

II. COURSE ENROLLMENT

A. Program Plan

1. All Residential LL.M., Master's and Graduate Certificate candidates will consult with their faculty advisor to complete a Program Plan.
2. All Online LL.M. and Master's candidates should consult with their faculty advisor and/or Academic Program Chair each semester, prior to the selection of their courses.
3. Students are responsible for ensuring that their Program Plan meets their objectives; for example, students wishing to use their LL.M. degree to gain admission to a U.S. state bar exam are responsible for ensuring that they are otherwise qualified to take that bar exam.

B. Timing of, and Access to, Required Graduate Courses

1. **Course Offerings.** Core required courses for Graduate Program Students will be offered annually. UNH Law is not obligated to offer LL.M., Master's or graduate certificate courses in the summer or in the same semester every year (if not otherwise offered annually), or to give priority or access to any limited-enrollment course in the JD degree course of study, solely for the purpose of enabling a candidate to complete a LL.M. or Master's degree within a certain time period or within a specific enrollment sequence.

C. Independent Study

1. **Eligibility.**
 - a. Residential LL.M. and Master's candidates may elect to enroll in Independent Study credits with approval from the supervising faculty member.
 - b. Online LL.M. and Master's candidates may be eligible for Independent Study credits with the Program Director's approval. In the absence of a Program Director, approval can be given by the Associate Dean or their designee.
 - c. Joint degree candidates must comply with the requirements in the JD Academic Rules and Regulations (Independent Study) to determine applying Independent Study credits towards their program.
 - d. Graduate certificate candidates are not eligible for Independent Study credits.
2. **Grading and Supervision.**
 - a. Independent Study courses for Residential LL.M. and Master's candidates will be graded on the Satisfactory/Unsatisfactory (O/S/U) basis.
 - b. A candidate is responsible for coordinating with a faculty member to complete the required forms to register for an Independent Study course. The candidate must have the approval and supervision of a faculty member.
 - c. The Associate Dean or designee may approve an adjunct faculty member to supervise an Independent Study course.

D. Residency and Consecutive Enrollment Requirements

1. **Residential LL.M. and Master's** candidates must complete two (2) semesters of full-time enrollment (at least 10 credits

completed each semester) at UNH Law, or an approved equivalent enrollment in a part-time UNH Law program.

2. **Full-time Online LL.M.** candidates must complete three (3) consecutive enrollment terms (8 credits per term) including two (2) semesters and one (1) summer term.
3. **Part-time Online LL.M.** candidates must complete their degree requirements within thirty-six (36) months. Students can request a waiver of this to the Associate Dean or their designee.
4. **Full-time Online Master's** candidates must complete three (3) consecutive enrollment terms (minimum 8 credits per term) including two (2) semesters and one (1) summer term.
5. **Part-time Online Master's** candidates must complete the degree requirements within sixty (60) months.
6. **Online graduate certificate candidates** must complete their certificate requirements in five (5) semesters.
7. **Residential graduate certificate candidates** must complete one (1) semester of full-time enrollment (defined as 15 credits) at UNH Law or an approved equivalent enrollment in a part-time UNH Law program.
8. **Program Time Limits:** A candidate must meet the requirements for any UNH Law LL.M. or Master's degree within five academic years of matriculation or such shorter period as provided in L below for non-residential programs.

E. Part-Time Enrollment

LL.M., Master's or graduate certificate candidates may enroll on a part-time or full-time basis, and may change their status from full-time to part-time or from part-time to full-time. Requests for a change in status must be in writing and approved by the Associate Dean for Academic Affairs.

F. Enrollment in J.D. Courses

With approval of their faculty advisor, Graduate Students may enroll in J.D. Courses other than their Core Required Courses and Degree-Specific Required Courses, except that enrollment in first-year J.D. required courses is not permitted. Graduate Students are encouraged to choose for Other Courses primarily courses which strengthen their academic speciality area (Commerce and Technology, Intellectual Property, or International Criminal Law and Justice, as the case may be); to that end, Graduate Students may not exceed twelve (12) credits outside of their academic speciality area without permission from the Program Chair for their Program. Graduate Students are reminded that they may, however, audit courses of interest. Should a course exceed its enrollment cap, preference will be given to students based on planning and graduation needs; Graduate students are alerted that this may result in preference to J.D. students for courses above the enrollment cap.

G. Attendance Policy

1. **Residential Attendance Policy (classes scheduled as in-person or synchronous classes).** Students must attend all sessions of a residential or synchronous online class, subject to the following provisions:
 - a. Faculty members are required to keep attendance in all residential courses.
 - b. Students must attend a minimum of 80% of all classes. Any student who misses more than 20% of all class sessions for any reason (excused or unexcused) will be administratively withdrawn

from the course at the request of the faculty member. The faculty member is responsible for contacting the Registrar's office to initiate the withdrawal.

- c. Faculty members may develop a more stringent attendance requirement for their class.
 - d. Faculty members may determine what is an excused or unexcused absence.
 - e. Faculty members may determine whether attendance via a communications platform counts as attendance in the course for the purposes of the attendance rule.
 - f. If a student misses more than 20% of a course, the professor may petition the Associate Dean of Academic Affairs or their designee to waive the attendance policy for that student. A waiver may be granted when the student's absence is attributed to extraordinary or unforeseeable circumstances.
 - g. If a faculty member administratively withdraws a student due to unexcused absences the student will receive an F (letter graded courses) or U (satisfactory/ unsatisfactory courses) on their academic transcript without additional notice.
2. **Asynchronous Attendance Policy.** Asynchronous courses do not require in-person attendance at a particular time of day. Instead, students are responsible for completing assigned work in the time set forth in the course syllabus and course timeline. The equivalent of in-person class time is calculated as part of participation in individual assignments.
- a. If a faculty member determines that a student has missed more than 20% of the course as outlined in the syllabus, the faculty member may administratively withdraw the student. The student will receive an F (letter graded courses) or U (satisfactory/ unsatisfactory courses) on their academic transcript without additional notice.
3. **Intersession.** Intersession classes are short, in-person program classes open to graduate students held in the weeks prior to the start of a semester. Attendance is required for each day. Failure to attend all days and fully participate will result in an administrative withdrawal and notation of a Failure on the academic transcript.