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.

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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 (“Law School”) 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 J.D. Student Handbook of the Indiana University Robert H. McKinney School of Law. The policies in the J.D. 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:

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

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

1.1 Adverse Weather and Class Cancellation

In case of inclement weather and the possibility of canceled classes at the law school, students should go to the IUPUI Office of Emergency Preparedness’ website and look for the “campus status” listed on the website. The Emergency Preparedness website is found here: https://protect.iu.edu/. The law school’s open or closed status is directly tied to the IUPUI campus status. Students should also sign up for IU-Notify, to receive alert messages and updates in real-time. Students may sign-up via the IU-Notify link: https://protect.iu.edu/emergency-planning/communication/iu-notify.html.

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

In the event an individual instructor cancels a class, please log-on to Canvas and view the “course page” for any updates from the instructor or his or her assistant.

2. **Grades and Credit Hours**
“Credit hour” means Law School work for which one hour of credit toward graduation is assigned. 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; therefore, credit hour 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 Fail (“F”) do not.

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

2.1 Letter Grades

LL.M. students enrolled in courses that receive letter grades (A, A-, B+, B, B-, C+, C, C-, D, or F), will be assigned grade points for each credit hour completed at the Law School as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade 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>0.07</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, which includes failed “F” credit hours but excludes 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.

2.2 Withdrawals and Incompletes

All withdrawals must be approved by the Vice Dean and the student’s faculty advisor for their chosen track of study (“Track Director”). Except during the first week of classes, withdrawals during the first 10 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 Incomplete (“I”) 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 as student hardship that would render it unjust to hold the student to the time limits previously fixed for completion of the work or other good cause).

The IUPUI Office of the Registrar 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, unless the instructor removes the “I.” The Office of the Registrar 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 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 instructor agree to the extension, a grade of “IX” will be entered. This action will block the automatic change to “F” after the initial one-year period.

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

If the student fails to submit a timely written explanation as provided under sub-sections 2.2.1 or 2.2.2, a grade of “F” will be assigned.

2.2.1 Failure to Complete Work in Non-Examination Course

A student who fails to complete the work in any non-examination course during the semester or summer session in which the student was enrolled must submit a written explanation to the instructor (if required by that instructor) not later than 5 days after the end of classes. In the explanation, the student must state the reason the work was not completed. If the reason is acceptable to the instructor, the instructor may assign the grade of “I.” If the reason is not acceptable to the instructor, the instructor may assign a grade of “W” or “F.”

2.2.2 Final Exam Policy and Schedule

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

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

The Examination Policy outlines the standards and procedures by which a student may request a rescheduled exam. The Assistant Dean for Student Affairs oversees exam administration including final exam reschedule requests. Instructors are not involved with approving or coordinating final exam rescheduling requests. At the start of each semester, the Office of Student Affairs will communicate electronically the deadline for submitting exam reschedule requests as well as the form required to request a reschedule electronically. Students who do not submit the required form and supporting documents by the stated deadline will forfeit their opportunity for an exam reschedule.

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

2.3 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.

2.4 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 Assistant Dean of Graduate Programs or designee within 15 after the last grade has been posted for the first semester of enrollment. 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.

2.5 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 6 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 6 additional credit hours and after the additional credit hours have been timely completed: (1) the student will be eligible to receive the LL.M. degree if the student achieves the required cumulative GPA and has satisfied all other degree requirements; or (2) the student will be excluded from the LL.M. program if the student fails to achieve the required cumulative GPA. The student will not be eligible to receive the degree without recourse.

### 2.6 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.

### 2.7 Grading Procedure

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 at the course instructor’s discretion. Nevertheless, the LL.M. students’ grades shall not 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.

### 2.8 Grading Curve

In separately grading LL.M. students enrolled in J.D. courses, instructors 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. Instructors 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.

### 2.9 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, instructors may evaluate the LL.M. students by the same method used for the J.D. students. Alternatively, instructors 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**

   International students for whom English is a second language may apply to the Assistant Dean of Graduate Programs or designee for special accommodations on his or her final examinations. This request must be made within the first 2 weeks of the semester. The Assistant Dean of Graduate Programs or designee may grant accommodation under any one of the following conditions:

   1. The student must not have attended for 2 or more years a college or university:
      a. Where 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. If a student’s scores on the IUPUI English for Academic Purposes exam indicate 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.

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 Assistant Dean of Graduate Programs’ discretion, will 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**

   Despite subsection 3.1A, the Assistant Dean of Graduate Programs or designee may deny an applicant accommodation for his/her final examinations if s/he meets any or all of the following conditions:

   1. If the accommodation is sought for an exam when the student has attended a college or university for 2 academic years or more according to the above conditions, including attendance at the Law School;

   2. If the accommodation is sought for a take-home or online exam, seminar paper, or oral presentation.

C. **Awarding of additional time**

   The Assistant Dean 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 conditions as stated in subsection 3.1A, the student will be afforded time and one-half for his/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 2 academic years according to the conditions as stated in subsection 3.1A, the student will be afforded time and one-quarter for his/her exam and use of a non-legal, non-electronic translation dictionary.

D. Faculty Member’s Exercise of Negative Discretion
If the Office of Student Affairs decides to offer an accommodation based on the recommendation of the Assistant Dean 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 2 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 Assistant Dean of Graduate Programs or denied by a faculty member may submit a written petition to the Vice Dean within 2 weeks of the decision of the Assistant Dean 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 Assistant Dean of Graduate Programs will provide relevant information to the Committee or Subcommittee, including the TOEFL, IELTS, EAP, 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.

3.2 Accommodations for Students with Disabilities

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

3.3 Announcement of Policies
LL.M. students will be made aware of language and other relevant accommodations during LL.M. Orientation Programs.

4. Student Conduct

Part II of the J.D. Student Handbook (Student Conduct and Discipline) is incorporated by reference except as provided below.

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 instructors who teach the legal analysis and writing courses will give special attention to plagiarism issues. In addition, LL.M. students may be required to complete other mandatory training courses, such as online mini-courses 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 will 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 also should be communicated and supported by the instructors and the Graduate Programs Office staff.

The principal goal of this policy is to ensure that each exercise and paper that a student submits is his/her own work product. To that end, students will 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 instructors.

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 instructor. With permission from their legal writing instructor, students may consult with language specialists approved by the Graduate Programs Office, 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 instructors regarding substantive law content.
The preceding policies on collaboration and assistance also will apply to doctrinal courses in the event that an instructor chooses to assign a research paper.

Citation

Unless otherwise required or permitted by their instructor, students shall adopt the Bluebook/ALWD 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 (“1L”) J.D. course if:
   a. There are available seats in the specified 1L class;
   b. The LL.M. student has received the permission of the student’s Track Director;
   c. The first-year instructor has agreed to allow the student to register in the applicable class; and
   d. 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 Law School 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 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 Informal Auditing

Attendance of persons in law school courses is a privilege obtained solely upon the payment of tuition established by the University for that course. Instructors shall not permit informal audits of law school classes by LL.M. students in any law school course. Informal audits are those situations in which a person, whether or not a student enrolled at the law school, attends the class meetings for more than three class meetings and for the purpose of becoming acquainted with all or part of the subject matter of the course. Attendance at the beginning of a semester prior to the latest date for dropping a course without penalty is not an informal audit.

6. Program Curriculum and Course Descriptions

Mandatory

Introduction to the American Legal System (2 cr.) D/N 500 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/N 514** 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/N 517** 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.

**Mandatory (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.

**Tort Law for LL.M. Students (2 cr.) D/N 536** 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.) D 814** 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/N 515** 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.) D 660** 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.) D 525 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 advisor.

**LL.M. Thesis Organization (Academic Writing for Lawyers) (0 cr.) D 525** 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 advisor. 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.

**Dissertation Advanced Research (0 cr.) G 902** is reserved for LL.M. students who are not on a visa who have completed all degree coursework but have LL.M. Thesis or other incomplete coursework pending. Such students are limited to enrolling in G902 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 G902, 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 advisor. 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. **Online Course Policy**
LL.M. students may not count more than a total of 11 credit hours in online courses toward the LL.M. degree.

8. Transfer Policies

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

8.1 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.

8.2 Transfer of Academic Credits Earned in an LL.M. Program or J.D. Program to the LL.M. Program

A student admitted to the school’s 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 2 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.

8.3 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.

9. 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.

10. **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) and satisfy IUPUI Graduate School requirements which may include additional English for Academic Purposes (EAP) courses as determined by IUPUI student entrance exams.

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 2 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 2 courses of approved elective Corporate and Commercial 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 may 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.

**World Trade Law (WTL) track**—9 credits taken from the following list: *International Business Transactions* (3 cr.), *World Trade Organization Law* (3 cr.), *International Investment Law* (3 cr.), or *International Commercial Arbitration* (3 cr.). World Trade Law Externship (6 cr.) of 270 hours (minimum) over 6 months required. WTL students may choose from elective courses in the Law School curriculum to satisfy the remaining credits for a total of 24 credit hours.

10.1 **Supplemental, Non-Credit Legal Skills Workshops for Non-Native Speakers**

At the discretion of the Assistant Dean of Graduate Programs, non-native English speaking students may be required to attend supplemental, non-credit bearing legal skills workshops to improve targeted legal reading, writing, listening, and speaking skills. Failure to attend mandatory workshops may result in delayed registration and impact scholarship funding.

10.2 **Mandatory Writing Mini-Courses**

All LL.M. students must satisfactorily complete mandatory writing, non-credit bearing mini-courses in grammar and plagiarism. Students will be automatically enrolled during orientation. Although satisfactory completion of these mini-courses is mandatory for graduation, they will not appear on the transcript and will not be factored into the students’ cumulative GPA.

11. **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.

12. **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 Instructor or Thesis Advisor, respectively. The University confers degrees 3 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 Instructor; (2) thesis revisions by the thesis advisor; 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 advisor if they plan to participate in the annual May commencement ceremony. Thesis advisor 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 thesis advisor statement must be submitted to the Graduate Programs Office. LL.M. students are ultimately responsible for meeting any and all coursework and thesis deadlines.

13. **Time for Completing the LL.M. Degree**

Ordinarily, an LL.M. student must complete all requirements for his or her LL.M. degree from the Law School within 36 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.

14. **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

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1. S.J.D. Program Overview

The S.J.D. degree at the Law School 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 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 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 the Law School, or another ABA-accredited American law school, who submit a complete application including a detailed research proposal and who have been matched with a 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 3 years. Early submission of the dissertation is possible after approval by the dissertation supervisor. In any case, the dissertation must be complete, submitted, and successfully defended within 5 academic years of admission into the
S.J.D. Program. Academic years exclude summer periods. During the 5-year period, students are entitled to request one leave of absence of up to 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 5-year maximum duration of the program.

Residency Requirement

Unless an exception is granted by the student’s dissertation supervisor and the Vice Dean, every admitted S.J.D. candidate must be in residence at the Law School for a minimum of 2 academic years following admission. “In residence” for this purpose means regular physical presence accompanied by active participation in the academic life of the Law School and includes, but is 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 2 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 one colloquium for the Law School community at least one year before a dissertation defense will be scheduled. At the discretion of the dissertation 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 8 S.J.D. Research hours of credit in each of the first 2 semesters of enrollment, and 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 901/902 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/AWLSD 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 dissertation supervisor and committee.

With permission from their dissertation supervisor, students may consult with the Law School’s Legal English Specialist, 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 dissertation supervisor or committee members regarding substantive law content.

**5. S.J.D. Seminar**

If offered, all S.J.D. students shall 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; and academic, legal, and multidisciplinary analysis. Students will be notified as sessions are organized. 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 2 years of enrollment, S.J.D. candidates may audit a maximum of 10 credit hours of courses. Candidates must consult with their dissertation supervisor and committee 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 dissertation 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 S.J.D. program.

9. Withdrawal of Dissertation Supervisor

If the S.J.D. student has been placed on probation due to lack of academic progress, the dissertation supervisor may also choose to step down as the student’s dissertation supervisor. S.J.D. students in this situation shall be granted one semester to secure a new dissertation supervisor with approval from the Vice Dean. It is the student’s responsibility to solicit and secure a new dissertation 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 dissertation 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 dissertation 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, the committee members 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 adhere to the following timeline 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 dissertation supervisor no later than 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 dissertation supervisor and committee, the Vice Dean shall schedule a dissertation defense and constitute a Defense Committee. The Defense Committee shall consist of 3 voting members. One of the 3 voting members shall be either the dissertation supervisor or (if applicable) the co-supervisor; the other 2 shall be full-time members of the faculty. With the consent of the Vice Dean and the candidate’s dissertation supervisor, an individual from outside the Law School may serve as one of the 3 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 fulltime 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 3 voting members of the Defense Committee 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 dissertation 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 distinction” if all 3 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

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M.J. Program Policies & Procedures

The following policies shall apply to the M.J. Program at the Law School and to students enrolled in the Program.

These policies supplement the student policies in the Student Handbook of the Law School. 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 Assistant Dean of Graduate Programs, 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:
Regular and punctual class attendance, class preparation, and participation are expected of all students. The instructor will usually advise students early in the semester of the attendance and punctuality requirements and will usually issue a warning if a student is having excessive absences or is excessively late in attending class. The instructor will also advise students early in the semester if attendance, tardiness, or class participation affects the student's grade in the course.

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

3.1 Adverse Weather and Class Cancellation

In case of inclement weather and the possibility of canceled classes at the law school, students should go to the IUPUI Office of Emergency Preparedness’ website and look for the “campus status” listed on the website. The Emergency Preparedness website is found here: https://protect.iu.edu/. The law school’s open or closed status is directly tied to the IUPUI campus status. Students should also sign up for IU-Notify, to receive alert messages and updates in real-time. Students may sign-up via the IU-Notify link: https://protect.iu.edu/emergency-planning/communication/iu-notify.html.

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

In the event an individual instructor cancels a class, please log-on to Canvas and view the “course page” for any updates from the instructor or his or her assistant.

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 30 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:

- 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- = 0.7
- F  = 0

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.

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 in other graduate or professional schools, 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 of 2.3 for their M.J. upon the completion of their first 10 credits (the “Initial Credits”) will receive notice of academic probation from the Assistant Dean of Graduate Programs or designee within 15 days after the last grade has been posted for the Initial Credits.

Students who fail to maintain the minimum cumulative GPA after accumulating 30 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 6 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 dismissed 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 separately grading M.J. students enrolled in J.D. courses, instructors shall follow the same guidelines for recommended grade curves and distributions as those applicable to the J.D. program, unless the number of M.J. students in a course is too small to justify the use of grade curves and distributions or other factors indicate deviation is appropriate. Instructors shall have the same discretion with regard to the use of these guidelines in connection with the M.J. program that they have in connection with the J.D. program.

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: Except during the first week of classes, withdrawals during the first 10 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 Graduate Programs Office. A withdrawal becomes effective on the date the withdrawal was requested. 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 10 days of the end of the last scheduled day of classes (including Saturdays and Sundays) must obtain permission from the instructor and the Assistant Dean of Graduate Programs. 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 5 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 Assistant Dean of Graduate Programs not later than 5 days after the end of classes or 5 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 of Graduate Programs and the instructor, the Assistant Dean 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 Assistant Dean and the instructor, a grade of “I” will be recorded. If the reason is not acceptable to the Assistant Dean 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 Assistant 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 Assistant Dean 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 Assistant Dean.

5. **Accommodations:**

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

A. Applicable conditions for accommodation

International students for whom English is a second language may apply to the Assistant Dean of Graduate Programs or designee for special accommodations on his or her final examinations. This request must be made within the first 2 weeks of the semester. The Assistant Dean of Graduate Programs or designee may grant accommodation under any one of the following conditions:

1. The student must not have attended for 2 or more years a college or university:
   a. Where 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. If a student’s scores on the IUPUI English for Academic Purposes exam indicate 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.

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 Assistant Dean of Graduate Programs’ discretion, will 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

Despite subsection 5.1A, the Assistant Dean of Graduate Programs or designee may deny an applicant accommodation for his/her final examinations if s/he 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 2 academic years or more according to the above conditions, including attendance at the Law School;
   b. If the accommodation is sought for a take-home or online exam, seminar paper, or oral presentation.

C. Awarding of additional time

The Assistant Dean 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 conditions as stated in subsection 5.1A, the student will be afforded time
and one-half for his/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 2 academic years according to the conditions as stated in subsection 5.1A, the student will be afforded time and one-quarter for his/her exam and use of a non-legal, non-electronic translation dictionary.

D. Faculty Member’s Exercise of Negative Discretion
If the Office of Student Affairs decides to offer an accommodation based on the recommendation of the Assistant Dean of Graduate Programs, any instructor 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. The instructor must deny the accommodation (or any part thereof) within 2 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 Assistant Dean of Graduate Programs or denied by an instructor may submit a written petition to the Vice Dean within 2 weeks of the decision of the Assistant Dean of Graduate Programs or decision by an instructor 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 Assistant Dean of Graduate Programs will provide relevant information to the Committee or Subcommittee, including the TOEFL, IELTS, EAP, 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 M (Accommodation Policies for Students with Disabilities) of the J.D. Student Handbook is incorporated by reference.

5.3 Announcement of Policies

M.J. students shall be made aware of language and other relevant accommodations during M.J. Orientation Programs.
6. **Student Conduct:**

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

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, 2 misconduct provisions were added to Part II addressing misrepresentation of class attendance and falsification or concealment of information material to admission to Law School or employment.

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

6.3 Plagiarism

The Legal Process instructors will communicate to the students clear statements of acts that constitute plagiarism, and especially conventions concerning attribution to third parties. Legal Process instructors shall give special attention to plagiarism issues. In addition, M.J. 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 complete the required plagiarism module during orientation 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 instructors.

Students who desire paper-writing assistance will contact the Assistant Dean of Graduate Programs. In turn, the Assistant Dean of Graduate Programs will assist in finding appropriate academic support. Students should consult only the instructor supervising their paper regarding substantive law content.

6.5 Disciplinary Procedures

Disciplinary procedures for law students may be found in the Law School’s Amendments to the Indiana University Code of Student Rights, Responsibilities, and Conduct, which provide that the Law School has final authority in disciplining students of the Law 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 Mandatory Courses
Of the required 30 credit hours to complete the M.J. degree, students must take Legal Process and one 1L course from the list below.

**Legal Process for M.J. Students (4 cr.) D/N 700** - 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.

**1L Course Options**

**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 1L J.D. courses with the advice and consent of the student’s advisor and of the Vice Dean, if enrollment in these courses does not exceed 10% of the total enrollment in the course.

7.2 **Mandatory Writing Mini-Courses**

All M.J. students must satisfactorily complete mandatory writing, non-credit bearing mini-courses in grammar and plagiarism. Students will be automatically enrolled during orientation. Although satisfactory completion of these mini-courses is mandatory for graduation, they will not appear on the transcript and will not be factored into the students’ cumulative GPA.

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 required courses by the Vice Dean’s designee. M.J. students will register themselves for all other classes. Students will select coursework with their faculty and program advisor. 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).

9. **M.J. Student Informal Auditing**

Attendance of persons in law school courses is a privilege obtained solely upon the payment of tuition established by the University for that Course. Instructors shall not permit informal audits of law school classes by M.J. students in any law school course. Informal audits are those situations in which a person, whether or not a student enrolled at the law school, attends the class meetings for more than three class meetings and for the purpose of becoming acquainted with all or part of the subject matter of the course. Attendance at the beginning of a semester prior to the latest date for dropping a course without penalty is not an informal audit.

10. **Online Course Policy**

M.J. students may not count more than a total of 14 credit hours in online courses toward the M.J. degree.

11. **Transfer Policies**

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

11.1 **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.

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

A student admitted to the Law School’s 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 Legal Communication and Analysis courses (“LCA”) or other skills or experiential courses excluded from the M.J. curriculum.
11.3 **Financial Implication of Transfer Credits**

Transfer credits awarded M.J. 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.

12. **Prerequisite Course Requirements and Repeating Mandatory Courses**

An M.J. student must receive a C- or higher in Legal Process before the student will be permitted to take any additional courses in the M.J. Program. A student is required to repeat Legal Process and must repeat it the next semester it is offered.

Any student who receives a grade of D+ or lower in a course that is serving to satisfy their 1L course requirement (e.g. Contracts & Sales I, Torts, Property, or Criminal Law) must retake the course.

If a course is retaken, the grade in the first effort will appear on the transcript, however, the GPA points will be excluded from the student’s cumulative GPA. If a student is not successful in their second effort, the student will be dismissed from the program.

A student may not repeat courses other than Legal Process or a course that is serving to satisfy their 1L course requirement.

The M.J. student’s Faculty Advisor or the Assistant Dean of Graduate Programs 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 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 waiver of the prerequisite courses.

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

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

14. **Time for Completing the M.J. Degree**

Ordinarily, an M.J. student must complete all requirements for his or her M.J. degree from the Law School 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 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.