



## **NORTHWESTERN UNIVERSITY JD-MBA PROGRAM Frequently Asked Questions Manual**

Welcome to the JD-MBA Program! The JD-MBA program is designed to develop top professionals at the forefront of the exciting, innovative worlds of business and law. You are key to the fulfillment of this mission and we look forward to a successful partnership over the next few years and beyond.

We invite you to contact us with any additional questions.

*The University retains the right to make decisions involving students as needed in order to conduct its mission in a manner that it deems beneficial to its students and the University as a whole.*

*The most up-to-date version of this manual is available at [www.jdmba.northwestern.edu](http://www.jdmba.northwestern.edu)*

## **I. Curriculum and Schedule**

The three-year program includes courses both at the Law School and Kellogg. The first year is spent in residence at the Law School on the Chicago campus. JD-MBA students are required to take the standard first-year law curriculum, as listed below. Students may elect to take Decision Sciences 433 during Kellogg's Spring quarter.

- Contracts
- Torts
- Criminal Law
- Property
- Constitutional Law
- Civil Procedure
- Communication and Legal Reasoning (2 semesters)
- Perspective Elective
- Open Elective

The first year is followed by a summer term in which students must complete at least 10 credit hours of Law School coursework. Students obtain the required credits by enrolling in Law School classes and/or by enrolling in co-listed classes through The Managers' Program, Kellogg's part-time program on the Chicago campus or through Kellogg's One-Year Program on the Evanston campus. Each co-listed class through The Managers' Program or Kellogg's One-Year Program accounts for 2.5 hours of Law School credit.

The second year is spent in residence at Kellogg on the Evanston campus. During the summer term and the second year, students are required to complete or waive Kellogg's nine core course requirements:

- Strategies for Leading and Managing Organizations (required during pre-term)
- Accounting for Decision Making
- Mathematical Methods for Management Decisions
- Statistical Methods for Management Decision
- Business Strategy
- Finance I
- Microeconomic Analysis
- Marketing Management
- Operations Management

During the second year of the program, while in the first year at Kellogg, JD-MBA students are given second-year status at Kellogg to bid on electives.

JD-MBA students participate in a summer internship immediately following their second year in the program.

By the third year of the JD-MBA, students are likely to have completed the Kellogg course requirements and will take nearly all of their courses at the Law School. Students are allowed to take one Kellogg course each term on a space available basis if their Law School schedule permits and if they have not exceeded the 20 Kellogg course limit.

**Can JD-MBA students waive any of Kellogg's core course requirements?**

Students who have completed previous coursework that duplicates Kellogg's core classes may petition to waive core classes. In most cases, if approved, students must take an upper level elective in place of the core class.

**What are the co-listed courses?**

The names and course numbers differ depending on whether they are listed with the Law School or with Kellogg; they are listed in the Appendix.

**Is there a limit to the number of co-listed classes I can take?**

JD-MBA students may take up to 15 semester hours of co-listed Kellogg courses to apply to the 72 semester hour Law School requirement.

**If I enroll in a co-listed class, will it apply toward both the 72 semester hour Law School requirement and the 16 Kellogg class/credit requirements?**

Yes. When you enroll in a co-listed class, you will receive credit from Kellogg and the Law School (up to 15 semester hours) toward the JD-MBA degree.

**Can I take classes through Kellogg's One-Year Program during the summer after the first year of the program?**

Yes. However, Turbo-Finance (Finance 440) is currently the only co-listed course offered during the summer.

**What if I want to take a Kellogg course during my first year or a Law School course during my second year?**

During the first year at the Law School, JD-MBA students are only allowed to register for Kellogg's Decision Sciences 433 class in the Spring quarter. During the second year of the program (the first year at Kellogg), JD-MBA students may not register for Law School classes.

**Can JD-MBA students use 6 hours of non co-listed Kellogg classes and apply them toward the 72 semester hour Law School requirements?**

No. Because of the accelerated nature of the program and ABA requirements, only Law School classes and classes that are co-listed with the Law School may be used to satisfy the 72 hour requirement.

**Can I take a class pass/no credit?**

JD-MBA students may take one Kellogg course pass/no credit; the pass/no credit option is not available for Law School courses or for Kellogg courses co-listed with the Law School.

**Can I Participate in Exchange Programs?**

You may participate in a Kellogg exchange program during the fall quarter of your third year of the program. Interested students must apply through the general application process in January of the prior year. However, these credits cannot be applied to satisfy your 72 hour Law School credit requirement or your 16 Kellogg course credit requirement.

Likewise, students who participate in a Law School exchange program cannot apply credits taken while on exchange toward the 72 semester hour Law School requirement or the 16 Kellogg course unit requirement. Therefore, participation in an exchange program will result in an extended program of study, additional costs and delayed graduation.

**Can I participate in Kellogg's Global Initiatives in Management or the Law School's International Team Project courses?**

JD-MBA students may take one Global Initiatives in Management class for Kellogg credit during the second year of the program, and one International Team Project course for Law School credit during the third year of the program.

## II. Registration

During the first year of the program at the Law School, students are registered through the Law School and participate in the standard Law School registration process and lottery. All first year law students are treated the same in the lottery and all must take one perspective and one open elective in the second semester. Other than Decision Sciences 433 during the Spring quarter, first year Law students may not take any Kellogg classes during their first year unless they receive permission from the Associate Dean for Student Affairs at the Law School.

During the first summer of the program, students will be registered with the Law School, but will take a full load of prescribed co-listed Kellogg courses through The Managers' Program (TMP) at Kellogg downtown.

During the second year of the program, students are registered at Kellogg and participate in the standard Kellogg course bidding and registration process. Second Year Kellogg status for Kellogg electives is given to JDMBA students for each of the three quarters.

In the third year of the program, JD-MBA students are registered at the Law School but may request to register for one course each semester at Kellogg through the Office of Student Affairs at the Law School. Students receive first preference over second and third year law school students for up to four Law School courses each term of the third year, prerequisites otherwise met. Students will not have points to bid for courses at Kellogg, but will be allowed to register on a space permitting basis. Requests for Kellogg courses in the third year are made through the Law School Office of Student Affairs.

In any semester where course registration is only at the Law School, a JD-MBA student must maintain a registration of at least 10 Law hours and a maximum of 16 Law hours or their equivalent. In any quarter where course registration is solely at Kellogg, a JD-MBA student must maintain a total registration of at least 3 credits and no more than 5 credits or their equivalent.

In any term where a JD-MBA student is registered for both Law and Kellogg classes, a JD-MBA student must maintain a combined registration of at least 10 Law hours and a maximum of 16 Law hours or their equivalent. For the purpose of this calculation, Kellogg courses equal 2.5 Law School semester hours.

### **Do JD-MBA students have any priority in registering for Kellogg electives during second and third years of the program?**

During the second year, JD-MBA students are considered second year Kellogg students when registering for Kellogg electives. JD-MBA students are not granted priority toward Kellogg electives during their third year of the program. During the third year students register for Kellogg electives on a space-available basis.

### **III. Graduation requirements**

To graduate, a JD-MBA student must complete:

- a total of 16 Kellogg classes, totaling 16 Kellogg course units\*
- satisfaction of requirements for at least one Kellogg major
- 72 semester hours at the Law School, including Legal Ethics and a perspective elective
- at least 5 terms that include 10 or more credit hours of Law School coursework
- satisfaction of both the one and three draft writing requirements at the Law School

Only classes taken through Northwestern University can be applied toward the above requirements. Classes taken while on exchange or at another institution do not apply toward these requirements.

\*Students may take up to 20 Kellogg classes. Students may elect to take additional courses, however, tuition will be charged for each course.

#### **When I graduate, am I awarded a JD-MBA degree or am I awarded separate JD and MBA degrees?**

You will get two diplomas, both the JD and the MBA. However, your transcripts will also note that you were conferred both the JD degree from the Law School and the MBA degree from Kellogg.

#### **Will I receive separate transcripts when I graduate?**

No. You will be provided a single, unified transcript that includes all of the coursework you completed at Kellogg and the Law School.

#### **Will I graduate with a separate Kellogg and Law School GPA?**

No. Your GPA calculation will include all of your Kellogg and Law School coursework.

#### **Can I Graduate with honors?**

JD-MBA students are eligible to graduate with honors from either or both schools upon fulfillment of the applicable academic criteria set by each school.

#### **IV. Tuition and Financial Aid**

##### **When accepting your admissions offer to join the JD-MBA Program, do I have to submit a tuition deposit to both the Law School and Kellogg?**

Admitted JD MBA students need only submit an enrollment deposit to the Office of Admissions and Financial Aid at Kellogg.

##### **What items are required in order to apply for financial aid?**

JD-MBA students are required to complete and submit three items in order to apply for financial aid: 1) a University Financial Aid Application, 2) a FAFSA, and 3) a copy of the most recent tax return.

##### **Do I apply for financial aid through the Law School or Kellogg?**

The financial aid office for the Law School is the primary financial aid location for all JD-MBA students. Students may obtain financial aid application materials from either Kellogg or the Law School; however, all completed financial aid application materials should be submitted directly to the financial aid office for the Law School.

##### **Can I obtain cash advances through Kellogg's financial aid office while awaiting my anticipated loans to disburse?**

Yes, during the second year of the program.

##### **Do JD-MBA students pay the Law School's or Kellogg's tuition?**

The JD-MBA Program has its own unique tuition. Tuition information is available at: [www.northwestern.edu/sfs/osa/chgocamp/finrgch3.html](http://www.northwestern.edu/sfs/osa/chgocamp/finrgch3.html) or [www.jdmba.northwestern.edu](http://www.jdmba.northwestern.edu).

##### **If I originally enrolled in the JD Program and received a grant as a Law student and then was admitted to the JD-MBA Program, will I continue to receive my Law School grant as a JD-MBA student?**

No. Since your original grant was for the JD Program specifically, you will be required to apply for a grant for the JD-MBA Program. The grant that you are provided as an entering JD-MBA student will be renewed for your subsequent years in the JD-MBA Program. In most cases, this will result in a significantly smaller annual grant.

##### **Will I receive a grant during the required summer term?**

Yes. During your first year as a JD-MBA student, your annual grant amount will be applied evenly over each of the three terms.

##### **Will I be eligible to receive Federal Stafford Loans during the summer term?**

Yes. Your Stafford Loans will be disbursed in three equal installments during the Fall, Spring, and Summer terms of your first year of the program. In subsequent years, your Stafford Loans will be disbursed in two equal installments during the Fall and Spring.

## **V. Student Life/Extracurricular and Co-curricular Activities**

### **May I participate on Law Review?**

JD-MBA students may apply to and be considered for the Law School's five journals—The Northwestern Law Review, the Journal of International Law and Business, the Journal of Criminal Law and Criminology, the Journal of International Human Rights and the Journal of Technology and Intellectual Property. However, decisions will be left to the discretion of the student journal boards. In making decisions, the boards may consider a student's ability to devote adequate time to all journal responsibilities, including writing journal articles as well as source and cite checking articles for publication.

### **May I hold an office in Kellogg and/or Law School Student Organizations?**

Yes. Student organization officers are selected through an election process among their members. It will be left to the discretion of the student organization members to make the election decisions. In making decisions, they may consider a student's ability to devote adequate time to the organization and leadership commitments.

### **Is on-campus housing available to JD-MBA students?**

During the first year, JD-MBA students may apply to live in on-campus housing in Chicago. During the second and third years, JD-MBA students may apply to live in either Kellogg's McManus Center in Evanston or Chicago campus housing.

### **Is parking available on both campuses?**

Due to the limited number of parking spaces for faculty, staff, and students, the general university parking rules and regulations apply to JD-MBA students. Parking is not guaranteed. Students are encouraged to utilize the free shuttle service between the Evanston and Chicago campuses of Northwestern. However, JD-MBA students are encouraged to purchase a Chicago campus parking permit since it is also honored on the Evanston campus. Evanston campus parking permits cannot be used on the Chicago campus.

### **Does Northwestern provide a shuttle service between the Evanston and Chicago Campuses?**

Yes. There is a free shuttle for students, faculty, and staff to link the two campuses. Shuttles depart frequently throughout the day.

### **How do I receive my mail?**

During the first year JD-MBA students will have a mailbox at the Law School only, located in the basement of Levy Mayer. During the second and third years of the program, JD-MBA students will have mailboxes at both Kellogg and the Law School, and it is the responsibility of JD-MBA students to check their mailboxes regularly at both schools since important information may be distributed at both locations. During the second year of the program, mailboxes at Kellogg will be located in the first-year section of mailboxes in the Jacobs Center. In the third year, mailboxes will be assigned to the

second-year section of the mailboxes in the Jacobs Center.

**How do I find out what is happening at both schools?**

At the Law School and Kellogg, important announcements and information are posted on the student intranet sites. Students are expected to check both of these websites regularly. Email at both schools is a frequently used means for official communications to the student body.

The JD-MBA Student Association has its own webpage at <<http://www.kellogg.northwestern.edu/academic/jdmm/jd&mm.htm>> and a listserv at <[jdmmprogram@listserv.acns.northwestern.edu](mailto:jdmmprogram@listserv.acns.northwestern.edu)>, both of which contain useful information and announcements.

**How do I connect with other JD-MBA students?**

The JD-MBA Association is a student run organization designed to focus on the needs of joint-degree students including curriculum, career development and program administration. In addition, the admissions, social and alumni committees plan activities throughout the school year to promote interaction among JD-MBA students. The JD-MBA Association web page site is located at:

<http://www.law.northwestern.edu/jdmba/>

## **VI. Orientation/Summer Mailings/Computers**

### **As an entering student, do I need to follow both Kellogg's and the Law School's orientation and enrollment instructions?**

Immediately prior to the first year of the program, JD-MBA students participate in the Law School orientation program. Immediately prior to the second year of the program, JD-MBA students are required to participate in Kellogg's CIM activities. Many JD-MBAs also participate in Kellogg Adventures Outdoor and Service (KAOS) before beginning business school classes.

### **As an entering student, do I need to send facebook photos to both the Law School and Kellogg?**

You only need send a photo to the Law School. Your photo will be included in Kellogg's and the Law School's photo directories for each year that you are enrolled in the JD-MBA Program.

### **As an entering student, should I apply for health insurance through the Law School's or Kellogg's mailing?**

You should follow the instructions regarding health insurance provided by the Law School only. During your second and third years, you may apply for health insurance through either Kellogg or the Law School.

### **May I participate in Kellogg Adventures Outdoor and Service (KAOS)?**

Because the Law School is in session throughout September, KAOS trips are not available to entering JD-MBA students. However, JD-MBA students may participate in one of the trips during the summer prior to their second year in the program if the schedule permits.

### **Do I obtain an email account and network ID through Kellogg or the Law School?**

You will receive an email account and network ID through the Law School during the orientation process. When you begin coursework at Kellogg in your second year of the program, your network ID will be automatically be augmented to provide access to Kellogg network resources.

### **Should I purchase my computer through Kellogg or the Law School?**

We strongly encourage students entering the JD-MBA program to participate in the Law School laptop program. While some JD-MBA students may occasionally favor the Kellogg laptop brand choice over the Law School laptop brand, it is not efficient for JD-MBA students to receive support from Kellogg. The Law School is set up to provide on-site hardware and software support for laptops for three years (the standard length of the JD program), while Kellogg provides this support for only two years (the standard length of the MBA program). JD-MBA students attend classes on the Chicago campus

for two out of three years, including the important first year when they are becoming acclimated to the University technology environment.

If a JD-MBA student prefers the Kellogg laptop brand choice over the Law School laptop brand, he/she can purchase the Kellogg laptop. The student should carefully consider the ongoing hardware and software support they will need over the three years of their degree program and weigh this in making their laptop program decision.

### **What if I participate in the Law laptop program?**

During their second year while students are attending classes at Kellogg on the Evanston campus, Kellogg Information Systems will provide best-effort hardware and software support to JD-MBA students who participate in the Law School laptop program. This support will include troubleshooting and resolution of most software problems. Kellogg Information Systems will install and configure the Kellogg network printers for JD-MBA students.

If the student's laptop should require advanced troubleshooting or complete re-imaging, he/she will receive support for this from the Law School's technology support group. All hardware repairs will be coordinated either by the student directly with the manufacturer or through the Law School IT department in the McCormick Building on the Chicago campus.

### **What if I participate in the Kellogg School laptop program?**

During the first and third years while students are attending law classes on the Chicago campus, the Law School IT department will provide best-effort hardware and software support to JD-MBA students who participate in the Kellogg laptop program. This support will include troubleshooting and resolution of most software problems.

If the student's laptop should require advanced troubleshooting or complete re-imaging, he/she will receive support for this from Kellogg Information. All hardware repairs will be coordinated either by the student directly with the manufacturer or through the Kellogg Technical Support Center located in the Jacobs Center on the Evanston campus. A limited number of loaner laptops will be kept in the Kellogg loaner pool for use during JD-MBA repairs in the third year of the program.

### **What if I do not participate in either laptop program?**

JD-MBA students who do not participate in the Law School or Kellogg laptop programs will be considered non-laptop program participants at Kellogg and will receive the same [very limited level of support](#) provided to Kellogg MBA students who are non-laptop program participants.

## **VII. Career Services**

### **Which career services office do I utilize?**

JD-MBA students may use the career services office at Kellogg or the Law School.

Students are responsible for familiarity with the rules and procedures for each school's on-campus interview program and to check interview schedules. Students may be subject to a fine for failure to comply with the stated procedures, including but not limited to the failure to attend scheduled interviews.

Although JD-MBA students are enrolled in a full load of courses during summer quarter the first year of the program, a number of students succeed in obtaining legal employment on a part-time basis for a portion of the summer. The Center for Career Strategy at the Law School can assist you with this job search.

### **Can I complete an internship during the first summer of the program?**

Although JD-MBA students are enrolled in a full load of courses during summer quarter of the first year in the program, a number of students obtained employment on a part-time or full-time basis for a portion of the summer when their class schedules permitted. The Center for Career Strategy at the Law School can assist students with this job search process.

### **How do I connect with JD-MBA alumni?**

The JD-MBA program has dedicated alumni who are willing to serve as resources and mentors to students. Current students have access to Northwestern's online alumni directory. The JD-MBA Association provides informal programming to facilitate interaction with alumni. The offices of Alumni Relations at the Law School and Kellogg encourage you to contact them for ways to get involved with JD-MBA alumni community.

## **VIII. Withdrawal Policy**

### **What if I decide that I want only one degree?**

A student may petition to withdraw from the program and complete his or her education at either the Law School or Kellogg only after completing the first two years of the program, one year at the Law School and one year at Kellogg. The student's petition will then be reviewed and decided upon by the school's Admissions Committee where the student wishes to complete the single program. There are no guarantees of approval.

Petitions are evaluated on an individual basis. Approval of a petition may be dependent upon meeting certain requirements (e.g. a retake of the GMAT or LSAT or interviewing with an admissions staff member) as stipulated by the Admissions Committee. Additionally there will be no refunds of previously paid tuition. If a petition is denied, a student will have the option of continuing the joint program, as long as all other requirements are met. For further information, please contact either the Associate Dean for Admissions and Financial Aid at the Law School or the Associate Director for Admissions and Coordinator of Joint Programs Admissions at Kellogg.

## APPENDIX

### JD-MBA Credit Rules

#### ***Kellogg classes that generate Law credit for JD-MBA students***

Accounting for Decision Making

ACCT-430/BUSCOM 649K

Or any other advanced ACCT course.

Math Methods

DECS-433 /BUSCOM 604K

Or any other DECS core or advanced course.

Cross-Cultural Negotiations

INTL-474/ LITARB 674

Negotiations

MORS-470/ LITARB 674

Finance I

FINC-430/BUSCOM 640K, 641K

Or any other FINC core or advanced course.

Managerial Economics

MECN-430

Or any other MECN core or advance course.

Project Finance

FINC-916 (1/2 unit course) BUSCOM 646

#### ***Law/Kellogg classes that are co-taught and when co-taught always generate Law and Kellogg credit.***

Mergers and Acquisitions (Barack and Lys)

ACCT-444/BUSCOM 638K

Intellectual Capital Management (Francis and Conley) TECH-913/PPTYTORT 656K

#### ***Law/Kellogg classes that generate Law Credit for JD-MBA students only if taught by Law professors. These classes always generate Kellogg credit.***

Antitrust (McChesney)

BLAW-437/BUSCOM 651

Financing the Entrepreneurial Venture (Lane)

BUSCOM 647K

Business Law (Presser, McChesney, Speta)

BLAW-435/BUSCOM 647K

Not-for-profit (Bienen)

BLAW-913/CONPUB 641

Legal Issues in Health Care Delivery (Allen)

HIMT-451/PPTYTORT 675

Note: Law students earn law credit in KSM classes only if those classes are co-listed in the term of enrollment

#### ***Law classes that generate Kellogg credit for JD-MBA students***

Corporations KSM BUSCOM 602K

Project Finance BUSCOM 646

Negotiations LITARB 670

Business Associations BUSCOM 601, 601S

Managing Corporate Assets BUSCOM 602

Economic Analysis of Law LAWSTUDY 631L

Practicum: Corporate Counsel BUSCOM 670

## JD-MBA CONTACTS

### STAFF CONTACTS

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### JD-MBA STUDENT ASSOCIATION CONTACTS

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