

The Office of International Law and Policy will issue Administrative Memos throughout the term. Please consult Dean Lazar or the OILP staff if you have any questions about information and instructions in the memos.

1. CHANGING YOUR COURSES

We are now at the end of the first week of classes and many students have added and dropped classes successfully. Friday, August 28, 2009 is the last day that students will be able to add and drop classes in the computer without special permission.

Starting Monday, August 31, 2009 LL.M. and exchange students will still be able to drop courses in the computer but you will NOT be able to add courses without written permission of the professor. You should email the professor and ask for permission to add the course, copying Dean Lazar on the email so that she is copied when the professor replies. Please work closely with Hilary Waldron on any course changes during the second week.

After the end of the second week of classes (after Friday Sept 4, 2009) you will not be able to add or drop any classes from your transcript. You will be able to “withdraw passing” from courses, but will not receive any refund of money and the course title will remain on your transcript with the annotation “WP.”

2. STUDYING FOR A THIRD SEMESTER [“Concentration” program]

Overseas Training program students who want to stay at the law school for a 3rd semester can defer graduation and enroll in the “Concentration in American Legal Studies Program.” Any student currently studying at CK on an F or J visa is eligible to apply for this program, and former CK graduates are eligible to apply, however acceptance is not guaranteed and is at the discretion of the Dean of Chicago-Kent.

The program requires students to register for between 9 and 12 credit hours and a minimum of 9 credits is required. Students are required to submit a new Financial Affidavit, dated within the last 6 months, showing sufficient resources for 9 credits plus 5 months living expenses.

Concentration students are not permitted to register as auditors, but must instead take their classes for either a graded credit or pass/fail. They must attend class, do all required work and sit for final exams. **All courses taken and grades received as a “concentration” student will appear on your final law school transcript.**

For Spring 2010, the cost for concentration students will be 50% of the prevailing per credit hour charge of \$1190, so 9 credits will cost \$5355. Students who are currently enrolled as LLM students at Chicago-Kent College of Law and who are

8.28.09

extending their program to include the Concentration will be awarded their LLM degrees at the end of the Concentration term and will be eligible to walk in the May 2010 Commencement ceremony following the end of the Concentration term. The Concentration program is a one semester program and cannot be extended.

Overseas Training program students who participate in the Concentration program and therefore graduate in May 2010 (instead of December 2009), will be eligible to work in the US under the terms of Optional Practical Training ("OPT").

HOW TO APPLY

- 1 Notify Hilary Waldron in the Office of International Law and Policy (hwaldron@kentlaw.edu), on or before September 15, 2009 that you want to be a concentration student for Spring 2010.
- 2 Hilary will prepare a new Financial Affidavit for you based on 9 credits plus 5 months living expenses. **The new FA must be submitted to Hilary no later than October 1, 2009.**
- 3 Register for spring classes – you can take between 9 and 12 credits at a cost of 50% of the prevailing pch rate (\$1190 for Spring 2010). Nine (9) credits for Spring 2009 will therefore cost \$5355 and the Financial Affidavit will also include estimated living expenses for 5 months of \$8420 for a total of \$13,775.

3. EXCHANGE STUDENTS INTERESTED IN THE LL.M. PROGRAM

All exchange students who earn a GPA of 3.0 or better and are otherwise in good standing are eligible to return as LL.M. students after they have completed their home country legal studies (earned a first degree in law). Exchange students may petition to be admitted to the LL.M. program while they are in Chicago if they wish to stay for the Spring term of the same academic year, however they cannot be awarded an LL.M. degree until they complete their first law degree abroad. If an exchange student is admitted to the LL.M. program for the same academic year, Chicago-Kent will "bank" their degrees and the LL.M. degree and diploma will be awarded to the student when proof of the home country degrees is presented.

HOW TO APPLY:

1. Notify Hilary Waldron in the Office of International Law and Policy (hwaldron@kentlaw.edu), on or before September 25, 2009 that you want to apply to be admitted to the LL.M. program for Spring 2010
2. Submit the following documents:
 - A short (2 page maximum) essay explaining your interest in the LL.M. program, your legal studies background and your goals.
 - Two (2) letters of recommendation from any Chicago-Kent professor except Professor David Gerber or Dean Lazar
 - Prior academic transcripts [NOTE: we may have these in the file already]

3. An admissions committee formed by Professor David Gerber, Dean Lazar and one other professor will review your completed file and make a decision about admission to the current year LL.M. program.

4. If admitted, you will work with Hilary Waldron to extend your visa status for a second term.

If interested in this option, you should immediately notify Hilary Waldron and begin preparing your documents and arranging for two letters of recommendation to be submitted to Dean Lazar. If you wish to make an appointment to speak with Dean Lazar about this process, please contact Hilary Waldron. When your files are complete, we will notify you.

4. GRADUATING LLMS – DECEMBER 2009

Students who plan on graduating at the end of the Fall semester must submit a graduation application to the Registrar's Office no later than **Friday September 11, 2009. Please complete the paper form, found in the Registrar's Office. Please do not use the online form.**

Students should closely watch their email for messages from Tara Anderson, the Director of Alumni Affairs, who will be in touch concerning important administrative matters relating to graduation.

5. EXAM ISSUES

Chicago-Kent College of Law provides 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:

- a) Extra time on exams, but only if the student did not take their first law degree in English. LL.M. and Exchange students will have their exams rescheduled for 8:30 am each morning; unless you hold a law degree that was taught in English, in which case you will take your exams with the J.D. students.
- b) LL.M. students are permitted 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.**
- c) 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.

6. PASS/FAIL ELECTION DEADLINE

In the first semester only, LL.M. and EXC students are permitted to take one (1) course of up to four (4) credits as Pass/Fail. Pass/fail elections for the Fall must be made no later than September 4, 2009. This deadline is firm. Students can revoke the Pass/Fail election (and decide to earn the grade for the class) up until the last day of classes (Friday December 4, 2009). Revocation must be done by the Registrar's office as it cannot be done online.

LL.M. students are restricted in which courses can be taken pass/fail, as follows:

ICLP students cannot use pass/fail for

- Intro to American Legal System
- Comparative Law

IIP students cannot use pass/fail for

- Intro to American Legal System
- International Intellectual Property law
- International Patent Law
- Graduate Seminar
- Comparative Law (unless permitted by instructor)

FNS students cannot use pass/fail for any courses.

Please review [§ 2.4 "Pass/Fail Election"](#) of the Student Handbook if you have any questions regarding your pass/fail elections. In order to make your election you should log in to your webmail account; click on the Web for Students icon in lower left portion of the left frame; select the "Take Class Pass/Fail option" under the "Online Forms" heading; select the course you would like to take on a pass/fail basis; and submit your selection. If there is any problem with your request, the Registrar's Office will notify you.

7. YOUR PROFILES

We will post profiles of the Class of 2010 on the website and send an email with information about the class to all CK faculty members and many potential employers in the Chicago area. All students should complete a profile for inclusion in the online directory. See the examples included in your Orientation Binders for instructions. Please submit the photo release form, along with the first draft of your profile, no later than Friday, September 4, 2009. Hilary Waldron will work with Overseas Training Program students to finalize their profiles, all other students, please work with Violeta Jimenez.

8. STAY CONNECTED THE OILP!

LL.M. Administrative Memo #1

Academic Year 2009-2010

8.28.09

With LLM Connect being deactivated in 3 weeks, where can you stay connected?
On the Chicago-Kent International LL.M. Programs Facebook Fan Page

How do you join?

- 1.) Join Facebook, at www.facebook.com
- 2.) Under the search box in the upper right-hand side of your profile, search for:
Chicago-Kent International LL.M. Programs
- 3.) Become a fan and join!

Once you join, you will be able to connect with both current Chicago-Kent international LL.M. students and recent alums!

9. MISS A MEMO?

You can always find past administrative memos online here:
<http://www.kentlaw.edu/international/news/adminmemos.html>

LL.M. Admin Memo 1

8.28.09