LL.M., S.J.D. & M.J.  
PROGRAM POLICIES & PROCEDURES

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

TABLE OF CONTENTS

A. LL.M. PROGRAM POLICIES

1. ATTENDANCE  
2. GRADES & CREDIT HOURS  
3. ACCOMMODATIONS  
4. STUDENT CONDUCT  
5. LL.M. STUDENT REGISTRATION  
6. PROGRAM CURRICULUM AND COURSE DESCRIPTIONS  
7. TRANSFER POLICIES  
8. PREREQUISITE COURSE REQUIREMENTS  
9. DEGREE REQUIREMENTS  
10. REGISTRATION PROCEDURES  
11. COURSEWORK COMPLETION DEADLINES  
12. TIME FOR COMPLETING THE LL.M. DEGREE  
13. REQUIRED FORMS

B. S.J.D. PROGRAM POLICIES

C. M.J. PROGRAM POLICIES

A. MASTER OF LAWS (LL.M.) PROGRAM POLICIES

The following policies shall apply to the Master of Laws (LL.M.) Program at the Indiana University Robert H. McKinney School of Law and to students enrolled in the Program.

These policies have been previously approved by the faculty or, where appropriate, administratively promulgated by the Vice Dean. They are brought together here in one place. Some of the policy provisions have been recast for purposes of clarification, to take account of possible future reorganization of reporting lines, or to fill interstices left by existing policies.

These policies supplement the student policies in the Student Handbook of the Indiana University Robert H. McKinney School of Law. The policies in the Student Handbook apply to
all students at the school, including LL.M. students. If there is a conflict between the policies in the J.D. Student Handbook and these policies, the policies set forth here will apply.

1. **Attendance**

Students enrolled in the LL.M. program shall be subject to the same attendance policies that applies to students enrolled in the J.D. program. That is:

**Attendance:** Regular attendance, class preparation, and participation are expected of all students. The professor will usually advise students early in the semester of the attendance requirements and will usually issue a warning if a student is having excessive absences. The professor will also advise students early in the semester if attendance 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.

2. **Grades and Credit Hours**

“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.

Certain courses offered by the Law School are graded on a Satisfactory/Fail (S/F) basis. Most courses are graded on an A through F letter grade scale.

Grading policies for students enrolled in the LL.M. Program are as follows:

2.1 **Letter Grades**

LL.M. students enrolled in J.D. courses shall receive letter grades (A, A-, B+, B, B-, C+, C, C-, D, or F). LL.M. students also shall receive letter grades in LL.M. courses not open to J.D. students.

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

\[
\begin{align*}
A+ &= 4.0 \\
A  &= 4.0 \\
A- &= 3.7 \\
B+ &= 3.3 \\
B  &= 3.0 \\
B- &= 2.7 \\
C+ &= 2.3 \\
C  &= 2.0 \\
C- &= 1.7 \\
D+ &= 1.3 \\
D  &= 1.0 \\
D- &= .07 \\
F  &= 0
\end{align*}
\]
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.

It is possible in some instances that a student’s grade point average computed by the Law School might differ from the grade point average on a student’s official Indiana University transcript. The official Indiana University transcript will include grades for all graduate courses taken by the student.

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 Law School.

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.

Withdrawals and Incompletes. All withdrawals must be approved by the Vice Dean and the student’s Track Director. 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 also approve the withdrawal. 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 take a final examination in the semester or summer session enrolled must submit a written explanation to the instructor, the Vice Dean, 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/students/).

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. 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 Vice Dean may authorize an extension for an additional fixed period of time. The authorization shall include the new deadline for course completion. If both the Vice Dean 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.

2.2 Passing Grade

IUPUI Campus policy establishes the grade of "D" as the lowest passing grade for graduate students. Grades in all LL.M. tracks shall conform to this policy.

2.3 Required Cumulative GPA

Students enrolled in the LL.M. track in American Law for Foreign Lawyers (ALFL) shall be required to have a cumulative grade point average (GPA) of 2.0 ("C") or higher to receive their degree.

Students enrolled in the other LL.M. tracks shall be required to have a cumulative GPA of 2.3 ("C+") or higher to receive their degree.

Students who fail to maintain the minimum cumulative GPA for their LL.M. track at the end of the student’s first semester will receive notice of academic probation from the Director of
Graduate Programs or designee within 30 days of the beginning of the student’s second semester. Students who fail to maintain the minimum cumulative GPA for their LL.M. track at the end of the student’s second semester are subject to exclusion from the LL.M. Program.

2.4 Failure to Maintain Minimum Cumulative GPA

An LL.M. student who fails to achieve the required cumulative GPA after completing 24 credit hours shall be informed that (1) the student is on academic probation; (2) upon written approval by the Track Director of the relevant track, the student will be permitted to enroll for a maximum of six additional credit hours of law courses not already taken; and (3) if permission is granted, the student must complete the additional credit hours within the following semester or summer session, whichever comes first.

Assuming the student is permitted to enroll for a maximum of six additional credit hours, and after the additional credit hours have been timely completed: (1) if the student achieves the required cumulative GPA (and has satisfied all other degree requirements), the student will be eligible to receive the LL.M. degree; (2) if the student fails to achieve the required cumulative GPA, the student will be excluded from the LL.M. program, without recourse, and will not be eligible to receive the degree.

2.5 Graduating with Distinction

Any LL.M. candidate who graduates with a GPA of 3.5 or higher will be recognized at graduation as a Graduate with Distinction, and the honor will be noted on the graduate’s transcript and diploma.

2.6 Grading Procedure

In the faculty member’s discretion, LL.M. students enrolled in J.D. courses may be graded separately from the J.D. students or they may be graded together with the J.D. students. The LL.M. students’ grades shall not, however, be included in the grade curves and distributions for J.D. students. In classes in which grading of J.D. students is anonymous, grading of LL.M. students shall be anonymous as well.

2.7 Grading Curve

In separately grading LL.M. students enrolled in J.D. courses, faculty members shall follow the same guidelines for recommended grade curves and distributions as those applicable to the J.D. program, unless the number of LL.M. students in a course is too small to justify the use of grade curves and distributions, or other factors indicate deviation is appropriate. Faculty shall have the same discretion with regard to the use of these guidelines in connection with the LL.M. program that they have in connection with the J.D. program.

2.8 Different Evaluation Methods for LL.M. and J.D. Students
In adopting evaluation methods for student academic performance in J.D. courses in which LL.M. students are enrolled, faculty members may evaluate the LL.M. students by the same method used for the J.D. students, or faculty members may employ different methods to evaluate the performance of the LL.M. students. Different methods for LL.M. evaluation include, but are not limited to, requiring papers in lieu of examinations, administering a different examination to the LL.M. students than the one given to the J.D. students, and offering open-book or take-home examinations to the LL.M. students. Whether to use the same method of evaluation for both J.D. and LL.M. students or to adopt an alternative evaluation method for LL.M. students enrolled in a J.D. course is a decision within the sole discretion of the instructor.

3. **Accommodations**

Accommodation policies for students enrolled in the LL.M. Program are as follows:

3.1 **Language Accommodations**

A. **Applicable conditions for accommodation**

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

1. The 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. An exception will be made to the policy above for students whose scores on the IUPUI English for Academic Purposes exam require registration in a mandatory English for Academic Purposes course. If a student’s test indicates that s/he needs additional English support, s/he will be eligible for the full accommodation for one year and a partial accommodation for a second year.

3. English preparatory courses or programs taken at ELS Language Centers, IU Bloomington, Ivy Tech State College, or other high school, college or university, at the Director of Graduate Programs’ discretion, shall not be counted against the student in determining eligibility for accommodation.

Special accommodation is limited to additional time and the use of a non-legal, non-electronic translation dictionary.

B. **Exclusionary conditions**
The Director of Graduate Programs or designee may deny an applicant accommodation for his or her final examinations if he or she meets any or all of the following conditions:

a. If the accommodation is sought for an exam when the student has attended a college or university for two academic years or more according to the above conditions, including attendance at the IU Robert H. McKinney School of Law;
   1. If the accommodation is sought for a take-home or online exam, seminar paper, or oral presentation.

C. Awarding of additional time
The Director of Graduate Programs or designee will calculate the additional time for the petitioner in the following manner:

   1. If the accommodation is sought for an exam when the student has attended a college or university for less than one academic year according to the above conditions, the student will be afforded time and one half for his or her exam and the use of a non-legal, non-electronic translation dictionary;
   2. If the accommodation is sought for an exam when the student has attended a college or university for at least one academic year but less than two academic years according to the above conditions, the student will be afforded time and one quarter for his or her exam and use of a non-legal, non-electronic translation dictionary;

D. Faculty Member Exercise of Negative Discretion
If the Office of Student Affairs decides to offer an accommodation based on the recommendation of the Director of Graduate Programs, 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 by the Office of Student Affairs decision.

E. Student Appeal
A student who is not satisfied with the ESL accommodation offered or denied by the Director of Graduate Programs or denied by a faculty member may submit a written petition to the Vice Dean within two weeks of the decision of the Director of Graduate Programs or decision by a faculty member to exercise his/her discretion negatively (whichever is later). The Vice Dean shall forward the petition to the Chair of the Student Affairs Committee (SAC). The Chair of the SAC in his/her discretion may delegate the petition to one of its subcommittees. The Director of Graduate Programs 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 accommodation previously offered to the applicant. The Committee or
3.2 Accommodations for Students with Disabilities

Part I, Section E (Accommodation Policies for Students with Disabilities) of the Student Handbook is incorporated by reference.

3.3 Announcement of Policies

LL.M. students shall be made aware of language and other relevant accommodations during LL.M. Orientation Programs.

4. Student Conduct

Part II of the Student Handbook (Student Conduct and Discipline) is incorporated herein by reference.

The following explanatory material is specifically applicable to LL.M. students

Introduction to Student Conduct and Discipline

Indiana University and the Law School expect that law students will obey the laws of the state and community and conduct themselves in a responsible manner consistent with the highest standards of professional integrity. The ideals of higher education are best pursued in an environment of mutual respect for the rights of all people in the academic community.

Law students are subject to the rules and regulations of Indiana University and the Law School, including rules and regulations currently in effect and those that may be promulgated in the future by appropriate authorities. A student, by accepting admission, indicates a willingness to subscribe to and be governed by these rules and regulations and acknowledges the right of Indiana University or the Law School to take such disciplinary action as may be appropriate, in accordance with University or Law School procedures, for failure to abide by these rules and regulations or for other conduct deemed unsatisfactory or detrimental to the University or the Law School. Disciplinary action may include suspension, expulsion, or denial of a degree.

Honor Code

The Honor Code consists of the IUPUI Code of Student Rights, Responsibilities, and Conduct together with amendments adopted by the Law School.

The Law School’s amendments to Part II include the addition of the following language emphasizing that law students should aspire to the highest standards of personal honor and the highest ethical principles:
Regardless of the content of stated rules and regulations, certain expectations and responsibilities apply to law students. By enrolling in law school, law students have chosen to be judged by the highest standards of personal honor and the highest ethical principles. Integrity and conduct above reproach are essential attributes for persons preparing for the legal profession. Students share in the responsibility to support an academic environment in which students act with integrity.

Consistent with “the responsibility to support an academic environment in which students act with integrity,” law students are obligated to report personal knowledge of another student’s misconduct under the Code. Accordingly, an amendment was added to Part II to provide that failure to report personal knowledge of another student’s misconduct is itself an act of misconduct for which a student may be disciplined. In addition, two misconduct provisions were added to Part II addressing misrepresentation of class attendance and falsification or concealment of information material to admission to Law School, admission to the bar, or employment.

**Disciplinary Procedures**

Part V, dealing with student disciplinary procedures, completely supplants the IUPUI campus procedures and provides that the Law School retains final authority over all disciplinary matters involving students of the school. Parallel procedures apply to both academic and personal misconduct. These procedures provide important due process rights to any student accused of misconduct, such as notice of the charges, an opportunity to respond, and appellate review.

Except as provided in these amendments, law students are subject to the Indiana University Code of Student Rights, Responsibilities, and Conduct.

Students are strongly urged to familiarize themselves with all aspect of the Code and amendments. If you have any questions about the appropriateness of any contemplated action, you are urged to discuss the matter with (1) the professor of the course, if your actions are to be taken in the context of a course, or (2) the Office of Student Affairs, if your actions are not specifically related to a course.

**Plagiarism**

In addition, given the differences that exist between the understanding of plagiarism in the U.S. and the understanding that prevails in other countries, LL.M. legal writing instructors will convey to the students clear statements of acts that constitute plagiarism, and especially American conventions concerning attribution to third parties. Adjunct professors who teach the legal analysis and writing courses shall give special attention to plagiarism issues. In addition, LL.M. students may be required to complete other mandatory training courses, such as online modules or orientation sessions focused on plagiarism. Students will be notified during orientation of any additional required trainings.

**Collaboration with and Assistance from Third Parties**
Students enrolled in LL.M. Legal Writing and Analysis shall be informed about the distinction between appropriate and inappropriate collaboration and about proper and improper assistance from third parties. Primary responsibility for informing students about these matters shall rest with the LL.M. legal writing instructors but should also be communicated and supported by the doctrinal instructors and the LL.M. Program staff.

The principal goal of this policy is to ensure that each exercise and paper that a student submits is his or her own work product. To that end, students shall be informed that they may collaborate with other classmates with regard to the content of an assignment, the general plan of research, and the general approach to the problem presented. However, once students begin the writing process (including constructing an outline for a paper), they must work independently. Students should be encouraged to bring concerns or questions to their legal analysis and writing instructors and to the doctrinal professors.

The legal analysis and writing instructors shall conduct individual conferences with students and shall review and comment on drafts of students’ papers, so that students will have the opportunity to improve their papers before submitting them for a grade.

Students shall be directed not to seek paper-writing assistance from anyone other than their legal analysis and writing professor. With permission from their legal writing instructor, students may consult with the LL.M. Legal English instructor, IUPUI Writing Center, or the IUPUI ESL writing tutors regarding linguistic matters relating to non-legal vocabulary and grammatical issues only. Students should only consult their law professors regarding substantive law content.

The preceding policies on collaboration and assistance shall also apply to doctrinal courses in the event that a professor chooses to assign a research paper.

Citation

Unless otherwise required or permitted by their professor, students shall adopt the Bluebook system for citation purposes in writing their thesis and/or academic papers.

5. **LL.M. Student Registration**

5.1 **Enrollment in First Year J.D. Courses**

LL.M. students are allowed to register for a maximum of one first year course if:

1. There are available seats in the specified 1L class;
2. The LL.M. student has received the permission of the student’s Track Director;
3. The first year instructor has agreed to allow the student to register in the applicable class; and
4. The Vice Dean has approved the student’s registration for the course
Eligible 1L J.D. courses include Civil Procedure I and II (3-3 or 4-2 cr.) D/N 707-D/N 708; Constitutional Law (4 cr.) D/N 620; Contracts and Sales I and II (3-3 or 4-2 cr.) D/N 512-D/N 513; Criminal Law (3 cr.) D/N 533; Property (4 cr.) D/N 509; and Torts (4 cr.) D/N 541.

In addition, students who have taken the courses Tort Law for LL.M. Students (2 cr.) D/N 536, Contract Law for LL.M. Students (2 cr.) D/N 535, or U.S. Constitutional Law for LL.M. Students (2 cr.) D/N 615, will not be allowed to register for the analogous J.D. course(s).

5.2 Enrollment Limits in J.D. Elective Courses

The IUPUI Registrar permits the reservation of up to 10% of seats in upper-level J.D. classes for entering LL.M. students. For this reason, LL.M. students may register only through the Graduate Programs Office; they are not permitted to register online and will be responsible for any fees incurred in violation of this policy, including late registration fees.

5.3 Enrollment in Externships

LL.M. students may register for externships as approved by their faculty track director and the applicable externship supervisor. A maximum of 4 externship credits can be counted toward the 24 credit degree requirements. LL.M. students may be approved for additional externship credits, but will be required to register for supplemental credits (beyond the 24 credits). Only 4 externship credits can be counted toward the mandatory 24 credits required for degree completion.

Pro Bono Externships

LL.M. students are eligible to participate in the Pro Bono Program as part of their critical experiential educational legal education and training. LL.M. students are eligible to receive the Gold, Silver and Bronze awards subject to the following criteria:

Gold – 67 hours and over
Silver – 34-67 hours
Bronze – 17-34 hours

Upon meeting the above criteria, the students’ pro bono educational legal service shall be annotated on their transcript.

5.4 Enrollment Authorization

LL.M. students must obtain a signed authorization from their Track Director on the Academic Progress Worksheet for their respective track provided by the Graduate Programs Office and must return the form to the Graduate Programs Office in order to register for courses or to make changes in their course schedules.

5.5 U.S. Bar Course Registration
LL.M. students who intend to sit for a U.S. bar exam are strongly encouraged to schedule an individual bar advising meeting with the Graduate Programs Office at the start of their first semester. Advising appointments are designed to assist the students in selecting the appropriate coursework and meeting the mandatory requirements for application. However, the final authority on bar exam-related questions or issues rests with the bar examiners of the state or jurisdiction where LL.M. students may want to sit for the bar exam and/or gain bar admission.

5.6 Auditing

An LL.M. student may audit a Law School course with the permission of both the Track Director for the LL.M. track in which the LL.M. student is enrolled and the instructor for the course to be audited. Permission to audit must be evidenced by a completed LL.M. Audit Form obtained from and returned to the Graduate Programs Office and signed by the student, the Track Director, and the course instructor.

The charge for auditing a course shall be 50% of the prevailing per credit hour rate for LL.M. students during the semester or summer session in which the course to be audited is offered. Auditors will be registered for the audited courses when an approved registration worksheet and LL.M. Audit Form are received by the Graduate Programs Office. Auditors shall purchase all required texts and comply with the instructor’s attendance policies. The course instructor will determine the extent to which an auditor’s participation in the audited course is required or permitted. Auditors are not entitled to sit for exams in the audited course.

Auditors shall not receive academic credit for the course. The course will appear on the grade transcript as a non-graded, audited course.

6. Program Curriculum and Course Descriptions

Mandatory

Introduction to the American Legal System (2 cr.) D/N500 introduces LL.M. students to the judicial function in tripartite government (judicial independence and judicial review of legislative and executive authority), the structure of American judicial systems (organization and functions of trial and appellate courts), the role of the federal courts in the federal system (subject matter jurisdiction and allocation of power), the meaning and use of judicial precedent, and the work of lawyers in an adversarial system. J.D. students shall not be permitted to enroll. Required in the first semester of enrollment for all LL.M. students who have not completed a J.D. or LL.M. degree at an ABA-accredited law school.

LL.M. Legal Writing and Analysis I (1 cr.) D/N514 provides students with the basic skills needed to analyze a legal problem within a common law system and to document that analysis in the manner expected by attorneys and courts in the United States. The student-faculty ratio for each section shall be no more than 12:1. Required in the first semester of enrollment for all foreign-trained LL.M. students.
Legal Research for LL.M. Students (1 cr.) D/N517 provides students the opportunity to learn the mechanics and search strategies of legal research in order that they may successfully complete research paper assignments in other law courses. Students will be evaluated in this course on an S/F basis. J.D. students shall not be permitted to enroll. Required in the first semester of enrollment for all foreign-trained LL.M. students.

One of the following:

Contract Law for LL.M. Students (2 cr.) D/N 535 introduces students to the sources of basic principles of contract law in the United States. The course will study contract formation, performance, breach, and available remedies under common law, with references to parallel provisions in Article 2 of the Uniform Commercial Code. Required in the first semester of enrollment for all foreign-trained LL.M. students.

Tort Law for LL.M. Students (2 cr.) D/N536 introduces students to basic principles of tort law in the United States. The course will study sources of duties, breach, defenses, and available remedies under the laws of international torts, negligence, and products liability.

Optional

U.S. Constitutional Law for LL.M. Students (2 cr.) D/N 615 provides an introductory level survey of U.S. constitutional law. The course includes discussions of the impact of the Constitution on fundamental concepts of criminal law (Amendments IV, V, VI, and VII), of civil law (Amendments I and XIV), and of powers – and limits on the powers – of branches of the national government (supremacy clause, enumerated powers, Amendment X). Enrollment is limited to LL.M. students who obtained their law degree outside the United States.

Contract Drafting for LL.M. Students (2 cr.) D814 provides introductory training in the U.S. approach to contract drafting. Through classroom discussion, reading assignments, in-class exercises, and drafting assignments, students will learn about different contract concepts; how to translate agreed terms into enforceable provisions that concisely and precisely reflect the contracting parties’ intent; and how to draft a logically organized contract in plain English. Prerequisite: Completion of Contract Law for LL.M. Students or prior work experience in drafting contracts.

LL.M. Legal Writing and Analysis II (1 cr.) D/N515 provides students with instruction on legal writing and analysis beyond that offered in the first course. This course is intended for LL.M. students who want to achieve an elevated level of skill by engaging in more complicated legal problems than in the introductory course. Prerequisite: LL.M. Legal Writing and Analysis I.

LL.M. Thesis (2-4 cr.) D660 Interested students must submit an approved LL.M. Thesis Approval Form, together with the required thesis proposal outlined therein, to the Graduate Programs Office. Enrollment will take place at the end of a student’s program, usually in their final semester of coursework, after the student has satisfactorily completed LL.M. Thesis
Organization (0 cr.) D525 as explained below. Depending on the anticipated length of the thesis, students may choose to sign up for 2, 3, or 4 credits (equivalent to 50, 75, or 100 pages, +/-10%). The number of credits and corresponding pages is chosen with the advice and approval of the thesis supervisor.

**LL.M. Thesis Organization (Academic Writing for Lawyers) (0 cr.) D525** consists of online modules, addressing issues such as selection of a topic and supervisor, development of a problem statement, and methods of research and analysis. Because students must complete this course before they can register for LL.M. Thesis credits, it is recommended that students register for this course the semester before their intended LL.M. Thesis credits enrollment. Students will be evaluated in this course on an S/F basis.

**Dissertation Advanced Research (0 cr.) G 901** is reserved for LL.M. students on an F-1 or J-1 visa who have completed all degree coursework but have LL.M. Thesis or other incomplete coursework pending. Such students are limited to enrolling in G901 for one semester only (fall and spring semesters only) while the LL.M. Thesis or coursework remains pending. If the thesis is not completed within the academic term of enrollment in G901, the student will be required to complete the thesis without enrollment at the Law School. In rare cases and for good cause, the Vice Dean and the Track Director for the track in which the LL.M. student is enrolled, acting together, may grant an extension of this time period in their discretion, so long as the student has received approval from the thesis supervisor. If an extension is granted written verification of the extension shall be provided by the student to the Graduate Programs Office, including the deadline for completion.

### 7. Transfer Policies

The following policies shall apply to student transfers and to transfers of credit:

#### 7.1 Transfer from One LL.M. Track to Another

An LL.M student enrolled in one LL.M. track may transfer to another LL.M. track only if he or she obtains the permission of both the Track Director for the track to which the student wishes to transfer as well as the Track Director of the track to which the student was originally admitted. In deciding whether to permit an LL.M. student to transfer, the Track Director will take into account the student’s qualifications and determine whether the student can complete all requirements applicable to the track to which transfer is sought. Upon receiving a transfer request, the Track Director to whom the request is made shall inform the Vice Dean and the Track Director for the LL.M. track from which transfer is sought and shall consult them about whether the request should be granted.

Any request to transfer from one LL.M. track to another must be made to the Track Director for the track to which transfer is sought no later than the beginning of the semester or summer session in which the student wishes to transfer. An LL.M. student may not be enrolled in more than one LL.M. track simultaneously and may obtain only one LL.M. degree with one area of specialization. If transfer to another track is approved by the relevant Track Directors, the student shall provide an approved Track Transfer form to the Graduate Programs Office.
7.2 Transfer of Academic Credits Earned in an LL.M. Program or J.D. Program to the LL.M. Program

A student admitted to the IU Robert H. McKinney School of Law LL.M. program shall be permitted, subject to the discretion of the Track Director for the relevant track and the Vice Dean, to transfer to the LL.M. program 6 credit hours of “B” or higher grades earned in another LL.M. program or J.D. Program at an ABA-accredited law school. Transfer credit must be requested within the first two weeks of the first semester of enrollment. If transfer of credits is granted, written verification of the transfer shall be provided by the student to the Graduate Programs Office.

7.3 Financial Implication of Transfer Credits

Transfer credits awarded LL.M. students will be considered part of the total fee remission package awarded by the Law School. As such, each transfer credit will be assessed at a portion of the current year credit rate and deducted from the total student financial fee remission package. The remaining fee remission balance will then be applied to the student’s Bursar account.

8. Prerequisite Course Requirements

The Track Director for each LL.M. track shall determine, as part of his or her academic advising for the LL.M. students, whether an LL.M. student enrolled in that track should be permitted to enroll in J.D. courses for which the LL.M. student has not taken the prerequisite courses required of J.D. students. However, it is the student’s responsibility to check the prerequisites and raise the issue with her or his Track Director for discussion and approval. The Track Director’s determination should take into account the LL.M. student’s previous experience in legal education and/or law-related employment. The faculty member teaching the course to which the LL.M. student seeks admission shall have the discretionary authority to override the Track Director’s waiver of the prerequisite courses.

9. Degree Requirements

All students admitted to the LL.M. Program must complete 24 credit hours with the minimum GPA for their respective LL.M. track (see 3.3 above).

All students enrolled in the LL.M. Program who have not completed a J.D. or LL.M. degree at an ABA-accredited law school must complete the following courses: Introduction to the American Legal System (2 cr.), Contract Law for LL.M. Students (2 cr.) or Tort Law for LL.M. Students (2 cr.), LL.M. Legal Writing and Analysis I (1 cr.), and Legal Research for LL.M. Students (1 cr.), for a total of 6 required credits.

In addition, students enrolled in the designated LL.M. tracks must complete the following courses:
American Law for Foreign Lawyers (ALFL) track – In addition to the 6 credit hours of mandatory LL.M. courses, ALFL students may choose from elective courses in the Law School curriculum to satisfy the remaining credits for a total of 24 credit hours.

Corporate and Commercial Law (CCL) track – one course in at least two of the three-sub-specialties required: 1) Closely Held Business Organizations (3 cr.) OR Publicly Traded Corporations (2 cr.); 2) International Business Transactions (2 cr.) OR International Trade Law (2 cr.); and 3) Secured Transactions (2 or 3 cr.), Payment Systems (2 or 3 cr.), OR Advanced Sales (2 or 3 cr.). In addition, students must take a minimum of two courses of approved elective Corporate and Commercial Law courses.

Health Law, Policy and Bioethics (HLPB) track – 1.) Introduction to Health Law and Policy (3 cr.); 2.) Three of the following five Advanced Health Law Courses for a minimum of 6 credit hours: Business and Legal Aspects of Health Care Organizations (2 cr.) OR Health Systems Business and Revenue Models (2 cr.); Bioethics and Law (2-3 cr.); Law and Public Health (2 cr.); Health Care Quality and Safety (2-3 cr.) OR Food and Drug Law (2-3 cr.); 3.) Minimum 3 credit hours of approved Elective Health Law Courses. HLPB students must complete at least 15 credit hours of approved health law courses (total includes Introduction to Health Law and Policy and Advanced Health Law courses).

Intellectual Property Law (IPL) track—Intellectual Property Law (2 or 3 cr.). IPL students must complete 12 of their 24 credit hours in courses designated as IPL courses. Intellectual Property Law (2 or 3 cr.) counts towards the 12-credit requirement. IPL students may choose from elective courses in the Law School curriculum to satisfy the remaining credits for a total of 24 credit hours.

International and Comparative Law (ICL) track— ICL students must complete 12 of their 24 credit hours in courses designated as ICL courses. LL.M. thesis credits do not count towards the 12-credit requirement. ICL students may choose from elective courses in the Law School curriculum to satisfy the remaining credits for a total of 24 credit hours.

International Human Rights Law (IHRL) track— International Human Rights Law (3 cr.) and International Law (3 cr.). IHRL students must complete 12 of their 24 credit hours in courses designated as IHRL courses. International Human Rights Law (3 cr.) and International Law (3 cr.) count towards the 12-credit requirement. IHRL students may choose from elective courses in the Law School curriculum to satisfy the remaining credits for a total of 24 credit hours.

10. Registration Procedures

LL.M. students will be registered for their courses by the Graduate Programs Office. Students will select coursework with their track advisor and submit an approved registration worksheet to the Office of Graduate Programs. Faculty advisor approval is required before registration can take place. LL.M. students should be mindful to resolve any registration holds on their account that will preclude their ability to register.
LL.M. students are eligible to participate in Priority Registration (advanced registration dates) if they have submitted their approved registration worksheets in time. Students who attempt to register themselves without prior approval will be dropped from their courses until they are able to submit the approved registration worksheet. Registration will be handled on a first come, first served basis.

11. Coursework Completion Deadlines

LL.M. students have not completed degree requirements until all coursework and, if applicable, LL.M. thesis work are completed and a grade has been submitted by the course Instructor or Thesis Supervisor, respectively. The University confers degrees three times per year: early May, August 15, or December 31. The IUPUI Office of the Registrar establishes deadlines in each academic session for the submission of grades and degree certifications. LL.M. students will not be certified for conferral of degrees until all grades have been submitted by the appropriate deadline. LL.M. students will be informed of deadlines for: (1) coursework by the course Instructor; (2) thesis revisions by the Thesis Supervisor; and (3) any other deadlines by the Office of Student Affairs or Graduate Programs Office. LL.M. thesis students must get approval by their faculty thesis advisors if they plan to participate in the annual May commencement ceremony. Faculty thesis supervisor must 1) indicate that the student has made sufficient progress and 2) is on track to graduate in either May or August in order to be eligible to walk in the May commencement ceremony. This faculty thesis supervisor statement must be submitted to the Graduate Programs Office. LL.M. students are ultimately responsible for meeting any and all coursework and thesis deadlines.

12. Time for Completing the LL.M. Degree

Ordinarily, an LL.M. student must complete all requirements for his or her LL.M. degree from Indiana University Robert H. McKinney School of Law within thirty-six months after matriculation. The Vice Dean and the Track Director for the track in which the LL.M. student is enrolled, acting together, may grant an extension of this time period in their discretion and for good cause shown, subject to verification that the student is in good standing with the University. An extension shall not be granted until and unless a student is in good standing with the University. If an extension is granted, the student shall provide written verification to the Graduate Programs Office, including the deadline required for completion.

13. Required Forms

Forms required for LL.M. student completion are available on Canvas. All LL.M. students are enrolled in the Continuing LL.M. Student Canvas Course so that they may download those forms as needed. Examples include: LL.M. Thesis Proposal Form and Leave of Absence Form.
B. S.J.D. POLICIES AND PROCEDURES

Policies and Procedures
Governing the Pursuit and Award
of the
Doctor of Juridical Science Degree

TABLE OF CONTENTS
1. S.J.D. Program Overview
2. Registration
3. Citation
4. Collaboration with and Assistance from Third Parties
5. S.J.D. Seminar
6. Audits
7. Work in Progress Reports: Bi-Annual Reports
8. Probation
9. Withdrawal of Faculty Supervisor
10. S.J.D. Colloquium Presentation
11. Completion of the Doctoral Dissertation
12. Graduation

1. S.J.D. Program Overview

The S.J.D. degree at the Indiana University Robert H. McKinney School of Law is the terminal degree in law, offered primarily to qualified Master of Laws (LL.M.) graduates who aspire to academic appointments in law schools and at universities in the United States and/or abroad. The S.J.D. is a research-based dissertation degree, i.e., the students in the program mainly work on their doctoral dissertation, an original piece of academic writing that will normally amount to several hundred pages. In their research and other activities, the students are advised and guided by a principal dissertation supervisor and two committee members with support from other faculty at the Law School.

Application

Applications are welcome from LL.M. thesis graduates of the LL.M. Program at Indiana University Robert H. McKinney School of Law, or another ABA-accredited American law school, who submit a complete application including a detailed research proposal and who have been matched with a doctoral dissertation supervisor. After an applicant has been matched with a dissertation supervisor, the application and dissertation proposal will be reviewed by an admissions committee which will make a decision whether to admit the applicant.

Duration of the Program

The expected duration of the doctoral program is three years. Early submission of the dissertation is possible after approval by the supervisor. In any case, the dissertation must be
complete, submitted and successfully defended within five (5) academic years of admission into the S.J.D. Program. Academic years exclude summer periods. During the five-year period, students are entitled to request one leave of absence of up to two (2) years, subject to approval by the Vice Dean and supported by the student’s dissertation supervisor. A leave that has been approved does not count against the five-year maximum duration of the program.

Residency Requirement

Unless an exception is granted by the student’s supervisor and the Vice Dean, every admitted S.J.D. candidate must be in residence at the Law School for a minimum of two academic years following admission. “In residence” for this purpose shall mean regular physical presence accompanied by active participation in the academic life of the Law School and shall include, but not limited to: regular consultations with the candidate’s dissertation supervisor; attendance at or participation in faculty colloquia; presentations during S.J.D. seminar courses on topics within the candidate’s area of research for the benefit of the Law School and wider legal community; and upon the invitation of faculty, lecturing in classes at the Law School. Students who do not establish residency and maintain residency for the first 2 academic years will be dismissed from the program. At the discretion of the dissertation supervisor, a candidate may be required to be on campus for additional periods or occasions after the first two years.

S.J.D. candidates who are in residence on campus may be invited or required to participate in other Law School and faculty activities. All S.J.D. students will be required to present a minimum of 1 colloquium for the Law School community at least one year before a dissertation defense will be scheduled. At the discretion of the supervisor(s), a candidate can be asked to make additional presentations of his or her research work before the faculty or another group of scholars. Candidates may also be invited to give lectures to students and/or seek appointment as adjunct faculty to co-teach or teach courses in their area of specialization.

2. Registration

Candidates will be registered for eight (8) S.J.D. Research hours of credit in each of the first two semesters of enrollment, and eight (8) S.J.D. Dissertation hours of credit in the semester during which the dissertation will be defended. Tuition for all credit hours must be paid at the beginning of each semester in which the credits are applied.

In addition, in the first semester of matriculation and residence, all S.J.D. students are required to register for Academic Writing for Lawyers (formerly named LL.M. Thesis Organization) (0 cr.) D525 and complete the Plagiarism Mini-Course described under the abovementioned LL.M. Program Policies. S.J.D. candidates shall be registered for Dissertation Advanced Research (0 cr.) G 901/2 for the semesters leading up to their S.J.D. Colloquium presentation and S.J.D. Dissertation Defense.

2.1 Participation in Pro Bono Program

S.J.D. students may participate in unpaid pro bono internships as approved by their dissertation supervisor. No course credit will be awarded for the experience, but S.J.D. students are eligible
to participate in the Pro Bono Program as part of their critical educational legal education and training. S.J.D. students are eligible to receive the Gold, Silver and Bronze awards subject to the following criteria:

Gold – 67 hours and over
Silver – 34-67 hours
Bronze – 17-34 hours

Upon meeting the above criteria, the students’ pro bono legal service shall be annotated on their transcript.

3. Citation

Unless explicitly permitted by the student’s dissertation supervisor, S.J.D. candidates shall adopt The Bluebook system for citation purposes in writing their dissertation.

4. Collaboration with and Assistance from Third Parties

S.J.D. students shall be informed about the distinction between appropriate and inappropriate collaboration and about proper and improper assistance from third parties. Primary responsibility for informing students about these matters shall rest with the student’s dissertation supervisor but should also be communicated and supported by the Graduate Programs staff in the S.J.D. Seminar.

The principal goal of this policy is to ensure that a student submits his or her own work product. To that end, students shall be informed when they may collaborate with other classmates or faculty members. However, once students begin the writing process (including constructing an outline for a paper), they must work independently. Students should be encouraged to bring concerns or questions to their S.J.D. dissertation supervisors.

With permission from their S.J.D. dissertation supervisor, students may consult with the LL.M. Legal English instructor, IUPUI Writing Center, or the IUPUI ESL writing tutors regarding linguistic matters relating to non-legal vocabulary and grammatical issues only. Students should only consult their S.J.D. dissertation supervisor or committee members regarding substantive law content.

5. S.J.D. Seminar

All S.J.D. students shall be required to participate in the S.J.D. Seminar during their matriculation in the S.J.D. degree program. The seminar is designed to enhance the academic, legal, and scholarly knowledge, skills, and expertise of S.J.D. candidates, especially in the fields of written and oral communication; dissertation research and writing; academic, legal, and multidisciplinary analysis. The seminar will meet for a minimum of four sessions each semester. Students will be required to attend in person unless other arrangements for remote participation have been approved and arranged by the Graduate Programs Office.
6. Audits

During the first two years of enrollment, S.J.D. candidates shall audit a minimum of 6 and a maximum of 10 credit hours of courses. Candidates must consult with their dissertation supervisors to identify appropriate courses. Permission to audit must be received from the Graduate Programs Office and instructor for the course to be audited.

7. Work in Progress Reports: Bi-Annual Reports

The pace and substance of the research work of the S.J.D. student is a matter to be agreed upon between the dissertation supervisor and the student. Every candidate is required to submit a written work-in-progress report to the supervisor by the 15th of April for the Spring Semester and the 15th of November for the Fall Semester of each year. The report must summarize the work completed during the applicable semester and outline the work that the student plans to complete in the subsequent semester. A copy of the approved Bi-Annual Report must be sent to the Graduate Programs Office before registration for the next semester will be approved.

8. Probation

If the bi-annual report indicates that the S.J.D. student has not made substantial progress during the semester, the faculty supervisor may recommend that the S.J.D. student be placed on academic probation for a semester. Barring exceptional circumstances, if a student fails to make progress and is recommended for academic probation for a second term, the student will be dismissed from the program.

9. Withdrawal of Faculty Supervisor

If the S.J.D. student has been placed on probation due to lack of academic progress, the faculty supervisor may also choose to step down as the student’s supervisor. S.J.D. students in this situation shall be granted one semester to secure a new faculty supervisor with approval from the Vice Dean. It is the student’s responsibility to solicit and secure a new faculty supervisor.

10. S.J.D. Colloquium Presentation

At least one year before the intended dissertation defense, S.J.D. students are required to present their work-in-progress during an S.J.D. Colloquium session in the presence and under the supervision of their respective faculty supervisor.

11. Completion of the Doctoral Dissertation

Successful completion of the S.J.D. Program and award of the S.J.D. degree depends on submission of a dissertation of publishable quality that constitutes an original and substantial scholarly contribution to the area(s) of law agreed between the student and the supervisor. While word length is not evidence of quality, ordinarily the dissertation will be between 100,000 and 150,000 words in length.
11.1 Declaration of Intent to Defend

S.J.D. students are required to declare their intent to defend their dissertation by submitting a fully executed Declaration of Intent to Defend Form a minimum of 120 days before the requested defense date. The Declaration requires the student to submit a full copy of his/her dissertation to her/his dissertation supervisor as well as all members of the dissertation committee. Once the entire committee has read the draft and agrees to advance the candidate to the oral defense, they will sign the form and the student will submit the form to the Graduate Programs Office. Submitting the fully executed form will commence the 120-day timeline and enable the student to work with the committee and Graduate Programs Office to schedule the oral defense. No defenses will be scheduled during exam periods, the first 2 weeks of classes, or during the summer months.

Students are strongly encouraged to submit drafts for review either before the semester begins or early in the semester so that the dissertation supervisor and committee members have sufficient time to provide significant feedback. Generally, students can expect feedback within 3-4 weeks of the committee’s receipt of the draft.

First Draft and Feedback – Due Dates

S.J.D. candidates are required to follow the following timelines for the completion, submission, and defense of their dissertation:

120-days before tentative defense date:
- 3-member committee approves S.J.D. student draft for defense. All chapters and citations should be complete and verified.
- Graduate Programs registers student for S.J.D. Defense credits.
- Committee members have 30 days to provide detailed first review feedback.

90-days before tentative defense date:
- 3-person committee submits written feedback and revision suggestions to student.

60-days before tentative defense date:
- Student submits revised draft to 3-person committee.
- Committee votes whether or not to promote student to defense and finalizes defense date.
- Student submits dissertation title, synopsis, resume, and photo to Graduate Programs.

30-days before tentative defense date:
- Public notice is distributed regarding upcoming defense.
- Student prepares oral presentation.

Day of defense:
- Student defends dissertation in a public forum.
- 3-person committee votes whether or not to promote student to final draft stage (i.e., whether student’s defense is successful) and completes S.J.D. Committee Signature
Form. (Note: S.J.D. candidates are eligible to participate in commencement ceremonies only after they have successfully defended their dissertation).

Submission of Final Draft:
- Student submits final draft to 3-person committee incorporating final revisions.
- 3-person committee votes whether or not to promote student to degree conferral.
- Student submits final draft to Graduate Programs Office.
- Graduate Programs Office confers degree.

Final Draft – Format and Due Date

On the basis of the feedback, the candidate shall submit the final draft of the dissertation to the candidate’s supervisor no later than eight (8) weeks before the intended date of graduation. The final draft may be in digital form to facilitate review by the Defense Committee. After the dissertation is successfully defended, the candidate shall arrange for it to be printed and bound in accordance with university guidelines. Information regarding the printing and duplication of dissertations may be found in the Guide to Dissertations and Theses, which is available from the University Graduate School and the IUPUI graduate office. Candidates are encouraged to get a copy of this guide.

11.2 Oral Defense of the Doctoral Dissertation

Defense Committee - Composition

Once a dissertation has been accepted as final by the supervisor(s), the Vice Dean shall schedule a dissertation defense and constitute a Defense Committee. The Defense Committee shall consist of three (3) voting members. One of the three (3) voting members shall be either the principal supervisor or (if applicable) the co-supervisor; the other two (2) shall be full-time members of the faculty. With the consent of the Vice Dean and the candidate’s supervisor, an individual from outside the Law School may serve as one of the three Defense Committee members.

Date of Dissertation Defense

The date for the candidate’s defense of the dissertation will be determined by consultation with the Defense Committee and the candidate. The defense will not be scheduled until such time as the Defense Committee has reviewed the candidate’s final draft. In order to ensure sufficient audience, no exam period or summer session defense dates will be permitted. Defenses will be scheduled before the last day of classes in either the spring or fall semester.

Thirty days prior to the scheduled defense of the dissertation, the candidate must submit to the Vice Dean a summary of the dissertation (no longer than one page) for the public announcement of the defense. The announcement shall contain a synopsis of the dissertation which contains a brief statement of the principal results and conclusions. If the candidate has published any scholarly articles relevant to the topic of the dissertation, bibliographical references should be included in the summary. The Vice Dean will ensure that a copy of the announcement is sent to
every full-time member of the Law School faculty, as well as other potentially interested members of the academic community.

The Vice Dean shall appoint a person with appropriate skills and resources to attend the proceedings of the Defense Committee and to video or audio record those proceedings.

*Defense Procedure – Oral Presentation and Examination*

The defense shall be an oral examination before the Defense Committee and any interested public during which the candidate first presents his or her research result in oral format (30-45 minutes). The presentation by the candidate shall be followed by a period of questions by all members of the Defense Committee. The questions shall cover both the written dissertation and any issues brought up in the candidate’s presentation. After the questions by the members of the Defense Committee, the Committee may invite questions or comments from the audience before declaring the end of the oral examination.

*Defense Procedure – Voting and Approval*

A defense shall be successful and an S.J.D. degree shall be awarded if all three voting members of the Defense Committee shall vote in favor of the candidate. A vote in favor may be conditioned on the candidate making revisions to the dissertation, in which case the candidate’s supervisor shall report to the Defense Committee when the revisions have been satisfactorily made. If the decision is not unanimous, majority and minority reports may be submitted to the Dean of the Law School, who will consult with the Vice Dean to determine whether a new defense shall be scheduled with different examiners. If another defense is scheduled, the candidate may be given time to make improvements to the dissertation. The dissertation shall pass if it is either approved by the Dean of the Law School or by all members of a new Defense Committee. In exceptional cases, an S.J.D. degree shall be awarded “with honors” if all three voting members of the original Defense Committee so decide.

**12. Graduation**

S.J.D. candidates who have successfully defended and submitted their final dissertation shall be entitled to participate at the next subsequent commencement proceedings of the Law School and take part in a hooding ceremony at that event. Successful graduates will receive their diplomas as soon as practicable after the defense proceedings.
C. M.J. POLICIES AND PROCEDURES

TABLE OF CONTENTS
1. Degree Requirements
2. Admissions Procedures
3. Attendance
4. Grades and Credit Hours
5. Accommodations
6. Student Conduct
7. Program Curriculum
8. Registration Procedures
9. M.J. Student Auditing
10. Transfer Policies
11. Prerequisite Course Requirements
12. Time for Completing the M.J. Degree

M.J. Program Policies & Procedures

The following policies shall apply to the M.J. Program at the Indiana University Robert H. McKinney School of Law and to students enrolled in the Program.

These policies supplement the student policies in the Student Handbook of the Indiana University Robert H. McKinney School of Law. The policies in the Student Handbook apply to all students at the school, including M.J. students. If there is a conflict between the policies in the Student Handbook and these policies, the policies set forth here will apply.

1. **Degree Requirements**

Students are required to complete a minimum of 30 credits of Law School courses with a minimum of 2.3 GPA in order to earn the M.J. degree.

2. **Admissions Procedures**

The M.J. Admissions Committee shall consist of the Associate Director of Graduate Studies and International Affairs, the Vice Dean, and an additional member of the faculty designated by the Vice Deans.

3. **Attendance**

Students enrolled in the M.J. program shall be subject to the same attendance policies that applies to students enrolled in the J.D. program. That is:

**Attendance:** Regular attendance, class preparation, and participation are expected of all students. The instructor will usually advise students early in the semester of the
attendance requirements and will usually issue a warning if a student is having excessive absences. The instructor will also advise students early in the semester if attendance 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.

4. Grades and Credit Hours

“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 thirty credit hours required for graduation, but credit hours of F do not.

Most courses are graded on an A through F letter grade scale. Certain courses offered by the Law School are graded on a Satisfactory/Fail (S/F) basis.

4.1 Letter Grades

M.J. students shall receive letter grades (A, A-, B+, B, B-, C+, C, C-, D+, D, D-, or F) in all graded courses. M.J. students shall also receive letter grades in M.J. courses not open to J.D. students.

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

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 that the student previously failed, both grades are counted in calculating the student’s grade point average.

It is possible in some instances that a student’s grade point average computed by the Law School might differ from the grade point average on a student’s official Indiana University transcript. The official Indiana University transcript will include grades for all graduate courses taken by the student. Grades earned at by such other graduate or professional school, or in a program sponsored by any such graduate or professional school, will be excluded from the computation of the student’s grade point average at the Law School.
4.2  Required Cumulative GPA and Probation

Students enrolled in the M.J. Program must achieve a cumulative grade point average (GPA) of 2.3 ("C+") or higher to receive their degree.

Students who fail to maintain the minimum cumulative GPA for their M.J. at the end of the student’s second semester (and/or 10 credits) will receive notice of academic probation from the Director of Graduate Programs or designee within 30 days of the beginning of the student’s second semester.

Students who fail to maintain the minimum cumulative GPA after accumulating thirty credit hours of course work may, with the written approval of the Vice Dean and in consultation with the student Faculty Advisor, be permitted to enroll for a maximum of six additional credit hours of law courses.

The following rule applies to students permitted to enroll for additional credit hours: After the additional credit hours have been timely completed: (1) a student who achieves the required cumulative GPA (and has satisfied all other degree requirements), will receive the M.J. degree; or (2) a student who fails to achieve the required cumulative GPA will be excluded from the M.J. program and will not receive the degree.

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.

4.3  Grading Procedures and Evaluation Methods

M.J. students enrolled in J.D. courses shall be graded separately from the J.D. students.

In adopting evaluation methods for student academic performance of the M.J. students, instructors may employ different methods to evaluate the performance of the M.J. students. Different methods for M.J. evaluation include, but are not limited to, requiring papers in lieu of examinations, administering a different examination to the M.J. students than is given to the J.D. students, and offering open-book or take-home examinations to the M.J. students. Whether to use the same method of evaluation for both J.D. and M.J. students or to adopt an alternative evaluation method for M.J. students enrolled in a J.D. course is a decision within the sole discretion of the instructor.

Graduating with Distinction: Any M.J. candidate who graduates with a GPA of 3.5 or higher will be recognized at graduation as a Graduate with Distinction.

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. All requests to withdraw from a course must be submitted to the
academic advisor in the Office of Student Affairs. 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.edu. 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 Director of the M.J. Program. 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.

Instructors may award the grade of I (Incomplete) when 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 take a final examination in the semester or summer session enrolled must submit a written explanation to the instructor and to the Director of the M.J. program 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/students/).

If the course is a required course, and if the reason is acceptable to both the Director of the M.J. program and the instructor, the Director shall authorize a grade of I or W. If the course is not a required course, and if the reason is acceptable to both the Director and the instructor, a grade of I will be recorded. If the reason is not acceptable to the Director 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 instructor 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 instructor and Director may authorize an extension for an additional fixed period of time. The authorization shall include the new deadline for course completion. If both the Director and the instructor 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 Director of the M.J. program.

5. **Accommodations:**

Accommodation policies for students enrolled in the M.J. Program are as follows:

5.1 **Language Accommodations**

F. **Applicable conditions for accommodation**

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

4. The 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.

5. An exception will be made to the policy above for students whose scores on the IUPUI English for Academic Purposes exam require registration in a mandatory English for Academic Purposes course. If a student’s test indicates that s/he needs additional English support, s/he will be eligible for the full accommodation for one year and a partial accommodation for a second year.

6. English preparatory courses or programs taken at ELS Language Centers, IU Bloomington, Ivy Tech State College, or other high school, college or university, at the Director of Graduate Programs’ discretion, shall not be counted against the student in determining eligibility for accommodation.

Special accommodation is limited to additional time and the use of a non-legal, non-electronic translation dictionary.

G. **Exclusionary conditions**
The Director of Graduate Programs or designee may deny an applicant accommodation for his or her final examinations if he or she meets any or all of the following conditions:
   a. If the accommodation is sought for an exam when the student has attended a college or university for two academic years or more according to the above conditions, including attendance at the IU Robert H. McKinney School of Law;
      1. If the accommodation is sought for a take-home or online exam, seminar paper, or oral presentation.

H. Awarding of additional time
   The Director of Graduate Programs or designee will calculate the additional time for the petitioner in the following manner:
   3. If the accommodation is sought for an exam when the student has attended a college or university for less than one academic year according to the above conditions, the student will be afforded time and one half for his or her exam and the use of a non-legal, non-electronic translation dictionary;
   4. If the accommodation is sought for an exam when the student has attended a college or university for at least one academic year but less than two academic years according to the above conditions, the student will be afforded time and one quarter for his or her exam and use of a non-legal, non-electronic translation dictionary;

I. Faculty Member Exercise of Negative Discretion
   If the Office of Student Affairs decides to offer an accommodation based on the recommendation of the Director of Graduate Programs, 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 by the Office of Student Affairs decision.

J. Student Appeal
   A student who is not satisfied with the ESL accommodation offered or denied by the Director of Graduate Programs or denied by a faculty member may submit a written petition to the Vice Dean within two weeks of the decision of the Director of Graduate Programs or decision by a faculty member to exercise his/her discretion negatively (whichever is later). The Vice Dean shall forward the petition to the Chair of the Student Affairs Committee (SAC). The Chair of the SAC in his/her discretion may delegate the petition to one of its subcommittees. The Director of Graduate Programs 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 accommodation previously offered to the applicant. The Committee or
relevant Subcommittee will adjust the accommodation 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.

5.2 **Accommodations for Students with Disabilities**

Part I, Section E (Accommodation Policies for Students with Disabilities) of the Student Handbook is incorporated by reference.

5.3 **Announcement of Policies**

LL.M. students shall be made aware of language and other relevant accommodations during LL.M. Orientation Programs.

6. **Student Conduct:**

Part II of the Student Handbook (Student Conduct and Discipline) is incorporated herein by reference. (Handbook link: [https://mckinneylaw.iu.edu/students/student-handbook/index.html](https://mckinneylaw.iu.edu/students/student-handbook/index.html))

6.1 **Introduction to Student Conduct and Discipline**

Indiana University and the Law School expect that law students will obey the laws of the state and community and conduct themselves in a responsible manner consistent with the highest standards of professional integrity. The ideals of higher education are best pursued in an environment of mutual respect for the rights of all people in the academic community.

Law students are subject to the rules and regulations of Indiana University and the Law School, including rules and regulations currently in effect and those that may be promulgated in the future by appropriate authorities. A student, by accepting admission, indicates a willingness to subscribe to and be governed by these rules and regulations and acknowledges the right of Indiana University or the Law School to take such disciplinary action as may be appropriate, in accordance with University or Law School procedures, for failure to abide by these rules and regulations or for other conduct deemed unsatisfactory or detrimental to the University or the Law School. Disciplinary action may include suspension, expulsion, or denial of a degree.

6.2 **Honor Code**

The Honor Code consists of the IUPUI Code of Student Rights, Responsibilities, and Conduct together with amendments adopted by the Law School.

The Law School’s amendments to the Code, dealing with student responsibilities and misconduct, include the addition of the following:

> Regardless of the content of stated rules and regulations, certain expectations and responsibilities apply to law students. By enrolling in law school, law students have...
chosen to be judged by the highest standards of personal honor and the highest ethical principles. Students share in the responsibility to support an academic environment in which students act with integrity.

Consistent with “the responsibility to support an academic environment in which students act with integrity,” law students are obligated to report personal knowledge of another student’s misconduct under the Code. Accordingly, an amendment was added to Part II to provide that failure to report personal knowledge of another student’s misconduct is itself an act of misconduct for which a student may be disciplined. In addition, two misconduct provisions were added to Part II addressing misrepresentation of class attendance and falsification or concealment of information material to admission to Law School, admission to the bar, or employment.

Students are strongly urged to familiarize themselves with all aspects of the Code and amendments. If you have any questions about the appropriateness of any contemplated action, you are urged to discuss the matter with (1) the instructor of the course, if your actions are to be taken in the context of a course, or (2) the Office of Student Affairs, if your actions are not specifically related to a course.

6.3 Plagiarism

In addition, given the differences that exist between the understanding of plagiarism in the U.S. and the understanding that prevails in other countries, LL.M. legal writing instructors will convey to the students clear statements of acts that constitute plagiarism, and especially American conventions concerning attribution to third parties. Adjunct professors who teach the legal analysis and writing courses shall give special attention to plagiarism issues. In addition, LL.M. students may be required to complete other mandatory training courses, such as online modules or orientation sessions focused on plagiarism. Students will be notified during orientation of any additional required trainings.

6.4 Collaboration with and Assistance from Third Parties

Students enrolled in Legal Process shall be informed about the distinction between appropriate and inappropriate collaboration and about proper and improper assistance from third parties. Primary responsibility for informing students about these matters shall rest with the Legal Process instructor but should also be communicated and supported by the doctrinal instructors and the M.J.. Program staff. M.J. students will completed the required plagiarism module during legal process and if requested will complete additional work pertaining to plagiarism.

The principal goal of this policy is to ensure that each exercise and paper that a student submits is his or her own work product. To that end, students shall be informed that they may collaborate with other classmates with regard to the content of an assignment, the general plan of research, and the general approach to the problem presented. However, once students begin the writing process (including constructing an outline for a paper), they must work independently. Students should be encouraged to bring concerns or questions to their legal analysis and writing instructors and to the doctrinal professors.
Students shall be directed not to seek paper-writing assistance from the M.J. program staff who will partner them with a library staff member. Students should only consult their law professors regarding substantive law content.

The preceding policies on collaboration and assistance shall also apply to doctrinal courses in the event that a professor chooses to assign a research paper.

6.5 Disciplinary Procedures

Disciplinary procedures for law students may be found in the Law School’s amendments, which provide that the Law School has final authority in disciplining students of the school. Parallel procedures apply to both academic and personal misconduct. These procedures provide important due process rights to any student accused of misconduct, such as notice of the charges, an opportunity to respond, and appellate review.

7. Program Curriculum

7.1. Of the required thirty credit hours to complete the M.J. degree, students must take Legal Process (2 cr.), which explores theories of judicial interpretation, the development of and relationship between common and statutory law, and other principles necessary to the study of law.

Mandatory

Legal Process for M.J. Students (2 cr.) D/N 836 - explores the development of and relationship between common and statutory law. The course also focuses on skills needed to address effectively the meaning of law: the careful reading and briefing of cases; the interpretation of statutes; the application of precedent and the synthesis of rules from a series of cases; and the ability to support each party’s position on debatable issues. Students will also learn how to prepare for and take Law School examinations. In addition, this course includes a writing component, which introduces basic principles of effective legal analysis and communication, including how to structure a legal analysis and how to communicate that analysis to a legal reader.

7.2 Required 1L Courses

In addition to Legal Process, M.J. students must take one of the following required first-year J.D. courses:

Constitutional Law (4 cr.) D/N 620 - introduces students to the U.S. Constitution. Principal aspects of judicial review, separation of powers, federalism, equality, and fundamental rights will be considered. Part-time evening division students must enroll during their second year. Full-time day division students must enroll during their first year.
Contracts and Sales I (3-4 cr.) D/N 512-D/N 513 - introduces students to exchange relationships in contemporary American society, with some emphasis on classic contract doctrine and introduction to the Uniform Commercial Code.

Criminal Law (3 cr.) D/N 533 - introduces students to basic principles underlying the substantive law of crimes, with special focus on definition of specific offenses and defenses.

Property (4 cr.) D/N 509 - introduces students to possession and ownership, estates in land, co-tenancies, landlord-tenant relationships, non-possessory interests in land, land purchase and sale transactions, and land title issues.

Torts (4 cr.) D/N 541 - introduces students to actions for intentional and unintentional interference with protectable interests. Strict liability and its extensions, alternatives to the torts compensation system, and the impact of insurance and legislation on the common law of torts are also considered.

Students may enroll in additional first year courses with the advice and consent of the student’s advisor and of the Vice Dean.

7.3 Exclusion from Lawyering Skills-Based Courses

M.J. students cannot enroll in courses designed primarily to teach J.D. students those skills necessary for the practice of law. These courses include, but are not limited to, those that focus on writing legal documents, preparing for litigation in the courtroom, clinical programs, and any other course that provides experiential opportunities for the students. The Vice Dean will determine which courses fall in this category, in conjunction with the instructor teaching the course at issue. For a specific course list, see https://mckinneylaw.iu.edu/courses/all.cfm.

8. Registration Procedures

M.J. students will be registered for their courses by the Vice Dean’s designee – currently the Associate Director of Graduate Studies and International Affairs. Students will select coursework with their faculty advisor and submit the faculty member’s approval. M.J. students should be mindful to resolve any registration holds on their account that will preclude their ability to register.

M.J. students are eligible to participate in Priority Registration (advanced registration dates). Students who attempt to register themselves without prior approval will be dropped from their courses. Registration will be handled on a first come, first served basis.

9. M.J. Student Auditing

M.J. students may audit a Law School course with the permission of the both their Faculty Advisor and the instructor for the course to be audited. Permission to audit must be evidenced by a completed M.J. Audit Form obtained from, and returned to, the M.J. Program Director, and signed by the student, the Faculty Advisor, and the course instructor. The signed M.J. Audit
Form must be submitted to the Office of Student Affairs, no later than the beginning of classes for the semester or summer session in which the course to be audited is offered.

The charge for auditing a course shall be 50% of the prevailing per credit hour rate for M.J. students during the semester or summer session in which the course to be audited is offered. (Fee remission or waiver is not available for auditing fees. Fees shall be paid in full to IU McKinney School of Law in advance of the first day of class). Auditors shall purchase all required texts and comply with the instructor’s attendance policies. The course instructor will determine the extent to which an auditor’s participation in the audited course is required or permitted and the extent to which they will receive feedback on their written assignments.

Auditors shall not receive academic credit for the course, and the course will not appear on the auditor’s grade transcript. However, upon successful completion of the course by the auditor, a letter to that effect signed by the course instructor shall be submitted to the Recorder to be placed in the auditor’s file. See IUPUI, Office of the Registrar, Auditing Classes, at https://registrar.iupui.edu/auditcrs.html.

10. **Transfer Policies**

The following policies shall apply to student transfers and to transfers of credit:

10.1 **Transfer of Academic Credits Earned in a M.J. Program to the J.D. Program**

Per ABA policies, no credits acquired while a student is enrolled in the M.J. degree program can be transferred to the J.D. degree program.

10.2 **Transfer of Academic Credits Earned in a J.D. Program to the M.J. Program**

A student admitted to the IU Robert H. McKinney School of Law M.J. program shall be permitted, subject to the discretion of the Vice Dean, to transfer to the program 10 credit hours of “B” or higher grades earned in a J.D. Program or another M.J. program at an ABA-accredited law school, so long as the M.J. candidate did not complete the J.D. or M.J. degree program. Students may not transfer credits from LARC, LCA, or other skills or experiential courses excluded from the M.J. curriculum.

11. **Prerequisite Course Requirements**

The Faculty Advisor for each M.J. candidate shall determine, as part of his or her academic advising for the M.J. candidate, whether a M.J. student should be permitted to enroll in J.D. courses for which the M.J. student has not taken the prerequisite courses required of J.D. students. The Faculty Advisor’s determination should take into account the M.J. student’s previous educational and professional experiences. The instructor teaching the course to which the M.J. student seeks admission shall have the authority, at his or her discretion, to override the Faculty Advisor’s waiver of the prerequisite courses.

12. **Time for Completing the M.J. Degree**
Ordinarily, an M.J. student must complete all requirements for his or her M.J. degree from Indiana University Robert H. McKinney School of Law within 48 months after matriculation. The Vice Dean may grant an extension of this time period in their discretion and for good cause shown, subject to verification that the student is in good standing with the University. An extension shall not be granted until and unless a student is in good standing with the University. If an extension is granted, the student shall provide written verification to the Vice Dean or her designate, including the deadline for completion.