

LLM FAQs

What areas of study and degrees does the Graduate Program offer?

The Graduate Program offers four degree programs: a Master of Laws in Intellectual Property, a Master of Laws in Taxation, a Master of Laws in Corporate Law & Finance, Insurance Law and a Self-Directed LL.M.

Where are the Master of Laws (LL.M.) programs located?

The LL.M. degree can be earned at three of Cooley's four Michigan campuses in [Lansing](#), [Auburn Hills](#), and [Grand Rapids](#). Students have maximum flexibility in selecting the location at which they attend courses. Traditional classroom videoconference courses between the Lansing, Auburn Hills, and Grand Rapids campuses are offered. The Graduate IP Program also offers web-based classes.

What is required to graduate?

Graduation from Thomas M. Cooley Law School with an LL.M. degree requires:

- Completion of 24 credit hours
- An overall cumulative grade point average of at least 3.0 or "B" on the total hours taken and completed.

Is there a thesis requirement?

Only Self Directed LL.M. Program has a mandatory thesis requirement. For the remaining Graduate Programs, the Master's Thesis/Research Project is an **elective** course.

Can you study on a part-time or full-time basis?

Either. A graduate student is considered a full-time student when enrolled in six credit hours, halftime with three credit hours, and part-time with two credit hours. Students enrolled in the graduate program cannot register for more than 14 credits during a term. All students must complete the academic requirements for the LL.M. degree within five calendar years after entering the program. The LL.M. can be completed within one calendar year, but the full-time student could be faced with time conflicts between courses offered. Not all courses in the curriculum will be offered every term. Please refer to the Academic Regulations of the Master of Laws Program and the Thomas M. Cooley Law School Student Policy Manual for specific rules and regulations.

Can I take a few classes without earning an LL.M. degree?

Yes as a [guest student](#). The Graduate Program at Thomas M. Cooley Law School offers qualified applicants the opportunity to take classes without earning a degree. These applicants may be practicing attorneys who want exposure to advanced legal courses or non-Cooley students wanting to transfer course credit to their degree-granting institution. An admitted guest student can earn up to eight credits without earning the LL.M. degree.

When are classes offered?

The classes are offered primarily on the weekend during the day. Sometimes courses are scheduled during weeknights or in an accelerated format.

When are students admitted?

A student may begin in September, January or May.

What are the admission requirements?

[Admission](#) to this program will be based on, among other things, graduation from an approved law school, law school grades, undergraduate major and academic performance, a writing sample, a written personal statement, and a letter of recommendation. Applicants who did not graduate in the top half of their law school class will be asked to demonstrate academic capability not reflected in their law school performance.

For admission, the applicant must possess an earned J.D. (or LL.B.) degree from a law school that is approved by the American Bar Association, or be admitted to practice law in one or more states or territories of the United States and have graduated from a law school in the United States determined by Cooley to be reputable and qualified.

Can international students apply to the LL.M. program?

International students may apply to the LL.M. program at Cooley. International students should plan ahead because of the time required for the application, admission, and enrollment process.

In special cases, the Dean of Faculty or his designee may admit to the LL.M. degree program an applicant who has earned a J.D. or LL.B. degree from a law school in a common law-based country, or an equivalent degree from a law school in a noncommon law-based country, at which the applicant has compiled a distinguished academic record or has clearly demonstrated by experience, academic performance or other qualifications the ability to perform well in the LL.M. program. The ability to demonstrate proficiency in speaking and writing English is required of applicants who are not native English speakers. The Law School may establish one or more methods to determine the requisite proficiency.

How do I get an application for admission?

To obtain information about the admission process or request an application for the LL.M. Program click on the link [Office of Graduate and Extended Programs](#), or by e-mail at LLM@cooley.edu or by telephone at (517) 371-5140 ext. 2703. Also, you can download the LL.M. application from www.cooley.edu/gradprograms.

How do I know if I am admitted to my LL.M. program?

You will also receive a mailing from the Office of Graduate and Extended Programs. If you are admitted to the LL.M. program, the Admissions Office will provide you with information about how to enroll.

How do I enroll once I am admitted to my LL.M. program?

You **must** follow the instructions in the packet of information you receive from the Cooley Admissions Office in order to enroll in the LL.M. program. It is important to do so in a timely manner. Make sure that you complete all the forms and other paperwork and return them to the designated office.

How much are tuition and fees?

There is no application fee. A \$25 non-refundable enrollment fee is charged to reserve a seat. In addition, there is a \$500 tuition deposit (applied to your first term's tuition) that must be paid by the deadline date. Cooley charges a \$20 non-refundable student activity fee each term. Tuition for graduate courses is \$631 per credit hour. Tuition and fees are subject to change without prior notice.

Is financial aid available?

Applicants who have questions regarding the availability of financial aid for LL.M. students should contact the [Financial Aid Office e-mail \(\[finaid@cooley.edu\]\(mailto:finaid@cooley.edu\)\)](#) or telephone at (517) 371- 5140, ext. 2210.

Canadian citizens have the opportunity to apply for the [Pearson Bursary scholarship](#) offered by Cooley Law School. The [Admissions Office](#) can provide you with additional information about the Pearson Bursary and provide an application. The Pearson Bursary scholarship is not available to non-degree guest LL.M. students.

Is housing information available?

Please visit www.cooley.edu/housing for more information about housing.

Term	Application Deadline
Michaelmas	July 15
Hilary	November 15
Trinity	March 15

How do I register for courses and select the location now that I am enrolled in my LL.M. program?

The Graduate Program Registration Schedule is available on the Cooley Portal. *Carefully review the information in the registration schedule.* Once you have looked over the LL.M. class schedule, complete the registration form indicating the classes you wish to take and the **location** you will attend. *Distance*

education options will be noted if applicable. Remember that the Graduate Program offers classes at three of the four campuses in [Lansing](#), [Auburn Hills](#), and [Grand Rapids](#). **It is very important to designate the location at which you will attend class.** Instructions on how to submit your registration form are indicated on the form.

What is "distance education" in the Graduate Program?

Distance education takes place when faculty and student are geographically separated and communicate with the use of technology. Graduate Program students have the opportunity to combine traditional classroom studies with distance education initiatives such as videoconferencing (real-time/on campus) and web-based courses (on-demand/off campus).

What is a videoconference course?

A videoconference course is taught on a specific day and time in specially equipped classrooms. Faculty teach from a designated location to Cooley's other campuses. Students and faculty see and hear each other with two-way audio and video interaction. Cooley has videoconferencing classrooms at its Lansing, Auburn Hills, and Grand Rapids campuses.

What is a web-based course?

Web-based courses provide on-demand education via the Internet. Courses are faculty-led and utilize an online course management system. Students will generally be required to participate in weekly assignment postings, text readings, online research, bulletin board discussions, chat sessions, virtual office hours, and virtual study groups.

What is a JD Plus course?

In order to take a traditional JD class for LL.M. credit, the student is expected to complete the requirements of the JD class, with an added Graduate Program requirement to accommodate the expectations of the graduate student. Typically, the "plus" portion of the class will consist of an added paper requirement that will be submitted at the end of the class that will combine the subject of the elective with the student's self-directed topic. In some situations, the added requirement for the graduate student may be a topic-related project. CHECK your program as there are a number of JD electives that have already been approved for credit. An Approval of Elective form will still be required

What do I need to consider if I want to take a web-based course?

Carefully assess whether you possess the traits and habits for success in distance education study.

Are there any other things I need to think about before taking a distance education course?

Not all graduate courses are offered in a distance education format (video conferencing and web). Check the Graduate Program course schedule for options. Also, check whether your LL.M. program has unique rules related to distance education.

How do I know if I am enrolled in my courses?

You will be able to access your class schedule on the Portal. Contact the [Office of Graduate & Extended Programs](#) by email [LLM@cooley.edu] or telephone at (517) 371-5140 ext. 2703 or ext. 7783.

How do I get my textbooks and first class assignments?

You can obtain your textbooks only through the [Cooley Bookstore at the Lansing Campus](#). Order by phone by calling the bookstore at 517-371-5140 ext. 4129. First class assignments are available on the Cooley Portal. Contact your program director if you have any questions.

Can I take the bar examination after I earn an LL.M. degree?

Completion of the LL.M. degree does not qualify a graduate student to apply for permission to take the bar examination in every state. Each state applies its own criteria for allowing applicants to take the bar examination and for admitting attorneys to practice law.

Lawyers from other countries seeking to practice law in the United States should obtain information regarding the requirements for admission to the bar in the state in which they wish to practice. Information regarding certification for bar examinations is in the Thomas M. Cooley Law School Student Policy Manual.

How are grades determined and what is the grading scale?

The grade for the course will be determined based upon performance in the course as demonstrated by a grade on any examination and/or course paper(s) and/or class participation.
 Graduate students are graded in all courses, and honor points are assigned to those grades as follows:

Grade Honor Points Per Credit Hour	C+ 2.33
A 4.00	C 2.00
A- 3.67	C- or below 0.00
B+ 3.33	W Withdrawal
B 3.00	WX Withdrawal after 13th week
B- 2.67	I Incomplete

What services does the Career and Professional Development Office offer?

The [Career and Professional Development Office](#) provides a variety of specialized career counseling and services for LL.M. students. Applicants who have questions regarding career services for LL.M. students should contact the Career and Professional Development Office by [email](#) or by telephone at (517) 371-5140, ext. 4109. The Career and Professional Development Office also provides [housing information](#).

How do I receive additional information?

Contact any of the following for more information.

Lansing Campus

Office of Graduate and Extended Programs
 Thomas M. Cooley Law School
 300 South Capitol Avenue
 Lansing, MI 48933
 t: (517) 371-5140 ext. 2703
 e: LLM@cooley.edu

Professor Joni Larson

Assistant Director, Graduate Tax Program
 7th Floor Cooley Center
 t: (517) 371-5140, ext. 2706
 e: laronj@cooley.edu

Auburn Hills Campus

Professor David Berry

Director, Graduate Program in Intellectual Property Law
 2630 Featherstone Road
 Auburn Hills, MI 48326
 t: (248) 751-7800, ext. 7750
 e: berryd@cooley.edu

Professor Gerald Tschura

Director, Graduate Program in Intellectual Property Law
 2630 Featherstone Road
 Auburn Hills, MI 48326
 t: (248) 751-7800, ext. 7759
 e: tschurag@cooley.edu

Professor E. Christopher Johnson, Jr.

Director, Graduate Program in Corporate Law & Finance
 2630 Featherstone Road
 Auburn Hills, MI 48326
 t: (248) 751-7800, ext. 7786
 e: johnsoec@cooley.edu

Ann Arbor Campus

Professor Gina M. Torielli

Director, Graduate Tax Program
 3475 Plymouth Road
 Ann Arbor, MI 48105
 t: (734) 372-4900, ext. 8732
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Auburn Hills Campus

Vanessa Ramakers
 Administrative Assistant
 Graduate & Extended Programs
 2630 Featherstone Road
 Auburn Hills, MI 48326
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Grand Rapids Campus

David Dee

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 5th Floor Law Center
 111 Commerce SW
 Grand Rapids, MI 49503
 t: (616) 301-6800, ext. 6918
 f: (616) 301-6830
 e: deed@cooley.edu