



Applicant Name

Email address

Dissertation Topic

To the Applicant:

Please complete the information above and provide this form to the faculty member who has agreed to serve as your primary advisor. This form is required in order for your application to be completed.

To the Faculty Advisor:

The applicant named above is applying for the J.S.D. program, and by signing and submitting this form you are agreeing to serve as his/her primary faculty advisor, if admission is granted. The J.S.D. program is a three-year program wherein students complete coursework requirements and pass a qualifying oral exam during the first year prior to advancing to candidacy. Submission and approval of a written dissertation is required before awarding the J.S.D. degree.

A J.S.D. student's faculty advisor is responsible for providing academic guidance, supervising the student's research, and chairing the student's Dissertation Committee. As such, a three-year commitment to the student is required.

Please review the Faculty Advisor Guidelines and J.S.D. Program Requirements, check the box below, and provide your signature.

Submission instructions - Please submit this form directly to the Advanced Degree Programs Office by:

- emailing a scanned copy to llm@law.berkeley.edu, or
- hand delivery to 214 Boalt Hall, or
- interdepartmental mail to 214 Boalt Hall

Deadline: January 10th

I have read the J.S.D. Program Requirements and Faculty Advisor Guidelines and understand my responsibilities as a J.S.D. student's faculty advisor. I agree to supervise my student's research and progress toward degree completion for the duration of the three-year J.S.D. program. If I become unavailable for unforeseen reasons prior to the time of admission I will promptly notify the Advanced Degree Programs Office.

Faculty Advisor Printed Name

Signature & Date

J.S.D. Program - Faculty Advisor Guidelines

The Advanced Degree Programs Office offers the following guidelines to serve as a starting point for clear and regular communication about expectations between J.S.D. faculty advisors and their students.

ADVISOR RESPONSIBILITIES:

- Serve as intellectual and professional mentors to their graduate students, such as:
 - o Providing students with regular and informative evaluation of their progress and performance. A suggested minimum is meeting once a month, including: at the start of the semester to set goals including recommending and approving any needed coursework, a check-in midway through the semester, and a final meeting to review progress and sign the student's fall semester and year-end Progress Toward Degree reports. It is especially important to provide students with timely and candid advice when their performance is deficient or their lack of progress might prevent them from earning their degree.
 - o Chairing dissertation committee, and helping students secure additional committee members including an external committee member (a faculty member from a department outside of the law school).
 - o Participating in and providing guidance in preparing for the Oral Exam.
 - o Helping students design research programs that take advantage of their individual interests and strengths and that can be completed in a timely manner.
 - o Designing a reading list that will help the student understand the scholarly landscape in which they will be writing.
 - o Encouraging students to be open about any problems in their working relationships, and being open to making accommodations to deal with such problems.
- Understand the academic and nonacademic policies that pertain to J.S.D. students, including:
 - o Helping students understand J.S.D. candidacy and degree requirements and the timetable that must be met, including coursework requirements, the oral examination, and dissertation submission and approval (see attached J.S.D. Degree Requirements).
 - o Alerting students to University and Law School policies including the Academic Honor Code and the Use of Human Research Subjects.
- Prepare students to be competitive in employment, by:
 - o Identifying opportunities for students to attend scholarly presentations and conferences at Berkeley Law and on the wider UC campus.
 - o Encouraging students to participate in professional meetings and publish their work.
 - o Helping students develop relevant professional skills.
 - o Providing a realistic view of the field and the current job market.

J.S.D. Program Timeline

- **Year 1 - Fall**

August: Initial meeting with the student to communicate expectations, schedule additional meetings, and discuss goals for the semester including necessary coursework. Sign Fall Semester **Course Approval & Progress Report** form.

Sept-Dec: Regular meetings according to the schedule agreed upon with the student in the initial meeting.

J.S.D. Program Timeline continued

- **Year 1 - Spring**

January: Start-of-semester meeting to review progress to date, discuss coursework and assembling the Oral Exam and Dissertation Committees. Sign Spring Semester **Course Approval & Progress Report**.

Feb-Apr: Regular meetings to provide feedback to student on developing their abstract/prospectus for the Oral Exam Committee members' review.

April/May: Participate in student's Oral Exam. Sign **Application for Candidacy Form**.

- **Year 2 - Fall**

August: Meet with the student to review progress to date, and set goals for the semester including any coursework. Sign Fall Semester **Course Approval & Progress Report** form.

Sept-Dec: Regular meetings as needed.

- **Year 2 - Spring**

January: Start-of-semester meeting. Sign Spring **Course Approval & Progress Report** form.

Feb-May: Regular meetings as needed.

- **Year 3 - Fall**

August: Meet with the student to review progress to date, and set goals for the semester. Sign Fall Semester **Course Approval & Progress Report** form.

Sept-December: Regular meetings as needed.

- **Year 3 - Spring**

January: Start-of-semester meeting. Sign Spring **Course Approval Form**.

Feb-April: Review final drafts of student's dissertation and provide feedback.

May: Coordinate with all other members of the Dissertation Committee to review and approve finalized dissertation. Sign **Dissertation Signature** page. Be available to hood the student in the commencement ceremony if asked.

J.S.D. Program Requirements

(subject to change)

1. Completion of J.S.D. Legal Scholarship Seminar (1 unit, fall semester):

This seminar is designed to expose students to canonical arguments and central topics in American legal theory and serve as a regular forum for students to get guidance and feedback on their own developing research and writing. By Academic Rules Petition submitted within the first two weeks of classes and for good cause shown, a student may be permitted to substitute another similar seminar for this one.

2. Completion of at least 20 units in the first year including:

- 1 unit of J.S.D. Legal Scholarship Seminar (described above);
- 6 or more units of “methods” courses as approved by the J.S.D. Program Methods Advisor, including at least 2 units of a seminar or workshop requiring a written paper or papers; and
- At least 8 units of 299A/B “independent study” to be devoted to the student’s own research.

- Law 298 Group Research and Writing Projects may count toward the unit requirement
- Law 375P Teaching Learning may not count toward the unit requirement.
- Courses taken for a grade outside the law school may only count toward the unit requirement if the earned grade is equivalent to ‘B’ or better.
- Lower-division undergraduate courses may not count toward the unit requirement.

3. Submission of Fall and Spring Semester Progress Report and Course Approval forms (duration of program):

During every year of the J.S.D. program (including the first year), a student must complete and submit a “Progress Report and Course Approval” form to the ADP office by the CalCentralAdd/Drop deadline in Fall and Spring semesters. Each semester’s form must be signed by the student’s faculty advisor and detail:

- (1) the progress the student has made toward the goals set out in his/her last report (explaining deviations from these goals, if any);
- (2) goals for the upcoming term, including a timetable for completion of those goals; and
- (3) course enrollment, including identifying any Methods coursework

Timely submission of Progress Report and Course Approval forms is required to maintain a student’s good standing in the J.S.D. program.

4. Formation of Dissertation Committee & Oral Examination Committee:

By the beginning of the Spring semester of the first year, the student must submit a Nomination of Committees form for approval by the Advanced Degree Programs Office. It must include signatures from the student’s faculty advisor and two additional faculty who have agreed to serve on the student’s dissertation and oral examination committees.

One member of each committee must be from a department outside the law school, to serve as the Academic Senate Representative. This external member as well as the designated committee Chair and the second internal member must be tenured or tenure-track faculty. Any exceptions to committee composition requirements must be approved by the Graduate Division.

5. **Submission of Abstract/Prospectus:**

Two weeks prior to taking the oral examination, the student must submit to the oral examination committee a substantial piece of writing outlining a proposed dissertation project, in either of the following forms:

- (1) A short abstract (1 page), plus a table-of-contents-like outline of the dissertation as a whole, plus one chapter of minimum 20 pages; OR
- (2) A minimum 20-page prospectus of the dissertation, providing a detailed discussion of the questions to be addressed, relevant literature and arguments surrounding the topic, and proposed research strategy for addressing the topic.

Where the student plans to write three shorter papers instead of a single long paper, he or she should submit either:

- (1) a 20-page draft of one of the papers plus short paragraph abstracts of the other two; or
- (2) three shorter prospectus-like summaries of each paper, of a minimum of 6 pages each.

6. **Oral Examination:**

The oral examination should take place in the Spring semester of the first year (and no later than Fall semester of the second year). The focus of the examination will be on the student's proposed dissertation project. Successful passage of the oral exam is required before advancement to candidacy.

7. **Application for Candidacy:**

A student will be eligible for J.S.D. candidacy once the student has passed the oral examination and successfully completed all required coursework. The student must submit to the ADP Office a signed Application for Candidacy form by the end of the semester in which the student completes candidacy requirements.

8. **Continuous Enrollment:**

Once advanced to candidacy, students must maintain their registration by enrolling in 10-16 units per semester for the duration of the program. These units may consist of independent study alone, or a combination of independent study and advisor-approved coursework. After advancing to candidacy, a J.S.D. candidate should devote his or her studies primarily to the research and writing of his or her dissertation.*

* See below for enrollment expectations for each year of the program.

9. **Filing of Dissertation:**

An electronic copy of the dissertation must be filed with the Graduate Division ***no later than the last day of the semester in which the student intends to graduate***. A copy of the Dissertation Signature Page signed by all members of the dissertation committee must be submitted to the ADP Office one week before the filing deadline. The dissertation must consist of original work in the form of a monograph or three shorter papers suitable for publication, and constitute a substantial contribution to learning in the field of research. Publishable papers and article-length essays are acceptable only if incorporated into a larger argument that binds together the dissertation as a whole. Inclusion of a student's already-published work in the dissertation requires advance approval by the Graduate Division (for details, see <http://grad.berkeley.edu/academic-progress/dissertation/>). All student dissertations will be archived at the University Library.

10. **Duration of the Program:**

All program requirements including coursework and the dissertation are to be completed within 3 years. Extensions of time for up to one year will be considered on a case-by-case basis; if granted, students must enroll in independent study only and may not take additional coursework. Extensions of time will not include an extension of the nonresident tuition waiver (if applicable). After 5 years, candidacy will lapse and may not be reinstated except in extremely extenuating circumstances.

1. First Year: A student should complete the 1 unit J.S.D. Legal Scholarship Seminar (described above); 6 or more units of “methods” courses as approved by the J.S.D. Program Methods Advisor, including at least 2 units of a seminar or workshop requiring a written paper or papers; and at least 8 units of 299A/B “independent study” to be devoted to the student’s own research.
2. Second Year and Beyond: 299C “independent study” (up to 12 units per semester). A student should focus his or her studies primarily on progressing with his or her dissertation, taking only those classes necessary for completion of the dissertation and approved by a student’s faculty advisor.

Updated 6/27/18