

---

Applicant Name

---

Email address

---

Dissertation Topic

**The advising relationship is a close, long-term partnership between student and advisor. Berkeley Law recommends that you confer in advance of agreeing to work together to ensure that your research interests and expectations are aligned.**

**To the Applicant:**

Please complete the information above and provide this form to the faculty member who has agreed to serve as your primary faculty advisor. The faculty member must be a tenured or tenure-track law professor who is a member of the UC Berkeley Academic Senate. Anyone whose title is Lecturer or Adjunct Professor may not serve as an advisor. No faculty member who has attained emeritus status may serve as an 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 confirming your eligibility and willingness to serve as the applicant's primary faculty advisor, if admission is granted. The J.S.D. program is a three-year program wherein students complete a required seminar and pass a qualifying oral exam 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, be sure you have read the applicant's Dissertation Proposal Summary, check the boxes below, and provide your signature.

*Submission instructions* - Please submit this form directly to the Advanced Degree Programs Office via one of the methods below by February 1st:

- email a scanned copy to [llm@law.berkeley.edu](mailto:llm@law.berkeley.edu), or
- hand deliver or use interdepartmental mail to 214 Law Building

- I confirm that I am a member of the UC Berkeley Academic Senate and eligible to supervise doctoral students.
  - I have read the applicant's Dissertation Proposal Summary.
  - 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:
  - 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. 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.
  - Chairing dissertation committee, and helping students secure additional committee members.
  - Participating in and providing guidance in preparing for the Qualifying Exam, including assembling a QE committee.
  - Helping students design research programs that take advantage of their individual interests and strengths and that can be completed in a timely manner.
  - Designing a reading list that will help the student understand the scholarly landscape in which they will be writing.
  - 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:
  - Helping students understand J.S.D. candidacy and degree requirements and the timetable that must be met, including coursework requirements, the Qualifying Examination, and dissertation submission and approval (see attached J.S.D. Degree Requirements).
  - 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:
  - Identifying opportunities for students to attend scholarly presentations and conferences at Berkeley Law, the wider UC campus, and elsewhere.
  - Encouraging students to participate in professional meetings and publish their work.
  - Helping students develop relevant professional skills.
  - 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 Qualifying 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 Qualifying Exam Committee members' review.

April/May: Participate in student's Qualifying Exam and document the exam results by submitting the **QE Report Form** to the ADP Office.

- **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 in a timely manner so the student can incorporate any necessary revisions before the filing deadline.

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):**

The seminar will provide students with a foundation for conducting in-depth legal research and support the students with developing their proposed dissertation project. It will explore the following: different types of research, how to plan a research project, research methodology, and review available organizational tools. Students will also gain a better understanding of what research resources are available on their chosen topics. Students will have opportunities to discuss their research projects and ideas with the group and participate in constructive discussion and feedback. At the end of the seminar, students will have made progress on developing an outline/prospectus on their proposed dissertation project. 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 the following required courses during the first year:**

- One unit of J.S.D. Legal Scholarship Seminar (described above);
- At least 12 units per semester of independent study (299A in the fall and 299B in the spring) to be devoted to the student's own research.

Any additional coursework must be approved by the student's faculty adviser and the J.S.D. Program Faculty Director.

With prior approval from the J.S.D. Program Faculty Director, a student may be permitted to enroll in fewer than 12 units of independent study in a given semester in order to allow them to take a teaching pedagogy course in addition to one other course.

## **3. Submission of Fall and Spring Semester Progress Report and Course Approval forms:**

During every semester 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 CalCentral Add/Drop deadline in Fall and Spring semesters. Each semester's form must 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
3. Course enrollment for the semester

The form must be signed by the student's faculty adviser. It must also be signed by the J.S.D. Faculty Director to approve any coursework beyond independent study. Timely submission of Progress Report and Course Approval forms is required to maintain a student's good standing in the J.S.D. program. Late submission puts a student's status at risk.

## **4. Formation of Committees:**

By the Spring semester of the first year, in consultation with the student's faculty adviser, the student must identify 4 faculty members to serve on their Qualifying Exam (QE) committee and 3 faculty members to serve on their dissertation committee.

Each committee must have a Chair, an Academic Senate Representative (ASR), and one or more additional member(s). The chair of the dissertation committee must be the student's primary faculty adviser; the chair of the oral exam committee must be a faculty member from the law school other than the student's primary adviser. All committee members must be members of the UC Berkeley Academic Senate (i.e., tenured or tenure-track faculty) unless an exception is granted by the Graduate Division.

## 5. **Qualifying Examination:**

The Qualifying Examination for J.S.D. candidacy should take place in the Spring semester or summer 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 QE is required before advancement to candidacy.

At least three weeks before the QE is to take place, students must apply to take the exam by submitting the Higher Degree Committees/Qualifying Exam eForm in CalCentral. It is the student's responsibility to arrange a date and time for the exam that works for all committee members.

## 6. **Submission of Abstract/Prospectus:**

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

1. A short abstract (one 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 multiple 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. Multiple shorter prospectus-like summaries of each paper, of a minimum of six pages each.

## 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 the Higher Degree Committees/Advancement to Candidacy eForm by the end of the semester in which the student completes candidacy requirements. If a student will be working with human subjects or animals, then the student must also complete training in human subjects research by taking and passing the online CITI Program, a basic course in the Protection of Human Research Subjects. Before beginning research, students must obtain approval for their research protocol from the Committee for Protection of Human Subjects.

## 8. **Continuous Enrollment:**

Once advanced to candidacy, students must maintain their registration by enrolling in 12 units of independent study per semester for the duration of the program. Upon advancing to candidacy, a J.S.D. candidate must focus primarily on the research and writing of the dissertation.

## 9. **Duration of Program:**

All program requirements including coursework and the dissertation are to be completed within three years. Extensions of time will be considered on a case-by-case basis; if granted, students must enroll only in independent study and may not take additional coursework. Extensions of time will not include an extension of the nonresident tuition waiver (if applicable) or any financial support from the law school, if previously awarded. After five years, candidacy will lapse and may not be reinstated except in extremely extenuating circumstances.

## 10. **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 Receipt of Filing must be submitted to the Registrar's Office within one week of filing. 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.

*Updated 7/6/23*