to download the necessary software in advance, will be required to hand-write the exam. Additionally, any laptop failure or malfunction during the exam will require the student to hand write the (remainder) of the exam.
Students are provided with exam numbers for each exam. This is to provide for anonymous grading by the instructor. To maintain this anonymity, students should not include personally identifiable information on their exam materials. Students should also not contact the instructor to discuss any exam issue (prior to the release of student grades). Students are directed to contact the Registrar’s Office with any technical, procedural or other exam issue. The Registrar will contact the instructor (as necessary) to resolve the issue using the student anonymous exam number.

More detailed exam information is available on the Student Portal of the website.

**Additional Time for Qualifying Students**

For any proctored exam, one additional hour in the student’s first semester and one additional hour in the student’s second semester will be afforded to those international LL.M. and Exchange students who have lived in an English-speaking country for one year or less and who have not previously been awarded a degree for which the primary language of instruction has been in English. Students should contact the Registrar’s Office in advance of the exam period to confirm whether they shall be awarded this time.

The amount of additional time is based on a three hour exam and will be adjusted by the registrar for exams or mid-terms that take more or less than three hours. The additional time award does not apply to take-home examinations, U.S. Law and Legal Institutions or U.S. Law and Legal Research and Writing.

**Alternative Examinations**

When the Associate Dean for Academic Affairs instructs the registrar to enter a grade of incomplete in a course, the student is required to complete a substitute examination or alternate written work as described below:

- If the student is not scheduled to graduate from the Law School at the end of the semester, and if the course (whether or not taught by the same instructor) will be offered within the next twelve months (or before the student’s scheduled graduation, whichever is sooner), then the instructor may require that the student remove the incomplete by taking the examination in a designated section of the course. If the instructor does not require the student to wait until the next time the course is offered, then the instructor should offer the student a substitute examination or alternate written requirement to be completed no later than the end of the following semester (not including the summer term). If the student does not remove the incomplete, then the student will receive a failing grade for the course.

- If the student is scheduled to graduate from the Law School at the end of the semester, the instructor shall designate a substitute examination or alternate written requirement for the student to be completed within a designated number of days as determined by the instructor.
(if the student otherwise has sufficient credits to graduate, the instructor may require that the student be withdrawn from the course). If the student does not complete the work within the allotted time, the student will receive a failing grade for the course. The student has the option of changing his/her graduation date in order to complete the alternate written requirement. The graduation dates are January 31, Commencement Day in mid-May and July 10. There are no additional graduation dates.

- Pass/fail option. If the course is not a required course, the instructor may specify that the substitute work will be graded on a pass/fail basis. Work so graded will not be counted as a part of the student's permitted pass/fail load.

Disability Accommodations

Students with documented disabilities requiring accommodation in connection with exam-taking should request the same during the first two weeks of the semester, or as soon as possible thereafter, from the Assistant Dean for Student Services or her/his designee.

Exam Deviations

A student may apply to the Assistant Dean for Student Services or her/his designee to take an examination at a time other than that for which it is regularly scheduled only when facing an unforeseeable hardship such as a medical problem, a death in the family, unavoidable employment conflict, etc. After the exam deviation request is approved, the Assistant Dean for Finance and Administration or the Assistant Dean for Student Services or her/his designee arranges the date and time the exam will be given and arranges with the instructor whether or not an alternate exam will be given.

Deviations will normally be scheduled on the last day of each exam period, and the deviation exam dates are posted by the Registrar's Office. When this deviation date is not feasible, at the judgment of the Associate Dean for Academic Affairs or the Assistant Dean for Student Services or her/his designee, deviations will be scheduled as soon as reasonably practicable following the conclusion of the exam period.

Failure to take a regularly scheduled examination or one arranged during a deviated time results in a grade of "F" ("Failure") unless the Associate Dean for Academic Affairs finds that grave cause prevented the taking of the examination. No such cause will be considered sufficient which might have been the subject of an application for rescheduling as described above. Students must contact the Associate Dean for Academic Affairs immediately upon the discovery that an exam has been missed. A claim that illness prevented completion of an examination or impaired a student's performance is treated in the same manner as a claim that grave cause prevented the taking of the examination.
Lost or Misplaced Exams and Exam Retention

Lost or Misplaced Exams

A student whose examination books have been lost or misplaced after receipt by the proctor or instructor may elect to take a grade of "P" (Pass) for the course or to take a make-up examination. An examination that was submitted in electronic format and can be reproduced is not considered a lost or misplaced exam for purposes of this policy. In all other circumstances involving lost or misplaced examinations, the student should secure the consent of the instructor and the Assistant Dean for Finance and Administration or Associate Dean for Academic Affairs to take a make-up examination in order to receive credit for the course.

Exam Retention

Written or electronically recorded work product that is factored into the student’s grade for a law school course shall be maintained by the instructor for a period of one year, unless such work product is returned to the student.

AMENDMENT OR REVISIONS OF THE ACADEMIC REGULATIONS FOR THE LL.M. PROGRAMS

The faculty of the School of Law authorizes the International and Graduate Programs Committee, in consultation with the Educational Policy Committee, to adopt reasonable amendments or revisions to these Regulations as circumstances warrant.

The International and Graduate Programs Committee shall report any such revisions to amendment to the full faculty at the next subsequent faculty meeting.

Notwithstanding this authorization, the faculty of the School of Law retains full authority to revise, amend, replace or rescind these Regulations.