

*As used in this handbook, references to the assistant dean for student affairs, associate dean for academic affairs and other titles shall be understood to mean and include persons holding titles (such as director, interim assistant dean, vice dean, etcetera) designated by the Dean as responsible for the decisions or actions in question at the relevant point in time.*

## Part I: Academic Rules and Requirements

### A. Graduation Requirements

To be eligible for the J.D. degree, students must meet all of the following requirements within 84 months of matriculation. To assist students in tracking graduation requirements, students should reference the law school's graduation checklist throughout their law school enrollment. The graduation checklist will help students ensure all graduation requirements are satisfied in a timely manner. Please note there are three graduation checklists:

- one for students who enrolled fall 2010 through fall 2014
- one for students who enrolled fall 2015 and after.
- one for students who enrolled fall 2016 and after.

The graduation checklists are available on the law school's website:

<http://mckinneylaw.iu.edu/students/forms.html>.

1. **Complete 90 credit hours of course work**, which must include the following required courses.

Course	Hours
*Civil Procedure I & II (DN707-DN708)	6
*Contracts and Sales I & II (DN512 -DN513)	6
*Criminal Law (DN533)	3
*Legal Communication and Analysis I & II (DN520-DN521)	4
*Property (DN509)	4
*Torts (DN541)	4
***Legal Research (DN528)	1
*Constitutional Law (DN620)	4
Professional Responsibility (DN861)	2-3
Evidence (students matriculating in or after 2016)	4

\*Courses must be completed in the first year by full-time students and in the first two years by part-time students.

\*\*\*Legal Research is required for students who have not completed LCA III prior to the fall 2010 semester and all students matriculating during or after the fall 2010 semester. For all JD students entering law school Fall 2016 and after, the course is to be completed in the fall and spring semesters of the first year for full-time and part-time students. For all JD students who entered law school prior to Fall 2016, the last opportunity to complete the legal research requirement will be Summer 2016 or Spring 2017

Students matriculating beginning in 2017 must also complete at least eight of the following nine courses.

<i>Administrative Law (DN 647)</i>	3
<i>Closely Held Business Organizations (DN 645)</i>	3
<i>Criminal Procedure: Investigations (DN 702)</i>	3
<i>Employment Law (DN 672)</i>	3
<i>Family Law (DN 610)</i>	3
<i>Income Tax (DN 648)</i>	4
<i>Indiana Constitutional Law (formerly State Constitutional Law)</i>	2
<i>Secured Transactions (DN 618)</i>	2-3
<i>Trusts and Estates (DN 722)</i>	3-4

Effective for all classes matriculating in 2017 or later, students with a GPA below 3.0 after completing the first year curriculum will be required to take all of the highly recommended courses. Students who have earned a cumulative GPA of 3.0 or greater after completing 30 credits of law school may omit two or more of the italicized courses above. Students pursuing joint degrees may omit two or more of the italicized courses, with the written approval of their law school program advisors. Students that represent to the Office of Student Affairs that they do not intend to sit for the Indiana Bar Examination may omit State Constitutional Law, and would thus be required to take seven out of the eight remaining courses above. All students, however, are reminded that successful practice of law and legal problem-solving require an attorney to have knowledge of a variety of areas of the law and other disciplines, regardless of the nature of the attorney's practice. In addition, preparation for a career in law should acknowledge that the practice will continually require a lawyer to respond to novel problems, emerging social and cultural issues, and new developments in the law itself. To prepare graduates to meet these challenges, the law school highly recommends that every J.D. student take the upper-division courses listed above. Each of these courses covers topics on the Indiana Bar Examination.

## 2. Advanced Research and Writing Requirement

In order to graduate, all students must complete the Advanced Research and Writing Requirement (ARWR), which is a substantial research paper. The paper must be supervised by a faculty member and must receive a grade of at least B-. Students may satisfy this requirement in any of the following ways: (i) completion of a law review note, or (ii) completion of a course or seminar in which the grade is based substantially upon a written product, or (iii) completion of at least one credit hour of the law school course Supervised Research, or (iv) certification by a faculty member that the student, working without reference to a particular course offered for credit hours, has completed a paper that satisfies the requirements of this rule. Please note that the Moot Court Appellate Brief does not fulfill the writing requirement.

The ARWR is intended to be a capstone experience that enables each student to engage a legal issue to a greater extent than is possible in other course settings. This goal requires a paper that (1) has sufficient length for meaningful engagement with the chosen topic, (2) has quality content, as established by breadth and depth of analysis, and (3) includes a meaningful contribution by the author, as evidenced by a thesis that is clearly stated, cogently argued, and adequately supported. Ideally, students who satisfy the ARWR by options (ii), (iii), or (iv) in the previous paragraph should strive to write a paper that approximates a law review note. Because projects will vary, it is impossible to state definitely how long a paper written for options (ii), (iii), or (iv) will be. Quality is to be preferred over length. As a guide, a paper written for one of these options should be at least 8,500 words, inclusive of footnotes or endnotes. The supervising faculty member is the final judge of both quality and length.

Students completing a scholarly paper are expected to meet with supervising faculty for review and critique of their work at various stages at the process such as (1) a thesis or description of topic and its scope; (2) a general outline of the specific parts of the paper; (3) a detailed outline with citations to each major point, including a list of sources consulted in the writing process; (4) a preliminary draft that includes citations; and (5) the final paper including footnotes.

Students are strongly encouraged to begin work on the advanced writing requirement in their second (full-time) or third (part-time) year of law school. Students who plan to complete the requirement as part of a course or seminar should enroll in that course no later than the beginning of their next-to-last semester of law school.

At the beginning of the semester in which a student intends to satisfy the ARWR, the student must obtain a Notice of Intention form (available in the online forms section of the Office of Student Affairs webpage), fill out the form, obtain the supervising faculty member's signature, and file the form in the Office of Student

Affairs. If the student wishes to register for Supervised Research (D661), he or she must also fill out a Request to Enroll in Supervised Research and file the form with the Office of Student Affairs.

Upon completion of the project, a certificate of completion must be signed by the supervising faculty member and filed with the Office of Student Affairs (this form is also available in the online forms section of the Office of Student Affairs webpage). It is the student's responsibility to ensure that the form is filed in that office by the deadline necessary for degree certification.

To ensure faculty who benefit from small class sizes when teaching seminars assume commensurate responsibility for meeting student needs, it is expected that faculty members who teach a seminar allow interested students the opportunity to satisfy the ARWR as part of the seminar. Faculty must notify the Vice Dean and Assistant Director for Student Affairs/Recorder at least one month before registration if they are teaching a seminar class that will not allow students to satisfy the ARWR.

Moreover, beyond seminar courses, faculty are expected to agree to supervise law review notes and supervised research projects in their areas of expertise when asked by students. The Executive Committee and Dean will continue to consider this information as part of the annual review process.

**Skills Requirement:** Students matriculating in the fall of 2010 and later must, after completing all basic required courses, enroll in and complete one of the following skills courses:

- Litigation Drafting, or
- Conservation Law Clinic, or
- Advance Field Research, or
- Basic Contract Drafting, or
- Lawyering Practice, or
- Appellate Clinic, or
- Civil Practice Clinic, or
- Child Advocacy Law Clinic, or
- Criminal Defense Clinic, or
- Disability Clinic, or
- Wrongful Conviction Clinic,
- Health and Human Rights Clinic, or
- Immigration Clinic, or
- Conservation Clinic, or
- Data Security and Privacy Law, or
- Intellectual Property Licensing: Drafting Skills, or
- Advanced Legal Research, or
- Advanced Persuasive Writing and Oral Advocacy, or

- Interviewing and Counseling, or
- Public Policy Mediation within State Government, or
- Mediation Practice, or
- Environmental Advocacy Program, or
- Criminal Procedure Advocacy Skills, or
- Negotiations, or
- Trial Practice.

**Experiential Learning Requirement:** Students beginning law school in the summer of 2015 and beyond must complete at least six experiential learning credit hours to graduate. Experiential learning credit hours include all clinics, externships (including Supervised Externship Placements), and simulation courses approved by the Academic Affairs Committee. Enrollment in an externship or clinic is strongly recommended to satisfy at least two credit hours of this requirement.

The experiential learning requirement replaces the Skills Requirement, which remains in force for students who began law school in 2014 or earlier—and who graduate in December 2017 or before.

#### Externship Limitations

Students must have completed at least 20 law school credit hours before enrolling in an externship. Students may not receive compensation for any work done for the placement during their externship.

Except in extraordinary circumstances, and only with the approval of all affected faculty supervisors and placement supervisors, students may not enroll in two externships, two clinics, or an externship and a clinic during the same semester.

The duration of an externship is generally a single semester. Except in extraordinary circumstances, students may not enroll in an externship with the same placement for more than one semester.

#### Simulation Courses

The following courses qualify as simulation courses:

##### *Simulation Courses: General*

- Interviewing and Counseling (2)
- Public Policy Mediation within State Government (2)
- Small Business Planning (2)
- Data Security and Privacy Law (2)
- Intellectual Property Licensing: Drafting Skills (2-3)

##### *Litigation Focused*

- Advanced Persuasive Writing and Oral Advocacy (2)

- Criminal Procedure: Advocacy Skills (1-2)
- Lawyering Practice (2)
- Moot Court in International Commercial Arbitration (2)
- Litigation Drafting (2)
- Trial Advocacy Competition (1)
- Trial Practice (3)

*Transactional Focused*

- Basic Contract Drafting (2)
- Negotiations (2)
- Transactional Law Competition (1-2)

3. Maintain a cumulative grade point average of at least 2.3 on a 4.0 scale.

**B. Course Selection in the First Year (First Two Years for Part-Time, Evening Students)**

1. First-year students do not select their own courses or schedules. However, first-year students do register for their courses for the spring and summer academic terms. The School of Law automatically registers incoming first year students for fall semester courses. First-year students are assigned to sections in such a manner as to maintain a balance in class size.
  - i. Full-time first-year students must take Torts, Constitutional Law, Contracts and Sales I & II, Civil Procedure I & II, Property, Legal Communication and Analysis I & II, Legal Research, and Criminal Law. Part-time students in their first two semesters must take Contracts and Sales I & II, Torts, Civil Procedure I & II, Legal Communication and Analysis I & II, Legal Research, and Constitutional Law.
  - ii. Part-time students should normally complete Criminal Law the summer after their first year unless enrolling in a summer study-abroad program. In the event a part-time student enrolls in a summer study-abroad program in the summer after their first year, the part-time student shall complete Criminal Law at the next available opportunity.

Part-time students in their second year must complete Constitutional Law, Evidence, and Property. Part-time students may take no more than one two-credit hours elective in their second fall semester provided the student has completed any prerequisite for the elective course.

2. Before taking part II of a two-part course listed in the previous paragraph, a student must complete part I successfully.

3. The following courses are year-long courses, and students must remain in the same division and section during the fall and spring semesters: Civil Procedure I & II, Contracts I & II, Legal Research, and Legal Communication and Analysis I & II..

### **C. Course Selection for Upper Level Students**

1. For all JD students who entered law school prior to Fall 2016, the last opportunity to complete the legal research requirement will be Summer 2016 or Spring 2017
2. After completing the courses required in the first year for day-division (full-time) students and first two years for evening division (part-time) students, students have more choices in selecting courses. A full description of courses can be found online in the current Course Descriptions ( <http://mckinneylaw.iu.edu/courses/all.cfm> ).

A Course Guide for Students, available on the law school's web page (<https://mckinneylaw.iu.edu/net/students/courseguide.pdf> ), is designed to help students in selecting courses. Courses in the Course Guide are grouped according to subject area, and the names of the faculty members who teach the courses are included. Courses scheduled each year will be selected from the Course Guide, but not all of the courses described there will necessarily be offered. From time-to-time, the faculty will offer additional courses that are not described in the Course Guide. If you have questions about what courses you should take, please contact the Assistant Dean for Student Affairs or Vice Dean. Students are responsible for checking the prerequisites for courses in which they wish to enroll.

3. Elective courses, including traditional courses, seminars, perspective courses, clinical courses, and externships, are described in the Course Guide and Course Descriptions, and supplemented from time-to-time by additions and deletions.
4. Successful practice of law and legal problem-solving require an attorney to have knowledge of a variety of areas of the law and other disciplines, regardless of the nature of the attorney's practice. In addition, preparation for a career in law should acknowledge that the practice will continually require a lawyer to respond to novel problems, emerging social and cultural issues, and new developments in the law itself. To prepare graduates to meet these challenges, the law school highly recommends that every J.D. student take the upper-division electives listed below. Each of these courses covers topics on the Indiana Bar Examination.



Administrative Law  
Closely Held Business Organizations  
Criminal Procedure: Investigations  
Evidence

Family Law  
Income Tax  
Trusts and Estates

5. The courses listed above provide an introductory overview of foundational legal knowledge that is not covered in required J.D. courses.
6. To broaden and deepen the basic legal knowledge that students acquire in the required J.D. courses, the law school recommends that every law student take at least one elective in each of the following six categories of upper-division courses. Courses that cover topics on the Indiana Bar Examination are designated with an asterisk (\*):

- **Commercial Law:** Secured Transactions\* *or* Commercial Paper.\*
- **Constitutional Law:** Civil Rights *or* Federal Courts *or* First Amendment *or* Law of Church and State Relations *or* State Constitutional Law *or* Rights of Noncitizens *or* Selected Issues in Constitutional Law *or* Seminar on Constitutional Law.
- **Property Law:** Housing Discrimination & Segregation *or* Land Use *or* Real Estate Transfer, Finance and Development *or* Seminar on Property Theory *or* Seminar in Business and Estate Planning.
- **Torts Law:** Advanced Torts *or* Environmental & Toxic Torts *or* Law of Medical Malpractice *or* Products Liability *or* Seminar in Selected Problems of Tort Law.
- **Federal Statutory Law:** Antitrust *or* Bankruptcy *or* Consumer Law *or* Copyright *or* Corporate Reorganization & Bankruptcy *or* Discrimination in Employment *or* Environmental Law *or* ERISA Retirement Plans *or* Food and Drug Law *or* Immigration Law *or* Intellectual Property *or* Labor Arbitration/Collective Bargaining *or* Labor Law *or* Law of Hazardous Waste Regulation *or* Legislation *or* Patent Law *or* Securities Regulation *or* Sexual Harassment Law *or* Trademark Law.
- **Perspectives on the Law:** A perspectives course is one that approaches the law and legal institutions from a special perspective. Such a perspective might be an international and/or comparative law approach to a certain subject area, such as International and Comparative Family Law, or an interdisciplinary approach to the law, such as American Legal History, Law and Economics, or Law and Psychology. A list of possible perspectives courses is included in the Course Guide (<https://mckinneylaw.iu.edu/net/students/courseguide.pdf>).



The law school offers a variety of the electives in each of these categories each year, giving every student several options in each category over the course of the student's tenure at the law school.

Students seeking additional preparation for the Indiana Bar Examination might consider also taking one or more of the following courses:

- a. Criminal Procedure: Adjudication
- b. Publicly Traded Corporations
- c. Juvenile Law
- d. State and Local Taxation of Corporations and Shareholders or Taxation of Partnerships and Partners or Taxation of Transferors, Fiduciaries, and Beneficiaries.

## 7. SUPERVISED RESEARCH (D/N 661)

Supervised Research LAW-D661 provides students with an opportunity to complete an in-depth and comprehensive research paper on legal problems under the guidance of a faculty member. Students may register for Supervised Research in the Fall or Spring semester but not in the Summer term. Supervised Research may be taken in a student's last semester in law school only if he or she is taking at least one other course requiring classroom attendance.

A student may not register for more than a total of 4 credit hours of Supervised Research. Generally, students register for one credit hour per semester, although approval for 1-4 credit hours may be given by the supervising faculty member on the basis that the research and writing project is so broad in scope, will require so much additional work, and is so worthwhile as to subject matter that it merits approval for up to four hours of credit. (However, LL.M. students may take the course in *any* semester whether or not enrolled in any other course). [Approved by the faculty November 18, 2008]

Because projects will vary, it is impossible to state definitely how long the finished paper should be. Quality is to be preferred over length. As a guide, the finished paper should be at least 8,500 words inclusive of footnotes or endnotes *for each one hour of credit*. The supervising faculty member is the final judge of both quality and length.

### *Procedure:*

1. A student may register for Supervised Research after receiving written approval from a supervising faculty member. This approval is to be given on the "Supervised Research Enrollment Request Form" available from the Assistant Director for Student Affairs/Recorder in Room 119G. This form must be filed with that office within two weeks after the beginning of the semester.

2. A faculty member who accepts a student for Supervised Research should require the student, as a minimum, to: (a) submit a detailed outline of his/her writing no later than the fifth week of the semester in which the student has registered, indicating substantial research and a good feel for the project; (b) submit a rough draft of the paper no later than the twelfth week of the semester in which the student has registered; and (c) submit the finished paper by the end of the examination period for the semester in which the student has registered. The student should consult with the supervising faculty member on a regular basis.
3. Once a student has enrolled in Supervised Research, he or she may change supervising faculty members only with written approval of both faculty members.
4. The final grade for Supervised Research will be submitted to the Assistant Director for Student Affairs/Recorder by the supervising faculty member.
5. An Incomplete will be allowed only in exceptional circumstances and requires the approval of the Vice Dean.
6. *A copy of the final research paper must be filed with the Office of Student Affairs.*

#### 8. Limitations on Credit hours Earned for Electives.

Of the 90 credit hours required for graduation, the following limitations apply to the amount of credit hours that may be counted in satisfying the

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credit hour requirement in the following elective courses and combinations thereof:

- No more than four credit hours may be taken in any combination of Supervised Research (DN661) and Advanced Research in Health Law (DN662), and no more than one credit hours may be taken in Directed Reading (DN676).
- No more than five credit hours may be taken in any combination of the following Law Review courses: DN800, DN809, DN878, DN879.
- No more than four credit hours may be taken in any combination of the following Moot Court courses: DN746, DN748, DN750, DN752, DN753.
- No more than one credit hours may be taken in Client Counseling Competition (DN864).
- No more than 12 credit hours may be taken in Clinics (DN808).

- No more than 10 credit hours may be taken in (DN802) Externships. One-half of the credit hours earned in Clinics (DN808) count toward this ten hour limitation.
- No more than four credit hours may be taken in Advanced Course-related Experience (DN803).
- No more than two credit hours may be taken in Trial Advocacy Competition (DN745).
- No more than 12 credit hours may be taken in any combination of the following courses: Externships (DN802), Advanced Course-related Experience (DN803), Moot Court (DN746, 748, 750, 752, 753); Client Counseling Competition (DN864); Trial Advocacy Competition (DN745) and Clinics (DN808). However, only one-half of the credit hours earned in DN808 Clinics counts toward this twelve hour limitation.[Credit hours for Advanced Field Research (D603) may be included or excluded depending on the nature of the project. A separate form must be filed with the Office of Student Affairs.]
- No more than 12 credit hours may be taken in a foreign summer program, of which no more than six credit hours may be earned in a non-IU McKinney summer abroad program.
- No more than 15 credit hours may be taken in distance education courses. (See “Distance Education” section below).

In joint degree programs, the limitations stated here apply to the number of law school credit hours required for the J.D. degree in these programs. (For example, where a joint degree program requires 80 law school credit hours, the 12 credit hour limitation noted above applies to the 80 law school credit hours required, such that 68 law school credit hours must be earned in courses not listed above). For more information regarding joint degree programs, please refer to the Joint Degree Handbook.

9. Final Exam Policy and Schedule. Students should review the final exam policy and schedule prior to registering for the next semester’s courses. The Examination Policy includes provisions on exam scheduling, exam conflicts and rescheduling, anonymity and student exam numbers, the School of Law final exam honor code, and more.

The Examination Policy may be accessed via the law school intranet page: <https://mckinneylaw.iu.edu/net/>, and clicking on the ‘Examination Policy’ link.

The Examination Policy outlines the standards and procedures by which a student may request a rescheduled exam. The Assistant Dean for Student Affairs oversees exam administration including final exam reschedule requests. Professors are not involved with approving or coordinating final exam rescheduling requests. At the start of each semester, the Office of

Student Affairs will communicate electronically the deadline for submitting exam reschedule requests as well as the form required to request a reschedule electronically. Students who do not submit the required form and supporting documents by the stated deadline will forfeit their opportunity for an exam reschedule.

Should you have a question about the final exam policy or your final exam schedule, please contact the Assistant Dean for Student Affairs. In order to properly address questions and possible exam conflicts, contact the Assistant Dean early in the semester.

#### **D. Distance Education**

##### **POLICY ON DISTANCE EDUCATION**

1. A course approved as part of the curriculum may be offered as a distance education course with the approval of the faculty.
2. Distance education is an educational process characterized by the separation, in time or place, between instructor and student. Courses deemed “distance education” subject to this policy will be identified as “online” or “distance education” courses on schedules and in registration materials. Distance education includes courses offered principally by means of (a) technological transmission, including Internet, open broadcast, closed circuit, cable, microwave, or satellite transmission, (b) audio or computer conferencing, (c) video cassettes or discs, or (d) correspondence.
3. A course offered as a distance education course must include ample interaction with the instructor and other students both inside and outside the formal structure of the course throughout its duration and must include ample monitoring of student effort and accomplishment as the course progresses. Course syllabi and distance education course proposals must demonstrate that these requirements are satisfied.
4. J.D. students may not enroll in, and will not be granted credit hours for, enrollment in more than six (6) credit hours of distance education in any semester, including summer semesters. The Assistant Dean for Student Affairs may make exceptions in extenuating circumstances, allowing up to the maximum credit hours permitted by the ABA Standards to be taken online in a single semester. This limitation does not apply to students in programs other than the J.D. program.
5. J.D. students may not count more than a total of fifteen (15) credit hours in distance education courses toward the J.D. degree. This limitation does not apply to students in programs other than the J.D. program.

6. No J.D. student may enroll in any distance education course without first successfully completing at least twenty-eight (28) credit hours in approved, non-distance education courses. This provision does not apply to students in programs other than the J.D. program.
7. No J.D. student may transfer distance education credit hours from another law school, and may not count such credit hours toward completing the J.D. degree at this law school, unless the Assistant Dean for Student Affairs is fully satisfied that the credit hours satisfy ABA Standard 306. Any such transfer credit hours are subject to the limitations on distance education credit hours stated in this policy. This provision does not apply to students in programs other than the J.D. program.
8. A course that includes substantial online interaction or other common components of distance education shall not be treated as a distance education course for purposes of the limitations stated in (1), (4), (5), (6) or (7) above if:
  - a. Two-thirds or more of the course instruction consists of regular classroom instruction, and
  - b. The distance education components of the course comply with the ample interaction and ample monitoring requirements of (3) above and (9) below.
9. “Ample Interaction and Monitoring” may be demonstrated, for example, by two or more of the following:
  - a. Online chat sessions.
  - b. Online office hours during which the instructor is available at least two times per week for student consultation.
  - c. A series of instructor-constructed topics for online discussion with the instructor in one on one or group sessions (see “e” below for an example pertaining to whole-class participation in an informal discussion forum).
  - d. Prompt and extensive feedback from the instructor on research or writing assignments, online exercises, tutorials, quizzes or examinations.
  - e. Active and sustained student participation in online discussion forums constructed as part of the course for student use in non-structured format (see “c” above for an example pertaining to structured formats).

The time devoted to the online activity described in these examples must equal at least one hour per week for each credit hour awarded in the course.

10. A distance education course must receive periodic student and peer course evaluations comparable to those received by classroom courses.
11. Policies stated in this section apply to any distance education courses required for completion of a J.D. degree (e.g. Legal Research D/N 528 for 1 credit hours).

## E. Other Academic Rules and Policies

1. **Attendance.** Regular and punctual class attendance, class preparation, and participation are expected of all students. The professor will usually advise students early in the semester of the attendance and punctuality requirements and will usually issue a warning if a student is having excessive absences or is excessively late in attending class. The professor will also advise students early in the semester if attendance, tardiness or class participation affects the student's grade in the course.

The general law school attendance policy provides that a student who is absent from more than 10 percent of classes or class meetings in any course may be dropped from the course at the discretion of the instructor. A student who is dropped for non-attendance in one of the required Basic Level Courses (I.C.1.) will receive a grade of F unless a grade of W is authorized upon petition to the law school's Student Affairs Committee.

2. **Adverse Weather and Class Cancellation.** In case of inclement weather and the possibility of canceled classes at the law school, students should go to the IUPUI Office of Emergency Preparedness' website and look for the "campus status" listed on the website. The Emergency Preparedness website is found here: <http://protect.iu.edu/emergency> . The law school's open or closed status is directly tied to the IUPUI campus status. Students should also sign up for IU-Notify, to receive alert messages and updates in real-time. Students may sign-up via the IU-Notify link: <http://protect.iu.edu/emergency/iunotify> .

As a supplement to the information available on the IUPUI Office of Emergency Preparedness' website, students should also monitor the law school website, their IU email account, local radio and television announcements, as well as the law school's hotline (317-274-8611) for further information.

In the event an individual faculty member or adjunct professor cancels a class, please call the law school hot-line (317-274-8611) and log-on to Canvas and view the "course page" for any updates from the professor or his or her assistant.

3. **Grades, Credit Hours, Class Rank.** Credit hour means law school work for which one hour of credit toward graduation is assigned and includes work that is graded on a Satisfactory/Fail (S/F) basis. Satisfactory (S) credit hours count toward the hours of credit required for graduation, but credit hours of F do not.

The number of grade points assigned for each credit hour completed at the School of Law is as follows:

A+ = 4.0	C+ = 2.3
A = 4.0	C = 2.0
A- = 3.7	C- = 1.7
B+ = 3.3	D+ = 1.3
B = 3.0	D = 1.0
B- = 2.7	D- = 0.7
	F = 0

Certain courses offered by the School of Law are graded on a Satisfactory/Fail (S/F) basis. These courses are so designated in the Course Descriptions section of the law school web page.

A student's grade point average is determined by dividing the total number of grade points by the total number of graded credit hours, including failed credit hours but excluding satisfactory (S) credit hours and official withdrawal (W) grades. When a student retakes and passes a course which the student previously failed, both grades are counted in calculating the student's grade point average.

To see how semester grades will impact your cumulative grade point average or to calculate your semester grade point average, please go to <http://registrar.indiana.edu/calculator.php>.

If you have taken classes outside of the J.D. program, it is possible, in some instances, that a student's grade point average computed by the School of Law might differ from the grade point average on a student's official Indiana University transcript.

The faculty of the School of Law has adopted a policy recommending that the average grade for each course fall in the range of 2.9 - 3.1. This range is a suggested goal for all courses except seminars and other special offerings such as externships, Law Review, Moot Court, or Advanced Research. The faculty recognizes that different class sizes and the performance of students in different classes may justify departures from the recommended average grade range and grade distribution. The professor may deviate from the 2.9-3.1 range, or a wider range for lower



enrollment courses, only if the professor makes a compelling case for the deviation.

<u>First Year Courses</u>		<u>Other Courses</u>	
A+ through A	10%	A through A-	20%
A- through B	50%	B+ through B-	60%
B- through C	35%	C+ and below	20%
C- and below	5%		

Final grades are to be submitted by faculty within 28 days from the last day of the final exam period. Grades may be posted by exam number on individual professors' bulletin boards, online at Canvas (<https://canvas.iu.edu>). Final grades are generally posted to One. IU one business day after the deadline for faculty to submit final grades.

A grade of D- or better is a passing grade in a particular course. Students may not retake a course that has been passed.

Students may not do extra work in order to raise a grade that has been recorded.

The IU Code of Student Rights, Responsibilities and Conduct (<http://studentcode.iu.edu/>) includes procedures to be followed by students who believe that any of their rights under that Code have been violated by a member of the faculty or administration.

Grades earned at another law school, or in a program sponsored by another law school, will not be used in the computation of the student's grade point average at the School of Law.

Dean's List: Students who are enrolled in at least 8 hours of graded course work during a fall or spring semester, and who earn a grade point average of at least 3.5 in at least 8 hours of graded course work, are placed on the Dean's List, which acknowledges their superior academic performance. The Dean's List is not posted for summer classes.

Class rank: Students who have completed at least 30 credit hours are considered second-year students, and those who have completed at least 60 credit hours are considered third-year students for purposes of class rankings. Class rank is available online under the "Current Students" section.

Good Standing: A cumulative grade point average of at least 2.3 required for a student to be in good standing, complete information pertaining to academic probation and dismissal is contained in the "Standards for Academic Probation and Dismissal," available at this web link:

[http://mckinneylaw.iu.edu/students/\\_docs/handbook/AcademicProbationDismissalPolicy.pdf](http://mckinneylaw.iu.edu/students/_docs/handbook/AcademicProbationDismissalPolicy.pdf)

**Rounding Up Grade Point Averages:** For purposes of certifying grade-point averages for Graduation, Class Rank, Dean's List, Scholarship Renewals, Summer Study Abroad eligibility or Academic Exclusion, any grade-point average that is x.xx5 or higher is rounded up to the next hundredth-decimal place. For example, a 3.237 grade-point average is rounded up to a 3.24.

4. **Standards for Academic Exclusion and Readmission**  
» Please refer to the [AcademicExclusion.pdf](#) document for the entire academic exclusion and readmission policies and procedures.
5. **Standards for Academic Probation and Dismissal** (Approved March 5, 2013) please refer to the [Academic Probation and Dismissal Standards](#) documents for the entire Academic Probation and Dismissal Policy.
6. **Student Evaluation of Faculty.** All faculty members are required to have student evaluations of their courses and teaching administered on the form approved by the faculty. All student evaluations shall be delivered to the Dean's office. Student evaluations of probationary faculty are administered by the Student Affairs Office. Student evaluations of all other faculty are administered by each such faculty member either by using their faculty assistants or by appointing a student to collect the forms from the class and deliver the forms to the Dean's office. Faculty members must not be present in the classroom while student evaluations are being completed.
7. **Grade Appeals**  
Faculty members should provide feedback to students regarding student performance. Means of doing this include providing students with model answers to exams, providing students with student answers receiving high grades (where the student's anonymity is preserved), and/or individual conferences with students in which their performance, including on examinations, is discussed.

Faculty members are expected to make judgments about student performance and have wide discretion in making these judgments. **However, faculty members may change a grade they have given in a course or on a final examination only if the faculty member determines that a computational or other mechanical error resulted in an erroneous grade.** A computational or mechanical error includes a failure to add recorded points properly; it does not include a failure to assign more points to a student's answer than were assigned, even where

the faculty member, following grade posting, concludes in retrospect that more points were warranted. The latter represents a substantive error and is not a proper basis for a grade change.

Faculty members do not have authority to change grades for reasons other than those discussed in Paragraph 2. Student discussions or conferences with faculty members regarding their performance on an examination or in a course are for learning purposes only.

Students may appeal grades to the Vice Dean, who may act only with the agreement of the Academic Affairs Committee. After following the procedures outlined in Paragraphs 5 and 6, the Vice Dean, with Committee agreement, may change a grade or grades given by a faculty member only if it is established by clear and convincing evidence (either by the Vice Dean, with the agreement of the Academic Affairs Committee, acting *sua sponte*, or by a student's appeal) that the grade is either (i) arbitrary and capricious or (ii) was awarded in unjustified deviation from required grading averages. A finding of arbitrary and capricious grading may not be based upon a challenge to the faculty member's judgment regarding the quality of a student's academic performance. Arbitrary and capricious grading entails, for example, (1) assigning a grade on a basis other than academic performance, attendance or similar legitimate aspects of the course, (2) assigning a grade under a standard of performance which substantially deviated from a standard announced by the faculty member, (3) assigning a grade for performance on requirements which substantially deviated from the requirements announced or assigned by the faculty member, (4) assigning a grade that was the product of the faculty member's personal malice or illicit discrimination, or (5) assigning a grade that was the result of a computational or other mechanical error not remedied by the faculty member.

Before appealing a grade alleged to be arbitrary and capricious to the Vice Dean, a student must make a good faith effort to meet with the faculty member whose assignment of a grade is being appealed in order to discuss, as provided in Paragraph 1, the student's performance that resulted in the grade. Despite the preceding sentence, a student is not required to meet with the faculty member as a prerequisite to appealing the grade to the Vice Dean if the appeal is based solely on an allegation that the assigned grade was a product of that faculty member's personal malice or illicit discrimination. A student grade appeal to the Vice Dean (1) must be in writing, (2) must be filed no later than September 15 (for spring or summer courses) or March 15 (for fall courses), (3) must be supported by a specific statement of facts, (4) must clearly explain the reasons these facts satisfy the appeal standard stated in Paragraph 4, and (5) must be

signed by the student. The deadline for filing the grade appeal may be extended by the Vice Dean, if so warranted.

A copy of a student-initiated grade appeal must be given to the faculty member whose assignment of a grade is being appealed. In a case where the Vice Dean proposes to initiate a grade change *sua sponte*, she or he must provide the faculty member with a written statement of the reason(s) for proposing a change. The Vice Dean and Academic Affairs Committee may, but are not required to, consult with the student in resolving the grade appeal. The Vice Dean and Academic Affairs Committee must consult with the faculty member before sustaining a grade appeal or taking final action *sua sponte*. The Vice Dean and Committee are not authorized to change a grade for any reason other than those stated in Paragraph 4. For example, the Vice Dean's mere disagreement with a faculty member's judgment regarding a grade is not sufficient, even where the Vice Dean deems the judgment unreasonable.

8. **Withdrawals and Incompletes.** Withdrawals during the first ten weeks of a regular semester or summer session are automatically marked W. After this time, the instructor in the course must approve the withdrawal. A withdrawal at any time from a required first-year course (first two years for part-time students) must be approved by both the Assistant Dean for Student Affairs and the Student Affairs Committee upon petition, although the Student Affairs Committee may delegate to the Assistant Dean its authority to approve. If a withdrawal is not approved, a grade of F will be recorded. To withdraw from Legal Communication and Analysis I & II, a student must petition and receive the approval of the supervising faculty member of the Legal Communication and Analysis program and the Student Affairs Committee.

Withdrawal from a course (other than a required first-year curriculum course) can be done online until midterm via One. IU. After mid-term, students must go to the Office of Student Affairs to fill out a withdrawal form. A withdrawal becomes effective on the date the withdrawal form is received by the University Registrar's Office or the date the request is approved via One.IU. Be advised that there is a limited time in which to withdraw from a course and receive a refund.

Any student withdrawing from a course or courses within ten days of the end of the last scheduled day of classes (including Saturdays and Sundays), must obtain permission from the Instructor and the Assistant Dean for Student Affairs. If the student has taken the examination, then withdrawal from the course is not allowed.

Students who discontinue attending classes without following the above withdrawal procedure will receive the grade of F. The grade of I (Incomplete) is used on final grade reports to indicate that a student's work is satisfactory as of the end of the semester or summer session, but has not been completed. The grade of I may be given only when (i) the completed portion of the student's work in the course is of passing quality, and (ii) in a course requiring an examination, upon a showing of impossibility, such hardship to a student as would render it unjust to hold the student to the time limits previously fixed for completion of the work, or other good cause.

A student, who fails to complete the work in any non-examination course in the semester or summer session enrolled, if required by the instructor, must submit a written explanation to the instructor not later than five days after the end of classes, stating the reason the work was not completed. If the reason is acceptable to the instructor, the instructor has discretion to assign the grade of I. If the reason is not acceptable to the instructor, the instructor has discretion to assign a grade of W or F.

A student who fails to complete the work assigned in required courses in Legal Communication and Analysis I & II in the semester enrolled, or who fails to take a final examination in the semester or summer session enrolled must submit a written explanation to the instructor and to the Assistant Dean for Student Affairs not later than five days after the end of classes or five days after the examination is held, whichever is the later date, stating the reason the work has not been completed or the reason the examination was not taken. (Students who know they will be unable to take a final examination as scheduled may submit an *Exam Reschedule Request Form* per the applicable deadlines and policies outlined in the *Final Exam Policy*. The Reschedule Request Form and the Final Exam Policy are accessible via the law school's intranet: <https://Mckinneylaw.iu.edu/net/> ).

If the course is a required course, and if the reason is acceptable to both the Assistant Dean for Student Affairs and the instructor, the Assistant Dean shall present the request to the Student Affairs Committee, which may authorize a grade of I or W. For purposes of Legal Communication and Analysis I & II courses, the supervising faculty member for the Legal Communication and Analysis program will be consulted in review of this petition and is deemed the 'instructor' for these purposes. (The Committee may delegate its authority to the Assistant Dean for Student Affairs.) If the reason is not acceptable to the instructor or the Student Affairs Committee, a grade of F will be assigned.

If the course is not a required course, and if the reason is acceptable to both the Assistant Dean for Student Affairs and the instructor, a grade of I

will be recorded. If the reason is not acceptable to the Assistant Dean for Student Affairs or the instructor, a grade of W or F will be assigned in the discretion of the instructor.

If the student fails to submit a timely written explanation, a grade of F will be assigned.

The University allows one year to remove an I, although the professor may shorten this time. When an I is assigned, the instructor implicitly authorizes and requires the I to be changed to an F at the end of the appropriate time period, if the instructor does not otherwise act to remove the I. The Registrar's Office will automatically change the I to an F at the end of the appropriate time period. Both the student and the instructor in whose course the student received the I will be notified of this change of grade.

In rare cases at the end of the initial one year period, the professor and Assistant Dean for Student Affairs may authorize an extension for an additional fixed period of time. The authorization shall include the new deadline for course completion. If both the Assistant Dean for Student Affairs and the professor agree to the extension, a grade of IX will be entered. This action will block the automatic change to F after one year.

A grade of I may be changed to a W only with approval of the Assistant Dean for Student Affairs.

#### **F. Enrollment by Day Students in Evening Classes and Evening Students in Day Classes**

**ENROLLMENT IN DAY AND EVENING ELECTIVE COURSES.** Full-time students may enroll in evening elective courses, but may be required to withdraw where part-time student demand for the course exceeds enrollment limits. A full-time student shall not be required to withdraw where the course in question is offered only in the evening during the period in which the full-time student is a 2L or 3L student. Part-time students may enroll in fall or spring semester day elective courses. This policy applies to the summer term. It also applies to the required course in professional responsibility.

For purposes of this rule a part-time student is a student who (a) was originally admitted to the law school and took their first year courses in the part-time division and (b) has not enrolled for more than 10 credit hours in either of the two semesters prior to the semester or summer in question.

**ENROLLMENT IN DAY AND EVENING BASIC REQUIRED COURSES.** Students admitted in the full-time day division must complete all basic required courses in the full-time day division. Students admitted in the part-time evening

division must complete all basic required courses in the part-time evening division. These rules may be waived by the Assistant Dean for Student Affairs for good cause. For purposes of these rules, basic required courses are: Civil Procedure I & II, Contracts I & II, Criminal Law, LCA I, II & III, Property, Torts, Legal Research and Constitutional Law.

**STATUS CHANGE FROM PART-TIME TO FULL TIME.** Students admitted to the part-time division may become full-time students after completing all courses required in the first year of the part-time program (Contracts and Sales I & II, Civil Procedure I & II, Torts, Legal Research, LCA I & II), provided that they have at the time they change to full-time status at least a 2.3 grade point average. A student with less than a 2.3 grade point average cannot move to full-time without the approval of the Assistant Dean for Student Affairs. Students changing from part-time to full-time status must take the remaining basic required courses (Property and Constitutional Law) in the fall and spring of their second year and must take these courses as scheduled in the part-time division. Students making this change are nevertheless cautioned that many elective courses assume successful completion of all basic required courses. In choosing electives during the fall semester of their second year, they should therefore consult with the professor teaching the elective.

#### **G. Restrictions on Work Hours**

Students who are employed or engaged in other outside activities are subject to the following rules.

A full-time student (that is, one who is enrolled in 12 or more credit hours during a regular semester, or 6 or more credit hours during a summer session) may not work more than 20 hours per week.

During a regular semester, part-time students may register for 11 credit hours and work up to 40 hours per week without prior permission from the Assistant Dean for Student Affairs so long as he or she has at least a 2.60 cumulative grade point average or higher. Students registered for 12 or more credit hours may not work more than 20 hours per week.

Part-time students registered for 10 credit hours in a regular semester or five credit hours in a summer session may not work more than 40 hours per week. Any student who has been a part-time student (that is, enrolled in 11 hours or less of course work) during the fall and spring semesters immediately preceding the summer session may enroll in six hours of summer course work and work up to 35 hours per week during the eight-week summer session.

Enforcement of the employment rules may entail one or both of the following:



- a. Compelling compliance by requiring modification of employment commitments or credit hour enrollment; Communicating with employers about the rule and enforcement policies.

Some students seek full-time employment and pursue their studies in the part-time division in order to meet the financial obligations of law study. Full-time students, after their first year of law study, sometimes seek part-time employment to offset expenses. The law school's Office of Professional Development provides assistance in finding appropriate law-related employment.

Limitations on the amount of permissible outside work apply to all students. Outside activities are not viewed as an acceptable excuse for low academic performance in either division of the law school.

## **H. Incoming Transfer Students and Criteria for Approving the Transfer of Credit Hours**

### **1. Criteria for Approving the Transfer of Credit Hours from a JD Program**

Prior to registration, a student admitted with advanced standing must consult with the law school's Assistant Dean for Student Affairs regarding credits to be transferred. Indiana University Robert H. McKinney School of Law accepts transfer credits earned at an ABA-approved law school or a non-ABA-approved law school pursuant to ABA standard 506. The number of credits transferred depends on the quality of the student's academic record and the relationship of the coursework to the program at Indiana University Robert H. McKinney School of Law. A maximum of 30 hours of course credit may be transferred. Within the transfer credit maximum, no more than 6 of the 30 credits may be earned from non- Indiana University Robert H. McKinney School of Law foreign study abroad programs. (See Section J-(4) of the Student Handbook "Limits on Credits Earned in Programs Abroad" for more details.). Grades from transferred course credit will not be used to compute the student's cumulative grade point average at the Indiana University Robert H. McKinney School of Law. Only courses in which the student received a grade of "C" or above are eligible for transfer. Courses taken on a pass/fail basis generally will not transfer. However, if the applicant can show that the pass/fail course is equivalent to a "C" or above, credit will be considered. If credit is not given and the courses are required for graduation, the courses must be re-taken at Indiana University Robert H. McKinney School of Law. The student must maintain a grade point average of at least 2.3 or be subject to academic probation or dismissal. For more information on the Academic Probation and Dismissal Policy, visit:

[https://mckinneylaw.iu.edu/students/\\_docs/handbook/AcademicProbationDismissalPolicy.pdf](https://mckinneylaw.iu.edu/students/_docs/handbook/AcademicProbationDismissalPolicy.pdf)

Once an official transcript has been evaluated by the Assistant Dean for Student Affairs, the courses which have been accepted for transfer along with the number of hours for each are listed on an Audit Sheet for Transfer of Credit Courses. Note that only credits, not grades, transfer. The maximum number which may transfer to this school is 30 credit hours. If a student has deficiency of more than one (1) credit hour in a required course, that deficiency is noted on the audit sheet along with courses which may be taken to satisfy that requirement. Unless otherwise noted, any deficiency of more than one (1) credit hour may be satisfied by taking any course(s) listed on the audit sheet as satisfying that deficiency, so long as the credit hours for the course(s) equal or exceed the credit hours of deficiency. Only in extraordinary circumstance will the Assistant Dean for Student Affairs waive more than a one (1) credit deficiency. This waiver shall not reduce the total credit hours required for graduation.

## **2. Criteria for Approving the Transfer of Credit Hours from L.L.M. Program**

Prior to registration, a student admitted with advanced standing must consult with the law school's Assistant Dean for Student Affairs regarding credits to be transferred. Indiana University Robert H. McKinney School of Law accepts transfer credits earned at an ABA-approved law school or a non-ABA-approved law school pursuant to ABA standard 506. The number of credits transferred depends on the quality of the student's academic record and the relationship of the coursework to the program at Indiana University Robert H. McKinney School of Law. A maximum of 30 hours of course credit may be transferred. Within the transfer credit maximum, no more than 6 of the 30 credits may be earned from non- Indiana University Robert H. McKinney School of Law foreign study abroad programs. (See Section J-(4) of the Student Handbook "Limits on Credits Earned in Programs Abroad" for more details.). Grades from transferred course credit will not be used to compute the student's cumulative grade point average at the Indiana University Robert H. McKinney School of Law. Courses taken on a pass/fail basis generally will not transfer. If credit is not given and the courses are required for graduation, the courses must be re-taken at Indiana University Robert H. McKinney School of Law. The student must maintain a grade point average of at least 2.3 or be subject to academic probation or dismissal. For more information about the Academic Probation and Dismissal Policy, visit:

[https://mckinneylaw.iu.edu/students/\\_docs/handbook/AcademicProbationDismissalPolicy.pdf](https://mckinneylaw.iu.edu/students/_docs/handbook/AcademicProbationDismissalPolicy.pdf)

Once an official transcript has been evaluated by the Assistant Dean for Student Affairs, the courses which have been accepted for transfer along with the number of hours for each are listed on an Audit Sheet for Transfer of Credit Courses. Note that only credits, not grades, transfer. LL.M. graduates may be granted up to

30 credit hours of transfer credits from J.D. or J.D. equivalent coursework if the following are met: 19 credit hours of transfer credits from their LL.M. program if a minimum grade of “B” or better was awarded in each course and courses were J.D. equivalent courses. (Credits for LL.M. only courses will not transfer.) The remaining credit hours may be granted based on courses taken towards a non-US law degree if the applicants are licensed to practice law in their home jurisdiction. The total amount of non-US coursework that will be credited towards the JD is assessed on an individual basis by the Assistant Dean for Student Affairs and the Associate Dean for Graduate and International Studies. Applications from current LL.M. students will only be accepted after 12 or more credits have been earned in the LL.M. program, and any admission decision will be contingent upon satisfactory completion of the LL.M. degree. If a student has deficiency of more than one (1) credit hour in a required course, that deficiency is noted on the audit sheet along with courses which may be taken to satisfy that requirement. Unless otherwise noted, any deficiency of more than one (1) credit hour may be satisfied by taking any course(s) listed on the audit sheet as satisfying that deficiency, so long as the credit hours for the course(s) equal or exceed the credit hours of deficiency. Only in extraordinary circumstance will the Assistant Dean for Student Affairs waive more than a one (1) credit deficiency. This waiver shall not reduce the total credit hours required for graduation.

## **I. Visiting Away at Other Schools**

A student who wishes to take course work at another school should contact the Office of Student Affairs to ascertain the requirements that must be met before a visitation is granted. The Assistant Dean for Student Affairs will determine whether the student's reasons for wishing to take course work at another school meet the law school's criteria.

A student visiting away is required to submit the Visiting Away form to the Assistant Dean for Student Affairs for review and consideration. The form is available here: <http://mckinneylaw.iu.edu/students/forms.html> .

Students should note that the credit hours transfer fee applies to all external law school credit hours (including credit hours earned while visiting away) transferred in by a current student. Please see “Transfer Credit hours Fee” section for more details.

## **J. Summer Study Abroad Programs**

### **1. Eligibility**

Students applying for enrollment in summer abroad programs must have a GPA of 2.5 or above at the time of the application deadline.

Law students must complete at least one year of full or part-time study at this or another ABA approved law school (or at an unapproved school consistent with ABA standards). Part-time students may enroll in a foreign summer program in the summer following completion of the required courses in their first and second semesters, but must enroll in and complete criminal law at the first available opportunity thereafter.

Students may enroll in up to two summer abroad programs in a single summer provided both programs are offered by IU McKinney School of Law.

## 2. Summer Abroad Program Fees

Each IU McKinney School of Law abroad program will establish a composite fee to be charged to each attendee at that program, which will be broken out and clearly advertised, as follows:

- A program operations fee
- A housing fee
- A special travel fee (to cover the costs of any excursions away from the primary site)

Cancellation Policy – Immediately upon acceptance into an abroad program, the student shall pay a deposit of \$300 in order to hold his/her place in the program. This deposit is to cover the administrative costs of processing the student's application and will not be refunded under any circumstances unless the program is cancelled. The deposit will be applied toward the full program fee and is not in addition to that fee.

The balance of the full program fee will be due no later than May 1, forty-five days before the first day of class in the program, or immediately upon acceptance into the program, whichever of these three dates comes last. Failure to pay the full program fee when due will cause the student to lose his/her place in the program until such time as the full program fee is paid (including a finance charge assessed at 18% per annum from the date the payment was due), assuming that the program has not by then reached capacity. Once paid, the program fee will be nonrefundable, with the exception that a refund of the program fee (excluding the deposit) will be allowed in extraordinary circumstances that make it unduly burdensome for the student to attend the program.

A student who is accepted into an abroad program and pays his/her deposit, but who subsequently fails to pay the full program fee will ordinarily still owe and be billed in full for the program fee. If such a student is excused from paying the program fee because extraordinary circumstances made it unduly burdensome for the student to attend the program, that student will nonetheless still owe and will be billed in full for any actual costs incurred by IU McKinney on the student's behalf

related to travel, housing, board, or other activities in which IU McKinney anticipated that the student would participate. The deposit will not be applied to cover such expenses.

Once a student attends any class in the program, the program fee will not be refunded under any circumstances.

Notwithstanding the above, if IU McKinney cancels a program because of insufficient student response or for any other reason, all amounts paid will be refunded.

### 3. Summer Abroad Tuition

A student who completes a course or courses at an IU McKinney abroad program must pay the program fees charged for the program and 50% of the tuition for the credit hours earned that the student would have paid had the credit hours been earned at IU McKinney. The base tuition used for this purpose will be that in effect in the academic year in which the credit hours was earned.

### 4. Limits on Credit hours Earned in Programs Abroad

Students may apply to no more than 12 credit hours earned in an abroad program, toward the 90 required for the J.D. degree, of which no more than 6 can be earned in a non-IU McKinney program.

## K. Transfer Credit Hour Fee

A student who attends a course or courses in a program operated by another ABA accredited institution (whether in the United States or abroad) after initial matriculation at IU McKinney School of Law and transfers credit hours earned back to IU McKinney shall pay a credit hour transfer fee for each such credit hours in the amount of 65% of the tuition that the student would have paid to IU McKinney had the credit hours been earned at IU McKinney. The base tuition used for this purpose will be that in effect in the academic year in which the credit hours was earned.

**EXCEPTION:** The transfer fee will not be charged to a student who has been given permission by IU McKinney School of Law to take courses at another ABA accredited law school due to extraordinary circumstances that make it unduly burdensome for the student to complete their degree in courses at IU McKinney. A student may petition for an exception by submitting a written request to the Assistant Dean for Student Affairs.

Note: The above stated policies with respect to tuition charges and transfer credit hour fees will become effective for all credit hours earned after the end of the spring 2009 semester (i.e., credit hours earned during or after the summer 2009).

#### **L. Special Rules for Graduating 3Ls**

Students may be certified for degree conferral in December, May, or August. Graduation ceremonies typically occur in May. All 3Ls are responsible for complying with the requirements for graduation. To assist with this process, the Office of Student Affairs has checklists at this web link: <http://mckinneylaw.iu.edu/students/forms.html> . It is highly recommended to do a checklist prior to the final year of study, in case something is in question.

All 3Ls must complete an Intent to Graduate Form and return it to the Student Affairs Office stating the expected date of graduation and their name as they want it to appear on their diploma. The form shall be sent electronically to all 3L students. It is also available in the online forms section of the Student Affairs Office webpage. The form must be returned no later than December 1 for December degree certification and March 1 for May and August degree certification. Students must also submit an Intent to Fulfill Advanced Writing Requirement as well as a Certification of Completion for the Advanced Writing Requirement with the Office of Student Affairs by the date specified.

Any Incomplete still on the student's record at the time of degree conferral will be "frozen". This assumes that the course in which the student received the Incomplete was not needed to complete the degree. "Frozen" incompletes are not subject to the automatic conversion to F after one year and will remain as incomplete's on the student's record.

Graduation with honors. A student who has complied with the requirements for graduation and who has attained an outstanding scholastic average in work done in the School of Law may graduate Cum Laude, Magna Cum Laude, or Summa Cum Laude. The standards for award of honors are determined periodically by the faculty, generally within the following guidelines:

Summa Cum Laude - no more than the top 5 percent of the class;  
Magna Cum Laude - no more than the next 5 percent of the class;  
Cum Laude - no more than the next 10 percent of the class.

Tentative honors may be determined at the time of graduation, but final honors will not be calculated until all grades have been recorded for the semester in which the student graduates.

Class standing and honors will be based on the graduating student's total cumulative grade point average after completion of all law school course work.

Final honors for December graduates will be calculated when fall grades are submitted and for May graduates when all spring semester grades have been submitted. Final honors for August graduates will be determined when all summer session grades have been submitted; calculations of class rank will include the final grades of December and May graduates. No December or May graduate who has received final honors after the completion of the student's final semester will lose that honor even if his/her class standing drops as a result of the inclusion of August graduates.

#### **M. Accommodations for Students with Disabilities**

Accommodations for disabilities are granted and administered solely by the Office of Student Affairs. Faculty members are not authorized to grant or deny disability accommodations\*. (\*The faculty member's role is explained in detail below):

- a. Any student requesting accommodations because of a disability must meet with the office of Adaptive Educational Services (AES) to request the accommodation. The meeting should normally occur within the first two weeks of the student's first semester in law school, or, in the case of a disability which is discovered after the student has begun law school, within two weeks of the student's discovery of the disability, and in no event shall the meeting occur later than is necessary to permit an adequate period of time for consideration of the request under these procedures before the time for which the accommodation is sought.
- b. After the initial meeting, AES will inform the Office of Student Affairs that the individual has provided the required documentation and propose specific accommodations for the student.
- c. Any student requesting an accommodation must present appropriate documentation, from a qualified professional, establishing (a) that the disability exists and (b) that the requested accommodation is necessary to provide the student with the opportunity to achieve or participate in the program to the same extent as a similarly-situated person without a disability. The documentation should be provided to AES. The following requirements apply to documentation of disabilities:
  - Documentation must be provided by a licensed professional who is qualified in the appropriate specialty area. Documentation must be provided by a professional whose primary expertise and experience involve the adult population. The documentation must establish that the licensed



professional's qualifications are in the appropriate specialty area related to the disability.

- Documentation must be recent enough to provide meaningful information. In most cases, the documentation must be less than three years old.
  - Documentation must be typed on the letterhead of the licensed professional, must be addressed to AES, must be signed by the licensed professional, and must include a separate paragraph or section describing each of the following: (a) the specific diagnosis of the disabling condition, (b) a description of the specific way(s) in which the disability limits the student's functioning, (c) recommendation of an accommodation, including a statement that the professional is aware the student's environment is law school, rather than secondary, undergraduate or graduate school, (d) a specific explanation of the manner in which the proposed accommodation responds to the student's functional limitations, and (e) a description of the credentials of the person providing the documentation. Documentation on a prescription pad will not be accepted.
  - Documentation for a student with a learning disability must establish that the student's score on a test of processing ability (Swanson Cognitive Processing Test, Wechsler Memory Scales-Revised, Test of Memory and Learning or Test of Adult Wordfinding) or score on a test of academic achievement (Woodcock-Johnson Psychoeducational Battery, Rev., Part II, Tests of Achievement, Nelson-Denny Reading Test, Mather-Woodcock Group Writing Tests, Wide Range Achievement Test-Revised) is at least 1.5 standard deviations below the student's intelligence quotient. The student's intelligence quotient is the higher of the scores (full-scale or verbal) as measured on a test of cognitive ability (Wechsler Adult Intelligence Scale III, Stanford-Binet Intelligence Scale, Fourth Edition, Detroit Tests of Learning Aptitude-Adult, Test of Nonverbal Intelligence). Documentation of a learning disability must include, in addition to all other items required by this policy, a description of the diagnostic interview, all scores on a full battery of psychoeducational tests, a history of the student's learning disability and any accommodations provided for it, and a specific diagnosis of a generally recognized learning disability. "Test anxiety" and "panic attacks" are not learning disabilities.
- d. The cost of providing the necessary documentation is to be borne by the student. If the initial documentation provided by the student does not comply with the requirements established by this policy, then the cost of providing the specific documentation required by

this policy is to be borne by the student. If, however, the documentation provided by the student complies with the requirements of this policy, the law school shall bear any cost of obtaining any additional documentation, (e.g., a review by a professional selected by the law school.)

**DETERMINATION OF APPROPRIATE ACCOMMODATION.** Once documentation has been submitted as described above, the Senior Associate Director for Student Affairs/ ADA Coordinator will receive from the AES a recommended accommodation plan for each student requesting accommodations.

The Office of Student Affairs shall notify each faculty member in whose course the accommodated student is enrolled that a student in the course will receive an accommodation and the nature of the accommodation. The student is responsible for contacting the faculty member if they receive Intermittent/Extended Absences. If the student is unable to contact the faculty member, upon request the Office of Student Affairs will contact the faculty member. A faculty member who is notified of an accommodation which is available to a student in the faculty member's course or program may inform the Office of Student Affairs of special circumstances which the faculty member believes make the accommodation unreasonable or inappropriate. The Office of Student Affairs in consultation with the AES shall consider such information and, where consistent with ADA standards, suspend or modify the established accommodation for the particular situation involved.

**CONFIDENTIALITY.** No information regarding any student's disability or identity, except the information described immediately above (which does not identify the student by name or otherwise) shall be made available to any person. If, however, a student requests a classroom accommodation, such as permission to tape classes, or intermittent/extended absences, then the student, by making such a request, acknowledges that each of his or her professors will be aware of the student's name, the request, and the fact that the request is made in order to accommodate for a disability

**RECERTIFICATION IN SUBSEQUENT SEMESTERS.** Each student shall, at the beginning of each school year, provide the Office of Student Affairs with certification that there has been no change in the disability. The Office of Student Affairs may require additional documentation. If the disability has changed, then the disability and the appropriate accommodations must be determined as they would be in the case of a new student.

## N. **Students for Whom English is a Second Language**

Students for whom English is a second language may apply to the Office of Student Affairs for special accommodations on their final examinations. This request must be made within the first two weeks of the semester. The Office of Student Affairs may grant the following accommodation under the following circumstances:

- a. Student must not have attended for two or more years a college or university wherein instruction was primarily or exclusively in English.
- b. Extension of time is limited to additional time and the use of a non-legal, non-electronic translation dictionary.

Additional time will be afforded in the following manner:

- b. If the accommodation is sought for an exam when the student has attended for less than one year a college or university wherein instruction was primarily or exclusively in English, the student will be afforded time and one half for his/her exam and the use of a non-legal, non-electronic translation dictionary.
- b. If the accommodation is sought for an exam when the student has attended for at least one year but less than two years a college or university wherein instruction was primarily or exclusively in English, the student will be afforded time and one quarter for his/her exam and use of a non-legal, non-electronic translation dictionary.
- c. If the accommodation is sought for an exam when the student has attended for two years or more a college or university wherein instruction was primarily or exclusively in English, the Office of Student Affairs will deny such request.

### LLM applicable conditions for accommodation

International students for whom English is a second language may apply to the Office of Graduate Programs for special accommodations on his or her final examinations. This request must be made within the first two weeks of the semester. The Office of Graduate Programs may grant accommodation under the following circumstances:

1. Student must not have attended for two or more years a college or university:
  - a. Wherein instruction was primarily or exclusively in English; and
  - b. Inside the borders of a country where the official language is English or in which English is the primary language as determined by the IUPUI Office of International Affairs.
2. English preparatory courses or programs taken at ELS Language Centers, IU Bloomington, Ivy Tech State College, or other college or university, at the Office of Graduate Programs discretion, shall not be counted against the student in determining eligibility for accommodation.

**Faculty Member Exercise of Negative Discretion.** If the Office of Student Affairs decides to offer an accommodation, any faculty member who does not agree that an accommodation should be offered for the exam associated with his/her course may deny the accommodation in whole or in part. A faculty member must deny the accommodation (or any part thereof) within two weeks of his/her notification of the Office of Student Affairs decision.

**Student Appeal.** A student who is not satisfied with the accommodation offered or denied by the Assistant Dean for Student Affairs or denied by a faculty member may submit a written petition to the Student Affairs Committee within two weeks of the decision of the Assistant Dean for Student Affairs or decision by a faculty member to negatively exercise his/her discretion (whichever is later). The Chair of the Student Affairs Committee in his/her discretion may delegate the petition to one of its subcommittees. The Assistant Dean for Student Affairs will provide relevant information to the Committee or Subcommittee, including the TOEFL, TOWE, ESL, and LSAT scores of the student, grades in English courses taken since enrollment in the law school, and the type of modification previously offered to the applicant. The Committee or relevant Subcommittee will adjust a modification decision only upon a showing by the student that his/her English abilities continue to require additional exam accommodation and that it is manifestly unjust or inconsistent with the academic standards of the law school to deny such accommodation.

No accommodations are available for take-home exams lasting twenty-four hours or more, papers, or oral presentations.

The Committee will also obtain data periodically from the Assistant Dean for Student Affairs to evaluate this modification policy and to ensure that the academic standards of the law school are being upheld. For purposes of evaluating and reviewing the effect of this policy, the Assistant Dean for Student Affairs may release summary data concerning modifications made to international

students to any faculty member or to other persons with a good faith interest in developing and improving procedures for assisting international students.

#### **O. Recording of Classes Generally Prohibited**

In order to encourage open academic discussion during class and to protect the integrity of the academic environment, the audio and/or video recording of any class meeting, or any part therefore, by any electronic means (analog or digital) is prohibited unless explicitly authorized, in advance, by the class instructor and unless notice is given in accordance with the provisions of this rule. The violation of this rule by any student is an Honor Code violation.

##### **Exception for Necessary Accommodation**

In any case where a student believes that recording classes is necessary to accommodate a specific and relevant need, the student may request permission from the instructor or, pursuant to the Indiana University Robert H. McKinney School of Law policies for accommodating students with documented disabilities, may seek the help of a representative of the IUPUI Adaptive Educational Services (AES) to make such a request in a confidential manner. Where making a recording is necessary to accommodate a student with a specific and relevant need, and where no other reasonable means of accommodation is available, instructors will accommodate that need, but no instructor will be required to permit recording except in accordance with the law. At the request of the instructor, recording will be arranged by the Office of Student Affairs, and the recording will be maintained at the reserve desk of the Law Library with limited circulation instructions. An instructor may set such other terms and conditions as the instructor deems necessary to limit the potential for reproduction and dissemination or other misuse of the recording.

##### **Notice of Authorized Recording to the Class**

Where the instructor authorizes recording for any reason, the instructor shall provide notice of recording to those enrolled in the class prior to any such recording. Where the purpose of the recording is to accommodate a student's educational needs and confidentiality has been requested, the instructor shall endeavor to give notice without identifying the person being accommodated or the reason for accommodation.

##### **Copyright and Use of Recording**

Permission to allow recording under the provision is not a transfer of any copyright in the class session of the recording. The recording must be used solely for the purpose of studying the materials presented during the class. The recording remains the property of the professor, who is entitled to have the recording returned or destroyed after its intended use.

**P. Experiential Learning: Student Practice Certification**

A number of experiential learning opportunities are available to law students. These opportunities include clinics and externships. For some of these experiences, students must obtain a certification for student practice. In planning schedules, students should remember the prerequisites for seeking such certification. The Supreme Court's Admission and Discipline Rule 2.1 permits students to practice under the supervision of licensed attorneys upon certification by the Dean that such students (1) have completed one-half or more of the credit hours required for their J.D. degree, (2) are in good academic standing, and (3) have satisfactorily completed or are currently enrolled in the course in Professional Responsibility. Further, the certification is contingent upon an agreement filed with the Dean's Office by a licensed attorney who agrees to supervise the legal intern's activities. Further information may be obtained from the Office for Student Affairs. Externship and clinical forms are available via the online forms page on the law school website.

**Q. Informal Audits**

Attendance of persons in law school courses is a privilege obtained solely upon the payment of tuition established by the University for that Course. Faculty shall not permit informal audits of law school classes by any person in any law school course, with the possible exception of LL.M. students. "Informal audits" are those situations in which a person, whether or not a student enrolled at the law school, attends the class meetings for more than three class meetings and for the purpose of becoming acquainted with all or part of the subject matter of the course. Attendance at the beginning of a semester prior to the latest date for dropping a course without penalty is not an informal audit. A faculty member may invite another faculty member to attend class meetings as a matter of professional courtesy, and attendance by the invited colleague shall not be an informal audit.

**R. Auditing Classes**

Students are not allowed to take classes for credit at the law school unless they have been admitted through the Admissions Office to seek a law degree.

Students who have not been admitted may still audit courses--i.e., take the course simply for the student's own benefit, IF the student can establish a sufficient knowledge of the law to demonstrate that the student's presence in the class will not be detrimental to the learning environment in the class. Students who have law degrees from ABA-accredited law schools will ordinarily be allowed to audit courses if there is room in the course. Such students must submit a letter stating their date of graduation and name of law school, along with any other information requested by this office with regard to a specific course.

If students have obtained some knowledge of the law but have done so by a means other than graduation from an ABA-accredited law school, the student must write a letter to the Assistant Dean for Student Affairs, describing the student's background in law study and including a transcript and course descriptions for any law-related courses.

Students whose legal training was received at schools outside the United States should provide, in addition to the items described above, official reports or photocopies of official reports showing their scores on the Test of Written English and the Test of English as a Second Language.

The ability to audit a course is always subject to availability of seats in the class, the professor's approval, and the Assistant Dean's approval.

Requests to audit courses, along with all required information and documentation, should be submitted to the Student Services Office at least two weeks before the date on which classes start. In addition to the information described above, the written request must include (1) the specific course which the auditor wishes to audit, (2) the reasons the auditor wishes to take the course, and (3) the auditor's full name, address and telephone number. The auditor will be notified whether approval is granted; if it is, the auditor must pay tuition of \$1000.00 per credit hour (\$750.00 per credit hour for alumni) to the Assistant Director for Student Affairs/Recorder before classes start.

IU Robert H. McKinney School of Law is firmly committed to the accommodation of all regularly admitted students who wish to enroll in courses for credit. The school is also firmly committed to achieving and maintaining appropriate faculty-student ratios in all classes. Auditing will be permitted only if it will not interfere with the educational objectives of the school and the instructor.

Auditors receive no credit and do not sit for final exams. Unless the student makes special arrangements in advance, the course does not appear on any transcript. Auditors are expected to purchase all required texts and are expected to comply with the instructor's attendance policies. Auditors may participate in class discussion with the consent of the instructor.

## **S. Informal Modification of Class Schedules**

In general, the faculty should respect published schedules and the expectations generated by those schedules. A scheduled class should therefore not be changed with respect to its regular meeting time or place unless the faculty member concerned and the Vice Dean concludes that the reasonable expectations of students and other faculty members would not be substantially defeated by such a change or that a compelling reason outweighing these considerations supports the change. The voluntary agreement of all students in a class will establish that



student expectations are not defeated. Agreement of students is voluntary if the anonymity of any objecting student is preserved by means of the following procedure: The faculty member shall announce a proposed scheduling change and announce that any objection may be made anonymously by communicating with the Vice Dean within one week following the date of the announcement. The Vice Dean shall, upon receipt of objections, notify the faculty member proposing the change of these objections without disclosing the identity of the student(s) making them.

Classes should not be scheduled or rescheduled for times reserved for faculty and committee meetings. This policy does not apply to make-up classes.

#### **T. Making up Missed Classes**

Faculty members are responsible for ensuring that they meet their classes for the number and length of the periods scheduled. If classes are missed for reasons of illness or other exigency, faculty members are expected to make every reasonable effort to hold make-up classes or otherwise ensure that the entire time scheduled for class instruction is actually expended. Faculty members scheduling make-up classes should also be mindful of the policy discouraging make-up classes and review sessions during the last two weeks of the semester.

#### **U. Limits on Maximum Number of Credit Hours to be taken in a Semester**

Students may enroll in a maximum of 18 semester credit hours during any regular semester. Students enrolled in summer sessions may be allowed to enroll in as many as 10 hours.

#### **V. Student Complaints Implicating Compliance with the American Bar Association (ABA) Standards**

Indiana University Robert H. McKinney School of Law is subject to the ABA Standards for Approval of Law Schools. The Standards may be found at:

[http://www.americanbar.org/groups/legal\\_education/resources/standards.html](http://www.americanbar.org/groups/legal_education/resources/standards.html).

Any School of Law student who would like to bring a formal complaint to the Administration of the School of Law regarding a significant problem that directly implicates the School of Law's program of legal education and its compliance with the ABA Standards should do the following:

- 1.) submit a written complaint to the Assistant Dean for Student Affairs;
- 2.) describe in detail the action, program or process complained of, and explain how it implicates the School of Law's program of legal education and its compliance with a particular identified ABA Standard, and

- 3.) provide in the complaint the name, official Indiana University email address, and mailing address of the complainant for further communication about the complaint.

Please note that this policy only applies to student complaints implicating compliance with ABA Standards.

**Procedure for Addressing Complaints:**

- 1.) The Assistant Dean for Student Affairs should acknowledge the written complaint within three (3) business days of receipt.
- 2.) Within twenty (20) business days of acknowledgment of the complaint, the Assistant Dean for Student Affairs shall either meet with the complainant or respond to the substance of the complaint in writing. The student should either receive a response to the complaint or receive information about what steps are being taken by the School of Law to address the complaint, or receive a statement indicating the complaint needs further investigation.

**Appeals:**

- Appeals may be taken to the Dean of the School of Law within seven (7) days after the complainant receives a response from the Assistant Dean for Student Affairs.
- Any decision made on appeal by the Dean shall be final.

**Complaint Records**

A copy of each complaint and a summary of how it was investigated and resolved shall be kept in the Office of Student Affairs for a period of eight (8) years.