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Welcome to the LL.M. program at the University of California, Davis School of Law! You have chosen an outstanding legal institution to undertake your professional legal training. You are about to embark on a very important professional and personal journey. We look forward to working with you throughout the year to ensure that you have a rewarding and successful educational and personal experience.

To support you as you transition to our UC Davis School of Law and the Davis community, we have created an LLM Handbook filled with information that will help you before you arrive and throughout your stay.

Part 1 provides information on the LL.M. degree requirements. During your Orientation just before classes begin, we will review this material with you and at various times throughout the year. Please take the time to look carefully at these important materials. They are from the JD/LLM. Regulations, which can be found at https://law.ucdavis.edu/registrar/law-school-regulations.pdf.

Part 2 provides information on transitioning to Davis and Yolo County. It provides information on housing, transportation, schools, banks and other valuable day-to-day resources for you and your family as you integrate into the community. Davis is a wonderful place for families and you will find many resources to support not only you, but also the family members that accompany you.

Part 2 contains information about the many of the student services and resources available to you as a member of the UC Davis School of Law community. Through your tuition, you will have access to the campus and law school resources including libraries, MU, ARC, IT, counseling, and many others. While Davis is a safe environment, it also provides important information about safely and sexual harassment. During your Orientation, campus representatives will give presentations about these and many other law school and campus services. Moreover, at the beginning of your program, you will select your own Law Students Association Representative to represent you at King Hall.

Part 3 provides information on planning your classes and program. There are materials and instructions to assist you in selecting your classes. This is the first step in an ongoing academic planning process. As the Director of the LL.M. program and your Academic Advisor, I will meet with you before classes begin and during each semester. I am always available to assist you. You can reach me in Room 1118 or at bgreenwood@ucdavis.edu, (530)-219-1530. Our dedicated LL.M. staff members are available every day from 9a.m. – 5p.m. to help and support you as well. On behalf of all of us in the International Law Programs, we welcome you to the UC Davis School of Law! We looking forward to meeting you in person and supporting you on your King Hall journey!

Beth Greenwood
Associate Dean, International Programs
Director, LL.M. Program
School of Law
University of California, Davis
Part I: Academic Program
Degree Requirements

The UC Davis School of Law LL.M. is an integrated LL.M. program based on the “shared curriculum” principle: You will take the same classes and exams as JD students, with limited exceptions. You are a student of the School of Law and, unless mentioned otherwise, you are subject to the same general rules (attendance, grading, discipline, exams, etc.) as the students. Please read the regulations carefully:


In addition to these general rules, Article VI of the School of Law regulations defines the specific requirements you need to meet in order to obtain your LL.M degree.

Requirements for LL.M. Degree

To earn an LL.M. degree, a graduate law student must:

A. pass all required courses;
B. earn twenty semester credits;
C. complete two semesters in residence;
D. if a graduate of a United States law school, write a graded thesis having a semester credit value of between four to eight units; or
E. if a graduate of a foreign law school, write an analytically rigorous legal research paper, either as part of a seminar or for an independent study project worth at least two semester units of credit, which is completed within the two semesters of the graduate program and is equivalent in quality and substance to the writing project required of candidates for the J.D. degree under paragraph 1.4C;
F. have a cumulative grade point average of at least 2.0 at the end of the program. The grade point average shall be determined on the basis of letter grades. This rule applies even for LL.M. students who elect "Satisfactory"/ "Unsatisfactory" grading as provided in paragraph 6.3D or paragraph 6.3E. The grade point average is computed to the nearest tenth; numbers 0.50 and above will be rounded off to the next highest tenth.
Program of Study

- For graduates of United States law schools, the graduate law program consists of elective courses and a thesis together comprising twenty semester units of credit.
- For graduates of foreign law schools, the graduate law program consists of two required courses, or their equivalent, worth three semester units of credit, and elective courses worth a total of 17 semester units of credit. The required courses are Law 200A, *U.S. Legal System Seminar*, a one semester, two-unit course; and Law 207, *Legal Research*, a one-unit course.
- On a showing that the LL.M. student has already received credit for courses equivalent to the required courses, the LL.M. director may waive either or both of the required courses. If the director waives a required course, the director may require the student to take other courses specially designed for, or of special value to LL.M. students.
- With the approval of the LL.M. Director and the candidate's faculty advisor, graduates of a foreign law school may, in lieu of the writing requirement contained in 6.1E, write a graded thesis equivalent in quality and substance to a substantial law review article worth between four to eight semester units of credit.
- Credits earned in an approved LL.M. preparation program may be considered the equivalent of the course entitled *U.S. Legal System Seminar*, but shall not transfer to reduce the 20 semester units of credit required to earn an LL.M. degree.
- LL.M. students may enroll in any course. Enrollment in clinical courses requires approval of the instructor and completion of any prerequisite requirements. Students may not receive credit for courses that are substantially similar to courses previously taken at a law school.
- With the consent of the LL.M. director, and on a showing that the course complements the student's course of study or research, an LL.M. student may enroll in one course (up to three units) offered by University departments outside the law school.
- LL.M. students may not receive credit toward their degree for courses taken at another law school.
- A student who has successfully completed at least 10 units of law study in a UC Davis law school program may apply to transfer to the LL.M. program. The dean will decide how many credits and semesters of residence will be awarded for the work in the prior program.
- The policy on the transfer of UC Davis LL.M. students into the J.D. program is as follows:
  - UC Davis LL.M. students may be eligible for admission into the J.D. program as transfer students, upon recommendation by the Associate Dean of International Programs. This policy does not apply to LL.M. students from other law schools or to students in the UC Davis LL.M. Program in International Commercial Law.
  - UC Davis LL.M. students who desire to enter the J.D. program will not be required to take the LSAT, but must adhere to all other steps of the J.D. transfer application process, including submission of a complete application, as set forth by the Office of
Admission and Financial Aid.

- UC Davis LL.M. students who desire to enter the J.D. program must submit a statement of purpose indicating their reasons for wishing to enter the J.D. program and how completion of the J.D. program will enhance their career goals.

- The decision as to whether to accept a UC Davis LL.M. student for transfer into the J.D. program will be made on the basis of the information contained in the student's LL.M. transfer application, including but not limited to student's academic performance as a UC Davis LL.M. student, the LL.M. student's statement of purpose, and any recommendations that have been submitted by UC Davis professors outside the LL.M program.

- UC Davis LL.M. students and UC Davis LL.M. graduates who are interested in transferring into the J.D. program may apply for transfer admission after the UC Davis LL.M. student's first semester, but not more than three years after graduating from the UC Davis LL.M. program.

- In consultation with the Assistant Dean of Admission and Financial Aid and the Director of the LL.M. program, the Dean shall be responsible for consideration of requests by UC Davis LL.M. students for transfer into the J.D. program.

- The primary criterion for acceptance into the J.D. program shall be academic performance at UC Davis during at least two semesters of the LL.M. program. UC Davis LL.M. students who have not achieved a grade point average of 3.3 at the conclusion of the LL.M. program will generally not be accepted. In calculating the grade point for transfer purposes, grades for *U.S. Legal System Seminar, Legal Research, Introduction to U.S. Legal Methods A and B, U.S. Legal Methods A and B, and LL.M. Essay Writing A and B* will not be counted. To be eligible for transfer to the J.D. program, UC Davis LL.M. students must have at least 15 units of graded coursework.

- UC Davis LL.M. students who are accepted for transfer into the J.D. program will receive credit toward the J.D. degree for all coursework completed during their LL.M. program except that the total number of credits earned for courses taken in the UC Davis LL.M. program may not exceed one-third of the credits required for the J.D. degree, and students will not receive credit for *U.S. Legal System Seminar, Legal Research, Introduction to U.S. Legal Methods A and B, U.S. Legal Methods A and B, and LL.M. Essay Writing A and B*.

- UC Davis LL.M. students accepted for transfer into the J.D. program must take all first year courses except for first year courses completed during their LL.M. year.

- UC Davis LL.M. students transferring into the J.D. program must complete all requirements for the J.D. degree no later than 84 months after beginning the LL.M. program.

- UC Davis LL.M. students will receive an LL.M. degree upon successful completion of the LL.M. program and will receive a J.D. degree upon successful completion of the J.D. program. UC Davis LL.M. students accepted for transfer into the J.D. program must choose one of the following options:

  - **J.D. Program A**: The former LL.M. student completes all three years of a standard
J.D. program. The former LL.M. student retains the LL.M. degree but receives no credit for any LL.M. course work.

- J.D. program B: UC Davis LL.M. students who are accepted into the J.D. program and who choose this option will be considered holders of the LL.M. degree until completion of the J.D. program. Because the J.D. degree is based in significant part upon work completed for the LL.M. degree, the LL.M. degree will at the time of graduation from the J.D. program merge completely into the J.D. degree and will no longer exist as an independent degree.

- LL.M. students with a J.D. degree from an American law school will be ineligible for transfer into the J.D. program.

- The above procedure is the exclusive means by which UC Davis LL.M. students may be admitted to the J.D. program.

- Applicants seeking to appeal the admission decision must adhere to the appeal process, including deadlines, set forth in the J.D. Program Admissions Procedures and Criteria.

### Examinations, Written Work, and Grades

i. Unless otherwise provided in this Article, all provisions in Articles II and III regarding examinations, written work, and grades applicable to J.D. students apply as well to LL.M. students.

ii. Law students whose native language is not English and who have no previous study experience of at least one year in the English language shall be granted additional time for written examinations. The additional time shall be 20 minutes per regular exam hour.

iii. Professors shall grade LL.M. candidates on the same basis as J.D. candidates.

iv. Prior to the last day of a semester, LL.M. candidates may elect to receive "Satisfactory"/"Unsatisfactory" grade in one or more graded courses.

v. Upon completing the LL.M. program, LL.M. candidates may elect to have their entire transcript converted to "Satisfactory"/"Unsatisfactory" grading.

   vi. For purposes of the conversions in paragraphs D and E, all courses for which a J.D. candidate would receive credit will be converted as a "Satisfactory" grade.

vii. In exceptional cases, the dean may authorize use of a grading system other than those specified in subsections 6.3C, D, E and F.

### Altering the LL.M. Academic Program

LL.M. Student Handbook
Exams, Grades and Evaluations
1. The provisions of paragraph 5.1 and paragraph 5.3 shall apply to LL.M. students.
2. The normal course of study leading to the LL.M. Degree is one academic year. In exceptional circumstances, with the dean's permission, LL.M. students may extend their course of study. Extensions of time beyond the normal course of study solely for the purpose of completing the writing project required by paragraph 6.1E or a thesis pursuant to paragraph 6.2D may be granted by the dean only for good cause and for a stated period not to exceed the end of the next following semester, provided the faculty member supervising the writing project or thesis and the LL.M. director concur. Paragraph 6.4(B) does not apply to the Advanced LL.M. Program.

C. LL.M. students who withdraw from school before completing the program may petition the LL.M. Admissions Committee for readmission. In exercising its discretion to readmit, the committee will consider, among other things, the timing and reasons for the withdrawal, the activities after withdrawal, and the prospects of successfully completing the LL.M. program. Petitions under this rule are granted only in exceptional circumstances. In granting a petition, the LL.M. Admissions Committee may in its discretion impose the conditions contained in paragraph 4.4B, except that paragraph 4.4B(2) shall not apply.

Extended LL.M. Program

viii. The Extended LL.M. program is designed for high quality LL.M. applicants who must upgrade their English language skills in order to be successful in the LL.M. program. The Program is authorized for four years on an experimental basis, effective in 2017-2018. A re-evaluation will occur at the expiration of the experimental period.

ix. The number of semesters of additional study required will be specified as either one semester or two semesters at the time of admission to the Extended LL.M. Program. Each semester of additional study must include a minimum of 10 units. Each student's program of additional study will be developed individually and approved by both the student and the LL.M. Director. Students requiring two semesters of additional study will generally begin with courses such as Introduction to US Legal Methods A, Introduction to US Legal Methods B, US Legal Methods A, and US Legal Methods B. As the student progresses, the student will take U.S. Legal System Seminar, Legal Research and Writing (LL.M.), and courses approved by the LL.M. Director.

x. The requirements for the Extended LL.M. Program shall consist of the required amount of additional study as set forth in paragraph 6.5(B), in addition to the normal requirements for an LL.M. degree as set forth in Article VI of the Regulations of the Faculty of the School of Law. Students must complete a minimum of either 30 units (three semesters) or 40 units (four semesters) to successfully complete the Extended LL.M. Program. The number of units required for completion of the Extended LL.M. Program shall be determined by the LL.M. Director.
**Advanced LL.M. Program**

xi. The Advanced LL.M. program is a program for students interested in law study that is more advanced than that offered by the UC Davis LL.M. program. The Program is authorized for four years on an experimental basis, effective in 2017-2018. A re-evaluation will occur at the expiration of the experimental period.

xii. Up to 10 students per year may be admitted to the Advanced LL.M. Program. Students enrolled in the UC Davis LL.M. program are eligible to apply for admission.

xiii. Students who complete the Advanced LL.M. Program will receive an Advanced LL.M. certificate. Students admitted into the Advanced LL.M. Program must complete a minimum of two semesters and earn a minimum of 20 units in order to earn the Advanced LL.M. certificate. Students must be enrolled in a minimum of 10 units per semester. Students may not receive credit towards the Advanced LL.M. certificate for courses taken at another law school.

xiv. Students must complete an LL.M. degree before beginning the Advanced LL.M. Program. Students enrolled in the UC Davis LL.M. program who are accepted into the Advanced LL.M. Program must first complete all requirements of the UC Davis LL.M. program, before they can begin work in the Advanced LL.M. Program.

xv. As part of the Advanced LL.M. Program, students who complete 15 or more units in a specialized area will receive a certificate indicating that they have completed the “Advanced LL.M. Program in__________.” To earn a specialization in Business Law, students must complete a minimum of 15 units of study in courses eligible to be considered for the Business Law Certificate earned by J.D. students. To earn a specialization in Intellectual Property Law, students must complete a minimum of 15 units of study in courses eligible to be considered for the Intellectual Property Law Certificate earned by J.D. students. Additional areas of specialization can be approved by the faculty Educational Policy Committee.

Date of last update 8/14/2019

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**Mentoring**

Mentoring is an essential aspect of the LL.M. program at UC Davis School of Law. Associate Dean Beth Greenwood will work with you to help you define and achieve your goals.

Mentoring Guidelines

LL.M. (Master of Laws)

The following are the mentoring guidelines for the LL.M. (Master of Laws) Faculty have a responsibility to mentor graduate students. Mentoring has been defined as...

I. Guiding students through degree requirements. This means:

- Providing a clear map of program requirements from the beginning, making clear the nature of the coursework requirements and defining a timeline for their completion.
- Providing clear guidance for starting and completing the legal research/legal writing project including the timely completion of the legal writing paper.

II. Guiding students through the legal research/legal writing project. This means:

- Helping the student to identify an area(s) for a potential writing project.
- Encouraging an open exchange of ideas, including pursuit of the student’s ideas.
- Providing the legal research/legal writing tools to undertake the final written project.
- Creating clear timelines and checking regularly on progress.
- Critiquing written work.
- Providing and discussing clear critical for authorship for collaborative research/writing.
- Teaching students about how to engage in legal research and helping them to have access to appropriate research materials.
- Being aware of student’s research needs and providing assistance in obtaining required resources as appropriate.

III. Guiding students through professional development. This means:

- Providing guidance and serving as a role model for upholding the highest ethical standards.
- Treating students respectfully.
- Encouraging and critiquing oral and written presentations when appropriate.
- Encouraging participation in professional activities and helping LL.M. students to form a global network.
- Facilitating interactions with law faculty and other scholars, on campus and in the wider professional community.
- Being the student’s advocate in academic and professional communities.
- Providing career guidance, in the preparation of CV and job interviews, and writing letters of recommendation in a timely matter.
- Providing information on qualifying and studying for the bar.
- Recognizing and giving value to the idea that there are a variety of career options available in the field of international commercial law and supporting the legal professional’s choice of career options.

IV. As partners in the mentoring relationship, LL.M. graduate students have responsibilities. As mentees, students should:

- Providing guidance and serving as a role model for upholding the highest ethical standards.
- Treating students respectfully.
- Encouraging and critiquing oral and written presentations when appropriate.
- Encouraging participation in professional activities and helping LL.M. students to form a global network.
- Facilitating interactions with law faculty and other scholars, on campus and in the wider professional community.
- Being the student’s advocate in academic and professional communities.
- Providing career guidance, in the preparation of CV and job interviews, and writing letters of recommendation in a timely matter.
- Providing information on qualifying and studying for the bar.
- Recognizing and giving value to the idea that there are a variety of career options available in the field of international commercial law and supporting the legal professional’s choice of career options.
- Be aware of their own mentoring needs and how they change through their graduate tenure. Graduate students should discuss these changing needs with their mentors.
- Recognize that one faculty member may not be able to satisfy all of a student’s mentoring needs. Seek assistance from multiple individuals/organizations to fulfill the mentoring roles described above.
- Recognize that their mentoring needs must respect their mentor’s other responsibilities and time commitments.
- Maintain and seek regular communication with their mentors.
Writing Requirement
(capstone writing project)

-GENERAL REQUIREMENTS

In order to graduate, all students need to complete a writing project. The writing requirement depends on your situation.

-If you have already a JD degree from a United States law school, you need to write a graded thesis having a semester credit value of between four to eight units.

-If you are a graduate of a foreign law school, you need to write an analytically rigorous legal research paper, either as part of a seminar or for an independent study project worth at least two semester units of credit, which is completed within the two semesters of the graduate program and is equivalent in quality and substance to the writing project required of candidates for the J.D. degree. This means an individually authored work of rigorous intellectual effort of at least 20 typewritten, double-spaced pages, excluding footnotes.

Students complete the capstone writing project under the oversight of a faculty member.

-LEARNING OUTCOMES

Specific learning outcomes we hope you achieve during the process of writing your paper include:

A. Understand the different types of legal writing and the specifics of scholarly legal writing;
B. Learn how to select an appropriate topic for a scholarly paper; understand the difference between a topic, an issue and a thesis, and be able to formulate a thesis statement;
C. Know how to identify and use appropriate sources; understand the function of primary and secondary sources; be able to combine paper and electronic sources;
D. Understand how to build an outline and structure a paper; understand the function and structure of an introduction and a conclusion;
E. Learn how to develop, support and argue your ideas, assess the value of arguments, consider and discuss opposite views, nuance or refine your ideas; develop critical and analytical thinking;
F. Learn how to structure a paragraph and express your ideas clearly, using the appropriate tone for scholarly writing;
G. Understand the ethical responsibilities regarding the use of sources (attribution, quotation marks, footnotes); understand the essential rules regarding the format of citation;
- STEPS TOWARDS COMPLETION

- Topic selection

At the beginning of the process, your faculty capstone advisor will ask you to propose a tentative topic. After submitting your topic, you will meet with your advisor for an individual consultation. The choice of an appropriate topic is an essential aspect of the research and writing project. The topic must be original, and raise interesting questions of law or policy. It can be a topic about US law, comparative law or international law. The topic must specific enough to be covered in a 20-page paper, and sources must be sufficient and manageable (enough sources, not too many sources).

Shortly after the consultation, you and your advisor will agree on the final choice of the topic.

- Outline

The next step is to develop a 2-3 page outline. In order to build your outline, you will need to undertake preliminary readings and establish a tentative bibliography. You will also need to identify the legal issue and define a tentative thesis. Finally, you will need to describe the proposed structure of the paper, which is usually divided into a background part and an analysis part.

After submitting your proposed outline, set an appointment with your faculty advisor to receive feedback.

- Draft

You will then need to develop your outline into a draft. The outline must include a 2 to 3 pages introduction that will present the topic, the interest in the topic, the issue and research question, the thesis and the structure of the paper. The draft should be a fully written first version of the paper. At the draft stage, the footnotes do not need to be in Bluebook format, but the draft must respect all the rules regarding attribution and sources, and sources must be indicated in the form of footnotes with complete information regarding the sources.

After submitting your draft, your professor will provide written feedback. If necessary, your advisor will ask you to conduct additional research, restructure or revise the paper.

- Final paper

After receiving faculty feedback on the draft, you will proceed to complete the final version of your paper. The final version must take the feedback into account. It should be entirely proofread and the notes should be in Bluebook format. You may be asked to revise your paper more than once. Your grade will be mostly based on the final version, but will also take into account your work during the different steps the research and writing process. The paper will receive a letter grade. Outstanding papers might be recommended for publication, after further editing.
Bar exam

At the beginning of the program, your adviser will discuss your goals. One of these goals might be to sit for a state bar exam in the United States (such as California, New-York, DC, etc.). Eligibility requirements are complex and vary from state to state. The adviser will guide you to determine your eligibility and to select the required classes.

Disclaimer: the determination of eligibility rests with each state bar. The state bars are the only entities allowed to provide official information on the exam or final interpretations of the eligibility rules. It is your responsibility to communicate with the relevant state bar, to check the eligibility requirements and to register for the exam on time. We are not allowed to communicate with the bar on your behalf.

For your convenience, here is a summary of the eligibility requirements for the NY and California bar exam, as of 12/12/2019. Please check the site of the state bar for updated official information.

CALIFORNIA BAR EXAM REQUIREMENTS

-If you are a member of the bar in your home country you are automatically eligible to sit for the California bar exam.

-If you are not a member of the bar in your home country:

1. 20 semester units, total
2. 12 units in 4 subjects tested on the bar exam (check 4 boxes, including Professional responsibility)
   - Mandatory-Professional Responsibility (2 units)
   - Business Associations (4 units)
   - Civil Procedure (5 units)
   - Marital Property (2 units)
   - Constitutional Law I or II (4 units)
   - Contracts (5 units)
   - Criminal Law (3 units)
   - Criminal Procedure (3 units)
   - Evidence (3 units)
   - Real Property (4 units)
   - Remedies (3 units)
   - Torts (5 units)
   - Trusts and Wills (3 units)

http://admissions.calbar.ca.gov/Education/LegalEducation/ForeignEducation.aspx

NY BAR EXAM REQUIREMENTS

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- 24 semester units, total (without independent studies or exchange credits)
- 2 units in Legal Research, Writing and Analysis
- 2 units in Professional Responsibility
- 2 units in American Legal Studies (Introduction to US Legal System Seminar)
- 6 credits in other subjects tested on the New York State Bar Examination
  - Contracts (5 units)
  - Constitutional Law (4 units)
  - Criminal Law (3 units)
  - Criminal Procedure (3 units)
  - Evidence (3 units)
  - Real Property (4 units)
  - Torts (5 units)
  - Civil procedure (5 units)
  - Business Associations (4 units)
  - Conflict of Laws (2 units)
  - Family Law (3 units)
  - Trusts, Wills and Estates (3 units)

http://www.nybarexam.org/foreign/foreignlegaleducation.htm
http://www.nybarexam.org/UBE/UBE.html

OTHER STATE BAR REQUIREMENTS

- All state bar exam applicants must pass the MPRE (Multistate Professional
  Responsibility Exam).
- See http://www.ncbex.org/exams/mpre/ for detailed information about the exam and
  included exam dates.
- All law exam applicants need to fulfill a moral responsibility requirement. Check with
  the state bar for the specific requirement.
- Please check the bar eligibility website for additional bar requirements.
### Exams, grades and evaluations

As mentioned in article 6.3 of Title VI, School of Law Regulations:

- “Unless otherwise provided in this Article, all provisions in Articles II and III regarding examinations, written work, and grades applicable to J.D. students apply as well to LL.M. students.
- Law students whose native language is not English and who have no previous study experience of at least one year in the English language shall be granted additional time for written examinations. The additional time shall be 20 minutes per regular exam hour.
- Professors shall grade LL.M. candidates on the same basis as J.D. candidates.
- Prior to the last day of a semester, LL.M. candidates may elect to receive "Satisfactory"/"Unsatisfactory" grade in one or more graded courses.
- Upon completing the LL.M. program, LL.M. candidates may elect to have their entire transcript converted to "Satisfactory"/"Unsatisfactory" grading.
- For purposes of the conversions in paragraphs D and E, all courses for which a J.D. candidate would receive credit will be converted as a "Satisfactory" grade.
- In exceptional cases, the dean may authorize use of a grading system other than those specified in subsections 6.3C, D, E and F."

What does it mean?

- **Grading**
  
  - Unless you elect Satisfactory/Unsatisfactory grade, courses (with limited exceptions) are graded by the following table of letter grades and numerical grade point equivalents:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+ or A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

-The grade of A+ may be awarded for extraordinary student achievement but will counted as A when computing your GPA.

LL.M. Student Handbook
Exams, Grades and Evaluations
-First-year JD classes are graded “on a curve”, but LL.M. students are not part of the curve.

-All grades except Incomplete or In Progress are final when filed by the instructor. The petition of a student seeking to have a grade changed shall be referred to an ad hoc committee of the faculty for decision without appeal. A grade may be changed only for the correction of a clerical or procedural error. No change of grade may be made on the basis of reassessment of the quality of a student's work.

-You cannot change your grade to Satisfactory/unsatisfactory after the last day of the semester (unless you decide to change all your grades to Satisfactory/unsatisfactory after completion of the program).

**-Exams**

-A written final examination is required in each course except clinical and skills courses, seminars, individual research projects, and other courses in which substantial written work of appropriate length is required. Unless the instructor announces otherwise, a written final examination will be given at the end of each course.

-In some classes, there will be mid-term exams. This will usually be announced by the instructor at the beginning of the semester.

-Some classes might also have graded assignments during the semester or at the end of the semester.

-Students must be present for the final examination at its regularly scheduled time unless excused by the dean. Absent exceptional circumstances, the student must request and receive the excuse in advance of the scheduled examination. The dean may excuse a student from the regularly scheduled examination and permit the student to take an examination at another time only in very limited circumstances (exams scheduled at the same time, illness, extraordinary circumstances such as a death in the immediate family).

-All examinations are governed by the honor system (see below). Exams can be taken on paper (“bluebooks”) or using a special software (Examplify).

-Exams are “closed book” unless otherwise specified by the instructor. If the instructor allows the use of materials (“open book” exam), the instructor will determine which type of material is allowed and communicate it in advance. In this case, it is your responsibility to understand which material is allowed and to check in advance if necessary.

-In order to permit timely distribution of examination materials, students must be seated in the examination room at least 10 minutes before the start of the examination. Grading is anonymous and students are only identified by an exam number.

-Students shall not begin to write until the administrator tells the students to start. When the administrator announces that the time is up, students must stop writing **immediately** even if in mid-sentence. Answer booklets and question sheets shall be placed one inside the next and turned in
immediately to the administrator. The administrator will not accept the answer booklets of students who violate these time rules.

- LL.M. students whose native language is not English and who have no previous study experience of at least one year in the English language shall be granted additional time for written examinations. The additional time shall be 20 minutes per regular exam hour.

- After receiving the grade in a course, a student may look over the final examination. Final examinations are kept on file for one year; after one year they are destroyed unless the instructor or the dean directs otherwise.

- Unless the instructor announces otherwise, all written work at this school is governed by the honor system. Under the honor system students may neither give nor receive aid on written work. Any student who learns that another student has violated the honor system should report the violation to a member of the faculty or to the dean. Violations of the honor system will be treated in accordance with university disciplinary procedures.

- There is a special procedure for students with disabilities requiring accommodations. Students seeking accommodations must register with, and provide appropriate documentation to, the Student Disability Center of the University, which will then provide recommendations to the law school Registrar/Registrar’s Office for each approved student. (for more details, check: https://law.ucdavis.edu/on-campus-services/student-disability-center.html).
Part II: Practical Information

Life in Davis
Life in Davis

The purpose of this handbook is to provide you with information that will assist you as you become a member of the UC Davis and Davis communities. It addresses practical information about resources that are available to you both at the beginning and throughout your stay. Arriving at a new community presents many challenges. Our goal is to assist you in that transition and to support you in having a quality experience in our community, on our campus and at the UC Davis School of Law.

HOUSING INFORMATION
The first step in coming to the UC Davis School of Law is to locate housing. In this section, we have listed several choices for housing in Davis. As you evaluate which is the most appropriate housing situation for you or your family, we would like to point out that Davis is a small and friendly community of about 70,000 people, centrally located in beautiful Northern California. It is located 20 kilometers west of Sacramento, the capital of California and 110 kilometers east of Berkeley, San Francisco, the Bay Area and Silicon Valley. It is also close to Lake Tahoe, the Napa Valley wine country and Yosemite National Park. Moreover, Davis is quite safe compared to other U.S. metropolitan areas. One may drive, bicycle or ride a bus to the University campus from almost any point in Davis within a short period of time.

The following information is provided to assist you in finding housing. Almost all of our LL.M. students live in Davis because of its excellent bus, bicycle and transportation system, convenient shopping, many housing options, a welcoming community, and its rich cultural and social opportunities. Some students decide to live in other communities close to Davis such as Woodland, Dixon, Vacaville and Sacramento. For some, living in other communities may be an option, but public transportation is not convenient so you will most likely need to purchase a car. However, in Davis you can easily rely on convenient public transportation, a bicycle or walking to school. With this in mind, the information primarily addresses Davis housing.

We expect housing in Davis to be more limited for the 2019-2020 academic year than in past years because the UC Davis student body is increasing and the university and Davis are in the process of building new housing. Although there is plenty of excellent housing in Davis, we recommend that you begin to research housing options as soon as possible after deciding to come to the UC Davis School of Law. Below we have provided housing websites so you can see the types of housing that are available. We recommend that you contact landlords and apartment property management services as early as possible to take advantage of the best housing opportunities.

Please contact our office at llm@ucdavis.edu or at +1 (530) 752 6081 if you need assistance finding housing in Davis.

HOUSING OPTIONS
There are two housing options in Davis: on-campus housing and off-campus housing. On-campus
housing includes the Solano Park Complex and private-operated apartments. Off-campus housing includes apartments, rental houses, homestays and other arrangements. Your choice of housing will depend on many factors, such as your lifestyle preferences and financial resources. On-campus housing accommodations are simple in style and moderate in price. Off-campus housing choices are numerous and varied. There are apartments, condominiums, and houses that range from older to newly built facilities.

**ON-CAMPUS HOUSING:**
https://housing.ucdavis.edu/
Student Housing Office (530) 752-2033
On-campus student family housing is offered at the Solano Park complex. Single graduate/law students are considered after families are accommodated. There is usually a waiting list for on-campus housing so sign up early. Solano Park is located on the southeast side of central campus, conveniently close to classrooms, downtown restaurants and shops, and the beautiful UC Davis Arboretum. Please visit the Student Housing website for a complete list of amenities and other available services.

Leases for Solano Park run from August through July of the following year; review the Application Process to learn about eligibility and how to apply.

**ON-CAMPUS HOUSING:**
Campus Apartments
Campus apartments are available to UC Davis students. Campus apartments function independently of the residence halls, allowing for more flexibility and privacy for returning and graduate students, and students with families. Unlike the residence halls, campus apartments are equipped with private kitchens and bathrooms, but they do not include dining plans (plans may be purchased separately; see "Dining" on the housing website listed above); apartments are available in different room quantities.

Five campus apartment complexes are conveniently located on the main campus: The Atriums at La Rue Park, Russel Park, The Colleges at La Rue, Primera Grove, West Village Apartments, 8th & Wake - Elevated Graduate Living -- Although located on the UC Davis campus, these apartments are privately operated. You can contact any of the apartments listed above and request early move-in or ask for a sub-lease option.

**OFF-CAMPUS HOUSING:**
Excellent off-campus apartments are available throughout Davis. The following provides contact information to find out more about these housing options.

- **Associated Students of UC Davis Housing Listing Service,** (530) 752-1990. We recommend this site because you may search for places to live by price range, neighborhood, type of housing (apartment, house, condominium) or room-share etc. [http://chl.ucdavis.edu/](http://chl.ucdavis.edu/)
- **University Village** apartment complex rents single rooms or full apartments:

- Classifieds in the community newspaper, **The Davis Enterprise**, [davisenterprise.com/](http://davisenterprise.com/)
- Classifieds in the campus newspaper, The California Aggie, [theaggie.org](http://theaggie.org)
- **University Farm Circle**: Housing list of university employees on sabbatical [http://www.ufcdavis.org/sabbatical-housing](http://www.ufcdavis.org/sabbatical-housing)
- **Davis Wiki**: [https://localwiki.org/davis/Apartments](https://localwiki.org/davis/Apartments)
- **SISS bulletin**: a great resource for international students. We recommend that you sign up for the SISS bulletin. You can sign up on the link through this link: [https://lists.ucdavis.edu/sympa/subscribe/sissbulletin](https://lists.ucdavis.edu/sympa/subscribe/sissbulletin).
- **Social Media**: Students often use social media outlets to post housing listings. One of the most popular sites is on Facebook (search for "Housing" and choose the one located in Davis). You will need to provide your "@ucdavis.edu" email address to be granted access to this site. Listings are used to search for housing, roommates, or both.
- **CSSA**: For Chinese students unable to access Facebook, another helpful resource is the UC Davis Chinese Students and Scholars Association forum. [http://ucdbbs.com/forum/index.php](http://ucdbbs.com/forum/index.php)

*THE LISTS ABOVE ARE NOT EXCLUSIVE LISTINGS AND LISTING THESE WEBSITES DOES NOT CONSTITUTE AN ENDORSEMENT OF ANY OF THESE BUSINESSES.*

**HOUSING TIPS**

- All rental accommodations require a [lease agreement](http://www.carmelapartments.com/the-u-davis-ca). Most will use the **Davis Model Lease Agreement**.
- Most managers or owners will require a 12-month lease, which usually begins September 1st.
- Almost all apartment managers require a security deposit of around $1,200.00 to $1,700.00. This must be paid **before** you move into the apartment. It is refundable if you leave your apartment clean and in good condition. If not, you will not get back all of your deposit or even any of your deposit depending on the condition of your apartment when you are ready to leave Davis. Make sure to take pictures of every room in your apartment before you move in.
- You will need to pay the first month’s rent **and** last month’s rent before you can move into an apartment along with the **security deposit**.
- Some apartments are furnished. They will have beds, dressers, table, chairs, lamps, coffee table (possibly), sofa, refrigerator, stove, and sometimes a dishwasher. Some apartments are unfurnished. However, it is very easy to rent the furniture you want from a furniture company, although this option will include added costs. You may also find furniture at yard sales, which usually occur in the fall. Also, you can find furniture for sale in the classified ads of the local newspaper.
- The cost of heat and water are often included in the rent, but this is not always the case. Be sure to ask the apartment manager.
- Usually you must pay for your **utilities** (i.e. your gas and your electricity).
- You **always** must pay for your telephone service.
- Most apartment managers expect you to pay your rent by the first day of each month. This should be reflected in your lease.
• To safeguard yourself, please make monthly rent payments directly to the leasing office.

**HOMESTAY**
With a homestay arrangement you will live with a local family and experience an American family lifestyle. Homestay arrangements are not one-size-fits-all. You can choose to have your own room or you can share a room with another student. You can eat all or some of your meals with your host family. You choose the situation that best meets your needs. You may contact the homestay providers directly. *Please note that the LL.M. program is not affiliated with homestay providers and does not advocate for the providers listed below.*

**OvECS, Ltd.**
Contact: Sue Treadwell Email: homestay@ovecs.com  
Website: [http://www.azhomestay.com](http://www.azhomestay.com)

**Worldwide International Student Exchange (WISE)**
Contact: Shannon Johnson Email: wise@wisefoundation.com  
Website: [http://wise.wisefoundation.com/university-homestay/](http://wise.wisefoundation.com/university-homestay/)

**Davis Housing Services**
Contact: James Doan  
Email: davishousingservices@gmail.com  
Website: [http://davishousingservices.com](http://davishousingservices.com)

**EMERGENCIES**
For life-threatening situations dial 911 to contact an ambulance, fire department or the police.

**GENERAL SAFETY TIPS**
The safety of our students is always top priority at the University of California. To this extent, we offer several resources aimed to keep our students safe and informed.

We urge you to sign up for campus-wide alerts via the “WarnMe” system. This alert system will send texts and/or emails in case of a campus-wide emergency.

We also offer services such as “Safe Rides” free of charge for students who have safety concerns while moving around Davis after dark.

The campus itself is equipped with dozens of blue-light call stations where you can request help if you’re having or witnessing an emergency. [UC Davis Campus Police](http://davishousingservices.com) are here to address the needs and concerns of all students.

We even offer an app called “Aggie Guardian” that acts as a virtual safety escort and will alert a person of your choice if you do not reach your destination in time.
We are constantly working to provide you with a safe and inclusive campus. We will discuss the many ways that UC Davis is here for your safety and wellbeing further during your orientation.

WEATHER IN DAVIS
Davis weather is hot (29 - 38 C) and dry (5 - 20% humidity) in the summer, but not very cold in the winter (-1 C). It rarely snows in Davis during the winter.

ESTABLISHING MOBILE TELEPHONE SERVICE
Before you can apply for telephone service in Davis, you must first have decided upon an apartment so that you have an established address. Mobile Phone Guide

LOCAL AND LONG DISTANCE INFORMATION/411
If you can't find the number you are looking for, you can call information by dialing 411. Tell the operator the name of the city where the individual or place is located and the name of the individual or place you want and the operator will give you the telephone number. A small fee will be charged for this service.

If you want to make a long distance overseas call, you may dial direct to most countries. You should dial 011+Country Code+City Code+Phone Number. Another option is purchasing a long distance prepaid phone card which can be purchased at groceries stores, pharmacies and convenience stores.

ESTABLISHING UTILITIES SERVICES FROM PG&E (PACIFIC GAS and ELECTRIC)
This can be done in person or by phone. Keep in mind that it can take 2-7 days from the time a request is made for services to be turned on. Be sure to ask the customer service agent when requesting service.

There is a security deposit necessary for everyone starting gas or electricity service. The deposit can be paid at the time the request is made or after service begins. You will receive a bill once a month.

Payments can be made in person, by mail or online.

PG&E Telephone: 1-800-743-5000
PG&E Office:
202 Cousteau Place, Davis
Office Hours: Monday through Friday, 8:00 a.m. to 5:00 p.m. http://www.pge.com/

Please let us know if you have any questions. LL.M. Office
UC Davis School of Law
BICYCLES AND THEFT PREVENTION TIPS
A bike can get you across campus to class very quickly. Bike lanes and bike paths can make riding to and from campus a pleasure. Whether you plan to rent or purchase a bike, here is some information to help you.

Important: Please remember that you are required to have a bike light after dark. If you do not have a bike light, you could be pulled over and fined.

• Always lock your bike, even if you’re leaving it for “just a minute”.
• Whenever possible, always lock your bike to a fixed, but legal device such as a bike rack or pod.
• Lock your bike in a highly visible, well-lighted location.
• U-shaped high security locks are among the most theft-resistant locks available. Be aware, however, that they are easily defeated by knowledgeable thieves.
• Quick-release wheels and seats can be secured with a cable, chain, or other security devices available at bike shops.
• Use a less valuable or older bike for running errands and commuting in Davis, rather than an expensive high-quality bike that can be a target for thieves.

If, in spite of all these precautions, your bike is stolen, be sure to report it to the police. Call (530) 752-1230 to report thefts on campus, and (530) 747-5400 if your bike is missing within city limits. Bicycle thefts that occur in the city can also be reported online at https://www.cityofdavis.org/city-hall/police-department/online-crime-reporting. To license your bike, bring it by the Transportation Services office Monday through Friday between 8:30 am and 4:00 pm.

BICYCLE SAFETY TIPS
You must use a light at night (white in front and red in back). If you are stopped by the police without light, you will be cited. Bike lights can be purchased at the Bike barn, local shop, and the UC Davis police sometimes has a reserved of complimentary bike light – you can ask an officer if you see a police car.

When riding a bike you should have:
• A Bike helmet
• A Bike lock (U-lock recommended)
• Bike lights *(required after dark)*

Here are some very helpful bike safety resources to help you navigate the traffic and road rules in Davis.

• Cycling Safety: [http://taps.ucdavis.edu/bicycle/education/safety](http://taps.ucdavis.edu/bicycle/education/safety)
• Free Online Bike Safety Class: [https://secure.taps.ucdavis.edu/beep/](https://secure.taps.ucdavis.edu/beep/)

**GETTING AROUND DAVIS AND DAVIS LIFE**

Davis is a small college community known as the “bicycling capital” of the western United States, boasting more bicycles than residents. Everyone purchases and rides their bicycle (cf. bicycle safety tips above).

In addition, Unitrans, the university-sponsored bus system, runs regularly throughout the entire Davis area. For Unitrans information, see: [http://unitrans.ucdavis.edu](http://unitrans.ucdavis.edu)

**DRIVING IN CALIFORNIA**

If you plan to rent a car for short periods of time, please check with the car rental agency concerning the driving license requirements.

If you plan to buy a car in California and have a valid driver's license from your home country, you can drive with it for up to six months. After that time, you must obtain a California Driver's License. An International Driver's License is **not** valid for the duration of this program.

**CAMPUS PARKING PERMIT**

Parking permits for automobiles and motorcycles are required Monday through Friday on campus. Vehicles without a daily or monthly parking permit displayed (regardless of when it was purchased) are subject to a fine. It is possible to purchase a monthly parking permit. Please speak to a staff person prior to driving over to the parking and transportation services office. Student status must be validated before the purchase.

**AUTOMOBILE INSURANCE**

It is against the law to drive in the United States without automobile insurance. It is extremely important that you buy adequate automobile insurance that includes both liability and comprehensive insurance. Insurance prices vary considerably, from a minimum of $800 to $2,000 per year. Prices depend on a variety of factors such as age, time period for coverage, driving experience, number of drivers, type of car, and choice of insurance coverage. Some insurance companies will give you lower rates if you have proof of a good driving record. We will provide you with further assistance if you plan to buy a car while you are in the United States.
RECREATION AND UNIONS

Learn about recreational opportunities on campus including the pool, the equestrian center, the craft center and more.

Use of the Activities and Recreation Center (ARC) is free of charge to enrolled UC Davis Students.

Please be prepared to give your student ID card at the front desk. New LL.M. students will receive their card during the first week of the program.

UC DAVIS STUDENT HEALTH AND COUNSELING SERVICES

UC Davis Student Health and Counseling service or SCHS provides a wide variety of medical, mental health and wellness services to all UC Davis students regardless of insurance coverage.

Most services are provided through scheduled appointments, however urgent care (services without appointments) for acute medical and mental health needs are also available. Services are provided at two primary locations: The Student Health and Wellness Center and North Hall.

Counseling services are available at no cost to registered students. Services are provided in a supportive and comfortable atmosphere. Confidentiality is strictly maintained in accordance to state law and medical standards.

Law students may also see Dr. Margaret Lee, the psychologist in King Hall who is affiliated with Student Health and Counseling Services, but dedicated to serving law students. Contact counseling@law.ucdavis.edu for appointments.

Wellness is an active process of becoming aware of and making choices toward a healthy and fulfilling life. Wellness is more than being free from illness; it is a dynamic process of change and growth.

Maintaining an optimal level of wellness is absolutely crucial to live a higher quality life. Wellness matters. Wellness matters because everything we do and every emotion we feel relates to our well-being. In turn, our well-being directly affects our actions and emotions. It's an ongoing circle. Therefore, it is important for everyone to achieve optimal wellness in order to subdue stress, reduce the risk of illness and ensure positive interactions.

The following websites provide additional resources:
- UC Davis SHCS Self-Help Library: https://shcs.ucdavis.edu/self-help-library
- Yoga Classes: https://cru.ucdavis.edu/content/314-mindbody-series.html

Student Health and Wellness Center:
https://shcs.ucdavis.edu
Phone: (530) 752-2300
UC Davis School of Law is committed to ensuring equal educational opportunities for students with disabilities, in collaboration with the UC Davis Student Disability Center (SDC). The SDC coordinates disability accommodations for all UC Davis students, including law students. The SDC offers advising, assistance and resources to students with physical, psychological, medical, communicative, or learning disabilities, as well as for temporary impairments. Academic assistance includes sign language interpreters, real-time captioning, specialized educational materials (Braille, books-on-tape, etc.), exam accommodations and funding for readers, note takers and clerical or research assistants.

Students seeking accommodations must register with, and provide appropriate documentation to, the SDC, which will then provide recommendations to the law school Registrar's Office for each approved student.

Mobility support services include SDC's shuttle service for temporary impairments and wheelchair-accessible bus transportation to campus. Disability information and referrals to community resources are also available. Students with disabilities must establish eligibility for services through the SDC and are encouraged to contact the SDC as early as possible.

**UC DAVIS IMMUNIZATION REQUIREMENTS AND RECOMMENDATIONS**

The University of California (UC) is committed to protecting the health and well-being of our students. All incoming UC students are REQUIRED to obtain specific vaccines and undergo screening for Tuberculosis prior to enrollment. This requirement is satisfied by entering your vaccination dates and completing a Tuberculosis Screening Questionnaire via the [Health-e-Messaging website](https://health.ucdavis.edu/immunization). For more information please refer to: [Details regarding UC Immunization Requirements and Recommendations](https://shcs.ucdavis.edu/immunization) and [Frequently Asked Questions](https://shcs.ucdavis.edu/immunization).

**HEALTH INSURANCE**

The University of California requires that all students have health insurance. To help you meet this requirement, UC Davis automatically enrolls all registered students in the Student Health Insurance Plan (UC SHIP).

**Costs of UC SHIP for 2019-2020:**

Graduate Students: $2,472 per semester, $4,944 per year
You can find additional information about UC SHIP at our website, including information about the UC SHIP dependent plan: [http://shcs.ucdavis.edu/insurance](http://shcs.ucdavis.edu/insurance)

**Dependents Coverage:**
Undergraduate, graduate and professional students who are enrolled in Davis SHIP have the option to enroll eligible dependents in a voluntary plan. The plan provides medical insurance and the option to purchase dental/vision benefits. Enrollment in the dependent plan is managed by Wells Fargo (on behalf of UC Davis) and the cost of insurance (premiums) for dependents is paid directly to Wells Fargo. Insurance Services DOES NOT manage the enrollment or collect payments for the dependent plan. For dependent plan enrollment questions, please contact Wells Fargo customer service at 1 (800) 853-5899

**How to Waive UC SHIP:**
If you have comparable health insurance and do not want to be enrolled in UC SHIP, you may apply for the UC SHIP Waiver. Waiver applications are now available and may be completed and submitted on-line at [http://shcs.ucdavis.edu/insurance/waiver](http://shcs.ucdavis.edu/insurance/waiver). Your health insurance MUST meet certain criteria listed here: [https://shcs.ucdavis.edu/insurance/uc-ship-waiver-criteria](https://shcs.ucdavis.edu/insurance/uc-ship-waiver-criteria)

**Student insurance Advocate Program:**
If you have questions about your health insurance, whether about the UC Davis Student Health Insurance Plan (UC SHIP) or other health insurance you may have, we have a free service to give you the answers! For more information, please visit [http://shcs.ucdavis.edu/insurance/advocate-program.html](http://shcs.ucdavis.edu/insurance/advocate-program.html)

**More Information:**
For more information about UC SHIP and the services offered at SHCS, visit [http://shcs.ucdavis.edu](http://shcs.ucdavis.edu) or email Insurance Services at insurance@shcs.ucdavis.edu

SHCS Medical Services, including Insurance Services, is conveniently located on the West side of campus at the Student Health & Wellness Center (SHWC). The center is located on La Rue Road between Hutchison Drive and Orchard Road, across the street from the Activities and Recreation Center (ARC) and next to the Colleges at La Rue. Access to the closest parking (Lot 35) is on Orchard Road.

**PREVENTION OF SEXUAL HARASSMENT, DISCRIMINATION AND BIAS**
*Sexual harassment* is a form of gender discrimination, and can be defined as unwelcome sexual attention or behavior which negatively affects the work or learning environment. Sexual harassment is a violation of the law and University policy.

There are various resources on Campus on the prevention on sexual harassment, and especially the following ones:
- a short brochure with the essential information on discrimination and sexual harassment , titled “No Blurred Lines”
- [https://hdapp.ucdavis.edu/local_resources/docs/1093729_RippleBroch_061714.pdf](https://hdapp.ucdavis.edu/local_resources/docs/1093729_RippleBroch_061714.pdf)

Regarding discrimination, hate and bias, and sexual violence you can also consult the general
The Harassment & Discrimination Assistance and Prevention Program at UC Davis supports the University's commitment to a discrimination-free work and learning environment by:

- Preventing harassment and discrimination from occurring at UC Davis by educating the campus community about the issues.
- Assisting individuals and campus units to resolve conflicts and complaints related to harassment, discrimination, sexual harassment, sexual violence and hate and bias.
- Serving as the central office for receiving reports and maintaining records of these types of complaints.

To discuss a discrimination or harassment concern, to schedule an educational presentation, or to request materials, please call (530) 752-9255.

**SEXUAL VIOLENCE INTERVENTION AND PREVENTION TRAINING**

UC Davis is committed to creating and maintaining a community in which all persons who participate in university programs and activities can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation, including sexual. Every member of the university community should be aware that the university is strongly opposed to sexual harassment. Such behavior is prohibited both by law and by university policy. It is the intention of the university to take whatever action may be needed to prevent, correct, and if necessary, discipline behavior that violates this policy. All students are required to complete the Sexual Violence Intervention and Prevention Training [SVPT](https://hdapp.ucdavis.edu/index.html) for New Professional and Graduate Students which will happen during your orientation.

**SMOKE-FREE POLICY**

The University has a smoke free policy. Smoking is not allowed on campus. For a healthier community and cleaner environment, UC Davis became smoke and tobacco free effective January 2, 2014. Call the Alcohol, Tobacco and Other Drugs Intervention Services Coordinator to find out more regarding individual tobacco cessation services available at no charge to all registered students at (530) 752-6334.

**CHILD CARE AND SCHOOLS**

If you bring your family, and if you require child care, the City of Davis Child Care Services Department provides free information to parents. This information includes day care centers, nursery schools, school-age programs, and licensed family home day cares. If you would like further information and assistance about child care, please contact the LL.M Admissions Officer.

If you have school aged children who will be attending school in Davis, you will need to provide proof of birth and immunization records before you may register your children into school. A child's birth or baptismal certificate will be accepted as proof of birth. The
immunization records must show the month, day, and year of the vaccine which was given, and by whom (such as private doctor or clinic). Students must be immunized against polio, diphtheria, tetanus, pertussis, mumps, rubella, and measles, hepatitis B, and varicella. Please provide a translation for these important documents. A helpful web link of immunization requirements can be found at http://www.nvic.org/Vaccine-Laws/state-vaccine-requirements/california.aspx.

CLASS MATERIAL, TEXTBOOKS, AND SYLLABUS
A list of required textbooks, syllabus and reading materials for each class will be posted on the intranet under the Course Tools tab. You will only need to purchase a textbook if an instructor requires one for your class. You may purchase textbooks at the campus bookstore or through various other vendors.

You will be given a limited printing credit to be used at the law school computer lab. You may refill printing credits at Shields Library.

UC DAVIS EMAIL
All students need to have a UC Davis email account during the program for:

- Access to materials on Canvas
- Access to UC Davis campus Wi-Fi
- Main communication channel during the program to receive any additional materials or email from Instructors and UC Davis office staff

Returning LL.M. students: Do you remember your UC Davis email pass phrase?

You have your UC Davis email account. Below you will find information on how to verify your pass phrase or how to change your pass phrase. If you have any questions, please send an email to Arisah Donovan at aydonovan@ucdavis.edu.

Fax the pass phrase reset form to IT Express.
Tip: We do not accept the form via email due to privacy reasons. We are required by law to store emails for several years and we do not want to store your driver’s license or government issued ID in our system for your protection.

Download a copy of the form (PDF viewer required to open file)
- Fill out the form fields by typing in values, or printing out the form and filling out by hand.
- Attach a state-issued driver license, state-issued ID, or government-Issued passport.
- Include a valid email address that you can currently access, and a telephone number where you can be reached if necessary.
- Complete the form by signing and dating the signature portion.
- Fax to the number located at the top of the form, or (530) 754-8470.
Your fax will be processed within two business hours from when it was received. Once the fax has been processed, an email including the pass phrase change token and instructions for resetting your pass phrase will be sent to the email address you provided on the form.

**Other Computing Account Services:**

**Email Forwarding:**
Enable or disable your email forwarding here. For more information about [Lifetime Email Forwarding](http://emailforwarding.ucdavis.edu/), visit [http://emailforwarding.ucdavis.edu/](http://emailforwarding.ucdavis.edu/). Check the status of your account. Use this option to check which service permits are active for your account. Change your pass phrase if you can answer your pass phrase challenge questions or you know your current pass phrase, you can change the pass phrase here. Verify your pass phrase.

You may verify your current pass phrase here. Ethernet registration Wired connections such as in the dorms and classrooms on campus require registration of your computer’s MAC address. Locate your MAC address and then use this option to register.
Part III: COURSE REGISTRATION
Course Registration Procedures

WHAT YOU NEED TO BEGIN:
To help you select courses, we have enclosed the following:

- Spring Semester 2020 - Course List
- Course Descriptions
- Spring Semester 2020 – Course Schedule
- (You may enroll in any of the courses being offered on the Spring Semester 2020 course lists shown above).
- Course Selection Worksheet (included on page 38)
- Course Registration Form (Included on page 39 - Due November 1, 2019)

LL.M. DEGREE REQUIREMENTS
Before selecting your courses, please note the following LL.M. degree requirements. You must:

- Earn a minimum of twenty semester credits.
- You must have a minimum of 10 units each semester.
- Complete two required courses:
  - U.S. Legal System Seminar (2 units)
    - You satisfy this requirement IF you took Orientation in U.S.A. Law over the summer
  - Legal Research (1 unit)
- Write an analytically rigorous legal research paper (2 units) also known as a capstone. This requirement is satisfied through enrollment in a seminar. It may also be satisfied through an independent study project worth at least two semester units of credit or, with the approval of the LL.M. Director, it may be satisfied by writing a graded thesis equivalent in quality to a substantial law review article worth between four and eight semester units of credit.
- Complete two semesters in residence.

ADDITIONAL INFORMATION
Students may select any JD course, including first year courses as long as you have fulfilled the prerequisites (see course descriptions for details). Enrollment in clinical courses requires approval of the instructor and completion of any prerequisite requirements.

Students admitted to the LL.M. Program may transfer into the JD. Program.

FREQUENTLY ASKED QUESTIONS

Can I change my courses after my initial enrollment?

- Yes, you will have an opportunity to discuss your classes with the LL.M. Director and program advisor during the LL.M. Program Orientation. You may add new classes at that time.

What if I don’t like a class after instruction has begun?

- Students may add or drop courses during the first eight days of the semester. During this time period, students may attend classes in which they are interested in order to determine if they wish to enroll in the class. All new courses must be approved by the LL.M. Director prior to enrollment. After the first eight days of the semester, the LL.M. Director will approve adding or dropping courses only with the instructor’s approval.

REGISTRATION MATERIALS PACKET

1. Study the materials.

2. Fill out the LL.M. Goal Statement Form (included). This form will help you to consider what you want to accomplish in your LL.M. studies. The LL.M. Director and program advisor will meet with you to discuss your goals and course selections before classes begin and your registration is finalized.

3. Fill out the Spring Registration Form (Proposed Classes Selections) using the information from your Course Selection Work Sheet and sign and date the form. Please select the proposed courses that you would like to take during your LL.M. studies. Registration will be finalized after your meeting with the director in January. You can still make changes to your schedule during the first week of classes.

4. Email both forms to our office at llm@ucdavis.edu or directly to Helen Rho at hjrho@ucdavis.edu no later than November 1, 2019. If you have any questions, please do not hesitate to contact us and we will help you.
Please use this worksheet to select your courses for the Spring 2020 Semester. In order to complete the form, please refer to the Spring 2020 Semester course list and schedule.

**Instructions:**

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SPRING 2020 REGISTRATION

Please fill out the form below and answer the questions on the bottom of the page. In order to complete the form, please refer to the attached Spring Semester 2020 Course List.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Student ID Number</th>
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<tbody>
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<tr>
<th>CRN</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Professor (Last Name)</th>
<th>Days and Times</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>20142</td>
<td>208A</td>
<td>Legal Research and Writing (L.L.M.)</td>
<td>Greenwood</td>
<td>TBA</td>
<td>2</td>
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<tr>
<th>Do you plan to take a Bar Exam?</th>
<th>If you do plan to take a Bar Exam, where?</th>
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<tr>
<td>Yes</td>
<td>California</td>
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<td>No</td>
<td>New York</td>
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<td>Maybe</td>
<td>Other</td>
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<th>Do you plan to transfer to the J.D. Program?</th>
<th>Do you plan to transfer to a Ph.D. or SJD program?</th>
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<td>Yes</td>
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<td>Maybe</td>
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Student Signature_________________________________________________________

Date_________________________________

Please fill out this form as instructed and return it to Helen Rho at hjrho@ucdavis.edu
2020 LL.M. Program

INDIVIDUAL PROFESSIONAL & PERSONAL GOALS

To submit this form, please fill out as instructed and save. Then send the document back to hjrho@ucdavis.edu no later than November 1.

First Name                   Last Name

PROFESSIONAL GOALS (Please describe your professional goals during and after the completion of the UC Davis LL.M. program):
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PAYMENT OF TUITION AND FEES

Tuition and fees for the Spring 2020 semester must be paid by January 15th. Tuition and fees are subject to legislative and gubernatorial action - they may change without notice.

The LL.M. program staff will assist with tuition payments during mandatory January LL.M. orientation session. However, the following information will help you to prepare for making payments smoothly:

1. For students who plan to pay their tuition and fees with bank drafts, personal checks or travelers checks, we provide the following suggestions:
   - If using bank drafts, these must be drawn on a U.S. bank and all information must be type written and made payable to the Regents of the University of California.
   - If using personal checks, please bear in mind that if you open up a checking account with a bank draft, Davis banks will place a hold on it for at least two weeks to verify if sufficient funds are available. In opening checking accounts, we advise you to use traveler's checks (with at least $500 in smaller denominations) so that you will be able to draw on your account immediately.

2. For students who plan to pay by wire transfer, the following information must be included on the transfer. Failure to include all of the following information may result in delays. Please email a copy of your wire transfer to the LL.M. Admissions Officer at kaparicio@ucdavis.edu
   - Bank Institution Name: Bank of America
   - Bank Institution Address: 1655 Grant St. Bldg A 10th Floor Concord, CA 94520 U.S.A.
   - Account Title: Regents of the University of California
   - Account Number: 12337-14115
   - Routing Transit Number: 0260-0959-3
   - Swift Code: BOFAUS3N
3. If your tuition and fees will be paid by a government, sponsoring agency or company, please contact the LL.M. Office with documentation including billing information.

4. Another option available to international students is Flywire. It’s a secure and streamlined payment process that makes it easy to pay from accounts in your home country. With Flywire, you can pay online from any country and any bank, typically in your home currency.

5. We strongly recommend that you do not carry large amounts of cash as a safety precaution. Instead, you may use traveler’s checks, which are accepted by most businesses.

6. Credit card payments are not accepted by the Student Accounting Office at this time (except for the Discover card which is only issued in the U.S.).

CANCELLATIONS, WITHDRAWALS, PLANNED EDUCATIONAL LEAVE (PELP) AND REFUND POLICIES

The Planned Educational Leave Program (PELP) allows any continuing registered student, undergraduate or graduate, to temporarily suspend academic work at UC Davis. Law students who wish to withdraw from school or apply for PELP must obtain official approval from the Dean.

For students who paid fees and cancel, withdraw, or PELP with official approval from the Dean before the end of any semester, fees are refunded according to UC Davis campus-wide refund policies. Refund are based upon the date you discontinue enrollment, you may receive a full or partial refund of your fees. Contact the LL.M. Admissions Office at llm@ucdavis.edu about refund and cancellation policies.
Part IV: ARRIVAL
Arrival in Davis

WHEN TO ARRIVE IN DAVIS
You should arrive in Davis at least a week prior to the start of Orientation to get settled and secure housing.

The required four-day Orientation is scheduled for January 2\textsuperscript{nd}, 3\textsuperscript{rd}, 6\textsuperscript{th} and 7\textsuperscript{th} 2020. During these four days, you will learn more details about the LL.M. program, the law school, the campus, and the community. You will have an opportunity to discuss your class selections and make any changes needed in your program. There will also be an opportunity to discuss and resolve any problems concerning visas, housing, transportation, health services and insurance.

ACADEMIC CALENDAR
Classes for all students begin on Wednesday, January 8\textsuperscript{th}, 2020. Please refer to the academic calendar on the Law School website for all other important dates.

AIRPORT ARRIVAL: TRANSPORTATION TO DAVIS
The two airports closest to Davis are Sacramento and San Francisco. We recommend that you schedule your flight to arrive in California at the Sacramento Airport rather than the San Francisco Airport because Sacramento is only 20 kilometers from Davis. Sacramento is a 15-minute drive from Davis whereas San Francisco is a two-hour drive from Davis.

Transportation to Davis: three options

- Taxi Services
- Davis Airporter
- Car Rental

The Davis Airporter offers door-to-door service. If you wish to use the Davis Airporter service, complete the enclosed Davis Airporter reservation section of the Airport Transportation Form and submit the Reservation Request directly on the Davis Airporter website. This service is highly recommended because they are very reliable. Taxi service is readily available at all airports; however, taxi charges are expensive.
Car Rental

We highly recommend that you reserve your car rental prior to your departure from your home country. Upon arrival in the United States, your car will be ready for your pick up at the airport.

Car rental in Sacramento Airport Car rental in San Francisco Airport
LL.M. Program

LL.M. Program Arrival Form

To assure that your arrival goes smoothly, please answer the following questions and return this form to the LL.M. Admissions Office at llm@ucdavis.edu by November 1st, 2019.

Name: ___________________________________ Number of Persons: ______

Arrival Date _______________________ Time: ___________________ A.M.  P.M.

Airline: _______________________________ Flight Number: ________________

Airport:  ■Sacramento  ■San Francisco

Airport Pick Up

☐ I have arranged for airport pickup with the Davis Airporter.

☐ Other ________________________________

Temporary Housing on Arrival

☐ I have arranged for temporary housing on arrival.

I will be staying at the following location until I find permanent housing:

Permanent Housing

☐ I have arranged for permanent housing on campus.

Address ________________________________

☐ I have arranged for permanent housing off campus.

Address ________________________________