

LL.M. Student Handbook  
2023 – 2024



WILLIAM & MARY  
LAW SCHOOL

*Effective August 14, 2023*

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## 1. Purpose of the Handbook

This handbook has been compiled to provide you with an outline of policies and regulations of the Master of Laws (LL.M.) program as well as quick access to the most common questions that LL.M. students are likely to have.

These policies and regulations are to be considered an addendum to those outlined in the current [William & Mary \(W&M\) 2023-2024 Graduate Catalog](#). The Catalog contains specific regulations impacting the [Law School](#) and the [LL.M. program](#).

In addition, it is important that you familiarize yourself with:

- [Law School website](#), in particular the page dedicated to [policies and information for students](#)
- [W&M Law Student handbook](#)
- [W&M Student Handbook](#)
- [W&M website](#)

The program reserves the right to revise the policies and procedures outlined in this handbook as needed to facilitate the goals and mission of the program. The most updated version of the handbook will be posted on Blackboard and emailed to current LLM students. Students are expected to remain current on all policies and procedures affiliated with their program of study. This handbook does not constitute a contractual obligation on the part of W&M or the Law School.

Please contact the Assistant Director of International Program with any questions you may have concerning the information in this handbook or any other university publication.

## 2. W&M Catalog

The Catalog contains announcements, regulations and policies governing all programs for the 2023-2024 academic year. It is produced by the Office of the University Registrar in cooperation with university administrative offices and is current until August 2024.

To review the announcements, regulations and policies that apply to the Law School, visit the [2023-2024 Graduate Catalog](#).<sup>1</sup> In the event of conflict between anything contained in this document and the Catalog, the Catalog applies.

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<sup>1</sup> The University reserves the right to make changes in the regulations, charges and curricula listed therein at any time.

### 3. About the Law School

We trust that by now you are familiar with the [Law School website](#). Please pay particular attention to the following areas.

#### a) Administration

##### i. The Dean

**A. Benjamin Spencer**, Dean and Trustee Professor of Law

##### ii. The Senior Administration<sup>2</sup>

- **Kami N. Chavis**, Vice Dean, R. Hugh and Nolie Haynes Professor of Law, and Director of the W&M Center for Criminal Justice Policy and Reform
- **Evan J. Criddle**, Associate Dean for Research and Faculty Development, Ernest W. Goodrich Professor of Law, and Director, Center for International Law and Policy
- **Issa DiScullo**, Associate Dean for J.D. Admissions and Financial Aid
- **Michael J. Ende**, Associate Dean for Career Services
- **Iria Giuffrida**, Assistant Dean for Academic and Faculty Affairs
- **Katey M. Howerton**, Associate Dean for Advancement and CEO, Marshall-Wythe School of Law Foundation
- **Amy King**, Associate Dean for Online and Executive Education
- **Dan Scianandre**, Associate Dean for Administration and Finance
- **Donna Shelton**, Assistant Dean for Academic Services & Registrar
- **Leslie Street**, Director of the Wolf Law Library and Clinical Professor of Legal Research
- **Doris Taylor**, Chief Communications and Marketing Officer
- **Brian Wall**, Associate Dean for Student Affairs & Academic Services

#### b) LL.M. Program Contacts

If you have questions or need some guidance, please do not hesitate to contact our team:

**Catherine Stahl**

Director of LL.M. Programs

Professor of the Practice of Law, William & Mary Law School

Office: 757-221-2456

Email: [cstahl@wm.edu](mailto:cstahl@wm.edu)

**Brenda Stone**

Assistant Director of International Programs

Office: 757-221-3787

Email: [bjstone@wm.edu](mailto:bjstone@wm.edu)

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<sup>2</sup> Names listed in alphabetical order by surname.

The program is also supported by Teaching Assistants (TAs). Ask the Director or Assistant Director for the contact details of this year's TAs.

#### **c) Academic Calendar**

To make sure that you can plan your stay with us in the most convenient way, please check the [Law School Academic Calendar](#). In it, you will find key dates, including exams, holidays, and graduation.

#### **d) Policies and Information for Students**

The Law School maintains a [webpage](#) listing relevant policies and information for students. We recommend that you familiarize yourself with its contents. Below you will find a selection of the policies and regulations that apply to LL.M. students, however remember that you need to review the [official](#) announcements, regulations and policies as posted on the Law School website and Graduate Catalog.

#### **e) Blackboard**

The Law School uses the legal education portal called [Blackboard](#). Blackboard has an Institution Page for the Law School is used for announcements, targeted communications; room reservation forms; course information; etc. Your Blackboard Courses page is also automatically populated with links to your course pages each term.

It is very important that you understand how to access and use Blackboard. If you have any questions, please ask one of the Teaching Assistants.

### **4. The LL.M. Program**

The LL.M. Program in American Legal Studies is designed for foreign-educated graduates and attorneys who want an edge in an increasingly globalized legal world. Since 1989, W&M Law School has welcomed LL.M. students to its campus and our alumni span over 50 countries worldwide.

#### **a) LL.M. Degree in American Legal Studies (Two-semester program)**

Our two-semester, full-time program commences in the fall or spring semester, and ends with graduation in May or January, respectively. All students starting in August participate in Law Week, a multiday introduction to law school and unique aspects of the legal profession in the U.S. which begins one week before the official start of fall classes. Law week is an excellent opportunity to meet classmates and professors and includes a series of sessions about the American legal system, legal writing and research, and other critical law school information. Before the spring semester, students participate in a one-day orientation unique to the LL.M. program with additional sessions scheduled in the initial weeks.

#### **b) LL.M. Degree with Advanced Specialization (Three-semester program)**

The optional third semester LL.M. course of study has been designed to complement the two-semester program. LL.M. students must apply to be admitted to the third semester approximately 30 days before

the registration for the spring or fall terms begins. More information will be provided in advance of that deadline.

To be eligible for the three-semester program, LL.M. students are required to complete successfully, or have in progress, a total of at least 24 credit hours and satisfy all graduation requirements toward the two-semester program.

Subject to the credit hours requirements (see below), LL.M. students admitted to the third semester will focus on one of the following concentrations:

- Business & Corporate Law;
- Constitutional Law;
- Criminal Law;
- Intellectual Property;
- International Law; or
- Methods of Dispute Resolution.

In order to satisfy the requirements for the three-semester program, students must take a minimum of 10 credit hours of qualifying courses within the chosen concentration. Such courses may be taken in any of the three semesters.

Upon completion of the third semester, students will receive their LL.M. Degree and their transcripts will reflect the successful completion of the Advanced Specialization in one of the six concentrations listed above.

Guidance will be provided on which subject-matter area is more suitable to each individual student.

### **c) Study plans**

As an LL.M. student, you can create your own program of study by either choosing a broad survey of courses or focusing on one of our many practice areas, such as business and corporate law or intellectual property law. LL.M. students are fully integrated in the life of the Law School and you will take classes with your J.D. peers. Many also take the coursework necessary to qualify them to sit for the New York State Bar or other Bar Examinations.

Education at W&M is not limited to the classroom. Throughout the year, the Law School offers several programs and activities to enhance our students' legal study. You will have access to all the conferences and lectures held at the Law School (such as the Supreme Court Preview) and a number of other social activities and special events. We encourage you to take advantage of them.

### **d) Degree Requirements**

In order to graduate with an LL.M. Degree, you need to meet particular degree requirements.

#### ***i. Credit Hours Required***

For the two-semester LL.M. program, students need to complete successfully a minimum total of 24 credit hours.

For the three-semester LL.M. program, students need to complete successfully a minimum total of 34 credit hours. Students who complete these requirements will graduate with an LL.M. Degree with an Advanced Specialization, which will be reflected on their transcripts, not on the face of the degree.

To maintain their full-time status, students must register for a minimum of 10 credit hours and a maximum of 17 credit hours per semester. We strongly recommend that you enroll in, at least, 12 credit hours per semester in order to have a balanced workload across semesters and to make steady progress towards completing the credit hours required for graduation.

***ii. Length of Program***

Students seeking the LL.M. Degree must complete the program in two consecutive semesters.

Students seeking the LL.M. Degree with an Advanced Specialization must complete the program in three consecutive semesters.

A limited number of extenuating circumstances may be taken into account to alter the length of the program. If you are experiencing difficulties or believe you may need to take a leave of absence, you must contact promptly the Associate Dean for Student Affairs ([lawdeanofstudents@wm.edu](mailto:lawdeanofstudents@wm.edu)).

**If you are an international student in F-1 status**, please note that you may enroll in the program for a *maximum* of 3 semesters, and a *maximum* of 34 credit hours. If you have any doubts, please contact the student designated school official at the W&M Reves Center for International Students and Scholars ([globe@wm.edu](mailto:globe@wm.edu)) or 757-221-3590.

***iii. Required Courses***

Legal Research and Writing (2 credit hours) is a graded, required course and must be taken in the first semester of the LL.M. Program.

Although you have flexibility to choose your own coursework based on academic and professional interests, many LL.M. students enroll in Introduction to U.S. Law, Lawyering Skills, as well as first-year J.D. courses including Civil Procedure, Constitutional Law, Contracts, Criminal Law, Property, and Torts. If you wish to sit for a state bar examination, you are strongly encouraged to review carefully the relevant state bar's application requirements and select courses that will meet those requirements, which change from time to time. For more information, review the section addressing Career and U.S. Bar Information (see below).

For the LL.M. Degree with Advanced Specialization, in addition to the course work described above, you will select courses from six concentrations: corporate & business law, constitutional law, criminal law, intellectual property law, international law, and methods of dispute resolution. You must obtain 34 credit hours, 10 of which must be taken in the area of specialization. Students who meet these requirements will receive their LL.M. Degree with a designation, reflected in their transcripts, that they have an Advanced Specialization in one of the six concentrations.



### e) Law Week

Law Week is a **mandatory** 5-day orientation attended by first year J.D. students and new LL.M. students. During Law Week, you will attend a number of scheduled events including the welcome from the Dean and the Law Faculty, and an LL.M.-only welcome from the Director of the LL.M. Program. Other activities include taking the official school photo, presentations from the Dean of Students, and sessions on the Honor Code and Student Bar Association, amongst others. You will also take some classes to ease you in the experience of being in Law School.

Attendance to most of these events is compulsory, but the Law School has also organized some optional activities, which we recommend you join. It is important that you familiarize yourself with the many services and opportunities offered, and participating will also increase your chances of making friends who, like you, are new to the Law School.

### f) Office of Career Services (OCS)

The Law School has an office dedicated to providing career services to law students. OCS has appointed a specialist career advisor who will offer one-on-one career advice to LL.M. students, Dean Elisabeth Beal (eabeal@wm.edu).

To get the most out of this unique service, you are strongly encouraged to attend all the training and advice sessions that will be scheduled. If you fail to do so, it will be hard—if not impossible—for your career advisor to be able to give you meaningful support.

## Remember!

**The responsibility to engage and use this incredible resource is on you—don't waste it!**

### g) Visa Requirements

The [Reves Center](#) is your point of contact for any questions about visa requirements, including whether you are allowed to work, to take part in an internship/externship opportunity, to leave the country, and so on.

It is critically important that you understand the specific requirements associated with your particular visa status. Infringements of immigration rules, even if unintentional, carry severe consequences.

### h) Graduation

In order to graduate, you must complete the [online graduation application](#) during Add/Drop week. It may seem early for thinking about graduation, but there are thousands of students who graduate every year, and we have to collect data early in your first semester.

Please select the month May or January as your graduation date—if in doubt, please contact the Assistant Director of International Programs. As soon as you submit your application, a \$145 (estimated) fee will be added to your Student Account. This fee needs to be paid in order to graduate. If the fee is not paid, a hold is placed on your account and you will not be able to graduate (see below on what a “hold” is and how to remove it).

## Remember!

Check the website for information specific to your [graduating class](#).

You have to complete the graduation application even if you are considering a third semester.

Check our correspondence where we indicated what is the deadline to complete your online graduation application—don’t miss it!

## 5. Policies and Procedures

### a) Health Requirements

All full-time students must fulfill two critical requirements: complete the health evaluation form (which includes immunization requirements), and acquire health insurance throughout the school. For more information, please visit the [Student Health Center](#) webpage.

Students failing to meet either or both of these requirements by the stated deadlines will have holds automatically placed on their student accounts. To remove the holds, students have to contact promptly the Student Health Center:

Student Health Center  
240 Gooch Drive (main campus)  
Williamsburg, VA 23185

Tel: (757) 221-4386

Website: <http://www.wm.edu/about/visiting/campusmap/location/student-health.php>

### b) Courses

#### *Law School Credit Hour Policy*

The American Bar Association and William & Mary Law School require not less than one hour of classroom or direct faculty instruction and two hours of out-of-class student work per week for each credit awarded for a class over fifteen weeks, including a final exam week, or the equivalent amount of work over a different amount of time. According to ABA standards, fifty minutes suffices for one hour of classroom time, while an hour for out-of-class time is sixty minutes. All faculty must inform students in their syllabi about the expectation regarding time spent preparing for class. Students will

also be asked in end-of-semester course evaluations to estimate the amount of time they spent on out-of-class work, on average, each week.

**ii. How to Register for a Course**

Registration for courses is done through a platform called Banner. Follow these instructions to access Banner and register for courses:

- Go to <https://my.wm.edu>
- Click on the large “B” icon (B = Banner)
- Sign in using your W&M username and password
- Agree to Terms & Conditions
- When Banner opens, navigate to the *student tab* → *Registration* → *View Registrations*

**FIRST SEMESTER REGISTRATION**

First-semester LL.M. students will be notified via email when they can register for classes. Please note that First-semester LL.M. students do not enjoy Priority Registration.

**PRIORITY REGISTRATION**

Current LL.M. students (i.e. second- and third-semester students) have priority registration; this means that they can register for courses before 2L and incoming LL.M. students. Please check the [Law School website](#) for information on when priority registration begins and end.

At the end of the priority registration period, registration closes temporarily for three or four days for adjustments to be made to the schedule of classes in preparation for the new semester. Registration then opens again to all students, and remains open until the end of Add/Drop.

**REGISTERING FOR SEMINARS**

All law students may register for **only** one seminar.<sup>3</sup> If space is available during Add/Drop, students may register for a second. Students who disregard this rule will be disenrolled from all but one seminar the day following their priority registration period.

**iii. How to Waitlist Courses**

When a course is closed and you see that this course has a “waitlist” option available,<sup>4</sup> you can add yourself to the waitlist. Please review the detailed instructions available regarding [Banner Automatic Waitlisting](#).

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<sup>3</sup> Seminar course numbers are numbered 500-699. This rule does not include 1-credit mini-courses.

<sup>4</sup> There will be numbers in the *WL Capacity* and *WL Remaining* columns.

## Remember!

Check your emails regularly!

If you receive the email notification, you have to:

- Login to Banner Self-Service; and
- Change your status from “Wait List” to “Web Registered.”

If you miss your window to register for a class in which you are waitlisted, you will miss your spot, and will **not** be allowed take that class.

All waitlisted courses remaining on your schedule on Friday of Add/Drop will be removed from your registration at noon. After noon, all open seats will be offered first-come first-served through Banner registration.

### NO LONGER INTERESTED IN A WAITLISTED CLASS? REMOVE IT!

If you are no longer interested in a course in which you are waitlisted, please remove that course from your schedule so we can keep the Wait List moving. Remember that it is very helpful to your fellow students, patiently waiting to enroll in closed courses, when you decide early in the process to drop courses for which you previously registered.

### A FEW IMPORTANT NOTES ABOUT THE WAITLIST

- A waitlist is not available for all courses.
- Being on a waitlist for a course **does not guarantee** that you will be offered a seat in that course.
- The waitlist operates on a first come, first served basis.
- You cannot see your position on the waitlist.
- You are never automatically registered in the course from the waitlist.
- **You must take action in Banner Self-Service** to register in the course when notified of an open seat.

#### *iv.* Add/Drop

The Add/Drop week is the first week of each semester during which students can sign up for new courses and drop courses for which they were previously registered.

Please note that you will not be allowed to switch ‘sections’ of a law course during Add/Drop (e.g.: move from LAW 102-01 to LAW 102-03).

We suggest that you review your proposed course schedule changes in advance with the LL.M. Director.

You are strongly advised **not** drop a law course until you successfully added a new course (not simply waitlisted).

Add/Drop opens on Monday of the first week of school for the term and closes at **12:00 noon** on Friday of the same week.

## Remember!

**Absent exceptional circumstances, you may not drop a course once add/drop has ended. If you are concerned about your ability to successfully complete a course after add/drop has ended, notify the LL.M. Director as soon as possible to discuss potential options.**

### v. Course Overlap

You may register for classes that overlap as long as they overlap for no more than 2 class sessions. As a mandatory prerequisite, you must obtain the permission of the professor of the class that you will miss before registering for the overlapping courses (this is required whether you will miss one class or two). You may not request to miss a class of a short- or mini-course, as those classes meet very few sessions. Faculty are under no obligation to give such permission, they often have sound pedagogical grounds for refusing to permit students to miss even one class session, and they may impose an additional assignment to ensure students have grasped the material missed by students' absences. The administration will not accommodate any request to modify this policy.

### c) Exams, Grading and GPA Requirements

#### i. Exams

Please review the Law School's policies about exams, exams accommodations, exam conflicts, and what to do in case of late arrival to exams, illness or other emergency situations. These policies can be found on the law school's [website](#).

#### ii. Minimum GPA Requirement

LL.M. Degree candidates must earn a final cumulative grade point average of **2.0** to earn the LL.M. Degree. They must also pass any pass-fail classes if those credit hours are needed to meet the minimum required credit hours to graduate with the LL.M. Degree.

#### iii. Grading policies

The Law School grading policies are available in the [Catalog](#), and you are strongly encouraged to familiarize yourself with these policies.

LL.M. students may elect, in any semester, to be graded on an Honors/Pass/Fail scale, rather than on a letter-grade scale, for all coursework in that semester other than Legal Research and Writing. Students wishing to make this election must communicate that intention by submitting a Grading Election Form to the Law School Registrar, by the end of Add/Drop week in that semester. If the form is not submitted by the deadline, the student will be subject to the standard grading scale in all courses that semester.

Such an election, once made, is irrevocable and it must be exercised with respect to all coursework in a semester.

Courses that are offered to all students only on a Pass/Fail basis will not award Honors grades.

Pursuant to Law School policy, LL.M. students may also convert to a Pass/Fail grade one grade in a course taken during any semester at the Law School except the final semester of study. Students may not convert a grade earned in any required class, including a course taken to meet the writing requirement (e.g. Legal Research and Writing). Students wishing to convert a grade must communicate that intention by submission of the Grade Conversion survey, made available to students during their final semester of study at the Law School.

The deadline for submitting a Grade Conversion request is November 1 if the final semester of study is the fall semester, and April 1 if the final semester of study is the spring semester.

### Note!

Students considering either of these grading options (i.e. Pass/Fail and Grade Conversion) should be aware that eligibility for admission to a state bar, to a J.D. or other educational program, for third-party funding, or for other programs may be affected by the number of courses taken for any basis other than a letter grade.

#### *iv. The Curve and Ranking*

You will hear many J.D. students talking about “the curve.” This is the range of each letter grade that can be awarded by professors. For J.D. students, professors have to follow a specific curve. However, LL.M. students are not affected by nor count towards the curve, and they are not ranked.

#### *v. Latin Honors*

Latin Honors are academic achievement recognitions that are awarded at graduation. Since LL.M. students’ grades are not curved, LL.M. students may not be awarded any Latin Honors.

#### **d) Transcripts**

The transcript is the complete record of all academic work attempted at William & Mary, regardless of degree-seeking status or program level.

## OFFICIAL TRANSCRIPTS

Official transcripts must be ordered through the [University Registrar's Office](#). A fee is charged for each official transcript requested. In some cases you may be asked for the official transcripts to be sent directly by W&M, while in other cases you can pick them up and send them yourself.

You are strongly recommended to order at least 2 official transcripts before you leave the U.S.

### e) Academic Integrity and the Honor Code

Among the most significant traditions of W&M is its student-administered honor system. The essence of the honor system is individual responsibility. We entrust students to maintain the Code and adjudicate matters involving alleged violations of the Code.

The Honor Code is an enduring tradition at the University with documented history that originates as far back as 1736. Today, students administer the Honor pledge to each incoming student and educate faculty and administration on the relevance of the Code and its application to students' lives at the University. Students administer the Code through six Honor Councils and the Council of Chairs.

You will make a pledge to comply with the Honor Code. Please note that infractions carry severe penalties. Please review the Honor Code carefully. You will also receive training during your first few days of classes, please pay attention.

## Honor Code

The [Honor Code](#) prohibits lying, cheating, and stealing—this includes **plagiarism**.

If you have any questions, please contact the Director of the LL.M. Program. It is better to ask for a clarification than to accidentally find yourself in breach of the Honor Code!

### f) Holds

A “hold” is a registration restriction on a student account, which prevents the students registering or making adjustments to their schedule until the hold is removed. Holds typically prevent registration, transcript processing and degree conferral.

If you have a hold, you must contact the office that placed the hold on your account, and meet the conditions of the hold.

At W&M, there are different types of student holds.

***i. Student Health Services Hold***

There are different possible reasons for a health evaluation hold. For instance, the student's health evaluation form is incomplete, or the student has yet to complete immunizations or health tests before they are compliant with W&M regulations.

To remove this hold, you must contact directly the Student Health Center:

Student Health Center  
240 Gooch Drive (main campus)  
Williamsburg, VA 23185

Tel: (757) 221-4386

Website: <http://www.wm.edu/about/visiting/campusmap/location/student-health.php>

For privacy and security reasons, the Student Health Center does not communicate with students via email.

***ii. Financial Hold***

A financial hold may be placed on a student account if, for instance, the student has not paid their tuition in full, or their tuition payment plan is not current; if the student health insurance fee was added, and the student has not yet made a payment; or the student has unpaid printing charges on their account.

To determine the reason for the hold and remove it, you must contact directly the Student Accounts in the Bursar's Office:

Student Accounts Office  
Blow Memorial Hall, 262 Richmond Road  
Room 108  
Williamsburg, VA 23185

Tel: (757)-221-1220

Email [bursar@wm.edu](mailto:bursar@wm.edu)

Map: <http://www.wm.edu/about/visiting/campusmap/location/blow.php>

***iii. Administrative Hold***

An administrative hold can be placed on a student account if, for instance, the student has failed to complete their Personal Information survey.

Each semester, students receive a message from the University Dean of Students, to access their [personal information questionnaire](#) (PIQ) via Banner, to verify or update their address, evacuation plan



and emergency contact information.<sup>5</sup> If not completed by deadline, a hold is placed. To remove the hold, complete the PIQ.

Administrative holds can also be placed if students fail to pay parking fines within 30 days from the offence. To remove the hold, pay the parking fine. Details about parking fines, including payment and appeals, can be found on the [Parking & Transportation](#) webpage.

## 6. Tuition

The current tuition & fee rates may be found on the [university's website](#).

In-state rates apply to only those who applied for Virginia in-state tuition, and were approved for in-state rates.

The fall tuition is generated by the W&M Bursar's Office in early July, while the spring tuition is generated in mid-December. See log-in instructions below.

Please pay your tuition by the deadline posted on your e-statement, or a financial hold will be placed on your W&M student account, which prevents registration, or add/drop changes.

### a) How to view your tuition invoice

- Please log on MyW&M: <https://my.wm.edu>
- Click on the large "B" icon (B = Banner)
- Log into Banner using your W&M username and password
- Read the terms & conditions and click on "Continue"
- Once Banner opens, click on the "Student" tab
- Click on "e-Services"
- Click on view by "fall/spring term"

### b) Tuition Payment Plan

W&M offers a Tuition Payment Plan, which is optional. To enroll to pay your fall or spring tuition over a period of four months, please follow the instructions on the [Students Accounts](#) page. If you have any questions, please contact the Bursar's office at [bursar@wm.edu](mailto:bursar@wm.edu).

## 7. Personal Information Questionnaire (PIQ)

**Each semester**, all students receive an email from the University Dean of Students asking them to access and update their [personal information questionnaire](#) (PIQ). This must be done by the deadline or an administrative hold is automatically placed on the student account (see section 6.a.f) above on what a hold is and how to remove it).

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<sup>5</sup> More information about the PIQ can be found in section 7 below.

The PIQ includes an emergency evacuation plan for students who are on-campus in the event of certain emergencies that force W&M to close down and evacuate student accommodations.

The following information will help you complete the PIQ and create an emergency evacuation plan. As some of you know from living through the experience of the global pandemic, your plan is extremely important for both logistical reasons, and the peace of mind that comes with knowing you have made plans in the event of an unexpected crisis. As international students, most of you do not have local contacts whom you could visit if the university were to close down temporarily. The W&M Reves Center will assist and support you if there is an evacuation, **but you are required to [submit a plan](#)**.

If you do not have family or close friends in the area, you may consider submitting an initial emergency evacuation plan, and then updating it later in the semester once you meet more friends.

If you need a **temporary** emergency contact, you can enter: Nick Vasquez ([nvasquez@wm.edu](mailto:nvasquez@wm.edu)), Reves International Travel and Security Manager, 757-221-1146. **You are required to update the information once you have identified an U.S. emergency contact.**

For your evacuation plan, you might consider these options:

- Friends at other universities in this area (Virginia, North Carolina, Washington, DC);
- Any acquaintances that you or your family knows in the area;
- Friends who live off campus;
- If you have roommates or hall-mates, they may be willing to take you with them (I know this probably feels uncomfortable, but you will be surprised how welcoming students are!); or
- A local hotel, please consider getting a room with other students to ease the financial pressure (this means you might decide to book a hotel room if the university had to close).

## 8. Additional Student Resources

### a) On campus housing

Apartment-style housing is available at the Lettie Patte Whitehead Graduate Complex (Gradplex). Adjacent to the Law School, the Gradplex two-, three-, and four- bedroom apartments are furnished with all the basics. The apartments include a kitchen, living/dining area and one or two bathrooms. **Rent** includes all utilities, private telephone with voicemail, cable TV, and high-speed Internet access.

Convenient to the Law School, the Graduate Complex is also a short walk to the undergraduate campus or a hop on the bus that stops at the complex's entrance and ventures beyond the university to other shopping and entertainment areas.

Apartment-mates may be students from any of the various W&M graduate programs. The complex does not accommodate families or married couples.

If you wish to live in the Gradplex, please complete the [academic year housing application](#). Apply early, as this is popular housing for law students due to its proximity to the Law School.

For any questions about the Gradplex, you can contact the Housing Office at [MyRoom@wm.edu](mailto:MyRoom@wm.edu).

#### **b) Off campus housing**

Visit the [Student Housing](#) page for information about living off campus.

#### **c) Tribe Card Services (W&M ID CARD)**

Your W&M student ID, also known as your [Student Tribe Card](#), is your official form of university identification - and makes it easy for you to access goods and services all over campus. It serves as your library card, and facility access card to residence halls, Student Recreation Center, the Student Health Center, academic buildings, campus bus transportation and athletic events.

Please review the [photo requirements](#) prior to submission. To receive a Tribe card, submit **both** your Tribe Card Photo and Photo ID for identity verification. Check the [instructions](#) page for more information. The online submission process is mandatory. If your photo is accepted and identity verified, your card will be available for pick-up during your orientation program.

Check your emails to ensure that you meet the submission deadline. Collect your ID card in person during business hours after arriving to campus (bring your U.S. state-issued photo driver's license or ID card, or your international passport to collect your ID card).

Tribe Card Services  
Campus Center, 104 Jamestown Rd  
Room 110A  
Williamsburg, VA 23185

Business Hours  
Monday through Friday  
8:30 am - 4:30 pm

Map: <https://www.wm.edu/about/visiting/campusmap/location/campus-center.php>

#### **d) Useful contact details**

- W&M Law School: [llmadm@wm.edu](mailto:llmadm@wm.edu) or (757) 221-3800
- W&M Law School Registrar: [lawreg@wm.edu](mailto:lawreg@wm.edu)
- On-Campus Housing: [living@wm.edu](mailto:living@wm.edu) or (757) 221-4314
- Financial (tuition, payments): [bursar@wm.edu](mailto:bursar@wm.edu) or 757-221-1220
- Parking: [parked@wm.edu](mailto:parked@wm.edu) or 757-221-4764
- Student Health: (757) 221-4386 (telephone calls only)
- Student Health Insurance: Ms. Trista Sikes, [trsike@wm.edu](mailto:trsike@wm.edu), or (757) 221-2978

- Tuition payment or payment plan questions? Contact [Bursar@wm.edu](mailto:Bursar@wm.edu) or (757)-221-1220
- I.T. [support@wm.edu](mailto:support@wm.edu)
- W&M Campus Map: <https://www.wm.edu/about/visiting/campusmap/index.php>
- W&M Bookstore: <https://wm.bncollege.com/shop/wm/home>
- W&M Campus Police: (757) 221-4596 or <https://www.wm.edu/offices/police/>

## 9. Reves Center for International Studies

The Reves Center for International Studies is the hub of globalization and global engagement at William & Mary and home of the [Global Education Office](#) and the [Office of International Students, Scholars and Programs](#).

The Reves Center offers a wealth of information and support including questions on [Visas and Immigration](#), and [life in the U.S.](#) We strongly encourage you to avail yourself of the services and support offered by the Reves Center. Make sure that you read their communications and respond to their requests promptly.

### a) International Student Orientation

International Student Orientation is required for new F-1 and J-1 international students in the U.S. and is designed to make your transition to campus as smooth and successful as possible.

Please follow all the instructions sent to you directly by the Reves Center, and review their [dedicated page](#). Some actions, such as the immigration check-in, have a tight deadline: don't miss it!

### b) Optional Practical Training (OPT)

After graduation, some LL.M. students choose to enhance their U.S. legal experience by gaining practical training in a law firm or other legal organization. The Reves Center will assist those of you who are eligible for the program with applying for Optional Practical Training prior to graduation.

For further information, visit the [Visa and Immigration page](#) on the Reves Center website.

## 10. U.S. Bar Information

The LL.M. Program in American Legal Studies is not specifically designed for U.S. bar examination preparation. However, after graduation, many of our students sit for the New York or other state bar exams. We urge students who are interested in taking a U.S. bar exam to review the [Comprehensive Guide to Bar Admission Requirements](#), which lists the bar eligibility requirements for the 50 states and the District of Columbia. This guide is published by the National Conference of Bar Examiners. Every U.S. jurisdiction also has its own character, fitness, and other qualifications for admission to the bar. Applicants are encouraged to determine the requirements

for any jurisdiction in which they intend to seek admission by contacting the jurisdiction. Addresses for all relevant agencies are available through the [National Conference of Bar Examiners](#).

Information about the New York Bar is available on their [website](#). Foreign-trained attorneys should pay particular attention to Rule 520.6 of the Court of Appeals for the Admission Attorneys and Counselors at Law and to the pre-LL.M. education requirements. Foreign-trained attorneys must submit an evaluation of their foreign credentials up to one-year in advance of sitting for the New York Bar exam. Other common jurisdictions where LL.M. students seek to qualify for a U.S. bar examination include [California](#), [District of Columbia](#), and [Texas](#).

Graduates of non-ABA law schools (LL.M. graduates) can take the [Virginia Bar Exam](#) pursuant to §54.1-3926 of the Code of Virginia if the applicant has completed all degree requirements from a law school not approved by the American Bar Association (including a foreign law school), obtained an LL.M. from a law school approved by the American Bar Association (ABA), and been admitted to practice law before the court of last resort in any state or territory of the United States or the District of Columbia. (William & Mary Law School is an ABA approved law school.)

#### **a) Bar Examination Preparation Classes**

Although it is expensive to take a bar preparation course, they are usually well worth the money. Over the past several years, we have found that students who choose to save the money and study on their own usually do not pass the examination, while those who take the course (and complete course requirements) perform significantly better.

W&M does not offer bar preparation courses, nor does it endorse any particular company. LL.M. students are strongly encouraged to research the many course providers. Several reputable bar preparation providers have on-campus representatives who are happy to engage with LL.M. students.

#### **b) New York Bar Exam**

Foreign-trained LL.M. students who wish to take the New York Bar Exam must complete at least 12 credits of required classes from the 24 credits needed for the LL.M. degree including:

- Introduction to U.S. Law & Legal System (and/or equivalent course – Civil Procedure or Constitutional Law): 2 credit hours – offered in fall
- Legal Writing and Research for LL.M. students: a required 2 credit hour course – offered in fall and spring
- Professional Responsibility: 2 or 3 credit hours – offered in fall and spring

At least 6 credits from the following courses:

- Civil Procedure (3 or 4 credit hours – offered in fall)
- Torts (3 credit hours – offered in fall)
- Business Associations or Corporations (3 or 4 credit hours – offered in fall and spring)
- Evidence (4 credit hours – offered in fall and spring)
- Property (4 credit hours – offered in spring)

- Contracts (4 credit hours – offered in spring)
- Constitutional Law (4 credit hours – offered in spring)

Other courses may be eligible, please consult with the Director of the LL.M. Program for more information. Students who wish to meet the N.Y. Bar Exam Skills requirement through Pathway 1 must also take Lawyering Skills (2 credits) – offered in spring.

Because of these increased requirements, students who are opting to sit for the New York Bar exam may be limited in their other course selections.

### **c) New York Bar Pro Bono Requirement**

All candidates seeking admission to the New York Bar after January 1, 2015 need to file documentation demonstrating that they have completed 50 hours of qualifying pro bono work, as required by Rule 520.16 of the Rules of the Court of Appeals. For further information regarding the implementation and requirements of the new rule, along with “Frequently Asked Questions,” please visit the [New York Bar website](#).

Unlike many other LL.M. programs across the nation, W&M LL.M. students may satisfy the 50-hour pro bono requirement through a school sponsored externship during their spring semester (provided certain requirements are met). For more information, please visit the [Externships](#) page.

# STUDENT ACKNOWLEDGMENT FORM

**Master of Laws Degree (LL.M) in American Legal Studies**

**William & Mary Law School**

I, the undersigned, acknowledge that I am in receipt of the LL.M. in American Legal Studies handbook, which contains pertinent information relevant to the Law School as well as the LL.M. program curriculum, policies, and procedures. I understand that I am responsible for reading the contents of the handbook, all its stipulated academic requirements, and for complying with all policies and procedures put forth in this document.

I understand that the program reserves the right to revise the policies and procedures outlined in this handbook at any time, resulting in an updated handbook being posted on the LL.M. website.

I understand that any updated version supersedes prior versions and that I am responsible for reading, reviewing, and complying with the current version.

X \_\_\_\_\_

Student Signature