GRADUATE PROGRAM HANDBOOK

HARVARD LAW SCHOOL

2018-2019
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HARVARD LAW SCHOOL

2018-2019
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Selection and Academic Evaluation</td>
<td>23</td>
</tr>
<tr>
<td>Examinations</td>
<td>23</td>
</tr>
<tr>
<td>LL.M. Written Work Deadlines</td>
<td>23</td>
</tr>
<tr>
<td>Grades and Degree Completion</td>
<td>23</td>
</tr>
<tr>
<td>Human Subject Research</td>
<td>24</td>
</tr>
<tr>
<td>Plagiarism</td>
<td>24</td>
</tr>
<tr>
<td><strong>FINANCIAL</strong></td>
<td>25</td>
</tr>
<tr>
<td>Student Accounts and Expenses</td>
<td>25</td>
</tr>
<tr>
<td>Sponsored Billing</td>
<td>25</td>
</tr>
<tr>
<td>Financial Aid Credits</td>
<td>26</td>
</tr>
<tr>
<td>Other Student Account Notices</td>
<td>26</td>
</tr>
<tr>
<td>Health Insurance and Dental Insurance</td>
<td>26</td>
</tr>
<tr>
<td>Payment of Student Accounts</td>
<td>26</td>
</tr>
<tr>
<td>Important Tax Information for Foreign Students</td>
<td>27</td>
</tr>
<tr>
<td><strong>GENERAL</strong></td>
<td>28</td>
</tr>
<tr>
<td>Law School Registration</td>
<td>28</td>
</tr>
<tr>
<td>A. International Student Clearance</td>
<td>28</td>
</tr>
<tr>
<td>B. Financial Clearance</td>
<td>28</td>
</tr>
<tr>
<td>C. Health Services Clearance</td>
<td>28</td>
</tr>
<tr>
<td>Books and Assignments</td>
<td>28</td>
</tr>
<tr>
<td>Social Security Number</td>
<td>28</td>
</tr>
<tr>
<td>E-Mail</td>
<td>29</td>
</tr>
<tr>
<td>E-Mail Listservs</td>
<td>29</td>
</tr>
<tr>
<td>Canvas</td>
<td>29</td>
</tr>
<tr>
<td>Administrative Updates</td>
<td>29</td>
</tr>
<tr>
<td>Calendar@Law</td>
<td>29</td>
</tr>
<tr>
<td>News@Law</td>
<td>29</td>
</tr>
<tr>
<td>Mail</td>
<td>29</td>
</tr>
<tr>
<td>Calendar of Events</td>
<td>30</td>
</tr>
<tr>
<td>Casual Meals and Teas</td>
<td>30</td>
</tr>
<tr>
<td>Advising and Mentoring</td>
<td>30</td>
</tr>
<tr>
<td>Notices</td>
<td>30</td>
</tr>
<tr>
<td>Specialized Programs</td>
<td>30</td>
</tr>
<tr>
<td>Student Organizations and Journals</td>
<td>30</td>
</tr>
<tr>
<td>Student Host Program</td>
<td>30</td>
</tr>
<tr>
<td>Student Representatives and Class Marshals</td>
<td>31</td>
</tr>
<tr>
<td>Study Areas</td>
<td>31</td>
</tr>
<tr>
<td>Thefts</td>
<td>31</td>
</tr>
<tr>
<td>Lockers</td>
<td>32</td>
</tr>
<tr>
<td>The Graduate Program Lounge</td>
<td>32</td>
</tr>
<tr>
<td>Meals</td>
<td>32</td>
</tr>
<tr>
<td>Entertainment and Dining</td>
<td>32</td>
</tr>
<tr>
<td>Teacher Placement</td>
<td>32</td>
</tr>
<tr>
<td>Post-graduation Practical Training for International Students</td>
<td>32</td>
</tr>
<tr>
<td>New York Bar Examination</td>
<td>33</td>
</tr>
<tr>
<td>Reporting Change of Address</td>
<td>34</td>
</tr>
<tr>
<td>Temporary Travel Abroad</td>
<td>34</td>
</tr>
<tr>
<td>Important Links</td>
<td>34</td>
</tr>
</tbody>
</table>

# HARVARD LAW SCHOOL
Welcome to the Harvard Law School Graduate Program.
This handbook contains important information on academic requirements, Graduate Program policies, financial matters, and general Law School information. Please retain this booklet for reference throughout the year. This handbook incorporates the Harvard Law School Handbook of Academic Policies 2018-2019 by reference as though fully set forth herein.

THE GRADUATE PROGRAM
The Graduate Program is the division of Harvard Law School responsible for the Master of Laws (LL.M.) and the Doctor of Juridical Science (S.J.D.) degrees, and for various aspects of graduate legal studies, including the Visiting Scholar and Visiting Researcher program. A centerpiece of Harvard Law School's internationalization of its student body, faculty, and curriculum, members of the Graduate Program constitute a vibrant academic community noted for its diversity of interests and backgrounds.

Through our degree programs, we are training the next generation of leaders in academia, private practice, government, and non-profit and non-governmental organizations worldwide.

In our other activities, and in conjunction with International Legal Studies, we promote awareness of foreign law and legal systems among faculty, students, and alumni, both at the Law School and elsewhere at Harvard University.

ADMINISTRATION

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Director, East Asian Legal Studies Program
Chair, Harvard Law School Project on Disability
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GRADUATE PROGRAM FELLOWS

The Graduate Program Fellows coordinate a variety of academic programs and colloquia, which are presented throughout the year. They also conduct course counseling and academic advising for LL.M. students. The current Graduate Program Fellows for the academic year 2018-2019 are listed below. Others may be added over the course of the year.

Byse Fellows
Opeyemi Akande
Valentina Montoya Robledo
Malcolm Rogge

Teaching Assistants, LL.M. Writers’ Workshop
Samuel Beswick
Beatriz Botero Arcila
David Costigan
Sannoy Das
Sarah Deibler
Kári Ragnarsson
Oren Tamir
Marzieh Tofighi Darian

Coordinators, Workshop for Short Writing Projects
Elettra Bietti
Il-Young Jung
Eleftheria Papadaki
Kibrom Teweldebirhan

Empirical Legal Studies Series Coordinator
Elena Chachko
Gali Racabi

LL.M. Advisors
Kwabena Oteng Acheampong
Angel Cabrera Silva
Evelyn Douek
Brenda Dvoskin
Eric Mawira Gitari
Hye Weon Kim
Regina Larrea Maccise
Robin Morgan
Jacqueline Mwangi
Ikechukwu Okafor
Shelly Simana
Kibrom Teweldebirhan
Man Ha Tse

Graduate Forum Coordinators
Shani Shisha

Law Teaching Colloquium Coordinator
Sarah Deibler

Teaching Assistants, Legal Research, Writing and Analysis
Samuel Beswick
Evelyn Douek
Robin Morgan
Erum Sattar
Man Ha Tse

Visiting Scholar/Visiting Researcher Colloquium Coordinators
Carolina Silva-Portero
Yiran Zhang

Writing Resource Specialist
Zahra Aboutalebi

COMMITTEE ON GRADUATE STUDIES

The Committee on Graduate Studies is responsible for academic policy and admissions for the Graduate Program. The Committee also oversees the application of program policies and regulations in consultation with the program administrators and staff. The members of the 2018-2019 Committee on Graduate Studies will be announced in September.
Academics: LL.M. Candidates

LL.M. COURSE AND WRITING REQUIREMENTS, RECOMMENDATIONS, AND OPTIONS

Note: Information in this section relates specifically to requirements for HLS degree completion. It does not relate to qualification for any bar examination or other professional licensing.

A. GENERAL

To obtain the LL.M. degree, students must spend the entire academic year in full-time residence and satisfactorily complete a course of study consisting of a minimum of 23 credits and a maximum of 28 credits in one academic year. The foregoing minimum and maximum include the one credit assigned for completion of the portion of the Legal Research, Writing and Analysis course that takes place during Orientation.

• Minimum Credits by term: As an academic matter, all LL.M. degree candidates must register for at least nine to 10 credits in the fall term, at least eight to 10 credits in the spring term, and at least two credits in the winter term. In some cases, different minimums may apply for visa purposes.

• Maximum Credits by term: LL.M. students may register for up to 13 credits in the fall term, up to 12 credits in the spring term, and up to three credits (in a single offering) in the winter term, not to exceed 28 credits for the academic year. Students typically enroll in nine to 11 credits in each of the fall and spring terms and two to three credits in the winter term. Any questions about academic requirements and maximum credits should be directed to the Graduate Program Office.

The typical study program consists of a balanced arrangement of courses and seminar work, subject to the approval of Jeanne Tai, the Assistant Dean for the Graduate Program and International Legal Studies, or Nancy Pinn, the Director of Administration and Student Affairs for the Graduate Program. Graduate students normally enroll in from seven to nine courses/seminars in an academic year. A course ordinarily requires a written examination. Most courses at the Law School carry two or three credits; some courses, such as Corporations, Constitutional Law, Commercial Transactions, and Taxation, carry four credits. A seminar typically requires assigned written work, such as a series of reaction papers or a research paper, and generally carries two credits. A reading group carries one credit and does not require an exam. It should be noted that Law School classroom offerings—courses, seminars, and reading groups—are frequently referred to simply as “courses.”

All degree candidates must register for a full-time load of course and/or seminar credits in each term and regularly attend all class sessions. Failure to register for a full-time load of credits for any term or to attend classes on a regular basis will preclude eligibility for graduation. Please refer to the online Course Catalog for course information and requirements at:

hls.harvard.edu/academics/curriculum/catalog/index.html

Additional course requirements for LL.M. students are described below. The Written Work Requirement is described on page 5. The cross-registration process and guidelines for courses outside of the Law School are described on page 21.

B. U.S. LAW COURSE REQUIREMENT, INTERNATIONAL STUDENTS

LL.M. candidates who do not hold a J.D. degree from a law school in the United States (including Puerto Rico) are required to take one core course in U.S. law from the following list of “primary” courses:

Contracts*
Civil Procedure*
Constitutional Law: First Amendment
Constitutional Law: Separation of Powers, Federalism, and the Fourteenth Amendment
Corporations
Criminal Law*
Evidence
Family Law
Legislation and Regulation*
Property*
Separation of Powers (not offered in 2018–2019)
Taxation
Torts*

Courses marked with an asterisk (*) are first-year courses in the J.D. curriculum. The remaining courses on the list above are part of the upper-level curriculum. Descriptions of these courses can be found in the online Course Catalog (see above).
The Committee on Graduate Studies will consider petitions to substitute another substantive course in U.S. law. Petitions will be considered from students who have significant grounding in U.S. law or in a substantially similar common law equivalent (as determined by the Committee on Graduate Studies). Candidates may consult with the Graduate Program for suggestions on which courses might qualify as appropriate substitutions.

C. RECOMMENDED COURSES

The Committee on Graduate Studies strongly recommends that each LL.M. candidate also take at least one course focusing on legal history, legal theory, policy analysis, or legal process. In addition, students who hold a J.D. degree from a school in the United States (including Puerto Rico), and who are hoping to embark on a law teaching career, are strongly encouraged to take at least one course that is primarily focused on legal theory or jurisprudence. Students are invited to consult with Jeanne Tai or Nancy Pinn for further discussion of possible course selections in these areas.

D. CURRICULAR CONCENTRATIONS

Students who are interested in the fields of corporate law, finance and governance, international human rights, or taxation may pursue a concentration in one of these fields. Each concentration consists of a series of requirements, as follows:

CORPORATE LAW, FINANCE AND GOVERNANCE CONCENTRATION
- Comparative Corporate Governance (fall-spring) (Professor Mark Roe)
- Corporations (any section)
- At least six credits combined from a list of designated courses in corporate law, finance and governance, provided to concentration applicants and on file in the Graduate Program Office

Students who are admitted to and elect to proceed with this concentration will be granted spaces in the Comparative Corporate Governance seminar. Students pursuing this concentration must register separately for all other concentration requirements.

INTERNATIONAL HUMAN RIGHTS CONCENTRATION
- Human Rights (fall) (Professor Karen Engle)
- Human Rights in the UN Treaty Bodies (spring) (Professor Gerald Neuman)
- At least eight credits combined from a list of designated courses in international human rights, provided to concentration applicants and on file in the Graduate Program Office

Students who are admitted to and elect to proceed with this concentration will be granted spaces in the Human Rights course (if not already enrolled) and in the Human Rights in the UN Treaty Bodies course. Students pursuing this concentration must register separately for all other concentration requirements.

TAXATION CONCENTRATION
- Taxation (fall)
- Tax Law, Finance, and Strategic Planning (fall) (Professor Thomas Brennan)
- At least six credits combined from a list of designated courses in taxation, provided to concentration applicants and on file in the Graduate Program Office

Students who are admitted to and elect to proceed with this concentration will be granted spaces in the Taxation course (if not already enrolled) and in the Tax Law, Finance, and Strategic Planning seminar.

Further information about each of these concentrations is available from the Graduate Program Office.

An LL.M. student may not participate in more than one of the three available concentrations. Work successfully completed in conjunction with a concentration counts towards the requirements for the LL.M. degree. However, the concentrations will not, in themselves, satisfy the minimum credit requirements for the LL.M. degree. During course counseling, students should confirm that they are enrolled in a course of study designed to meet degree requirements. For international students pursuing a concentration, the requirement for a core course in U.S. law is satisfied by the course in Corporations (Corporate Law, Finance and Governance concentration) or Taxation (Taxation concentration). Students participating in the International Human Rights concentration will need to select at least one core course in U.S. law outside of the concentration requirements.

All of the concentrations provide opportunities for students to satisfy the Written Work Requirement for the LL.M. degree. Students enrolling in one of these concentrations whose primary law degrees are from the United States (including Puerto Rico) must do so by writing the 50-Page Paper, described under “Written Work Requirement” in the next section.
E. WRITTEN WORK REQUIREMENT

1. Description

All LL.M. candidates must register for and successfully complete a paper that involves independent reflection, formulation of a sustained argument, and, in many cases, in-depth research. The paper written to satisfy the Written Work Requirement must be an individual effort: group projects, works of joint authorship, and the like do not qualify for the Written Work Requirement. The paper may be written in conjunction with a Law School course or seminar that already requires a paper that would satisfy the writing requirement — commonly referred to as writing “in conjunction” with a course or seminar — or as an independent paper supervised by a member of the Law School faculty (including instructors with Law School teaching appointments). Where a student seeks to write a paper “in conjunction” with a course or seminar, it must be clear that (i) the offering already requires a paper, (ii) the paper is not in lieu of an exam or other assignment(s) of the course (unless such option is specified in the syllabus and available to all enrollees in the course on an equal basis), and (iii) the paper is an individual assignment and not part of a group project. Where there is no course or seminar in the field in which a student wants to work, candidates generally will be able to find a faculty member who will be available to guide research in the particular field.

Students who hold J.D. degrees from a law school in the U.S. (including Puerto Rico) must write a 50-Page Paper (see description below). LL.M. students whose primary law degrees are from schools other than those in the U.S. may select either of the two options described below. The parameters for paper length and corresponding credits are as follows:

- **25-Page Paper**: one credit if written independently; no additional credit (beyond the associated course credit) if written in conjunction with a course that requires a paper
- **50-Page Paper**: two credits if written independently; one credit if written in conjunction with a course that requires a paper

The requirement cannot be satisfied with a series of shorter papers or journal entries, moot court briefs, clinical work product, or papers written for Independent Clinicals. As the foregoing list of exclusions is not exhaustive, students should confirm with the Graduate Program that the proposed format for their required written work meets the requirement.

2. Registration for Required Written Work

All LL.M. students must formally register for the Written Work Requirement by submitting the LL.M. Written Work Requirement Registration and Proposal Form to the proposed faculty supervisor for signature and, once reviewed and signed, submitting the completed paperwork to the Graduate Program Office by no later than the published dates set forth in the HLS Handbook of Academic Policies, and as also specified below. Details about the proposal will be provided by the Graduate Program. Faculty members may require additional preliminary information, such as a discussion of the subject matter, an outline, or a longer description. A student should submit the Registration and Proposal form, as well as any other material requested, to the faculty member well in advance of the published deadlines since faculty members may require additional preliminary work before accepting a proposal.

Students writing the 50-Page Paper, or the 25-Page Paper in the fall term, must submit the signed Registration and Proposal Form to the Graduate Program Office by October 15, 2018. Students writing the 25-Page Paper in the spring term must submit the signed Registration and Proposal Form to the Graduate Program Office by February 4, 2019. Students who fail to register for the LL.M. Written Work Requirement by February 4, 2019 may be removed from the May 2019 degree list.

3. Supervision of Required Written Work

Students may ask any Law School faculty member or instructor with a Law School teaching appointment to supervise written work. Faculty on certain types of leave may not be available in a given term.

Writing credits under the supervision of visiting faculty ordinarily must be registered for and completed during the term(s) of the visitor’s appointment. Note that many visitors have Law School appointments for only one term. Students who are contemplating supervision by visiting faculty for projects that might fall outside of that faculty member’s term of appointment should contact the Graduate Program staff for guidance on this point.
4. Prohibition Against Compensation

Students may not receive academic credit for written work for which they also receive compensation.

5. Multiple Use of Papers

Occasionally students seek to submit one paper for two or more courses or seminars. In such cases, the paper must be of sufficiently greater scope or depth to warrant such multiple credit. In order to assure compliance with this requirement, any student planning to submit the same or similar written work in more than one academic offering must first get the approval of the Dean for Academic and Faculty Affairs by submitting a memo that documents the project plan. The instructors involved should discuss appropriate ways to make sure that the submitted work meets this greater burden. This memo must be signed by the instructors for both courses and must set forth the way in which the paper will meet the added requirement described in this paragraph.

6. Human Subject Research

Law School projects involving human subjects are reviewed by the Faculty of Arts and Sciences Institutional Review Board (IRB). Students considering research projects including surveys or interviews should review the University’s policies on use of human subjects in research available on the IRB Website and discuss their work with the Law School officer on the FAS IRB. Note that students should allow sufficient time for IRB review; late requests for review may not be granted.

7. Awarding of Additional Credit

On rare occasions an LL.M. student writing the 25-Page Paper may seek one additional credit where the paper significantly exceeds the original parameters in form (at least 25 additional pages) and in substance. Under the above conditions, the student may be eligible for such credit only through advance arrangements with the student’s faculty supervisor and with the approval of the Graduate Program and notice to the Office of the Registrar. The foregoing are the only circumstances under which an additional credit may be considered and granted, and all such conditions must be satisfied by no later than April 19, 2019 in order for such additional credit to be granted.

F. WINTER TERM WRITING PROGRAM

Students who wish to devote the winter term exclusively to pursuing their research and writing on a single piece of written work worth at least two credits, while in residence in Cambridge, instead of doing course work, may apply to the Winter Term Writing Program (“WWP”). Information and applications will be available through the Graduate Program Office in October. Regardless of whether they plan to apply for the WWP, all students should register for a winter course since submitting an application does not guarantee admittance to the Winter Term Writing Program. If admitted, students will then have the opportunity to drop the winter-term course for which they had previously enrolled in order to take part in the WWP instead of taking a course. The WWP itself does not confer credit. Hence, the work done during the winter term must be part of a 50-Page Paper for which the credits are assigned to the winter term. Participants in the WWP are expected to structure their own time and efforts during the term. However, there will be a mandatory group session on writing issues before the end of the first week of the term, and each participant will meet with a senior Graduate Program administrator in mid-January in order to share insights, discuss research objectives, and identify areas where additional assistance may be needed.

OPTIONAL WRITTEN WORK

In addition to the Written Work Requirement, all students have the option of doing additional written work for credit. With the agreement of the instructor, a student may do such optional written work for additional credit in conjunction with a Law School seminar or course, or on an independent basis with Law School faculty supervision. These are excellent opportunities for pursuing topics in depth, for exploring issues beyond the formal curriculum, for developing publishable scholarship, and for tailoring the law school experience to the student’s personal interests.
A. CREDITS

LL.M. student optional written work may receive one or two writing credits and is expected to meet the standards for LL.M. Required Written work in form (at least 25 pages of text, of the student’s individual work, for one credit) and in substance. The number of credits granted for a particular piece of writing must be arranged in advance between the student and the faculty supervisor.

B. REGISTRATION FOR OPTIONAL WRITTEN WORK

Students must register for Optional Written Work by submitting the required registration form and proposal to the faculty supervisor for approval in advance and then to the Graduate Program Office by October 15, 2018 for fall term and by February 4, 2019 for spring term. Forms are available in hard copy in the Graduate Program Office and online at hls.harvard.edu/dept/academics/writing-at-hls/written-work-registration-forms/

C. RESEARCH ASSOCIATE WORK FOR CREDIT

Law School faculty members and instructors with a Law School teaching appointment have the discretion to give a student written work credit for writing done as a research assistant, subject to the following conditions:

• In order to qualify for academic credit, the writing must be equivalent to work that would qualify for optional independent written work credit (which, for LL.M. students, is at least 25 pages of text for one credit). Research assistant work that does not qualify for academic credit includes cite-checking, research summaries without analysis, and compilations or summaries of data without analysis.

• In no case may a student receive academic credit for research assistant work that is also compensated.

• To register for Research Assistant Work for Credit, an LL.M. student must complete the required registration form and proposal and submit it to the Graduate Program in accordance with the section on registration above.

D. MOOT COURT BRIEF FOR CREDIT

Law School faculty members advising moot court teams have the discretion to approve written work credit for a student for writing done as part of a moot court team, subject to the following conditions:

• In order to qualify for academic credit, the writing must be equivalent to work that would qualify for optional independent written work credit (which, for LL.M. students, is at least 25 pages of text of the student’s individual work for one credit).

• An LL.M. student may seek no more than one credit for involvement in a moot court brief, and must submit a narrative describing that student’s individual contributions—in terms of form and substance—to the final brief.

• To register for a credit for a moot court brief, an LL.M. student must complete the required registration form and proposal and submit it to the Graduate Program in accordance with the section on registration above.

E. REQUIRED CONSULTATION

LL.M. students must consult with Nancy Pinn, the Director of Administration and Student Affairs for the Graduate Program, before undertaking optional written work of any kind, the writing of a Moot Court Brief for Credit, or Research Assistant Work for Credit.

OPTIONAL GRADUATE ACADEMIC OFFERINGS

The Graduate Program organizes several optional academic offerings for graduate students throughout the year. These offerings, which have come to play a central role in the intellectual and community life of Graduate Program students, include the LL.M. Writers’ Workshop, the Workshop for Short Writing Projects, the Byse Workshops, a year-long Law Teaching Colloquium, the Empirical Legal Studies Series, and the Graduate Forum. Participation is optional, and does not result in academic credit. Dates, times, and locations for fall-term workshops and colloquia will be provided in early September. Schedules and information for such programs throughout the year will be announced on the HLS Administrative Updates site and forwarded through the Graduate Program Listservs (see page 29).

A. WRITING WORKSHOPS

Writers’ Workshop. Students writing the 50-Page Paper are strongly encouraged to participate in this extremely useful workshop designed to support students engaged in complex writing projects. This Writers’ Workshop helps students identify a topic and research question, develop a research
design, formulate a proposal, and structure the research and writing phases of their projects. Students also receive help in identifying resources from Harvard Law School, Harvard University, and the greater Boston area that may enrich their projects. The Workshop is organized in small groups on the basis of participants’ research interests. Peer learning through regular group attendance and oral presentation of proposals is strongly encouraged. The Writers’ Workshop is different from the Winter Term Writing Program (WWP). However, the teaching assistants for the groups provide support for students who wish to apply for the WWP, the application for which requires a more elaborate research proposal than the one submitted in October in conjunction with registration for the 50-Page Paper.

**Workshop for Short Writing Projects.** Students writing the 25-Page Paper are strongly encouraged to take part in the programming presented through the Workshop for Short Writing Projects. This Workshop offers guidance to students in such areas as choosing topics and supervisors, writing research proposals, addressing methodological and organizational issues, and the like.

**B. BYSE WORKSHOPS**

The Byse Workshops, offered in academic areas of particular relevance to graduate students, provide in-depth treatment of the scholarship in their fields. The Workshops, led by the Byse Fellows, meet approximately every one or two weeks during the course of a semester. Discussion is generally organized around reading materials and/or an exposition by a workshop participant or guest speaker. The Workshops are offered on a noncredit basis. Participants who wish to write an independent paper based on the subject matter of a particular workshop may be eligible for one credit for the paper provided that the paper is at least 25 pages long and a faculty member serves as the supervisor of the paper.

The following Byse Workshops will be offered during 2018-2019:

- **Fall 2018**
  
  “*Business & Human Rights: Bridging the Gap*”
  
  Mr. Malcolm Rogge

- **Spring 2019**
  
  “*Urban Segregation and Inequality in Latin American Cities: A Local Government Law Perspective*”
  
  Ms. Valentina Montoya Robledo

Detailed descriptions, meeting schedules, and related information will be provided in early September.

**C. THE LAW TEACHING COLLOQUIUM**

Offered in the fall and spring on a noncredit basis, the 2018-2019 Law Teaching Colloquium takes the form of four information sessions highlighting various aspects of law teaching. In the past the Colloquium has drawn on the pedagogic expertise of faculty at Harvard Law School and other institutions to discuss issues such as pedagogical methods, how to develop research agendas, and various aspects of a career in law teaching. Topics may range from cutting-edge legal scholarship to internationalization to legal publishing to curricular issues. The Colloquium is designed for S.J.D., LL.M., and J.D. students who are contemplating a career in teaching, and has traditionally served as an interactive forum for students from the various Law School degree programs.

**D. THE GRADUATE FORUM**

The Graduate Forum, coordinated by a Graduate Program Fellow, serves as the central point of contact and information for LL.M. and S.J.D. students planning events and activities throughout the year. The Graduate Forum Coordinator will assist students in working within established HLS event guidelines and serve as a clearinghouse for best practices. The Graduate Forum also initiates and supports integrative events and activities for all graduate students and promotes collaboration with student organizations. The Graduate Forum has adopted different formats and themes from year to year; the unifying purpose is to draw on the experience of all HLS students, to bring a comparative perspective to the matters discussed, and to provide a platform for the exchange of ideas.
Academics: S.J.D. Candidates

The Doctor of Juridical Science (S.J.D.) is Harvard Law School’s most advanced law degree, designed for aspiring legal academics, from the United States and abroad, who wish to pursue sustained independent study, research, and writing. Candidates are expected ultimately to produce a dissertation that will constitute a substantial and valuable contribution to legal scholarship. Graduates of the program are expected to contribute to the furtherance of knowledge and understanding about law and legal institutions through their dissertations and other academic work.

Awarding of the S.J.D. degree is conditioned on the candidate’s fulfillment of seven academic requirements:

1. Submission of an approved study plan, including arrangements for course work and reading lists, in the first year
2. Completion of the first year of study in residence at the Law School, under the supervision of a faculty member and an orals committee, reading for fields, and completing at least eight credits of course work (normally on an audit basis)
3. Successful completion of an oral (general) examination, in each of the fields outlined in the study plan
4. Two presentations at the S.J.D. Colloquium
5. Submission and acceptance of the doctoral dissertation
6. Successful oral defense of the dissertation
7. Provision of two copies of the final dissertation to the Graduate Program Office for deposit with the HLS Library

The first of these requirements—preparation and submission of a study plan—is completed in the initial months of study. Successful completion of the oral (general) examination is also often accomplished during the first year of study, but must be completed by no later than the 19th month from the beginning of S.J.D. study (for most candidates, this would mean by March of the second year). The S.J.D. candidate normally completes the remaining requirements—presentations at the S.J.D. colloquium, submission and acceptance of the dissertation, and oral defense of the dissertation—during the 36-month period following completion of the oral examination. (See “Completing the S.J.D. Program: An Illustrative Timetable” on page 16.)

FACULTY SUPERVISOR, PERIODIC CONSULTATION, AND SUPERVISION

Each S.J.D. candidate pursues the degree under the supervision of a faculty member selected by the candidate and approved by the Committee on Graduate Studies. This principal supervisor must be a tenured member of the Harvard Law School faculty.

It is essential that S.J.D. candidates consult periodically with their faculty supervisors not only during the first year of residence but continually until the dissertation is completed. The purpose of these consultations is to examine whether the candidate’s research and writing-in-progress are likely to lead to an acceptable dissertation.

Preliminary Dissertation Discussion: The first of these meetings should take place no later than two months after completion of the oral examination. It is the candidate’s responsibility to arrange this meeting.

In the preliminary discussion, the S.J.D. candidate is expected to describe the general themes and direction of the dissertation and the progress that has been made on the dissertation. Discussion will proceed from an outline of the dissertation, a statement setting forth the author’s approach to the subject and probable conclusions, a revised dissertation prospectus, or other similar materials.

Subsequent Periodic Meetings: Following the preliminary dissertation discussion, candidates should meet or consult regularly (at least once every two months) with their principal supervisors. An effective way to ensure that the principal supervisor is aware of the approach, themes, and direction of the dissertation is to prepare an outline at an early stage and to submit draft chapters as they are written. Usually, principal supervisors find it easier to deal with chapters of a dissertation from time to time rather than receiving very large portions of the dissertation at once. This will also help ensure that the candidate is proceeding in the right direction.

In some instances, S.J.D. candidates have submitted dissertations written without adequate consultation. In these cases, the principal supervisor was unable to approve what the candidate considered to be a completed dissertation. This has sometimes led to rejection or a very substantial reworking of the dissertation.
Candidates are advised to keep the Graduate Program apprised of their meetings with their principal supervisors. If a candidate finds that, despite reasonable efforts, the student is not receiving adequate supervision from a principal supervisor, the problem should be brought to the attention of the Graduate Program, who will apprise the Committee on Graduate Studies.

**Special Provisions for Non-Resident S.J.D. Candidates:**
All non-resident candidates must stay in periodic oral and/or written communication with their principal supervisors concerning the progress of their dissertation work. Non-resident candidates also are strongly encouraged to return to Cambridge at least once a year for consultations with their principal supervisors. If, in the opinion of a candidate's principal supervisor, the candidate is not maintaining adequate contact, the Committee on Graduate Studies may require the candidate to submit periodic written reports of the student's progress, actual dissertation chapters, or other appropriate work.

**THE FIRST YEAR OF STUDY**

All S.J.D. candidates must be in residence at the Law School during their first year of study (please see “Residency Status” on page 17).

The first year of study is designed to prepare candidates in the various fields of study that will form the basis for the dissertation. During this first year, all candidates must attend courses and read in three or four fields under the guidance of a faculty orals committee (see “The Orals Committee” on page 11). In conjunction with this study, candidates may also pursue interdisciplinary work at other faculties of the University.

First-year S.J.D. candidates who are hired as Teaching Fellows or Teaching Assistants elsewhere at Harvard University may not undertake more than one section of any course in a given semester.

**A. PREPARATION OF THE STUDY PLAN**

The study plan represents the candidate's academic itinerary for the period of time (typically the first year of study) leading to the oral examination, and should lay a foundation for later work on the dissertation. An acceptable study plan should be built around the candidate’s specific fields of study and should include a combination of courses, readings, and other academic work. The oral examination must take place by no later than the 19th month from the beginning of S.J.D. study (which for most candidates would mean March of their second year). The study plan must also include the candidate's deadline for completion of the oral (general) examination (see “The Oral (General) Examination” on pages 12). The study plan should be organized around three or four fields chosen with reference to the candidate’s dissertation proposal and future teaching plans. These fields normally include one interdisciplinary field—a field that seeks to combine study of the law with insights from another discipline (such as anthropology, economics, history, philosophy, or political science).

**Fields:** Definition of fields is difficult and in all cases requires careful consideration. Candidates should use the field definition stage as an opportunity to engage their principal supervisors and orals committee members to clarify their academic projects. General guidelines for field definition are listed below:

1. Field definition goes together with creating a bibliography. By and large, a field is defined by a community of people who communicate with each other in writing.
2. Fields should not be so broad that they would be impossible to master in one year; however, the opposite may apply when fields are defined too narrowly. A good way to think of a field is that it should be sufficiently extensive to form the framework of a course on the subject.
3. The typical number of fields in a study plan is three. This usually means that a candidate will have three orals committee members, including the principal supervisor acting as the orals committee member for one of the fields. Any candidate proposing more than four or fewer than three fields, and any candidate proposing fewer than three orals committee members, must petition the Committee on Graduate Studies for approval.
4. In general, skills areas (languages, statistics, calculus, etc.) are not appropriate subjects for fields. These are skill deficiencies that should be made up during the first year of S.J.D. study. Appropriate exams should be scheduled to ensure acquired proficiency.
5. Once the study plan has been approved and filed with the Graduate Program, any changes a candidate proposes to a field (i.e., addition or deletion of a field or the applicable field supervisor, change of field title, etc.) require prior written approval by the principal supervisor, the supervisor(s) of the field(s) in question, and the Committee on Graduate Studies.

Course Work: S.J.D. candidates in the first year must normally complete course work carrying a minimum of eight credits (normally on an audit basis) at the Law School or, if appropriate, at other departments of the University. Arrangements for course work must be set forth in the study plan.

Any S.J.D. candidate who does not hold a primary degree in law from a U.S. law school:

1. must complete, during the first year of S.J.D. studies or during the LL.M. year, at least one course in U.S. law
2. is strongly encouraged to complete, during the first year of S.J.D. studies or during the LL.M. year, at least one course in legal history, legal process, or legal thought

The content of courses pursued in connection with the fields of study will typically be examined in the context of the oral (general) examination.

S.J.D. candidates usually complete course work on a nonregistered (audit) basis. Any student interested in auditing a Harvard Law School course must submit an audit request form to the Office of the Registrar. The form requires the signature of the instructor of the course. The form will be held in the Registrar’s office until the end of the Add/Drop period (see “Add/Drop and Waitlist Processing” on page 20). If space becomes available, the student will be notified that the student may attend the course. Potential auditors may, subject to available seating, sit in on the course until an official decision is made. Audited courses do not appear on student transcripts. Exceptions to the policy on auditing procedures may be made only with the approval of the Office of Academic Affairs.

Course Work Undertaken for Credit: If a principal supervisor advises a candidate who has waived the LL.M. degree (see “LL.M. Waiver” on page 18), or who is beyond the first year of study, to complete certain course work for credit, the candidate must petition the Committee on Graduate Studies for approval to complete such work for credit. First-year candidates who have not waived the LL.M. degree and who wish to take courses for credit need not petition the Committee. All Harvard Law School academic work—with the exception of specified courses offered on a credit/fail basis—will be graded Honors, Pass, Low Pass, or Fail (H, P, LP, or F). S.J.D. candidates taking courses for credit must receive a minimum grade of Pass (P) in any given course offered at Harvard Law School.

Class Attendance and Participation: S.J.D. students who enroll in courses are subject to the Class Attendance and Participation guidelines set forth on page 22.

B. THE ORALS COMMITTEE

In the course of preparing the study plan, S.J.D. candidates must assemble an orals committee consisting of the principal supervisor and two or three other faculty members. Members of the orals committee should be selected with a view to the fields that the candidate intends to pursue in the study plan (see “Fields” on page 10). In addition to the principal supervisor, at least one other member of the orals committee must be a member of the Law School faculty, while the remaining member(s) of the committee may be selected from the Law School faculty, from other departments of the University, or from other universities. Candidates pursuing an interdisciplinary field or fields are encouraged to choose their orals committee members from faculty who are specialists in those fields, which may involve selections from within or outside Harvard University.

The principal supervisor and orals committee members will be responsible for consulting with the student throughout the year and administering the oral (general) examination. Orals committee members (other than the principal supervisor) do not participate in the supervision or oral defense of the dissertation, unless they have individually agreed to do so.

Candidates should consult with their principal supervisors, with Jeanne Tai, and/or with members of the Graduate Committee concerning any questions on the selection of members of the orals committee.
C. APPROVAL OF STUDY PLAN

Candidates must submit drafts of their study plans to their principal supervisors and orals committee members early in September of the first year of study, and should discuss with them the desirability of pursuing specific courses, selected readings, interdisciplinary study, skills enhancement (e.g., languages, mathematics, statistics), and other academic projects in their specific fields of study. On the basis of these discussions, candidates must put their study plans in writing, following the guidelines in “Preparation of the Study Plan” on page 10, and have them approved by their principal supervisors. Candidates are strongly encouraged to avail themselves of the assistance of Dr. Jane Fair Bestor, Special Assistant to the Graduate Program, in formulating this study plan. The study plan must be submitted to the Graduate Program Office, for review and approval by the Committee on Graduate Studies, by no later than September 30 of the first year of study. Upon review, the Committee on Graduate Studies may request adjustments to the study plan. These adjustments should be made and the study plan re-submitted no later than October 31 of that same year.

D. PERIODIC CONSULTATION WITH SUPERVISOR AND ORALS COMMITTEE

It is essential that S.J.D. candidates consult regularly with the members of their orals committee during the course of their first year of study and up to the time of the actual oral examination. The frequency of meetings with faculty during the year will vary. Typically, candidates meet with their advisors every two to three weeks. Some faculty may prefer to meet less often but more intensely; others may prefer to meet in small groups rather than individually. More importantly, candidates should keep their supervisors and orals committee members informed of their progress and engage them substantively on the materials in prescribed readings and courses.

E. THE ORAL (GENERAL) EXAMINATION

Candidates must sit for the S.J.D. oral (general) examination in their fields of study during the first or second year in the S.J.D. program. The examination must be completed before starting work on the dissertation. In rare cases, a written examination may be substituted for an oral examination in one or more of the fields. Any changes in field supervision, content, structure, or title made to the fields between the time the study plan is submitted and the time the oral examination takes place must be approved in writing, in advance of the oral examination, by the faculty supervisor(s) and the Committee on Graduate Studies.

The purpose of the S.J.D. general examination is to test the candidate’s competence in the fields set out in the study plan. The oral examination is conducted by a panel consisting of the principal supervisor and the supervisor of each field covered in the study plan. Typically, half an hour is devoted to questions in each field. Candidates may be examined on any of the material covered in the study plan and are typically questioned on the more salient themes developed during consultations with their supervisors and orals committee members.

Each student and the student’s principal supervisor will agree on a target month (no later than the 19th month from the beginning of S.J.D. study, which for most candidates would mean March of the second year) for completion of the oral examination at the time the student develops the student’s study plan. In selecting a date, the parties should take into account such factors as the student’s background in the fields, whether the fields should be tailored more narrowly towards a dissertation or more broadly towards the student’s teaching interests, the amount of time the student can spend in residence, and other relevant factors.

Students who have not completed the examination at the beginning of the 13th month of S.J.D. study, typically September 1 of the second year, will meet with a representative of the Committee on Graduate Studies during that month. In that meeting, the Committee representative and the student will discuss the student’s progress in an effort to determine whether the student’s original timetable is still appropriate. If the original timetable is still appropriate, the student will complete the oral examination by no later than the original deadline. If the original timetable is no longer appropriate, the student and the Committee representative will discuss an appropriate new target date, in no event later than the end of the 19th month, which for most candidates would mean March 31 of the second year of S.J.D. studies.

NOTE: It is the candidate’s responsibility to schedule a time and location for the oral examination with the candidate’s orals committee members. Once scheduled, the date must be reported to the Graduate Program Office at least two weeks in advance of the date of the exam.
Upon completion of the oral examination, the faculty supervisor will prepare a brief report for the Committee on Graduate Studies providing a grade for each field (Distinguished, Good, Pass, or Fail, with pluses and minuses as appropriate), an overall grade of “Pass” or “Fail” for the examination, and comments on the candidate's performance. The overall grade of “Pass” or “Fail” for the examination will appear on the candidate's transcript. If the overall grade is “Pass,” the transcript notation will indicate the specific fields of study in which the candidate was examined. Apart from the “Pass/Fail” result, oral exam grades are not made available to the candidate and may not be disclosed beyond the Graduate Program. Once the oral examination has been completed, the Graduate Program Office will schedule a date for the first colloquium (as described below).

PRESENTATIONS AT THE S.J.D. COLLOQUIUM

Twice during the program, S.J.D. candidates are required to present their dissertation work at the S.J.D. Colloquium, a weekly gathering of S.J.D. candidates, members of the Committee on Graduate Studies, the presenter’s principal supervisor, and other faculty members (including, among others, those invited by the candidate). The S.J.D. Colloquium Series is facilitated by a faculty member or a senior Graduate Program administrator.

The first presentation must take place after completion of the oral examination, and by no later than the 28th month from the beginning of S.J.D. studies (which for most candidates would mean by December of the third year) or 12 months from the completion of the oral examination, whichever is earlier. At this stage, the expectation is that S.J.D. candidates will present selected themes of their work in progress, whether research findings, methodological considerations, or some additional challenges of their doctoral projects. Final conclusions or exhaustive expositions on the dissertation are not encouraged. The presentation should last for no more than 20 minutes, and will be followed by a question and answer period.

The second presentation must be completed prior to graduation and may take place anytime during the last year of study (preferably well before the dissertation is finalized so that the student can still benefit from feedback given at the Colloquium). It is a formal presentation of the completed dissertation (or, in certain circumstances, a paper emanating from the dissertation research) to academic colleagues, similar in form to a job talk or conference paper. The presentation should last for no more than 20 minutes, and will be followed by a question and answer period.

For presenters of the First Colloquium, a dissertation prospectus or written abstract, which includes a brief overview of the candidate’s work along with a summary of the presentation, must be submitted to the Graduate Program no later than two weeks prior to the scheduled event. For presenters of the Second Colloquium, a chapter of the dissertation (or a paper emanating from the dissertation research), accompanied by an abstract or précis, must be submitted to the Graduate Program no later than eight days prior to the scheduled event. These documents will be distributed to other Colloquium participants one week prior to the scheduled events. In all cases, the abstract or précis, which should be no more than seven pages in length, is designed to encourage thoughtful and grounded exchange during the presentations.

The schedule for presentations is made at the beginning of each academic year. In order to ensure that graduating students are able to present at the appropriate stage of their work, Colloquium presentations in April and early May of each year are reserved for students expecting to graduate in May. Subject to the timeline described above, the Graduate Program will assign each candidate a date for the First Colloquium following completion of the oral examination. Students for whom the longest time has elapsed since their oral exams will be required to present their first colloquium before other candidates. It is the responsibility of the S.J.D. candidate to schedule a Second Colloquium date before the appropriate deadline.

DISSERTATION REQUIREMENTS

Within 36 months of successful completion of the oral examination, the S.J.D. candidate must complete and submit a dissertation on a subject previously approved by the Committee on Graduate Studies and the candidate’s principal supervisor. Each dissertation must represent a sustained and substantial scholarly effort and must be suitable for publication.

Prohibited Submissions: Commissioned studies, committee reports, and writings of joint authorship will not be accepted in fulfillment of the dissertation requirement.
Permission and Required Format for Multiple-Essay Submissions: The dissertation is generally expected to be in the form of a monograph. In cases where the dissertation explores law and another discipline, a series of related essays may be acceptable with the approval of the Graduate Committee. Where this format is approved, the candidate must also submit for approval an introductory and/or concluding essay that draws on and comprehensively synthesizes the other essays by establishing a general thesis supported by these essays.

To request permission to submit a dissertation in the form of multiple essays, candidates should present for the Graduate Committee’s review—as soon as possible but in any event no later than six months before the intended graduation date—a petition that:

- sets forth the substance of the dissertation project as a whole and an explanation of why a multiple-essay format is more appropriate than a monograph in light of the nature and focus of the dissertation project and the norm for dissertations in the relevant discipline
- acknowledges the requirement to include a synthetic essay that draws on the other essays and establishes a general thesis supported by these essays
- sets forth in sufficient detail the substance of the synthetic essay (or the student may submit a draft of the synthetic essay)

Candidates should also ask their principal supervisors to provide a statement of support for the multiple-essay format in light of the norm for dissertations in the relevant discipline.

NOTE: Please also see “Permission and Required Format for Multiple-Essay Submissions” above.

B. SUBMISSION OF DISSERTATION

Once the principal supervisor deems the dissertation complete, the principal supervisor will certify to the Committee on Graduate Studies that the dissertation is ready to be defended and subjected to a final evaluation (see “Evaluation of Dissertation” below).

Deadline for Certification: This certification must be made not later than 36 months after the completion of the oral examination. Dissertations submitted after the expiration of this 36-month limit will be accepted only if prior approval for an extension has been obtained from the principal supervisor and the Committee on Graduate Studies (see “Extension of Dissertation Period” on page 16).

Further information regarding deadlines and degree dates is available from the Graduate Program Office.

C. EVALUATION OF DISSERTATION

Following certification by the principal supervisor, the principal supervisor and a second reader will evaluate the dissertation. The second reader should be a Harvard Law School faculty member, selected by the candidate in
consultation with the supervisor, who has expertise in the candidate’s area of study. It is the candidate’s responsibility to report the name of the second reader to the Graduate Program Office as soon as that reader has been selected.

The candidate should submit one copy of the dissertation to the principal supervisor and one copy to the second reader. The candidate should retain the original. Both the principal supervisor and the second reader provide written comments on the dissertation; final approval may be conditioned on further revisions by the candidate.

The submitted dissertation will be approved only if, in the judgment of the principal supervisor, the second reader, and the Committee on Graduate Studies, it constitutes a substantial and valuable contribution to the scholarship in its field. The dissertation would be considered to constitute such a contribution, for example, if it explored new areas of intellectual inquiry, provided new insights or analyses, or offered a new conceptual framework for understanding the subject area. A dissertation that merely surveys, catalogs, or compiles relevant literature, legislation, case material, and/or the ideas of others would not satisfy the standard. It is the candidate’s responsibility to ensure that the principal supervisor and second reader submit written evaluations of the dissertation to the Graduate Program Office. When the principal supervisor and second reader have both approved the dissertation, the oral defense should be scheduled.

D. ORAL DEFENSE OF DISSERTATION

Following completion of the dissertation, each candidate must pass an oral defense examination in the candidate’s principal field of research (including but not limited to the subject of the dissertation). The examination is to be given by a dissertation defense committee, consisting of the principal supervisor, the second reader and, if necessary, a representative of the Committee on Graduate Studies.

NOTE: It is the candidate’s responsibility to schedule a time and location for the oral defense with the dissertation defense committee members. Once scheduled, the date must be reported to the Graduate Program Office at least two weeks in advance of the date of the defense.

The defense is normally conducted at the Law School within two months of the submission of the dissertation. In extremely rare cases where the Committee on Graduate Studies, acting in consultation with the principal supervisor, is satisfied that a candidate has achieved an extraordinary command of the principal field of the candidate’s research, the oral defense examination may be waived.

E. DEGREE DEADLINES

In order to determine whether to recommend to the Law School faculty that a candidate be awarded the S.J.D. degree, the Graduate Committee must receive written reports from the principal supervisor and the second reader evaluating the dissertation, as well as a report of the oral defense. These reports—as well as the final version of the approved dissertation (for deposit with the HLS Library)—must be received by no later than September 30 to qualify for a November degree, January 25 to qualify for a March degree, or May 16 to qualify for a May degree. (Please note: Reports on the oral (general) examination, described on page 12, should already be a part of the candidate’s file.) The Committee on Graduate Studies will not entertain recommendations from supervisors after the relevant dates listed above.

The following chart illustrates the applicable completion milestones leading up to each of the University’s key graduation dates:

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<tr>
<th>S.J.D. Degree Completion Timeline</th>
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<tr>
<td><strong>Intended Graduation Date</strong></td>
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<tr>
<td>November 13, 2018</td>
</tr>
<tr>
<td>March 12, 2019</td>
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<tr>
<td>May 30, 2019</td>
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F. EXTENSION OF DISSERTATION PERIOD

Extensions for completion of the S.J.D. dissertation beyond the 36-month period following the oral exam will be granted only in cases of special need. Except as provided below (for candidates pursuing second doctoral degrees), under no condition will extensions be granted beyond 72 months from the end of the first year of S.J.D. candidacy.

To apply for an extension, candidates and their principal supervisors must submit to the Committee on Graduate Studies a written request for an extension. The request should explain why an extension is necessary and should provide the expected completion date. Receipt of this request will initiate Committee review; the results of the Committee’s review will be reported to the candidate shortly thereafter.

Candidates Pursuing Second Doctoral Degrees: The Committee may grant extensions of up to (but under no circumstances exceeding) 108 months from the end of the first year of S.J.D. residency if both of the following pertain:

1. the candidate has been pursuing a second doctoral degree concurrently with the S.J.D. candidacy
2. the candidate has completed the other doctoral degree within 72 months after the end of the first year of S.J.D. residency

COMPLETING THE S.J.D. PROGRAM:
AN ILLUSTRATIVE TIMETABLE

Candidates must complete all course requirements during the first year of study (the required year in residence). Candidates must complete the oral examination no later than the 19th month from the beginning of S.J.D. studies, which for most candidates would mean March of the second year of study (see “The Oral (General) Examination” on page 12). The period for completion of the S.J.D. dissertation will be influenced by a number of factors, including whether field research is involved. An illustrative timetable follows.

FIRST YEAR - RESIDENCY PERIOD

August:
Discussion with principal supervisor and orals committee members

September:
Assemble and consult with members of the orals committee; prepare study plan

September 30:
Submit study plan to Graduate Program Office

October 31:
Final revisions, if any, to the study plan are due

May:
Completion of eight credits of course and seminar work; oral examination held; orals committee sends oral examination report to Graduate Program Office

NOTE: Candidates should discuss their progress with their principal supervisors and orals committee members regularly throughout the year.

SECOND YEAR

August:
Begin research and writing

September:
Preliminary dissertation discussion with principal supervisor

Thereafter:
Continuation of research and writing
First presentation of work at the S.J.D. Colloquium (by the 28th month from the beginning of S.J.D. studies or 12 months from the completion of the oral examination, whichever is earlier)

NOTE: Candidates should meet or consult with their principal supervisor at least every two months throughout the year.

THIRD YEAR

Continuation of research and writing

FOURTH YEAR

(Note: This timetable applies to May degree candidates; for November and March degrees, see “Degree Deadlines” on page 15.)

August:
Continuation of research and writing

November:
Second presentation at the S.J.D. Colloquium

February:
Tentative completion of dissertation and submission to principal supervisor

March:
Certification by principal supervisor to Committee on Graduate Studies that dissertation is ready for evaluation
April:
Review of dissertation by second reader; oral defense held
April-May:
Revision of dissertation
May 16:
Completed dissertation (two copies) and written reports from faculty readers due in Graduate Program Office
May:
Awarding of S.J.D. degree
NOTE: Candidates intending to finish the dissertation within 24 months of the end of the required residency period should follow the “Fourth Year” schedule during their third year.

COMPLIANCE WITH REQUIREMENTS
S.J.D. candidates who fail to meet or consult periodically with their principal supervisors or to submit the required reports, or to pay all fees each year, or who otherwise violate residency or other requirements may be withdrawn from the S.J.D. program.

RESIDENCY STATUS
A. DEFINITIONS
Beyond the mandatory first year in residence, four different enrollment statuses are available to S.J.D. students: Resident, Traveling Scholar, Leave of Absence, and Enrolled Full-Time at Another Harvard School. The latter three categories are collectively referred to as “non-resident.”

• Resident Students are those students who, for the entire academic year or semester in question, are physically resident in the Cambridge area and are engaged primarily in their S.J.D. studies. Such students have full access to Harvard’s resources and facilities, including residence halls and Harvard-owned housing, and are eligible for Harvard visa sponsorship. Only Resident students are eligible for such benefits as Graduate Program-sponsored fellowships and conference funding (see page 18). All first-year S.J.D. students must register for Resident status.

• Traveling Scholars are those students who are physically located outside of the Cambridge area but are engaged primarily in their S.J.D. studies. Such students have full access to Harvard’s online resources and access to Harvard’s library facilities during their visits to campus, and are also eligible for Harvard visa sponsorship. Traveling Scholars are not eligible for Graduate Program-sponsored fellowships or conference funding and are eligible for financial aid only if funds are still available after the needs of the Resident Students have been met.

• Leave of Absence Students are those students who are devoting less than half of their time to their S.J.D. studies, regardless of their physical location. Such students retain their Harvard e-mail accounts only; they do not have access to Harvard’s other resources and are not eligible for Harvard visa sponsorship, conference funding, Graduate Program financial aid, or Graduate Program-sponsored fellowships. Students in this category with outstanding student loans may have to begin repayment.

• Students Enrolled Full-Time at Another Harvard School will retain their Harvard Law School e-mail accounts, but are not eligible for Graduate Program financial aid, conference funding, or Graduate Program-sponsored fellowships. Access to other Harvard resources (including library privileges and visa sponsorship) will be available through the Harvard school in which they are enrolled full-time.

NOTE: Students must update their residence status each summer (even if it will not be changing) and may change their status on a semester-by-semester basis, but not more frequently.

B. REGISTRATION PROCEDURES
The Registrar’s Office administers an online registration check-in process that is available for all S.J.D. candidates who plan to be in residence during fall 2018. This process will be available online by no later than August 13, 2018. All continuing S.J.D. students who will be in residence during 2018-2019 must complete this online registration process by no later than September 4, 2018. S.J.D. students will receive an e-mail in August from the Graduate Program Office with detailed information on how to complete the online registration/check-in process. Please note that all new S.J.D. students must complete this online registration process by September 4, 2018. Otherwise, a late registration penalty of $250 will be assessed. First-year S.J.D. students are also required to check in with the Graduate Program in person by appointment; appointment requests may be sent to gpquery@law.harvard.edu.
In order to register for Resident status, continuing S.J.D. students should also obtain financial clearance from the Graduate Program office by 4 p.m. on September 7, 2018. Otherwise, they will be subject to a $250 late financial clearance fee, and their Resident status will be suspended until they complete their financial clearance.

All S.J.D. students who will not be in residence during the 2018-2019 academic year must have completed the Application for Non-Resident S.J.D. Status and submitted it to the Graduate Program office no later than June 22, 2018. This form indicates, among other things, the student’s planned activities for the coming academic year, where the student expects to be physically located, and the status for which the student plans to register (e.g., Traveling Scholar or Leave of Absence). In order to be valid, the form must be signed by the student’s principal supervisor; in the case of students holding a non-U.S. passport who wish to be non-resident, the form must also be signed by a representative of the Harvard International Office. Failure to submit a properly completed form by the applicable deadline may result in the student being placed on Leave of Absence status by default.

MISCELLANEOUS

A. LL.M. WAIVER

Current Harvard LL.M. students applying to the S.J.D. program are permitted to “waive” the LL.M. degree prior to graduation. If admitted to the S.J.D. program, an applicant who waives the LL.M. degree will not be awarded the LL.M. degree. However, the student will be permitted to count the tuition paid for the LL.M. year in satisfaction of the Harvard University requirement that a student pay at least one year’s full tuition for every degree that the student receives. For the first year of S.J.D. studies, students who have waived the LL.M. degree are charged tuition of $1,000. Otherwise, tuition for the first year of S.J.D. studies is the same as tuition for the LL.M. degree. The election to waive the LL.M. degree has no effect on admissions decisions or the academic requirements for the S.J.D. degree. Waiving the LL.M. degree does, however, preclude the applicant from taking courses for credit during the S.J.D. studies. (In exceptional cases, the Committee on Graduate Studies may approve a candidate’s petition to take a particular course for credit if the candidate’s supervisor supports the request on academic grounds.) The waiver is also permanent. An admitted candidate who waives the LL.M. degree may subsequently elect to receive the LL.M. degree only by withdrawing from the S.J.D. program. The LL.M. waiver option is not available to those who have already received their LL.M. degrees from Harvard when applying to the S.J.D. program.

S.J.D. students who have waived their Harvard LL.M. degrees should reflect their LL.M. studies on their résumés and in similar contexts by language such as the following: “Harvard Law School LL.M. Program [date] (requirements completed, degree waived).” Under no circumstances should they represent themselves as having actually received the LL.M. degree.

B. GRADUATE PROGRAM FELLOWSHIPS

The Graduate Program has some funding available for Graduate Program Fellowship positions such as LL.M. Advisor, Writing Workshop Teaching Assistant, Graduate Forum Coordinator, Harvard Empirical Legal Studies Coordinator, and the like. Selections for these positions are made based on an application process held in the spring of each academic year. Application materials for these positions become available in April; questions should be directed to the Graduate Program Director of Administration and Student Affairs.

In addition, each year the Graduate Program offers a limited number of Byse Fellowships, named in honor of the late Byrne Professor of Law Clark Byse. These fellowships are intended to help fund the dissertation work of S.J.D. students who have completed their oral examinations as well as their first colloquium. Fellows are expected to teach a one-semester Graduate Program workshop of their own design and to be in residence for the entire year of their appointment. The Program currently selects Byse Fellows for the coming academic year in June of each year. Application materials for these positions become available in April.

C. CONFERENCE AND OUTSIDE EXAMINER FUNDING

S.J.D. students are eligible for limited funding to cover certain expenses related to their studies. First, resident S.J.D. students may apply for a stipend of up to $750 each academic year (the period beginning on July 1 and ending on June 30) for expenses incurred to attend academic conferences outside
of the Boston area. Requests will be considered on a case-by-case basis; submission of a stipend request does not guarantee approval. In order to be eligible for this stipend:

1. the student must be in residence
2. the student must seek written permission from the Graduate Program at least four weeks in advance of the planned travel
3. the travel must be for a conference that takes place within the academic year in which the student is in residence (from July 1 through June 30)
4. the requisite post-travel paperwork, along with receipts, must be submitted to the Graduate Program Office no later than three (3) weeks after the applicable conference date

Second, the Graduate Program will reimburse orals committee members who are affiliated with an academic institution outside the Boston area up to $500 for expenses incurred for travel to Cambridge for the student's oral examination, as appropriate, if the examiner's own academic institution will not bear the cost of such travel.

Requests for reimbursement must be submitted at least four weeks in advance of the intended travel. Reimbursement is made after the fact upon presentation of actual receipts and completion of forms required by Harvard University. Please note that requests will be considered on a case-by-case basis and that a request does not guarantee reimbursement of travel expenses for conference attendance or for outside examiners.

D. DEDICATED WORK SPACE

Dedicated work space is made available to S.J.D. candidates in September of the second full academic year of S.J.D. residence (without regard to LL.M. waiver status). Workspace assignments are made for the academic year or for a single term; office occupancy begins in September and ends in May. S.J.D. candidates who wish to remain in their assigned offices during the summer must send a request to the Graduate Program office no later than April 15; where possible, these requests will be accommodated. Due to the limited number of offices, however, most S.J.D. candidates who are eligible for space will be required to share offices. Candidates in their first year of S.J.D. residence and nonresident S.J.D. candidates are not eligible for office space. Students are entitled to office space for a period of two years, normally during the second and third years of S.J.D. residency. The Graduate Program may extend this privilege to students beyond the third year, but only as space permits.

Course Registration and Course Changes

LL.M. students submit course preferences for the entire academic year during a process that takes place in July and August, before their arrival at Harvard Law School. Preliminary schedules, reflecting the courses in which each student is enrolled, as well as initial waitlist information, were sent to students by email on August 13, 2018. During Orientation, LL.M. students will review their course schedules and talk about changes in individual meetings with their LL.M. Advisors. All students have the opportunity to finalize their schedules during periods for Add/Drop and Waitlist Processing held throughout the academic year (see “Add/Drop and Waitlist Processing” on page 20).

Course Counseling Sessions: Every LL.M. student has been assigned an LL.M. Advisor. LL.M. students will have individual meetings as well as group meetings with their LL.M. Advisors. Counseling sessions will be held throughout Orientation. Students sign up for course counseling appointments through an online process; the instructions for signing up were issued by email in mid-August. LL.M. Advisors will continue to guide students in their advising groups throughout the year, will plan social events in the fall and spring terms, and will remain available for questions and consultations.

THE COMPONENTS OF COURSE REGISTRATION

During Orientation, information will be provided on the following technical components of registering for Law School courses:

- Open Courses
- Waitlisted and Oversubscribed Courses
- Add/Drop and Waitlist Processing
- Courses Requiring Permission

Students will refer to this information throughout the academic year. (Please also see “Cross-Registration” on page 21.)
A. OPEN COURSES

Open courses are those courses that have not yet been filled and can be added without waitlisting or instructor permission. In some cases, there may be a large number of spaces available, while in other cases there may be only very few spaces available. It should be noted that an “Open” course can quickly become a “Waitlisted” course once students enroll in any available spaces. Further information about access to and parameters for Open Courses in HELIOS, the Law School’s student information and registration system, will be provided during Orientation.

B. WAITLISTED AND OVERSUBSCRIBED COURSES

Courses that have been filled, and that do not require instructor permission to enroll, will have waitlists. Waitlist size varies by course. The most popular courses will typically have the fewest spaces available and/or the longest waitlists, and are referred to as “Oversubscribed.” If you are enrolled in an oversubscribed course and decide to drop it, you are strongly encouraged to do so by no later than the end of the day after the first meeting of the class. You should also check individual course descriptions for special deadlines and requirements.

C. WAITLIST PROCESS

The process for adding your name to a waitlist, removing your name from a waitlist, or enrolling in a course from a waitlist will be described in detail during Orientation, and will be clarified in separate documentation. If your name is on a waitlist, it will remain there, in priority order, unless and until a space in the course or seminar becomes available.

During designated Waitlist Processing periods (see “Add/ Drop and Waitlist Processing” below), seats in courses with waitlists will be offered to students as space becomes available. Students who are offered a space in a waitlisted course will be given a fixed time period in which to add the course to their schedules. Students who fail to respond during that specified time frame, after having been notified that the space is available, will lose their chance to add the course and will be dropped from the waitlist. Occasionally, students have reported that waitlist offers were mistakenly caught as spam. Therefore, students should routinely check the “spam” folders on their HLS e-mail accounts to help ensure that they do not miss any waitlist offers that have been issued.

D. COURSES REQUIRING PERMISSION

Courses requiring permission from the instructor for admission may be added only after the student registering for the course obtains approval (in the form of an e-mail or other written permission) from the course instructor. In all cases, students should carefully review course descriptions to comply with all prerequisites as well as any restrictions.

Credit Maximums and Schedule Changes: LL.M. students may not register for more than 28 credits over the course of the academic year (including the one credit assigned for completion of the portion of the Legal Research, Writing and Analysis course that takes place during Orientation; this one credit is assigned after the end of Orientation); most students will not register for more than 24 credits. LL.M. students who are seriously considering enrolling for 28 credits are encouraged to seek guidance on workload balancing and potential opportunity costs. If you are enrolled for the 28-credit maximum and wish to add a course to your schedule or need to register for a paper worth one or two credits, you must first drop one or more course(s).

Any alteration is subject to course availability. Please note that extensive alteration of your schedule may result in lost or missed class time.

All course changes made during the designated Add/Drop and Waitlist Processing periods must be made in HELIOS. Detailed instructions on how to view waitlists and how to accomplish these changes using HELIOS will be provided during Orientation.

ADD/DROP AND WAITLIST PROCESSING

The Add/Drop/Waitlist period for LL.M. students will begin on Monday, August 24, 2018 at 1:00 p.m. Students will use HELIOS to:

- add themselves to courses that have not yet been filled
- add themselves to waitlists for courses that have already been filled
- add themselves to courses with waitlists after they receive an enrollment offer
• drop themselves from waitlists for courses in which they are no longer interested
• drop themselves from courses they no longer wish to take

Waitlist Processing—the process by which students on waitlists may be offered the chance to enroll in a particular waitlisted course if a seat becomes available—for all fall, winter, and spring courses will begin on August 24th and continue until the Add/Drop deadline for each respective term (listed below). As soon as a space in a course becomes available, an offer will be issued to the next person on the waitlist. Students offered a place in a waitlisted course typically will have 24 hours from when the offer is issued to accept. Any student who does not respond within this 24-hour window will be completely removed from the waitlist for the course.

Students may continue to make course schedule changes in HELIOS until the following deadlines, subject to publicized blackout periods during which the system will be unavailable:

• September 10, 2018, at 11:59 p.m.: last day for Waitlist Processing for and changes to fall, fall-winter, and fall-spring courses. Add/Drop and Waitlist Processing for winter and spring term courses continue.
• January 8, 2019, at 11:59 p.m.: last day for Waitlist Processing for and changes to winter and winter-spring courses. Add/Drop and Waitlist Processing for spring term courses continue.
• February 1, 2019, at 11:59 p.m.: last day for Waitlist Processing for and changes to spring term courses.

CROSS-REGISTRATION

LL.M. students may cross-register for courses outside the Law School with permission from the Committee on Graduate Studies and the prior approval of Nancy Pinn, the Director of Administration and Student Affairs (acting on the Committee’s behalf). LL.M. students may cross-register for up to six Law School credits in approved cross-registered courses during the LL.M. year. With the exception of language courses, cross-registration credits count towards the credit requirements for the LL.M. degree once the student obtains a passing grade as determined by the school or department in which the course or seminar is taken. No Law School credit is awarded for language, field, or studio courses. First-year S.J.D. students who have not waived the LL.M. degree (see “Course Work Undertaken for Credit,” page 11) may also cross-register for courses outside the Law School as long as the course pertains to their fields of study and

<table>
<thead>
<tr>
<th>School</th>
<th>Cross-registration start date</th>
<th>Semester start date</th>
<th>Cross-registration end date</th>
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</thead>
<tbody>
<tr>
<td>Harvard Faculty of Arts and Sciences (FAS)</td>
<td>September 4, 2018</td>
<td>September 4, 2018</td>
<td>October 9, 2018</td>
</tr>
<tr>
<td>Harvard Business School – MBA Program (HBS)</td>
<td>August 29, 2018</td>
<td>August 31, 2018</td>
<td>September 6, 2018</td>
</tr>
<tr>
<td>Harvard Graduate School of Education (GSE)</td>
<td>August 28, 2018</td>
<td>August 27, 2018</td>
<td>September 21, 2018</td>
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<tr>
<td>Harvard Kennedy School (HKS)</td>
<td>September 4, 2018</td>
<td>September 6, 2018</td>
<td>September 20, 2018</td>
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<tr>
<td>Harvard School of Public Health (HSPH)</td>
<td>August 16, 2018</td>
<td>September 4, 2018</td>
<td>September 13, 2018</td>
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<tr>
<td>Fletcher School at Tufts University (Fletcher)</td>
<td>August 29, 2018</td>
<td>September 5, 2018</td>
<td>September 11, 2018</td>
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<tr>
<td>Massachusetts Institute of Technology (MIT)</td>
<td>August 27, 2018</td>
<td>September 5, 2018</td>
<td>October 5, 2018</td>
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</tbody>
</table>
approval is obtained from the faculty supervisor and the Committee on Graduate Studies.

For S.J.D. students, cross-registered courses, if any, should be listed in the S.J.D. study plan to be submitted no later than September 30 of the first year.

Students are normally granted approval to take courses in the Faculty of Arts and Sciences (in fields such as anthropology, economics, government, history, and philosophy), the Kennedy School of Government, the Business School, the School of Education, other divisions of the University, the Fletcher School at Tufts, and the Massachusetts Institute of Technology. Cross-registration information can be found online at: hls.harvard.edu/dept/academics/cross-registration-at-harvard-law-school

The illustrative chart on page 21 sets out the relevant dates and deadlines for cross-registration to relevant schools.

DEADLINES FOR COURSE CHANGES

If you do not drop a course from which you intended to withdraw within the specified Add/Drop and Waitlist Processing periods (i.e., by the last day of the Add/Drop period for a particular term), a designated notation of WD (Withdrawn After Deadline) will appear on your permanent transcript in the “grade” section. It is therefore very important that you pay close attention to deadlines (see page 21) and carefully review your online academic schedule to verify your course enrollment status.

Policies

REGISTRATION AND ATTENDANCE REQUIREMENTS

All LL.M. degree candidates must register for at least nine to 10 credits in the fall term, at least eight to 10 credits in the spring term, and at least two credits in the winter term. All degree candidates must also regularly attend all courses and seminars in which they are registered. Failure to register for any term or attend classes on a regular basis will preclude eligibility for graduation. In some cases, specific credit minimums may apply for visa purposes. Questions should be directed to the Graduate Program Office. All LL.M. candidates are required to remain in residence during each term.

S.J.D. candidates in residence must follow check-in and financial clearance procedures stipulated by the Registrar’s Office and the Graduate Program Office. All first-year candidates must regularly attend all courses and seminars taken during the first year.

AUDITING A HARVARD LAW SCHOOL COURSE

Any student interested in auditing a Harvard Law School course must submit an audit request form to the Office of the Registrar. The form requires the signature of the instructor of the course. The form will be held in the Registrar’s office until the end of the add/drop period. Potential auditors may, subject to available seating, sit in on the course until an official decision is made. If it is determined that space is available in the course (there is no waitlist or the waitlist has been cleared) the student will be notified that the student may attend the course. If multiple students request to audit the same course and there is not space to seat them all, the audit requests will be processed on a first-come, first-served basis. The audited course will not appear on the transcript. Exceptions to this policy may be made only with the approval of the Office of Academic Affairs.

CLASS ATTENDANCE AND PARTICIPATION

Regular attendance at classes and participation in class work are expected of all students. In cases of substantial delinquency
in attendance, the Law School may, after written warning, treat students as having withdrawn from the course, seminar, or reading group in question. Students who believe they need to miss classes for an extended period of time must speak with Jeanne Tai or Nancy Pinn, who can assist with such situations, help ensure that students comply with the Law School’s attendance policy and related academic policies, and direct students to applicable resources as necessary. In no event may students receive credit for courses or seminars with meeting times that overlap in whole or in part.

Under Massachusetts law, special circumstances apply to religious observances. Pursuant to the requirements of the law set forth in Chapter 151C, Section 2B of the General Laws of the Commonwealth of Massachusetts, a copy of this regulation is included in full here:

“Any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement and shall be provided with an opportunity to make up such examination, study, or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section.”

COURSE SELECTION AND ACADEMIC EVALUATION

Subject to limited exceptions, graduate students are eligible to enroll in most courses and seminars at the Law School. Admission to courses and seminars requiring special permission from the instructor is expected to be based on similar criteria as applied to J.D. students.

Academic performance by graduate students in courses and seminars and on written work will be evaluated on the same basis as performance by J.D. students at the Law School. In addition, graduate students are required to meet all academic requirements of the Graduate Program.

EXAMINATIONS

Students are reminded that exchange of information, collaboration, or communication of any kind during an examination is not permitted at the Law School. Consequences for such collaboration may range from disallowance of the examination to suspension or expulsion from the Law School.

Persons who arrive late for their exams will not receive compensatory time to complete their exams. Late exam cases (including late arrivals to an in-class exam) will be referred to the Administrative Board.

Students who fail to appear for a scheduled exam for a course in which they are enrolled may be subject to disciplinary action by Harvard Law School.

More complete information regarding exam policies is found in the “Examinations” section of the Harvard Law School Handbook of Academic Policies 2018-2019 and in the Law School’s Standing Policies of the Administrative Board Concerning Exam Administration.

LL.M. WRITTEN WORK DEADLINES


GRADES AND DEGREE COMPLETION

All Harvard Law School academic work—with the exception of specified courses offered on a credit/fail basis—will be graded Honors, Pass, Low Pass, or Fail (H, P, LP, or F).

In order to be eligible for the LL.M. degree, LL.M. candidates must complete at least 23 credits of work (including course work and written work) graded Low Pass (LP) or higher; of those 23 credits, no fewer than 3 must be graded Pass (P) or higher.

Students failing to meet minimum grade requirements may be allowed, by decision of the Graduate Committee, to
undertake substitute work, take a different examination in the same course, or retake courses within the next academic year following the end of their LL.M. year. All additional work must be completed no later than 12 months after the end of the LL.M. year. Outside of the foregoing circumstance, however, all work must be completed within a single academic year consistent with the fact that the LL.M. is a single academic year degree program.

Students who have taken a leave of absence must complete LL.M. degree requirements within 36 months of first matriculating at the Law School in order to be eligible for the LL.M. degree. Further information on Leaves and Withdrawals is found in the applicable section of the Harvard Law School Handbook of Academic Policies 2018-2019, herein incorporated by reference.

S.J.D. candidates taking courses for credit must receive a minimum grade of Pass (P) in any given course offered at Harvard Law School.

HUMAN SUBJECT RESEARCH

Law School projects involving human subjects are reviewed by the Faculty of Arts and Sciences Institutional Review Board (IRB). Students considering research projects including surveys or interviews should review the University’s policies on use of human subjects in research available on the IRB Website and discuss their work with the Law School officer on the FAS IRB. Note that students should allow sufficient time for IRB review; late requests for review may not be granted.

PLAGIARISM

Plagiarism is, in brief, the using of the ideas or words of another as one’s own. In the United States, rules relating to plagiarism are very strict, and may not have exact counterparts in some other countries. The issue is essentially one of academic and intellectual honesty.

Specifically, all work submitted by a student for any academic or nonacademic exercise is expected to be the student’s own work. In the preparation of their work, students should always take great care to distinguish their own ideas and knowledge from information derived from sources. The term “sources” includes not only published or computer-accessed primary and secondary material, but also information and opinions gained directly from other people.

The responsibility for learning the proper forms of citation lies with the individual student. Quotations must be properly placed within quotation marks and must be fully cited. In addition, all paraphrased material must be completely acknowledged. Whenever ideas or facts are derived from a student’s reading and research, the sources must be indicated. In case of doubt, students should acknowledge, in the text or in a footnote, the source of an idea or the source of language other than their own. Even where a source is cited, lengthy paraphrasing should be avoided where there would be ambiguity about how much of the text actually incorporates the ideas of others.

In addition, the amount of collaboration with others that is permitted in the completion of work can vary, depending upon the policy set by the head of the course or the supervisor of a particular exercise. Students should assume that collaboration in the completion of work is prohibited unless explicitly permitted, and students should acknowledge any collaboration and its extent in all submitted work.

Students who are in any doubt about the preparation of their work should consult the appropriate instructor, supervisor, or administrator before it is prepared or submitted. Students who submit work that is not their own without clear attribution of all sources, even if the omission is inadvertent, will be subject to disciplinary action. Several Law School students have been cited for plagiarism in recent years.

The cases described below should be viewed as illustrative only. Actual practices that may constitute plagiarism may differ, and actual penalties imposed may be more or less severe than those described here:

- A student who had plagiarized through paraphrasing the ideas of another throughout most of his seminar paper was suspended for one semester. The student argued that the standards applied to acknowledging sources in this country were far more stringent than those applied in his own country, and therefore his plagiarism was accidental. Although his argument may have been factually true, the Administrative Board found that he had in fact plagiarized and that this could not and would not be tolerated. At the time of his suspension the student was completing the spring semester of his LL.M. program. He received no credit for the
entire semester. Under the terms of his suspension, this student had to re-apply to the LL.M. Program in order to regain admission. His readmission was denied.

• A student submitted a short paper that consisted entirely of material taken from a published article by another author. The material was not placed in quotation marks, nor was the article cited. Although the paper was one of several short, ungraded papers submitted in that course, the student received no credit for the course and was suspended for a semester.

• A student had graduated with the LL.M. degree. In time, it was brought to the attention of his former supervisor that his LL.M. paper had been plagiarized. The student’s degree was rescinded.

Financial

STUDENT ACCOUNTS AND EXPENSES

Student account notices for the 2017-2019 academic year were sent by the Harvard University Student Accounts Office to students at their Harvard Law School email addresses in July. For LL.M. students, the charges on their account include the following items:

• Tuition
• Student Health Services fees and Student Health Insurance Plan fees
• Activities fee
• Residence hall (fall semester fee) or first months’ Harvard University Housing rent (if any), together with any associated insurance and/or meal plan charges

Tuition and fees for the whole year (and rent, if any, billed for residence hall or affiliated housing) must be paid in full before LL.M. students will be permitted to register for the fall semester. LL.M. students will also be responsible for their spring semester residence hall fee or monthly Harvard University Housing rent when it is billed. S.J.D. students are billed by semester.

SPONSORED BILLING

Students who have a sponsoring organization that will be paying Harvard University directly for all or part of the student’s tuition and fees must complete and submit the Third-Party Billing Form (available in the admissions binder or on the Admitted Students website). The student’s sponsor will receive a separate billing statement and payment instructions from Harvard University’s Third Party Billing Office. Students are responsible for paying the items on their student accounts that the sponsor will not be paying. In addition, if the student’s sponsor fails to pay the agreed-upon amount, the student is responsible for paying all charges remaining on the student’s account before the end of the academic year. Third-Party Billing Forms should be sent to:

Graduate Program Financial Aid
Harvard Law School
Graduate Program, WCC 5005
1585 Massachusetts Avenue
Cambridge, MA 02138
Fax: (617) 496-9179
Email: GPFinaid@law.harvard.edu
FINANCIAL AID CREDITS

Students who have accepted a scholarship and/or loan from the Graduate Program or the Harvard University Committee on General Scholarships may deduct the amount of any such financial aid when paying their student bill, unless this amount is already reflected on the student account under the heading “Anticipated Financial Aid.”

NOTE: Students who have accepted financial aid from any non-Harvard sources may not deduct any part of such aid from their amounts due (unless the financial aid will be paid directly to Harvard by a sponsor who has submitted a Third-Party Billing Form; please see page 25 for information on sponsor payments).

Each student who accepts a student loan as part of their financial aid package must attend a loan information session during Orientation. International students with student loans must also present their passports, visa documents, and local identity cards (e.g., driver’s license or national identity card) to comply with verification requirements.

OTHER STUDENT ACCOUNT NOTICES

After the initial account notice, students will receive periodic emails when charges, credits, or payments are posted to their account. No account notices will be sent if the student’s account has a zero balance and there is no activity for the applicable period. It is the student’s responsibility to pay any outstanding balances by the due date and to keep his or her account current. No diploma will be awarded to any student with an outstanding balance on their bill.

HEALTH INSURANCE AND DENTAL INSURANCE

All registered students are automatically enrolled in the University Health Service Plan. The total fee, which includes access to services provided by the University Health Clinic, Blue Cross/Blue Shield insurance coverage, and prescription drug coverage, is $4,542 for the academic year.

The Health Services fee is mandatory and cannot be waived by any student who is in residence.

The Massachusetts Division of Health Care Finance and Policy has issued regulations that set the minimum standards for a student health insurance program. To waive participation in the Harvard-sponsored Blue Cross/Blue Shield insurance plan, you must show that you have alternative health insurance that is comparable to these minimum standards. Further information regarding these standards and waiver eligibility is available at:

hushp.harvard.edu/waiving-health-insurance-coverage

To apply for a waiver online, please carefully review all information and follow the instructions available at:

hushp.harvard.edu/waiver-eligibility-application

Insurance coverage for a spouse and other dependents is also available if you specifically apply for such coverage within the open enrollment period (i.e., before July 31 for the fall term, and before January 31 for the spring term). For more information, please visit:

hushp.harvard.edu/student-dependents

Enrollment forms for dependents are available at the Health Clinic located in the Smith Campus Center, 75 Mt. Auburn Street, Cambridge, or at:

hushp.harvard.edu/student-dependents

The Graduate Program strongly recommends that each student also obtain optional dental insurance. You will not be automatically enrolled in dental coverage. To enroll, please visit hushp.harvard.edu/optional-dental-coverage. The deadline to enroll for the academic year is September 30 (no exceptions).

PAYMENT OF STUDENT ACCOUNTS

All students are expected to pay amounts due on their student accounts on a timely basis. No diploma will be awarded to any student with an outstanding balance. In some cases, the actual degree will be withheld until the balance is paid in full.

Any student who leaves the University with an amount due on the student account that is unpaid for 60 days or more may be subject to collection activities. The costs associated with collecting an unpaid account will be added to the student’s outstanding debt and must be paid in full.

Student bills may be paid online or by money order, check, Western Union, FlyWire, or wire transfer, but not by cash or credit card. All payments are to be made in U.S. currency. Checks must be drawn on a U.S. bank (or a bank with a U.S.
branch indicated on the check) and made out to “Harvard University,” with your name and Harvard student identification (“HUID”) number clearly written on the check.

For more information about the acceptable forms of payment, please visit:

sfs.harvard.edu/methods-payment

To pay a student bill by bank wire transfer, please wire the money to the following account:

Bank Number: ABA# 026009593
Bank Name: Bank of America
Bank Address: 100 Federal Street, Boston, MA 02110
Account Name: President & Fellows of Harvard College SRO
Account No.: 942926-3103
Swift No.: BOFAUS3N
Memo: Student Accounts Office (+617-495-4187)
Identifier: Full name of student, student’s HUID, and sender’s name and address

Please note that though wires are subject to fees, neither Harvard University nor its bank charges for the receipt of wire transfers. International wires are subject to a fee charged by an intermediary bank between the sending and the receiving banks. Please check with your bank to determine what, if any, fees may apply to your wire transfer and be sure to adjust the amount of your transfer accordingly.

Western Union and Flywire also offer international wire transfer options. Both Western Union and Flywire offer various payment methods, a wide range of international currency options, competitive exchange rates, and the convenience of paying through a local bank. There are no transaction fees from Harvard University’s bank, though your bank may charge a fee. Links to the Western Union and Flywire payment pages for Harvard University are available in the International Wire Transfers section of https://sfs.harvard.edu/methods-payment.

IMPORTANT TAX INFORMATION FOR FOREIGN STUDENTS

If you are a foreign student and you receive a scholarship from a U.S. source, you may be subject to a 14% withholding of U.S. federal income tax on the amount of your scholarship that exceeds tuition and mandatory fees. However, if you come from a country that has a tax treaty with the United States, you may be exempt from such tax withholding. (Note that tax withholding is not necessarily the amount of tax you owe—even if tax is withheld, you may not actually owe tax and may receive a refund and, conversely, even if tax is not withheld, you may actually owe tax when you file your tax return.)

For more information on tax withholding for foreign students, please visit: sfs.harvard.edu/information-foreign-students and hio.harvard.edu/tax-filing-information. The Harvard University Financial Services (UFS) Office helps international students determine their tax residency status and apply for tax treaty benefits. Please contact the UFS at nratax_ufs@harvard.edu with any questions about tax residency or tax treaties. Please note that although a tax treaty may exempt your scholarship (and/or earnings, if any) from tax, you are still required to file an income tax return (report). (You will receive more information about this from the Harvard International Office.)
General

LAW SCHOOL REGISTRATION

All students must complete certain mandatory administrative clearance procedures in person before they can register as Harvard Law School degree candidates. The Graduate Program will provide further information about this process to LL.M. and first-year S.J.D. students prior to their arrival. Students are also required to update their address and emergency contact information online in HELIOS by no later than Monday, August 27, 2018.

Once these procedures have been satisfactorily completed, new students will be able to pick up their Harvard University identification cards from the Graduate Program office.

Upper-year S.J.D. candidates must complete the registration procedures described on page 17.

Late registration will not be permitted, except in extreme cases and only with permission of the Graduate Program Office. A penalty fee of $100 will be levied for late registration.

A. INTERNATIONAL STUDENT CLEARANCE

International students must report to the Harvard International Office (HIO) immediately after arriving at Harvard, and will not be permitted to register until they have received clearance from the HIO. International students will need to take their passport and visa information to the HIO, which is located in the Smith Campus Center, 8th floor, Room 864, 1350 Massachusetts Avenue. For more information about HIO registration, visit hio.harvard.edu/registration-orientation

Note that in 2018, HIO will also offer onsite registration at the Law School during Orientation on August 17 and 20. Additional information about this option is available on the Admitted Students website and with the materials in student arrival packets.

B. FINANCIAL CLEARANCE

No student who has an outstanding balance on their bill will be allowed to register. A penalty fee of $250 will be levied for late financial clearance.

C. HEALTH SERVICES CLEARANCE

New graduate students must submit the required medical forms and immunization records and receive approval from the Health Services Office before they can complete their enrollment at the Law School.

BOOKS AND ASSIGNMENTS

Casebooks may be purchased in the Textbook Annex of the Harvard Cooperative Society (The Coop) in Harvard Square and at the Law School Coop located in Wasserstein Hall. The Coop offers memberships for a one-dollar fee; you may also apply for a Coop charge card. Please see the Coop website at: store.thecoop.com

Some used casebooks are available at The Coop, at the Harvard Bookstore (1256 Massachusetts Avenue), and at other bookstores in Harvard Square, but be sure to get the correct editions. These used textbooks may often be purchased at substantial savings.

Do not buy course books until you are certain of your schedule. Photocopied materials, which are used in some courses and seminars, are available at the Law School Copy Center, but only to students who are officially enrolled in such course(s). In some cases, photocopied materials will be distributed by the instructor(s) at the first class meeting. The Copy Center is situated in the basement of Wasserstein Hall. Book lists and reading assignments for the first classes of the year will be available online in late August, prior to the start of classes. Please consult these assignment listings after your course schedule has been approved.

Important: Please note that all students are expected to have read the assigned materials and to come to the first class prepared to discuss those readings.

SOCIAL SECURITY NUMBER

International students intending to work in the United States may need a Social Security Number (“SSN”). To apply for an SSN, students may need to present evidence of work authorization as well as certain other documents, depending on the student’s visa type (F-1 or J-1). For more information, please visit: hio.harvard.edu/social-security-numbers
E-MAIL

The Graduate Program, as well as other administrative offices throughout the Law School and the University, will use students’ Harvard Law School (HLS) e-mail address as the primary means of communication. It is important that students check their HLS e-mail regularly for important updates, announcements and alerts.

Please note that the Information Technology Services (ITS) department maintains a quota of 25GB for the size of stored e-mail messages. Once an individual e-mail box size exceeds the quota, new messages will not be issued from nor received by that account until the account size of the messages stored has been reduced to the allowable capacity. Please regularly monitor and manage your e-mail quota; in the past, students who have gone over quota have missed important messages and announcements.

E-MAIL LISTSERVS

The Graduate Program establishes two sets of group e-mail lists—the Administrative and Student Listservs—for use by administration and students. Official announcements and information from the Graduate Program and International Legal Studies, relevant to the class as a whole, will be issued to students via the Administrative Listservs. At the beginning of the academic year, students will also be given instructions for the Student Listservs, including how to send messages to the class as a whole. In the past, the Student Listservs have also been useful tools in facilitating discussions on important topics such as elections of class representatives, intellectual debates resulting from class discussions, and more. All current LL.M.s, Graduate Program Fellows, and staff are included on the LL.M. e-mail listservs. Access to the S.J.D. e-mail listservs is restricted to current S.J.D. students and staff. LL.M. and S.J.D. students can only send messages to their respective Student Listservs; only Graduate Program and International Legal Studies staff can send messages to the Administrative Listservs.

CANVAS

Canvas is Harvard Law School’s web-based learning management system. Each student has a personalized Canvas dashboard that displays information directly pertaining to that student and the courses in which the student is enrolled. Canvas also displays regular announcements and useful information of a general nature. Students can log in to Canvas by going to canvas.harvard.edu and entering their HarvardKey and password.

ADMINISTRATIVE UPDATES

The HLS Administrative Updates page at hls.harvard.edu/dept/dos/administrative-updates is a dynamic, web-based listing for administrative announcements at the Law School, and includes course announcements, Graduate Program events, student organization announcements, administrative news, lost and found, job opportunities, speaker series and other general information (updated daily throughout the academic year). Students should consult this source regularly.

CALENDAR@LAW

Once students have been enrolled, the Harvard Law School Office of Communications will send them a daily community e-mail listing upcoming events. The Calendar@Law e-mail also includes administrative notices about employment opportunities and other matters of interest. This e-mail provides a quick and easy way to stay abreast of law school events and activities. For a full calendar of HLS events, visit hls.harvard.edu/calendar

NEWS@LAW

During the academic year, the Harvard Law School Office of Communications issues a daily e-mail newsletter containing news related to the Law School. Students are encouraged to take advantage of this invaluable service by subscribing at: today.law.harvard.edu

MAIL

Personal mail must be directed to your dormitory or off-campus residence address. Personal mail directed to the Graduate Program Office will be returned to sender.
For procedures on reporting change of address or phone number during the year, please see “Reporting Change of Address” on page 34.

CALENDAR OF EVENTS

During Orientation and throughout the year, educational and social activities are scheduled for all Graduate Program participants. Please try to participate in these events, particularly during Orientation.

Three main Graduate Program events include:

- Official LL.M. Program Photograph—August 29, 2018
- LL.M. Student Welcome Dinner with the Dean—August 29, 2018
- Farewell Reception—May 28, 2019

Details for these and other events will be announced throughout the academic year.

CASUAL MEALS AND TEAS

Periodically throughout the academic year, the Graduate Program will hold Casual Meals and Afternoon Teas for Graduate Program students. These events usually have no formal agenda but may be organized around themes from time to time. In particular, these events give students the chance to drop in at their convenience to chat with classmates and administrators and enjoy a meal or refreshments. The dates and locations for these events will be announced on the Listservs.

ADVISING AND MENTORING

Graduate Program students can take advantage of a robust network of advising and mentorship resources. Each LL.M. student is matched with an experienced alumnus, typically a student in the S.J.D. program, who provides individualized course counseling, conducts small group meetings, organizes occasional social events, and serves as a guide throughout the year. In addition, HLS faculty members offer special advising sessions and other gatherings specifically for LL.M. students, including an advising panel during Orientation, topical lunch talks, casual discussions over tea, and more. As well, students receive regular advice and support from faculty, from senior Graduate Program staff members, and from the network of Graduate Program Fellows. The 2018-2019 Graduate Program Fellows are listed on page 2 of this Handbook.

NOTICES

Notices and announcements of special interest may be posted on the Graduate Program bulletin board inside the Graduate Program Office in Wasserstein 5005, and on bulletin boards placed throughout the Law School buildings. There are also plasma screens in multiple locations throughout the Law School displaying daily event information. Please consult these sources daily for information on functions throughout the Law School.

SPECIALIZED PROGRAMS

Graduate students are encouraged to participate in the activities and events of the Law School’s various research and regional studies programs. Specialized programs offer opportunities to study and work on individual or group projects in conjunction with Harvard researchers and scholars. These programs also bring together individuals with the same or common interests, providing an invaluable resource and enriching students’ experience at the Law School. For a listing of research programs and centers, please refer to: hls.harvard.edu/faculty_research/research-programs-and-centers

STUDENT ORGANIZATIONS AND JOURNALS

There are many voluntary student organizations at the Law School, all of which will be soliciting members during the early weeks of the academic year. A Student Organizations and Journals Fair will be held in September.

Many graduate students are also involved with the publication of the Harvard International Law Journal. One of many student-run journals at the Law School, the International Law Journal features scholarly articles on topics in international law as well as student-written notes and book reviews.

For more information on student organizations and journals, please visit: hls.harvard.edu/dept/dos/student-organizations-and-journals
STUDENT HOST PROGRAM

The Graduate Program sponsors an informal arrangement known as the Student Host Program. LL.M. students who have expressed an interest are matched up with a J.D. Student Host. The Student Hosts will welcome LL.M. students to the Harvard community, and will be available as informational and social contacts throughout the course of the academic year. In accordance with the nature of this type of host program, the J.D. participants will not be expected to provide housing or meals, nor to make expenditures on behalf of hosted students.

Incoming LL.M. students will have received questionnaires for the Student Host Program in the first packet of pre-arrival information that was sent out in the spring. Further information about the Student Host Program will be provided at the start of the academic year, and a welcome social is scheduled for September.

STUDENT REPRESENTATIVES AND CLASS MARSHALS

Each year the LL.M. class elects two representatives, and the S.J.D. class elects one representative, to the Law School’s student government assembly, the HLS Student Government. The LL.M. class also elects two class marshals. Elections will be held early in the fall and will be announced at the start of the academic year.

Students running for class representative must be willing to dedicate a significant amount of time to their responsibilities as class representatives. Representatives will work with members of the LL.M. class to bring new ideas and items of concern to the administration, and maintain an open dialogue with the Vice Dean and the administration of the Graduate Program. They may also coordinate various academic and social events.

The two LL.M. Class Marshals work alongside the four J.D. Class Marshals (who are elected by the 3L class). As a group, the Class Marshals bring the Class of 2019 — J.D.s and LL.M.s alike — together as a whole as they lead the class in commencement-related plans and activities. Class Marshals serve as the main stage hosts on Class Day (the celebratory day before Commencement), orchestrating and making all introductions of the various speakers on stage with them. The final honorable duty comes on Commencement morning, when all six Class Marshals and the Dean of the Law School lead the entire graduating class to Tercentenary Theatre in Harvard Yard.

STUDY AREAS

The Harvard Law School Library has a limited number of carrel shelves available for assignment to individuals engaged in research projects requiring the accumulation of research material from various parts of the Law Library. The carrel provides a shelf on which to keep these materials for the duration of the research project. Carrel shelves will be assigned based on availability at the time of application. Students are encouraged to apply for a carrel no more than two weeks before they plan to begin using a large amount of library material in order to avoid leaving assigned carrel shelves empty for long periods of time.

Application dates will be announced at the start of the academic year, or students may check with the Langdell Library circulation desk. Applications can be downloaded from the Law Library web page; paper versions are also available at the Langdell circulation desk. An LL.M. student must obtain the signature of the student’s paper supervisor in order to be eligible for a carrel shelf. Additional questions about carrel shelves can be directed to the Library circulation desk at 617-495-3455, to the Access Assistant at 617-496-5510, or via e-mail at access@law.harvard.edu.

THEFTS

Each year a number of thefts of student property and Law School property are reported. Thefts tend to occur in unlocked offices and unlocked dormitory rooms. Students should be sure to lock their room or office even if leaving it for only a short time! Thefts also occur in carrel study spaces and the coatrooms in the Caspersen Student Center. Students should not leave valuables, including laptops, books, and papers, in their carrel shelf or in the Caspersen Student Center while dining. Wallets left in the inside pockets of coats hanging on the backs of chairs or on coat racks are often reported stolen. If you have a bicycle, use a Kryptonite lock.

Students are strongly encouraged to register their bicycles and laptops with the Harvard University Police. Registration is free, and can be done online or at registration sessions held during Orientation and at other times during the year. Registration serves as a deterrent to theft and can help in the recovery of stolen property. For more information, visit the
HUPD website at:
hupd.harvard.edu/bicycle-registration or
hupd.harvard.edu/laptop-theft-prevention

LOCKERS

Graduate students who are not living in the Law School dormitories may obtain a locker in the basement corridors for their books, coats, etc. The number of lockers, however, is limited; lockers are assigned on a first-come, first-served basis. Initial locker assignments will be issued by e-mail in late August for those who submitted online applications. Students wishing to apply for a locker after the fall term begins should send an e-mail to dos@law.harvard.edu.

THE GRADUATE PROGRAM LOUNGE

The Graduate Program Lounge, Wasserstein 5053, is open to all Graduate Program students during normal building hours. Scheduled use of the room for group functions, such as the Byse Workshops, may be available by appointment through the Graduate Program Office in Wasserstein 5005, provided that arrangements are made at least one week in advance. The Lounge may not be used for private meetings unless permission is granted by the Graduate Program Office.

MEALS

The Caspersen Student Center will begin its regular operating schedule of three meals a day with the start of classes in early September.

ENTERTAINMENT AND DINING

The Cambridge area offers a wide range of places to go, things to do, and places to eat. A free newspaper, The Improper Bostonian, is available in the Caspersen Student Center; the Boston Globe, a daily newspaper, also publishes a calendar of events (bostonglobe.com).

For shared automobile rides to various points, used furniture, announcements regarding social activities, etc., check the bulletin boards on the main floor of the Caspersen Student Center or throughout the tunnels of the Law School.

TEACHER PLACEMENT

Harvard Law School offers information and guidance on teacher placement opportunities for law teaching positions in the United States. Students with questions about law teaching should consult with Jeanne Tai, Assistant Dean for the Graduate Program and International Legal Studies at jtai@law.harvard.edu. Additional programming through the Law Teaching Colloquium — a series of information sessions and panel discussions about various aspects of law teaching — will be offered throughout the academic year.

Students hoping to pursue a teaching career at a law school in the U.S. should be aware that hiring institutions will very likely expect them to be able to teach an introductory or other basic U.S. law course, and will want to make sure that their academic transcripts reflect appropriate course work to enable them to do so.

POST-GRADUATION PRACTICAL TRAINING FOR INTERNATIONAL STUDENTS

Each year many international LL.M. students are interested in gaining practical experience through temporary employment in the United States after graduation. The Graduate Program has emphasized that employment in the United States is extremely difficult to obtain and advised students against coming to Harvard if this was the student’s primary goal. Securing employment, unfortunately, is exceedingly challenging, if not impossible, due to the fact that most U.S. law firms and law offices have very few positions available for international lawyers. Time devoted to the search for employment will limit your ability to get the most out of your LL.M. experience and may not yield a job offer. Most U.S. law firms will employ international lawyers only if the needs of the firm call for the assistance of a lawyer from a particular country, and/or the firm is interested in developing, maintaining, or improving its contacts within a given country. In addition, a firm’s ability to offer employment at all is directly affected by the economic environment.

If, despite this prognosis you decide to pursue employment in the United States, you should prepare for a highly time-intensive and entrepreneurial undertaking. If you are interested in employment in the private sector, we strongly
advise you to consult with the Law School’s Office of Career Services concerning the resources that office can make available to you during your search. The Law School’s Office for Public Interest Advising provides similar resources for those interested in finding employment or internships in the public sector. Representatives of both offices will be available for consultation during LL.M. Orientation in August.

In the past, the Office of Career Services has supported a range of job search activities by LL.M. students. These activities have included arranging for some on-campus interviewing by potential employers during the course of the year, and co-sponsoring a New York-based job fair for international students in January. Students interested in participating in these and other activities should contact the Office of Career Services for further information in September. Information about additional opportunities will be posted at the Graduate Program Office and the Office of Career Services, and sent out via the student Listservs, as available.

You should be aware that a number of prospective employers who visit the campus may restrict their interviewing to J.D. candidates. The LL.M. job search process typically continues well into the spring. Although the Office of Career Services and the Office for Public Interest Advising stand ready to assist you in your job search, you should be prepared for a difficult and time-consuming process, which will require much initiative on your part. In addition, it will be up to you to make your own travel arrangements and cover any related expenses. At the end of the process, it is possible that you will not have secured a job.

NEW YORK BAR EXAMINATION

Each year, a number of LL.M. students express interest in taking the New York State Bar Examination after they have received their degrees. Because the bar exam is administered by the New York Board of Law Examiners (“NY BOLE”), international students who are considering sitting for the bar exam should consult the NY BOLE website at nybarexam.org/Foreign/ForeignLegalEducation.htm for more information on the specific eligibility requirements for lawyers who have received their initial legal education outside of the United States.

Eligibility and coursework requirements have recently changed. As the Graduate Program has advised, in the information provided to LL.M. students during the summer, students should be aware of two key provisions that they may need to address before they arrive in Cambridge for Orientation and the start of classes:

- All foreign-educated lawyers must submit the mandatory Online Foreign Evaluation Form (at nybarevaluation.org/Intro.aspx) to request a decision on their eligibility to sit for the New York bar exam. The NY BOLE is now recommending that students submit this request at least one year before they plan to sit for the exam.
- The eligibility requirements also address the number of credits that must be earned and the specific subject matter of courses that must be completed. As you select courses, you may need to keep these requirements in mind. The Graduate Program will relay information about the substantive eligibility requirements during Orientation, and will communicate with students throughout the year as questions arise. As well, the Office of Career Services expects to hold an information session in the fall regarding application procedures.

Please note that all applications to sit for the New York Bar Examination are considered on a case-by-case basis. The Graduate Program will help provide information and guide students throughout the year, but only the New York State Board of Law Examiners is able to verify whether certain courses or types of experience qualify students to sit for the exam.

Pro Bono Requirement. Effective January 2013, the New York State Court of Appeals implemented a new rule affecting bar admission in New York. All candidates seeking admission to practice in New York after January 1, 2015 will be required to file documentation showing that they have completed 50 hours of qualifying pro bono work during or after their LL.M. degree program, as codified in Rule 520.16 of the Rules of the Court of Appeal (nycourts.gov/ctapps/520rules10.htm). After candidates who have passed the exam are notified of the results, the candidates must then submit an actual application for admission to the bar. Thereafter, a swearing-in date is scheduled. This part of the process can take several months. This means that candidates who take the New York Bar Exam in July 2014 or later will be subject to the Pro Bono Rule in order to be admitted to practice in that state. Likewise, any candidate who took and passed the New York Bar Exam prior to July 2014 but who did not seek admission to practice at that time will be subject
to the Pro Bono Rule as well. The New York State Court of Appeals has published information and Frequently Asked Questions regarding the regarding the implementation and requirements of the new rule at:

nycourts.gov/ATTORNEYS/probono/FAQsBarAdmission.pdf.

**Skills Competency Requirement.** The New York Court of Appeals has instituted a requirement that students seeking admission to the New York bar must also satisfy a Skills Competency Requirement (in addition to all existing bar admission requirements). This requirement is effective as of August 1, 2018 for LL.M. students who plan to qualify for the bar exam using their LL.M. degree (and was effective for all others as of August 1, 2016). For more information about this requirement, please consult the New York Board of Law Examiners website at

www.nybarexam.org/Skills/skills.htm

The Skills Competency Requirement can be satisfied in one of five ways, but at this time the only ways that are applicable for LL.M. students at Harvard Law School are “Apprenticeship” (22 NYCRR 520.18(a)(4)) (at least six months in duration) and “Practice in another jurisdiction” (22 NYCRR 520.18(a)(5)) (at least one full year of full-time work or two years of half-time work). Both the “Apprenticeship” and “Practice in another jurisdiction” requirements can be satisfied before or after the LL.M., but please note that completing this requirement after the LL.M. program through an “Apprenticeship” or through “Practice in Another Jurisdiction” in the home country or elsewhere may preclude international students from taking advantage of the authorization they could otherwise obtain to work in the U.S. after graduation for nine months to a year (depending on their student visa type).

Information about eligibility and applying to sit for the bar exam in any other state should be obtained by contacting the Board of Law Examiners in that state directly.

**REPORTING CHANGE OF ADDRESS**

Please report any change of residential address to the Graduate Program Office and to the Harvard Law School Registrar’s Office. In addition, **all non-U.S. citizens** (including U.S. permanent residents) **are required to report their current address to the government. Any change of residential address must be reported within 10 days.**

For non-U.S. citizens, there are now three different reporting procedures, depending on visa type and country of origin or citizenship. The process is not complicated, and the majority of Harvard-sponsored foreign students will be able to use the Harvard International Office’s online address reporting feature at:

hio.harvard.edu/report-change-address

**TEMPORARY TRAVEL ABROAD**

The Harvard International Office (HIO) recommends that you do not make international travel plans without first checking with the HIO. It is recommended that you only travel outside the United States if you have all documents related to your U.S. immigration status in order, which at the very least may mean obtaining a signature from an advisor in the HIO. For the most up-to-date information on rules concerning travel abroad, please speak with an advisor in the HIO or visit the HIO website at:

hio.harvard.edu

Students traveling abroad in the course of their HLS studies should also review and comply with the HLS international travel requirements as detailed at:

hls.harvard.edu/dept/ils/international-travel

**IMPORTANT LINKS**

Administrative Updates
hls.harvard.edu/dept/dos/administrative-updates

Change of Address
hio.harvard.edu/report-change-address

Clinical and Pro Bono Programs
hls.harvard.edu/dept/clinical

Commencement
hls.harvard.edu/commencement

Committee on the Use of Human Subjects
cuhs.harvard.edu

Dean of Students Office
hls.harvard.edu/dept/dos
Emergency Contacts
hls.harvard.edu/about/emergency-information

Graduate Program
hls.harvard.edu/dept/graduate-program

Harvard International Office
hio.harvard.edu

HLS Research Programs and Centers
hls.harvard.edu/faculty-research/research-programs-and-centers

Information Technology Services
hls.harvard.edu/dept/its

International Travel Requirements
hls.harvard.edu/dept/ils/international-travel

Office of Career Services
hls.harvard.edu/dept/ocs

Office of Sexual Assault Prevention & Response
osapr.harvard.edu

Public Interest Advising, Bernard Koteen Office of
hls.harvard.edu/dept/opia

Registrar’s Office
hls.harvard.edu/dept/registrar

Student Financial Services
sfs.harvard.edu

University Health Services
huhs.harvard.edu

Blue Cross Blue Shield of Massachusetts Mobile App
hushp.harvard.edu/insurance-id-cards