

**LL.M. POLICES AND PROCEDURES**  
**Chicago-Kent College of Law**  
**August 2011**

This memo outlines certain policies and procedures in place at Chicago-Kent College of Law with respect to students enrolled in the following LL.M. programs:

- [LL.M. In International And Comparative Law](#)
- [LL.M. In International Intellectual Property Law](#)
- [LL.M. In Financial Services Law](#)

All LL.M. students are bound by the rules and procedures in the Chicago-Kent College of Law *Student Handbook*, and by the *Ethics Guidelines for Chicago-Kent Students*, and the policies and procedures outlined in this memo are in addition to those in the *Student Handbook*.

Please read this memo, the *Student Handbook* and the *Ethics Guidelines* carefully, as **you will be held responsible for having read and understood the guidelines contained within these documents.**

**AUGUST 2011 GUIDELINES**

**I. EXAM POLICY FOR LL.M. AND EXCHANGE STUDENTS  
TEST TAKING AND GRADING POLICIES**

It is the policy of Chicago-Kent College of Law to provide limited accommodation for non-US law students who are studying in English for the first time, whether they are studying as LL.M. students or as Exchange students. The accommodation consists of the following measures:

- Extra time on exams, but only if the student did not take their first law degree in English. All LL.M. and Exchange students will have their exams rescheduled for 8:30 a.m. each morning, unless they hold a law degree from a program in which English was the primary language of instruction, in which case they will take their exams at the regularly scheduled time with the J.D. students.
- Students who wish to take their exams on a laptop can do so and still qualify for extra time. However, students who wish to use a Chicago-Kent computer in a computer lab for their exam **will not** qualify for extra time.
- The use of a **paper** English/other language dictionary in all exams, including closed book exams. **Laptop or other electronic**

**dictionaries as well as legal dictionaries (e.g. Black's law dictionary) are forbidden under all circumstances.**

- Grading LL.M. and Exchange students against each other and not against the J.D. students in a class; LL.M. and Exchange students are not counted for purposes of mandatory grading curves.
- Making appropriate allowances for faulty grammar, syntax and vocabulary, especially when such errors demonstrate sincere effort on the part of the student to use their own words to answer the questions.

**All LL.M. students are bound by the Ethics Guidelines for Chicago-Kent LL.M. Students, by the Law School's Code of Conduct, and by all the other provisions of the Chicago-Kent Student Handbook, which contains the Law School's Code of Conduct. The LL.M. Ethics Guidelines can be accessed online through the OILP website.**

The Student Handbook and Code of Conduct can be accessed at any time at <http://www.kentlaw.edu/depts/acadadm/handbook.html>; The Code of Conduct is in Chapter XIX: <http://www.kentlaw.edu/depts/acadadm/handbook.html#I>

## **II. LL.M. ACADEMIC OPTIONS – RESPONSIBLE OFFICES: OILP, REGISTRAR**

### Required Courses

a) Tuition and Credit Hours policy – LL.M. students will be charged a flat tuition rate for up to 27 credit hours; they must complete 24 credit hours to earn the LL.M. degree. Students must register for a minimum of 12 credit hours in the fall semester. Students taking more than 27 credit hours will be charged the J.D. per credit hour rate for any additional credits taken.

b) Students in the LL.M. in International and Comparative Law program (ICLP students) are required to take Comparative Law and the Introduction to the American Legal System (pre-semester). They are required to complete their writing requirement in either the Fall or Spring semester.

c) Overseas Training Program students are not required to take Introduction to the American Legal System at Chicago-Kent if already taken overseas. They are required to take Comparative Law, and they

must complete their writing requirement in the Fall semester, if they have not done so already overseas.

d) Students in the LL.M. in International Intellectual Property program (IIP students) are required to take the Introduction to the American Legal System and the other courses required for the IIP LL.M. degree – see <http://www.kentlaw.edu/international/llm/iplaw/requirements.html>.

i. Reminder: LL.M. IIP students must take the following courses for a grade (pass/fail not available): Introduction to the American Legal System, International Intellectual Property, International Patent Law, and the required Graduate Seminar.

e) Students in the LL.M. in Financial Services Law program (FS/FNS students) are required to meet the requirements and take the courses outlined in: <http://www.kentlaw.edu/international/llm/fslaw/requirements.html>

#### Available Courses

e) LL.M. students are **not permitted to register** for “first year” courses (eg: Contracts, Torts, Property, Criminal Law, Civil Procedure, Constitutional Law) or courses for which they lack the prerequisites, clinical courses, trial advocacy or legal writing courses other than the ones designated for LL.M. students.

f) Independent Research (Law 612-001, 002, 003) will be available for up to 3 credits. **All students must get the approval of Dean Harris BEFORE registering for IR credits.** ICLP students can take Independent Research to meet their writing requirement only if they elect to receive a letter grade. When registering for independent research, the student and professor must indicate to the Registrar whether the course is being taken for a grade or will be pass/fail. Selection of pass/fail for Independent Research will be permitted even if the student has already taken a course pass/fail in the Fall semester. FNS students may not take Independent Research pass/fail.

g) IPRO courses (Interprofessional Projects Program at IIT) – LL.M. students are eligible to take IPRO courses, which are offered pass/fail. Selection of an IPRO will not exhaust a student's ability to elect to take one other course pass/fail in the Fall semester.

### **III. LL.M. ACADEMIC ADMINISTRATIVE ISSUES – RESPONSIBLE OFFICES: OILP, REGISTRAR**

#### 1) Pass Fail Options

a. **In the first semester only**, LL.M. students are permitted to take one (1) course of up to four (4) credits as Pass/Fail; the last day to make this election is at the end of the second week of classes (Friday September 2, 2011), and they may revoke the pass/fail election up until the last day of classes (Thursday December 1, 2011). The Registrar's Office will handle this as it cannot be done online.

b. LL.M. students cannot use the pass/fail option for the following courses:

**ICLP students cannot use pass/fail for:**

- § Introduction to the American Legal System
- § Comparative Law

**IIP Students cannot use pass/fail for:**

- § Introduction to the American Legal System
- § International Intellectual Property Law
- § International Patent Law
- § Graduate Seminar
- § Comparative Law (unless permitted by the instructor)

**FNS Students cannot use pass/fail for any courses.**

c. Students electing Independent Research or IPRO courses may choose to use Pass/Fail even if they have already used it for one course – see above, II g.

2) GPA, Honors and CALI Issues: responsible offices: OILP, Registrar, Dean of Students

a) All LL.M. students are eligible for CALI awards. CALI awards are given to the student who has the highest grade/best performance in a class.

b) For LL.M. students, the minimum GPA to graduate with a degree is 2.3; if the student has a GPA of less than 2.3 after the first semester he or she will be put on notice that their degree is in jeopardy.

c) Honors designations are as follows:

For **ICLP LL.M. Students only**, the standard is:

Students who earn the LL.M. degree in International and Comparative Law will graduate with **Honors if they achieve cumulative GPAs of at least 3.75**. A minimum GPA of 2.3 is required to earn the degree.

For **IIP LL.M. students only**, the standard is:

Students who earn the LL.M. in International Intellectual Property will graduate with **Honors** if they earn a **B+ or better** in the Graduate Seminar in International Intellectual Property Law **and achieve cumulative GPAs of at least 3.500** and will graduate with **High Honors** if they earn an **A** in the Graduate Seminar in International Intellectual Property Law **and achieve cumulative GPAs of at least 3.750**. A minimum GPA of 2.3 is required to earn the degree.

For **FNS students only**, the standard is:

A minimum GPA of 2.3 is required to earn the LL.M. degree in Financial Services Law; there are **no honors designations**.

#### **IV. OTHER ADMINISTRATIVE ISSUES –RESPONSIBLE OFFICES: OILP, REGISTRAR**

a. LL.M. and exchange students have access to and are subject to the same honor code and grievance procedures as J.D. students.

b. **LL.M. students applying to J.D. program –It is not the purpose of the LL.M. program to serve as a gateway to the J.D. program and there is no presumption of admittance to the J.D. program based on admission to the LL.M. program. See [http://www.kentlaw.edu/international/ilm/policies/LLM\\_ApplyintoJD2007.pdf](http://www.kentlaw.edu/international/ilm/policies/LLM_ApplyintoJD2007.pdf)**

#### **V. POLICY FOR LL.M. STUDENTS APPLYING TO THE J.D. PROGRAM**

The LL.M. programs at Chicago-Kent College of Law are designed as introductions to the American Legal System. **They are not intended to serve as an introduction to the J.D. curriculum, and there is absolutely no presumption that admission to the LL.M. program will help a student earn entrance to the J.D. program.** The requirements for admission to the LL.M. program are designed to ensure that all candidates for the LL.M. degree are appropriately prepared to study at Chicago-Kent for this one year, Master's level degree.

The criteria for admission to the LL.M. program are significantly different from the criteria for admission to the J.D. program, and the admissions decisions for the two programs are made by separate, independent offices. Applications to the J.D. program from enrolled LL.M. students are considered against all other J.D. applications and applicants must follow all J.D. application procedures. This means that an applicant must take the LSAT. The admissions office at Chicago-Kent will consider an LL.M. student's application along with the rest of that year's J.D. applicants, and

the LSAT score of the LL.M. student will be one of the factors that are evaluated.

LL.M. students who apply and are accepted to the J.D. program may be awarded advanced standing based on their prior legal studies; however, the decision to award such advanced standing is made on a case-by-case basis and there is no presumption that a non-U.S. law degree will automatically create advanced standing for the student.

**As a policy matter, Chicago-Kent is committed to the integrity of the first year program, and therefore, except under exceptional circumstances, prior legal study of the first year courses (eg., Contracts, Torts, Property, etc.) will not exempt an international student enrolled in the J.D. program from the requirement to take these courses at Chicago-Kent.**

In the event that a non-U.S. attorney who has taken an LL.M. degree at Chicago-Kent College of Law is admitted to the J.D. program, the maximum advanced standing that could be awarded would be one year of credit for foreign legal studies. The amount of time needed to earn the J.D. degree following the LL.M. degree will vary depending on the nature of the student's first (LLB) degree and the decision of the Dean of Students as to what amount (if any) of advanced standing to award for prior legal training.