



**Indiana University**

**Maurer**

**School of Law**

**Student Handbook**

**2017-2018**

Every effort is made to ensure that the degree requirements, applicable policies, and other materials contained in this Student Handbook are accurate and current. However, the Law School reserves the right to make changes at any time without prior notice.

## INTRODUCTION

As we embark on another semester at Indiana University Maurer School of Law, we are proud to provide each student with this useful resource. A reflection of our commitment to excellence, collegiality, and the success of every student, this Student Handbook is designed to answer many of your questions regarding academic matters, student opportunities, and general law school policies. With this handbook as a road map, we hope you can find a sense of direction within these pages as you continue to grow as students, professionals, and part of the Indiana Law community.

If you have a question, or if a problem arises, do not hesitate to call on the appropriate administrator. Our administrative offices, phone numbers, and areas of responsibility are listed in this handbook. If you are not sure who to call, stop by the Office of Student Affairs, where we can help point you in the right direction.

Best wishes for a successful semester.

A handwritten signature in black ink, appearing to read 'Catherine L. Matthews', enclosed within a large, loopy oval flourish.

Catherine L. Matthews  
Assistant Dean of Students

August 11, 2017

# Student Handbook

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## Section 1: Student Opportunities and Experiential Learning

There is more to law school than books. Getting involved in law school extracurricular activities and organizations will help you meet new people, learn new skills, and have fun.

### I. Extra-curricular Activities

#### A. Aspirational Pro Bono Goal

The Law School has adopted an aspirational goal for students of sixty (60) hours of pro bono work during their three (3) years of law school (twenty [20] hours per year). The school has adopted the ABA definition of pro bono, which includes law-related services without compensation of either income or academic credit.

#### B. Student Organizations

Indiana Law offers a broad variety of student groups to match each student's interests and backgrounds. The student groups serve to supplement your Indiana Law education and build connections within the community. There are currently more than thirty-five student groups at the Law School.

#### C. Student Government

- Student Bar Association
- Graduate and Professional Student Organization

#### D. Student Employment at the Law School

Students are discouraged from working in the first year. There are a number of part-time positions available throughout the academic year and during the summer for students to work in the library and in law school offices. The law school also offers upper-class students the opportunity to learn outside the classroom and engage with faculty through various research projects and scholarly articles. Information regarding positions are announced throughout the year.

### II. Clinics, Projects, & Pro Bono Opportunities

The law school has a long tradition of providing students with opportunities to gain hands-on, practical experience in the law. Students are required under our Academic Regulations to have a skills-based learning experience during law school. The law school meets the ABA standard for experiential learning through numerous courses and clinics. There are student-led projects and a pro bono aspirational goal that encourages service to the community. (<http://www.law.indiana.edu/what/professional-careers/experiential-education/clinics/>)

#### ○ Clinics

The clinics offered at the law school are primarily one semester, 3-credit hour courses. Student receive intensive instruction from faculty members, both one-on-one and in a classroom setting, but spend the bulk of their time on client matter or field work. There are clinics offered in several different practice areas.

#### ○ Projects

Projects are another way for law students to gain valuable practice experience with less of a time commitment than clinics or externships. Projects are especially good opportunities for first-year students because of their more limited scope and time commitment. Academic credit is not granted for participation in a project.

#### ○ Access to Justice Program

The Access to Justice Program encourages law students and recent graduates to provide legal assistance to low-income individuals, both while in law school and after graduation. (<http://www.law.indiana.edu/what/build-community/pro-bono/>)

### III. Externships

A. Fall, spring, and summer externships are supervised by practicing lawyers in an off-site setting and by a faculty member at the law school. Students who have completed their first year typically receive from one (1) to four (4) hours of academic credit depending on the externship program and the number of hours worked by the student.

B. Semester Public Interest Program

Students may also apply to participate in the Semester Public Interest Program during the fall semester of their third year. The core of the program is a semester-long internship in Washington, D.C. coupled with an on-site or video-conferenced seminar on lawyering in the public interest. Students work at least four hundred (400) hours at the internship site during the semester and earn eight (8) hours of credit. The internship also includes some established and regular communication among the student, the supervising faculty member, and the supervising attorney. Students also write weekly reflective essays. The program creates a valuable bridge in the transition from law student to practicing lawyer.

(<http://www.law.indiana.edu/what/professional-careers/experiential-education/externships/washington.shtml>)

### IV. Student Practice Certification

A. For some clinics and externships, students must obtain a certification for student practice. In planning schedules, students should remember the prerequisites for seeking such certification. The Indiana Supreme Court's Admission and Discipline Rule 2.1 permits students to practice under the supervision of licensed attorneys upon certification by the Dean that such students:

- Have completed one-half or more of the credit hours required for their J.D. degree,
- Are in good academic standing, and
- Have satisfactorily completed or are currently enrolled in the course in Professional Responsibility.

B. Further, the certification is contingent upon an agreement filed with the Dean's Office by a licensed attorney who agrees to supervise the legal intern's activities. Further information may be obtained from the Office for Student Affairs. Externship and clinical forms are available via the online forms page on the law school website.

A student may serve as a legal intern under Admission and Discipline Rule 2.1 of the Supreme Court of Indiana and “interview, advise, negotiate for, and represent parties” as specified under Section 4 of the rule, provided certain conditions are met and appropriate certification is obtained. A student must have completed one half (1/2) of the required hours (44 of 88) for graduation and have completed or be taking the course, “Legal Profession”, which satisfies the legal ethics requirement of Rule 13 (V)(C). In addition, the student

must be in good standing.

Each student must be supervised by a practicing attorney (admitted to practice in Indiana). It is the responsibility of the student applicant to make contact with the office or program in which he or she desires to work as a legal intern. Supervision of a faculty member is not necessary unless the student also intends to enroll in a law school clinic or independent clinical project (B710) for credit.

The application requires certification by both the applicant and the supervising attorney. The application must be signed and returned to the Assistant Dean of Students. After the submission of the application form, the certification process usually takes approximately one week. Any questions about the program should be addressed to the Assistant Dean.

## V. Co-Curricular and Special Curricular Activities

The following activities will help you learn, polish, and enhance your legal writing skills.

### A. Law Journals

- *Indiana Journal of Global Legal Studies (IJGLS)*

The IJGLS publishes articles by distinguished legal scholars focusing on issues of globalization and international law. Each issue generally contains articles by authors from many different countries. Select students are invited to join the staff during the summer following their first year of law school. Invitations are extended based on first-year academic performance and a writing competition that takes place at the end of the first year. Students edit and proofread articles, and verify the accuracy and form of cited sources. The journal also published several student-written articles.

- *Indiana Journal of Law and Social Equality (IJLSE)*

IJLSE is an online journal established in May 2011. The purpose of the Journal is to serve as an interdisciplinary academic forum for scholars, practitioners, policy-makers, and student to contribute to society's understanding of legal and policy issues concerning race, religion, gender, and class. Membership in the Journal consists of second- and third-year students who have exhibited a demonstrated commitment to social equality through relevant discipline, employment, or volunteer work and who have had exemplary performance in their first-year studies.

- *Indiana Law Journal (ILJ)*

Select students are invited to join the staff of the ILJ during the summer following their first year of Law School. Invitations are extended based on first-year academic performance and a writing competition that takes place at the end of the first year. The ILJ publishes original articles by a distinguished and diverse selection of authors. Students select, edit, and verify the accuracy and form of cited sources in the articles. The journal also publishes several

student-written articles.

- *IP Theory*  
*IP Theory* is a peer-edited on-line intellectual property law publication hosted by the Law School's Center for Intellectual Property Research. It is neither law journal nor blog; it is a different sort of publication designed to occupy a niche between the two. *IP Theory* serves as a forum for: essays or opinion pieces, book reviews, and reviews of literature. Faculty peers solicit and select content. Student editors are selected by their peers and faculty advisor.
- *Center for Constitutional Democracy Editorial Project*  
The Center of Constitutional Democracy provides students with the opportunity to contribute to an editorial project. All First-Year Affiliates write a student dispatch, book review, policy paper, or other piece in the fall semester. A small number of these editorial projects will be selected and published online each year. These editorial projects will contribute to the very young field of constitutional design by filling some of the many holes in existing scholarship

#### B. Journal Write-On Competition

The journal write-on competition for the rising second-year class begins at the end of the spring final exam period and typically lasts two weeks. Students must participate in the write-on competition to be considered for membership on a journal. The competition involves a closed universe of materials. Students must write a note and complete a citation quiz that tests knowledge of the kinds of citations typical for journals. Participation in journal can only be accomplished by participation in the write-on competition immediately after your first year.

Each year, the editorial boards determine the criteria and policies regarding membership. Typically, joint-degree students can defer their start date for one year, or they can begin in the upcoming fall semester. Some journals allow their associates to study abroad.

#### C. Moot Court

- Sherman Minton Moot Court Competition  
(<http://law.indiana.edu/students/competitions/mootcourt/index.shtml>)  
The Sherman Minton Moot Court Competition is a student-run program in written and oral appellate advocacy. The majority of the second-year class participates in this annual competition, which is also open to third-year students who have not previously competed owing to study abroad or joint-degree programs. Questions about the competition should be directed to the Advocacy Board at [lawmoot@indiana.edu](mailto:lawmoot@indiana.edu).
- Additional Moot Court Competitions  
Students at the law school also have opportunities to participate in other external moot court competitions. Recent competitions have included Jessup International Moot Court Competition, Jeffrey G. Miller Pace National Environmental Law Moot Court Competition, Williams Institute Moot Court

Competition, American Intellectual Property Association Moot Court Competition, and National Heritage Law Moot Court Competition.

- Trial Team  
Students with a special interest in litigation have several opportunities to participate in external competitions. The Thurgood Marshall Mock Trial Competition, the AAJ Trial Competition, and the Law School Trial Tournament are three of the primary competitions.
- Transactional Competitions  
Students with a special interest in transactional work have several opportunities to participate in external competitions with a focus on business law, including the ABA Tax Challenge and Venture Capital Investment Competition.

#### D. Study Abroad

Become a globally educated law student. We offer a number of study abroad programs.

- Summer Abroad Programs  
Students applying for enrollment in summer abroad programs must have a GPA of 3.2 or above at the time of the application deadline.  
  
Law students must complete at least one year of full or part-time study at this or another ABA approved law school (or at an unapproved school consistent with ABA standards).  
  
Students may enroll in up to two summer abroad programs in a single summer provided both programs are offered by the law school.
- In general, study abroad in the academic year occurs in a single semester.
- Limits on Credits Earned in Programs Abroad  
Students enrolled in a semester-long study abroad program may apply no more than fifteen (15) credits earned in an abroad program toward the eighty-eight (88) credits required for the J.D. degree, of which no more than four (4) credits can be earned in a non-law program. Students enrolled in a year-long study abroad program may apply no more than twenty-nine (29) credits earned in an abroad program toward the eighty-eight (88) credits required for the J.D. degree, of which no more than four (4) credits can be earned in a non-law program.
- Milton Stewart Fellowships  
Through a generous gift from Milton Stewart, JD'71, students may apply to be designated a Stewart Fellows and spend a part of the summer in international placements, including Brazil, China, India, and South Korea. The fellowships give students the opportunity to enhance their understanding of how law is practice across various cultures. The Fellowships are arranged through the law school's Center on the Global Legal Profession.

<http://www.law.indiana.edu/what/advance-knowledge/points-of-distinction/research-centers/cglp/stewart-fellows.shtml>)

E. Semester-long Exchange Programs

Our law school is proud to have partnerships with many prestigious law schools around the globe. One aspect of these partnerships is one-to-one student exchange. Law students and students from our partner schools pay tuition and fees as if they were staying at their home schools, and then exchange places for the semester. Because the law school sends a limited number of students to our partner schools per academic year, these opportunities are only open to law students. The primary application deadline for fall and academic year programs is usually in February. Applications should be submitted to the International Programs Office.

<http://www.law.indiana.edu/what/professional-careers/experiential-education/global-experiences/exchanges.shtml>)

Section 2: Administrative Offices

I. Dean's Office

The Office of the Dean oversees the academic, administrative, and legal aspects of the law school. The office works closely with faculty and staff to respond to student concerns and to improve the teaching, advising, and scholarly programs. The office is involved in alumni relations and development.

Suite 240, 855-8884

II. Admissions Office

The Admissions Office is responsible for student recruitment and the processing of student applications. Department representatives attend recruiting events at undergraduate institutions and Law School Admissions Council sponsored forums throughout the country. Staff counsel prospective students and applicants regarding the admissions process and conduct receptions both on- and off-campus for prospective students and accepted applicants.

Suite 224, 855-4765

III. Alumni/Development Office

The Alumni/Development Office serves as the primary contact for alumni and friends of the law school. These offices maintain contact with graduates, plan events, and support the law school's mission through development.

Lotz Office of Alumni and Development, 855-5961

IV. Business Office

The Business Office handles the fiscal responsibilities of the law school, oversees personnel management, and maintains facilities.

Room 210, 855-1578

V. Career Services Office

The Career Services Office provides students information, opportunities, and resources for their career exploration and job search process. This office oversees on-campus interviewing (OCI), hosts numerous workshops and events, and conducts mock interviews

to help students develop their skills.  
Suite 020, 855-0258

#### VI. International Programs

International Programs Office oversees all aspects of the graduate program in law, including the degrees of LL.M., MCL, and SJD. Staff provide support for students concerning registration, exam accommodations, and academic and personal counseling. This office also oversees the study abroad program and the Stewart Fellows program.  
Suite 220, 856-0221

#### VII. Office of Student Affairs

The Office of Student Affairs works with students on most areas of student life from matriculation to bar passage. This office supervises orientation, the Practice Program, the academic enhancement program, student organizations, financial aid, registration, and all bar paperwork, including certified legal internships.  
Suite 022, 855-4809

### Section 3: General Information

We are here for you from day one to after you graduate and take the bar exam.

#### I. Bar Examination

##### A. General Bar information

Admission requirements for the bar vary by state, and students are urged to research the requirements, timelines, and standards for the bar(s) of the state(s) in which they intend to apply at least one year in advance of the scheduled exam date. For a comprehensive guide to the bar application process from the National Conference of Bar Examiners. For a list of links to bar admissions offices in all fifty states, go to: [www.ncbex.org](http://www.ncbex.org). For information about application to the Indiana bar, see: <http://www.in.gov/judiciary/ace/>.

##### 1. Character and Fitness

The Character and Fitness evaluation process is a critical part of bar admission in most states, and students are encouraged to familiarize themselves with the expectations for practice early in their law school careers. The Character and Fitness standards for admission to the Indiana Bar are provided at [http://www.in.gov/judiciary/rules/ad\\_dis/](http://www.in.gov/judiciary/rules/ad_dis/). For admissions standards in other states, consult the applicable state bar admissions website. The National Conference of Bar Examiners also has information on Character and Fitness at [www.ncbex.org](http://www.ncbex.org).

Student records, including law school applications, may be reviewed by the Board of Law Examiners as part of the Character and Fitness evaluation process. Inconsistencies between the information disclosed on a student's law school application and his or her bar application may subject the applicant to further scrutiny, and require an amendment to his or her Law School application. Students seeking to amend their Law School application should

consult the Assistant Dean of Students.

Other bar admission questions and concerns of a confidential nature may also be addressed to the Assistant Dean of Students. Students are especially encouraged to meet with the Assistant Dean of Students early in their law school career if they have a history of alcohol or chemical dependency, criminal matters, academic misconduct, significant mental health concerns, or other issues that may relate to the ability to meet requirements of practice. Students should note that no single condition or incident will automatically prevent admission to the bar; rather, bar examiners encourage students to address directly and treat any condition that may lead to a conduct concern or impair an individual's ability to comply with practice standards. Evidence of current fitness and rehabilitation from past impairments are often important considerations in the Character and Fitness evaluation process. Therefore, seeking appropriate support or treatment is strongly encouraged.

2. Notary Services

Notary Services are available at the Law School free of charge in the Office of Student Affairs and the Career Services Office.

3. Bar certification

Students/graduates who apply for any bar examination must timely submit to the Office of Student Affairs any required paperwork for their jurisdictions. Upon students' official graduation, the Office will submit the paperwork as required by each bar jurisdiction. For specific jurisdiction requirements, see the Web sites for the jurisdictions or go to [www.ncbex.org](http://www.ncbex.org).

B. Indiana Bar Examinations

Admission and Discipline Rule 17 of the Indiana Supreme Court requires applicants for admission to the Indiana Bar to pass two separate examinations on professional responsibility and other subject matter. Applications for these examinations are available online through the Board of Law Examiners' portal. For more information about the Indiana bar exam, please visit the Indiana Board of Law Examiners (<http://www.in.gov/judiciary/ace/>)

1. Professional Responsibility Examination

The Multistate Professional Responsibility Examination (MPRE) is given three times a year. The Professional Responsibility course, which is required for graduation, covers issues of professional responsibility and legal ethics. Rule 17 provides that an applicant must achieve a passing score on the MPRE taken "within two years before or after the date the applicant successfully takes the Indiana two-day essay bar examination." Both examinations must be passed before admission to the bar.

2. Indiana Bar Examination

The Indiana Bar Examination includes the Multistate Bar Examination, the Multistate Performance Test, and an essay section on Indiana law. The examination is given twice a year, in February and July. Admission and

Discipline Rule 13 of the Indiana Supreme Court requires applicants to complete at least two credit hours of law school course work in professional responsibility. Although applicants are not required to take courses in other discrete subjects, the subject areas covered on the various parts of the bar examination including the following:

- Administrative Law
- Business Organizations
- Commercial Law
- Constitutional Law (Federal and Indiana)
- Contracts
- Criminal Law, Criminal Procedure
- Family Law
- Evidence
- Pleading and Practice (Indiana and Federal Rules of Civil Procedure)
- Real Property, Personal Property
- Taxation
- Torts
- Trusts and Estates

## II. General Law School Information

### A. Academic Advising

In preparation for the course registration process and to plan course selections, the Assistant Dean of Students, the Director of Student Affairs, and faculty who teach in areas of interest are available for academic advising each semester.

### B. Alcohol Policy (Student Organizations)

Alcoholic beverages cannot be served or provided by student organizations at events on university property. The Office of the General Counsel does not view student organizations as official agents or representatives of the university; therefore, university liability insurance does not cover student organization events. Individual officers or members planning and hosting the event would be liable, individually, for any violations of law or injuries resulting from potential alcohol use. Accordingly, Law School Policies prohibit student organizational sponsorship of such events at the law school.

Student organizations who wish to serve alcoholic beverages at their events should hold those events at third-party vendor locations where licensed bartenders provide the alcohol. Student organization leaders or event planners need to request permission from the Director of Student Affairs before the event is scheduled or advertised.

Finally, providing free alcoholic beverages at student organization events or providing more than one drink with an event ticket purchased from student organizations is not permitted. Further, student groups cannot pay for alcoholic beverages out of their budgets or out of “dues” collected from members. Students must purchase their own alcoholic beverages, and student groups must provide water and non-alcoholic drinks at no charge to students. There must also be adequate food available.

Please remember that your actions are governed by the Code of Student Rights, Responsibilities, and Conduct and the law school's Academic Regulations in addition to expectations of professional conduct for admission to the bar.

C. Booklists

Booklists for the members of the incoming 1L class will be available on the Law School website prior to the first day of classes. Booklists for returning students are available at the [IU campus bookstore](#) and local bookstores in the Bloomington area.

D. Course Evaluations

At the end of each semester, students will be asked to complete online course evaluations. Please note that faculty members do not review course evaluations prior to the completion of the final exam period and the submission of final course grades.

E. Facilities

Facilities Maintenance

If you see anything that is in disrepair, please report it during normal business hours to the Assistant Director of Administration for the law school.

F. Financial Aid & Scholarships

1. Financial Aid

To qualify for federal student aid which for law students includes Stafford, PLUS, and Perkins Loans, you must meet all of the following criteria: be a citizen or eligible non-citizen of the United States with a valid Social Security Number; be enrolled at least half-time in an eligible program as a regular student seeking a degree; have repaid any financial aid for which you were not eligible; and have made satisfactory arrangements to pay off any defaulted student loan. If your ability to attend law school is contingent upon borrowing more than the \$20,500 per year through the Federal Direct Unsubsidized Loan Program, it is critical that you have good credit required to receive funds through the Federal Direct Graduate PLUS Loan or another private loan program.

2. Scholarships and Fellowships

Indiana Law offers assistance through scholarships and fellowship programs. We do not require a separate application for scholarships and/or fellowships. Because the majority of our scholarship money is merit-based, we use your application for admission, LSDAS report, personal statement, and letter of recommendation to determine the level of scholarship, if any. Scholarship decisions are usually communicated with the acceptance letter. The law school does not award scholarships that are conditional on law school academic performance. For more detailed information about Indiana Law's scholarships and fellowships, please contact the Office of Admissions. You may also wish to consider other sources for scholarships.

3. Residency

U.S. citizens or permanent residents who are 21 years of age or emancipated

are eligible for resident student status after they have been physically present in Indiana for twelve consecutive months (prior to the first day of classes) without the predominant purpose of education.

The state of Indiana determines for specific purposes (driver's licenses, voter registration, etc.) the requirements for becoming a legal resident of the state. However, the state legislature has delegated to Indiana's institutions of higher education the responsibility of determining when a person becomes eligible for resident student status. Persons who reside in Indiana for the predominant purpose of education are considered nonresidents for fee-paying purposes at the University.

Please review the [Rules Determining Resident and Nonresident Student Status for Indiana University Fee Purposes](#) for a complete listing of the residence classification guidelines.

4. Veteran Resources (<http://veterans.indiana.edu/benefits/index.shtml>)

Chapter 33, Post 9/11 GI Bill

The Post 9/11 GI Bill provides up to three years of educational benefits toward your IU degree or certificate program. Benefits are available to you for 15 years after ending active duty. Under this program, you are entitled to funds based on the length of time you were active duty. Dependents may also use Chapter 33 benefits transferred to them by their sponsor.

Indiana University participates in the [Yellow Ribbon program](#) under the Post 9/11 GI Bill. This provides additional financial assistance to nonresident or graduate students whose costs are not fully covered by the Post 9/11 GI Bill. To qualify, you must be eligible for the Post 9/11 GI Bill at the 100% tier and have costs that exceed Veterans Affairs state maximums. Additional Yellow Ribbon Program information and application are available through IU's Office of Veterans Support Services.

G. Graduation Recognition Events

1. Law School Party

The law school graduation party is an annual open house event for graduates, families, and friends in the Law Library on the Friday evening before the graduate recognition ceremony. Food, beverages, and entertainment by a jazz band will be provided at the party. The winners of numerous class awards are also announced.

2. Luncheon Reception

An annual luncheon reception is held at the Bloomington Convention Center for graduates and their families prior to the recognition ceremony. Tickets are required for the luncheon and a professional photographer will be available for family portraits.

3. Law School Graduation Recognition Ceremony

The Law School graduation recognition ceremony is held at the IU Auditorium and is typically held on the second Saturday in May. Cap, gown, and hood are required to participate in the ceremony. No tickets or reservations are necessary and there is plenty of seating for guests in the IU Auditorium.

Professional pictures will be taken at the ceremony and it will be video recorded.

4. Composite Photo

Each year graduating students will be invited to take a composite (class) photo. The composite board will be hung in the law school for public viewing. Each student who takes a photo for the composite will receive a mini composite of the entire graduating class.

H. *Indiana Law Annotated*

*Indiana Law Annotated* (ILA is published every Monday while school is in session with news about the coming week. Submit information and articles for *ILA* to [ila@indiana.edu](mailto:ila@indiana.edu) by Thursday at noon for inclusion in Monday's edition. Length of submission is limited to 150 words, unless otherwise approved. Entries may be edited to ensure consistent presentation. If you're requesting a room, submit all information (including the room request) via the [Plan a Meeting](#) feature of the website. If you have questions about an item appearing in the *ILA*, please contact Ken Turchi ([kturchi@indiana.edu](mailto:kturchi@indiana.edu); phone 856-4044). *Indiana Law Annotated* is archived [online](#).

I. IT Assistance

1. Technical Support

A computer support specialist located in the student computer lab in the Law Library is available to provide technical support is to law students.

2. Laptop Requirement

Indiana Law requires that new students have a laptop computer, that requirement does not mean that you must purchase a new machine for your legal studies. If you do purchase a new computer for law school, that expense (up to a pre-determined amount) can be added to your budget by completing the Special Conditions Form and submitting it, along with documentation of the cost to the Director of Financial Aid at [iulawfa@indiana.edu](mailto:iulawfa@indiana.edu).

J. Jerome Hall Law Library & Study Facilities

(<http://www.law.indiana.edu/lawlibrary/about/facilities-policies.shtml>)

The library has a number of study carrels that are assigned to law students for the academic year. Carrel assignments occur during the first full week of classes in the fall semester. Although there are not enough carrels for all law students, typically students who wish to have a carrel are able to get one. Circulating materials may be checked out to the carrel for the academic year. Carrels are also assigned for the summer.

The use of cell phones is prohibited in the library. Please confine cell phone use to the lobby area or conference rooms.

The computer lab in Room 100 (located behind the circulation desk) contains 15 workstations available for law student use only. Law students may use word processing and spreadsheet programs, check e-mail, do research using online legal

database, or just browse the Internet. A scanner is also available in the computer lab for law student use. A wireless system is available throughout the library for laptop access to the Internet. Lexis high-speed printer is also located on the first floor near the Circulation Desk.

Law students receive a print allotment from the university with a supplement added by the Law School.

The university allotment is 1,500 pages per semester and the Law School adds 500 pages to that allotment (300 in the fall semester and 200 in the spring semester). There are five printers in the law library--four in the library lobby and one in the computer lab.

There are eight conference rooms available in the library for small group study (two or more students). Use of these rooms is for law students and faculty only, except under special circumstances. All conference rooms may be reserved in advance for a maximum of three hours per day. Rooms can be reserved online through the law library's website or at the Circulation Desk.

Food and drinks are generally permitted in the Law Library. Students are asked to cooperate with this policy by discarding containers and reporting spills immediately. Food and drinks are not allowed in the computer lab.

#### K. Lockers

Students may contact the Business Office to rent lockers at the law school for a period of 1-year, 2-years, 3-years, or for the duration of their studies, if a joint-degree student. The fee to rent a locker is \$50 per year or \$150 for the duration of a student's studies. The fee is billed through the student's Bursar account. Once the locker has been rented and assigned, students may retrieve their locker number and combination number online through CareerNet managed by the Career Services Office.

#### L. Lost and Found

Items that are lost and found in the Law School should be turned in to the circulation desk at the Law Library for retrieval. Please be prepared to describe the item.

#### M. Posting Policy for Event Notices (Student Organizations)

##### o Bulletin Boards

Student organizations may post announcements about events on the bulletin board designated for student organization across the hall from the Student Lounge, the bulletin board outside of the Moot Court room, and any other board not designated for law school departmental use. Please remember to remove signs at the conclusion of the event.

##### o Email

Student organizations may submit email event announcements to the Director of Student Affairs to be distributed to the law school student body. Email

requests must be received one week prior to the event and include the following information: subject line; text of the email; contact person name and email; date email should be sent, and class year(s) to receive email.

#### N. Practice Program & Legal Profession Course

##### ○ Practice Program

The practice program is a mentoring program for members of the first-year class. Upper-level students serve as advisors to small groups of first-year students and meet regularly with the students to introduce students to social networks, facilitate workshops and sessions in coordination with the Legal Profession Course.

##### ○ Legal Profession Course

This innovative four-hour class on the ethics, competencies, and economics of the legal profession uses legal ethics and the law of lawyering as the spine of a course that immerses students in a variety of practice setting and that educates them on the competencies they must develop to succeed in their professional lives. In the Legal Profession, students wrestle with realist problems that force them to apply the rules of professional responsibility and to comprehend how economic, workplace pressures, and organizational incentives affect lawyers. Working in teams, students present or enact their solutions and are critiqued by the instructors and their fellow students. Twice during the semester, students engage in formal reviews of the performance of their teams, their team mates, and themselves. The goal is to prepare students for the ethical and professional challenges they will soon face.

#### O. Recorder's Office

##### 1. Registration Policies and Procedures

Registration is a two-step process at the law school that involves pre-registration and registration. Detailed information will be provided by the Recorder each semester prior to the registration deadline.

To pre-register, all students must log into the Law School's Online Registration System (LORS) on their designated day to submit a registration request. The day before registration, a message will be sent to students' IU email address that contains a link to the LORS website. The designated day is the only day students may submit a Registration Request. Students who fail to submit a Registration Request on their assigned day must wait until Drop/Add to register for classes and will be charged a late registration fee. Please be aware that priority is not given to those who submit requests early in the day. Also, classes that have reached their enrollment cap will be noted. Although students may request to enroll in a class that is full, all students who request a full class have a reduced chance of getting a seat, thus students should always provide an alternate class selection.

After all students have submitted their registration requests, the Recorder will use a random number generator to determine which students will be bumped from over-requested classes (seniority and uncompleted graduation

requirements will also be taken into account). Bumped students will remain on the waitlist for the course and will be given permission to add their alternate course selection, if possible. Thus, it is in students' best interest to provide an alternate for each course selection.

Approximately one week after Pre-Registration, a notification will be sent to students' IU email address that registration permissions are in place in One.IU. At that time, students should log back into the LORS to view the status of their Registration Request: Students will be able to view their waitlist status as well as the classes they have been given permission to register for in One.IU.

To register, students must visit the Student Center on One.IU. Please register based upon the class permissions provided. Class permissions will expire after approximately one week. Students will be notified by email of the exact day on which class permissions will expire. Any seats not added by the expiration date will be forfeited to students on the waitlist.

2. Auditing classes

Auditors will only be allowed if space is available after all those wishing to enroll for credit are registered. Permission to audit a course will not be granted until the instructor's signature on a Special Permission Form has been received. In general, auditors are not permitted to participate in class discussion, but students should consult with faculty members regarding their expectations of auditors. Please note that auditing a course costs \$25 per credit hour in addition to flat rate tuition. Students who have requested a class for AUDIT, will be administratively added to the class only after the paperwork has been received.

3. Independent Study Courses

To register for a B600 (Directed Reading), B706 (Research), B707 (Directed Research), or B710 (Independent Clinical Project) a student must:

- Request the class during registration or Drop/Add,
- Submit the approval paperwork to the Recorder. Permission Forms are available [here](#).
- Register for the credit in One.IU.

4. General Policy for Taking Courses in Other IU Schools or Departments

- This policy applies to J.D. students who are not enrolled in joint degree programs.
- A requested outside graduate-level course must be deemed by the Law School to have significant intellectual challenge for a law student.
- The course must be closely tied to the student's career goals or to his or her studies in the Law School.
- The total number of non-law course credits must not exceed six (6) credit hours, including the potential credits of the course requested above.
- There may be extra fees/tuition associated with adding a non-law class. See the Assistant Dean of Students or the Director of Financial Aid for

more information.

- The course must not duplicate a course offered by the Law School or a course previously taken by the student.
- Credit will be given for the hours earned and a grade of 'Pass' will be recorded upon receipt of evidence of satisfactory completion ("C" or higher) of the course.
- Students are responsible for registering (or withdrawing) themselves for the non-law class. This may involve obtaining instructor and/or departmental authorization for the course.

P. School of Law Calendar & Room Reservations

- Calendar  
The law school has a master calendar of events that is located on its homepage. Law students should check the calendar regularly for events being held by the Dean's Office, faculty, law school departments, and student organizations.
- Room Reservations  
Members of student organizations may reserve rooms in the law school building for events and programs by completing the online Plan a Meeting form found on the law school homepage.

Q. Student Employment

- First-year law students are strongly discouraged from working.
- A student may not be employed more than 20 hours per week in any week in which the student is enrolled in more than twelve class hours.

R. Student Mailboxes

Each law student is provided a mailbox at the law school located next to the student lounge on the ground floor. The mailbox should be checked on a regular basis as a means of communication within the law school for professors, law school departments, and other students. The student mailboxes should not be used as a means to circulate stamped mail as U.S. Postal Services are not provided at the Law School

III. General Campus Information

The law school is located on a beautiful campus that has a lot to offer. The following include general campus information and general everyday information from where to park to recycling.

A. Crimson Cards

The Crimson Card is the official IU Photo Identification card for the Bloomington campus. Each card is assigned a unique 16-digit card number and a separate 13-digit printed barcode. Along with the cardholder's printed name and photograph, the numbers allow accurate identification of the cardholder both on and off campus. A financial account is associated with each Crimson photo identification card. Cardholders may deposit funds in their account for use both on and off campus. To get your first ID card at no charge present your 10 digit University ID number and a valid government issued photo ID at either Card Services office. You must be

registered for the current academic term in order to get a card. New students may receive their ID card beginning one week prior to the start of an academic term. Card services counter locations are located at the Indiana Memorial Union on the Mezzanine Level and at Eigenmann Hall on the bottom level.

([http://cacard.indiana.edu/cacard/about\\_card.asp](http://cacard.indiana.edu/cacard/about_card.asp))

#### B. Campus Bus

- The IUB campus bus provides weekday service from 7:30 AM to approximately 12:00 midnight Mon-Thurs and 7:30 AM to 3:00 AM on Fri. Saturday service operates from 10:00 AM to approximately 3:00 AM. Sunday service operates from 12:00 PM until approximately 10:00 PM. Campus bus service will operate regular weekday service on all holidays that classes are in session. Reduced service will be provided during IU break periods. No bus service is provided on Thanksgiving Day, the Friday after Thanksgiving, Christmas Day, and New Year's Day. The bus schedule and route maps are available on the IUB Campus bus website ([http://www.iubus.indiana.edu/campus\\_bus/](http://www.iubus.indiana.edu/campus_bus/)).

- **Bloomington Transit**

BT provides convenient and frequent service to many off-campus apartment complexes and residence halls (<http://bloomingtontransit.com/students/>).

- Currently enrolled IU students ride IUB campus bus and the Bloomington Transit (BT) fare-free. Simply show your valid student ID card to the driver upon boarding the bus.

#### C. Communication and Email

Each student is assigned a University email address. Your University email is the official form of communication for messages and academic notices and should be checked daily even if you choose to forward your IU email to another account.

#### D. Counseling and Psychological Services

Students have access to two free counseling sessions per semester through Counseling and Psychological Services (CAPS) as part of their IU health fee. Additional visits are available at a low cost. The staff at CAPS is trained to handle a variety of matters, including serious mental health crises and works with thousands of IU Bloomington students each year

(<http://healthcenter.indiana.edu/counseling/>).

#### E. Parking

- **IUB Office of Parking Operations**

For the purpose of assigning parking permits, a student is an individual enrolled in one or more credit hour(s) and is not appointed as a faculty or staff member. Any graduate student who is not on an official IU Graduate Contract, or undergraduate student, is considered a student and is eligible only for a student 'E' or 'F' permit.

Any eligible Indiana University student, who expects to operate a motor vehicle on university property must register that vehicle the first day the automobile is

driven on university property or prior to bringing a vehicle to campus. There is no grace period for registration of vehicles and acquisition of university permits. A parking permit is an annual permit covering the period from September 1 - August 31 (E, F, bicycle or motorcycle permits).

Parking garage and lot information is available on the Office of Parking Operations website, <https://parking.indiana.edu/>.

The IU parking meters must be paid 7 a.m. until 10 p.m., Monday through Friday. The parking meters are free from Friday at 10 p.m. until Monday at 7 a.m. Metered parking designated as Visitor Parking is not to be used by students, faculty, or staff between 7 a.m. and 10 p.m. Monday through Friday. City of Bloomington Parking metered parking is available on Indiana Ave. and 4<sup>th</sup> street. For more information, please visit: <http://bloomington.in.gov/parksmart>.

- Accessible Parking

IU Parking Operations is continually working to improve accessibility on campus for all individuals. We are committed to the disabled community and work closely with the Offices of Disability Services for Students and Veterans Support Services to ensure equal access, and to comply with the Americans with Disabilities Act. IU Bloomington's surface and garage spaces are ADA-accessible, and ADA-accessible parking is also located nearest the accessible entrance to each building. Please note that an IU parking permit is required at all times (with the exception of Disabled meter spaces).

F. Personal Information Changes

Any changes to a law student's personal information as listed on student records, such as name or address, must be processed by completing the appropriate forms online as requested by [IU Student Central on Union](#). Once the change has been submitted through Student Central, please notify the law school's Recorder of the submitted request.

G. Recycling

Indiana University provides recycle bins for paper, plastic, aluminum cans, and glass. The bins are available on every floor of the law school.

H. Safety and Security

1. Severe Weather (<https://protect.iu.edu/emergency-planning/index.html>)

In the event of severe weather, please keep indoors and away from windows until the severe weather passes. If you are outside, seek shelter immediately. In the event of a tornado warning, seek shelter immediately. Stay away from windows and exterior doors. Basements, interior hallways on the lower floors and small interior rooms on the lower floors offer the best shelter. Please monitor your email for safety alerts from the Law School and the University.

2. Fire Alarms (<https://protect.iu.edu/emergency-planning/index.html>)

Please immediately evacuate the Law School building if a fire alarm is sounding and/or there is the presence of fire, smoke, or the odor of burning in the building. If you discover a fire, explosion or smoke in a building, activate the

nearest fire alarm and proceed to evacuate. Warn others as you exit and notify your campus Police at 911. Always call from a safe location and do not use elevators unless directed to do so by authorized emergency personnel.

3. Campus Resources (<http://www.indiana.edu/~iupd/>)

The IU Police Department is a full service law enforcement agency which serves the needs of the IU campuses. The IUB Police Department employs 44 full-time sworn police officers as well as several part-time police officers and student cadets. The IU Police Department serves the Bloomington university community 24 hours a day, 7 days a week, 365 days a year and may be contacted at (812) 855-411. For emergencies, please dial 911.

4. Safety Escort (<https://safety.indiana.edu/>)

Safety Escort is a proactive transportation service run by students who strive to maintain campus safety. The service is available to all IUB students and staff as an alternative to walking alone at night. Safety escort is funded through IU Parking Services so there is no cost to receive a ride. For a ride, call us at: (812) 855-SAFE (855-7233). Our hours are Sunday – Thursday: 8 p.m. to 1:45 a.m., and Friday/Saturday 8 p.m. to 11:45 p.m. While summer classes are in session, our hours are 8 p.m. to 11:45 p.m., 7 days a week. We will, however, stop taking calls before our closing time if we reach our call capacity for the night.

I. Smoking Policy

Indiana University is a non-smoking campus. Faculty, staff, and students are not permitted to smoke on university premises, including university-owned vehicles.

J. Student Health Center

The IU Health Center is a four-story facility that includes a full-service medical clinic, lab, X-ray facility, women's clinic, and pharmacy. Students can get treated fast at the Walk-In Clinic. Health insurance is not required to get treated at IU Health Center. For students who have paid their semester Health Fee, the Student Health Center is among the most affordable options in Bloomington. Office visits, prescription drugs, and other services can be charged to a student's IU Bursar account.

K. Student Legal Services (<https://www.indiana.edu/~sls/index.html>)

Student Legal Services (SLS) is the on-campus law firm serving only IU students. SLS employs four full-time, licensed attorneys. Visits to SLS are confidential—no one will tell your parents, friends, or IU without your consent. Discussions with SLS staff are protected by the attorney-client privilege. SLS offices are on campus, right across from Dunn Meadow. If you pay the Student Activity Fee, as all undergraduate and most graduate students do, you are entitled to advice and, often, legal representation at no charge. The only expenses you must cover are court fees.

L. Transcripts

1. Unofficial transcripts

First-year students may obtain a copy of their unofficial Law School transcript by accessing their account on CareerNet at the end of their first year. All

upper-level students may access a copy of their unofficial transcript by accessing their account on CareerNet at the end of each semester.

2. Official transcript requests

Students must request official law school transcripts from IU's Office of the Registrar. Official law school transcripts may be ordered online or by fax or mail. For more information, please contact [Student Central on Union](#).

M. Diplomas

Indiana University issues diplomas. Once students have officially graduated, the university (not the law school) will mail the diplomas to the student home address as listed in One.IU. The diplomas arrive approximately three months after graduation. For more information, see the university's page for diploma information: <https://studentcentral.indiana.edu/transcripts/diplomas/index.html>.

Section 4: Academic Standards and Procedures

The information in this section is found in the Academic Regulations, which are available at <http://www.law.indiana.edu/what/professional-careers/student-affairs/assets/academic-regulations.pdf>. Revisions during the academic year will be posted on the law school website.

I. Graduation Requirements

Wondering what you need to do in order to graduate? The following information provides the basic courses and credit requirements you need to meet in order to walk across the stage.

A. First-Year Courses

Students must complete successfully all of the following first year courses: Civil Procedure I, Legal Profession, Constitutional Law I, Legal Research & Writing I and II, Contracts, Property, Criminal Law, and Torts. Students who begin their studies at the law school before the start of the regular fall semester (that is, in the "early start" or "summer start" program) must successfully complete an additional course in the fall or spring semester, as determined by the Dean, to ensure that all full-time students have the same number of courses and approximately the same number of credit hours in the regular fall and spring semesters of the first year.

B. Seminar Requirement

Students must demonstrate proficiency in legal research and writing by enrollment in a research seminar (as designated in the schedule).

C. Additional Upper-Level Writing Requirement

Students must complete a second substantial upper-level writing experience. This requirement must be satisfied by: (a) completion of a second research seminar (as designated in the course schedule); (b) completion of an upper-level elective in which writing is used as a means of instruction (as designated in the course schedule); or (c) completion of B706 (independent research) project.

A student may not use the independent research project (B706) to fulfill this writing requirement until he or she has completed a research seminar or until his or her third year of law school.

#### D. Professional Skills Requirement

In addition to satisfying the writing requirements above [(2.1(2)) and (2.1(3))], students who matriculated prior to June 2016 must complete one or more courses certified by the faculty as offering substantial instruction in "other professional skills" generally regarded as necessary for effective and responsible participation in the legal profession. Students who matriculated in June 2016 or thereafter must complete one or more experiential course(s) (as designated in the schedule) totaling at least six (6) credit hours. An experiential course must be a simulation course, a law clinic, or a field placement.

#### II. Credit Requirement

Students must complete successfully eighty-eight (88) semester hours of credit.

At least 65 of these hours of credit shall be by attendance in regularly scheduled class sessions at the Law School. In calculating the sixty-five (65) credits, students may not include (i) externships or other field placements, (ii) independent study courses, such as B706, B707, or B600; (iii) coursework completed in another department, school, or college of the university or at another institution of higher learning; and (iv) co-curricular activities such as law journal, moot court (internal or external), and trial competitions.

#### III. Residency Requirement

In addition to the eighty-eight (88) credits required to graduate, students must satisfy the Law School's residency requirements. Students must be in residence in an approved law school for a total of six fall or spring semesters of consecutive full-time study.

- At least four full semesters of study must be spent at the law school; however, one regular semester of studying abroad in an exchange or consortium program sponsored by this Law School may count as one of these four semesters.
- Full time study for residency purposes during a regular semester consists of at least ten (10) semester hours of credit.
- Partial proportionate residence may be gained if permission of the Dean is granted to take less than ten 10 semester hours of credit in a fall or spring semester.
- Residency requirements must be met within six (6) fall and spring semesters unless the Dean approves a longer period.
- For students enrolled in semester-long student abroad programs, no more than fifteen (15) credit hours of foreign study may be counted toward the J.D. degree. For students enrolled in the year-long student abroad program, no more than twenty-nine (29) credit hours of foreign study may be counted toward the J.D. degree.

#### IV. Minimum and Maximum Number of Credit Hours to be taken in a Semester

Students may enroll in a minimum of twelve (12) credits and a maximum of seventeen (17) semester credits during any regular semester. Students in their final semester may take as few as ten (10) credits if that reduced number is all that is needed to graduate. Students enrolled in summer sessions may enroll in as many as four (4) credits, unless the Assistant Dean of Students approves a higher number.

## V. Academic Policies and Procedures

This section covers how to go about repeating or withdrawing from courses and other academic situations.

### A. Repeating Courses

No student may repeat a course unless:

- A failing grade ("F" or "C-") was received in the course; and
- Permission has been obtained from the instructor teaching the course at the time the student desires to repeat it; and
- Permission has been obtained from the Dean.

### B. Withdrawals

Students considering a withdrawal from the law school (for either personal reasons or to transfer) should consult with the Assistant Dean of Students to discuss the procedures related to the specific circumstances of their withdrawal. Please be aware that there may be financial aid implications depending on the timing of the withdrawal and so students should also consult the Director of Financial Aid.

Students who fail to enroll or maintain their enrollment will be deemed to have withdrawn and must petition to return to the law school.

Withdrawals after the first week of classes are automatically marked "W." Students who wish to withdraw from a course must notify their instructor and seek approval from the Assistant Dean of Students. A withdrawal becomes effective on the date the withdrawal request is received by the University Registrar's Office. Be advised that there is a limited time in which to withdraw from a course and receive a refund. All withdrawal requests must be received on or before the last day of class. Students who stop attending classes without following the withdrawal procedure will receive the grade of "F."

### C. Incompletes

The grade of "I" (Incomplete) is used on final grade reports to indicate that a student's work is satisfactory as of the end of the semester or summer session, but has not been completed. The grade of "I" may be given (i) in a non-examination course, when the completed portion of the student's work in the course is of passing quality, or (ii) in an examination course; in either case, the student must show extenuating circumstances, so that it would be unjust to hold the student to the time limits previously fixed for completion of the work, or other good cause. (Students who know they will be unable to take a final examination as scheduled may submit a Request for Final Exam Accommodations form per the applicable deadlines and policies outlined in the Final Exam Policy. The Form and the Final Exam Policy are available online: <http://www.law.indiana.edu/degrees/forms.shtml>.)

For a student who fails to complete the work in any non-examination course, the instructor has discretion to assign the grade of "I". The student must communicate in writing the circumstances to the instructor.

If the student fails to submit a timely written explanation, a grade of “F” will be assigned. Indiana University allows one year to remove an “I”, although the instructor may shorten this time. The IUB Registrar’s Office will automatically change the “I” to an “F” at the end of the appropriate time period.

In rare cases at the end of the initial one year period, the instructor and Assistant Dean of Students 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 of Students 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 of Students.

#### D. Readmission on Petition

A student who has been excluded from the law school on academic grounds, or is ineligible on such grounds to continue at the Law School, may petition the Petitions and Appeals Committee for readmission or permission to continue. See Academic Regulations section 6.1.

### VI. Examination Policies

A word about our exams: Exams are graded anonymously. To preserve anonymity, you are given one exam number each semester to be used on every exam, and we ask that you not communicate with faculty in any way that will personally identify you during the exam period. The following explains the procedures you must follow for final exams.

#### A. General Information

##### o Exam Rooms and Check-in

To the extent feasible, assigned rooms for laptop takers will be different than those who choose to write in bluebooks. On the evening prior to each day's exams, room assignments will be posted on a bulletin board on the first floor and on the Student Affairs bulletin board on the ground floor.

For each exam there will be some sort of attendance verification. For most exams, note cards will be used to confirm attendance. Students should print and sign their name on a card, and then turn in the card per proctor instructions.

Students who are not in the examination room and ready to proceed at the posted start time for the exam will be expected to turn in the exam at the specified ending time regardless of when they actually started the exam, and under certain circumstances, late arrivals may be prohibited from taking the examination at all.

In most cases, the instructor will not be present in the examination rooms during any part of the exam. All questions should be directed to the proctor. Proctors may be covering more than one room and may be centrally located in the hallway. In addition to the proctors, the Recorder and/or the Assistant Dean of Students may be contacted with exam related questions and concerns.

- **Bluebooks and Turning in Exams**  
 Students who plan to handwrite their exams in bluebooks must plan to arrive at least fifteen (15) minutes prior to the start of the exam. Bluebooks are provided in each exam room for those who choose to write exam answers by hand as well as for use as back-ups for laptop takers. If an examination requires that students write directly in examination question packets, special bluebooks, or use "scantron" sheets for multiple choice questions, these also will be provided.  
 Students must be sure to turn in all materials required by the instructor prior to leaving the exam. Students who use their laptop for their exams must be absolutely sure that their exam answers have uploaded before leaving the exam room. Technical staff will be available approximately thirty (30) minutes prior to the scheduled end time of an exam to confirm and assist with uploads.
  
- **Prohibited Items**  
 All headphones, ear buds, and the like are prohibited during exams even if not plugged into anything, and all electronic devices (other than laptops running SofTest or calculators required by the instructor) must be turned off and put away prior to the beginning of each in-class exam. Regular earplugs are permitted. Please plan accordingly.
  
- **Permitted Materials and Exam Instructions**  
 Students are expected to understand exactly what materials are permitted in the exam room and what materials may be used during the actual exam itself. An "open" or "partially open" book exam may have different meanings for different instructors.  
  
 During an exam, a laptop will function only as a digital bluebook. Students will not have access to any notes on their computer. If the exam is open book/open notes, then students must bring their own hardcopy of the permitted materials. Any uncertainty or ambiguity must be resolved with the instructor prior to the exam period.
  
- **Exam Security and Etiquette**  
 Any absence from the exam room during a closed book exam is subject to monitoring. Also, at no time are examination materials to leave the exam room. Exam numbers must be written on all exam materials, and all materials must be returned the proctor at the end of the exam.  
 Please respect the rights of those taking exams for as distraction-free of an environment as possible. In particular, be aware that talking, even at low volume, in the hallway and lobby areas adjacent to examination rooms disturbs exam takers (this is also true of the outdoor patio area adjacent to the classrooms). Show respect to classmates during the exam period by being sensitive to privacy issues.
  
- **Emergency Issues and Other Communications**  
 Students must contact the Recorder or the Assistant Dean of Students

personally if they have trouble with health issues during the examination period or they think a classmate is in trouble. In order to maintain anonymity, students are not permitted to consult directly with their instructors about exams. Students are expected to regularly monitor their email for exam-related announcements, especially immediately before and after exams.

#### B. Accommodations and Conflicts Policy

For second- and third-year students, exam schedule conflicts may be eligible for accommodation if a student has two (2) exams on the same calendar day or four (4) examinations in four (4) calendar days or fewer. Take-home exams longer than eight (8) hours are to be considered two (2) different exams over two (2) days for purposes of this rule. Eight (8) hour (or less) take-home exams over one (1) day will not be considered to be two (2) exams on that day.

The Request for Final Exam Accommodations form can be found [here](#).

#### C. Exam Numbers

Students are assigned a different examination number each semester. Prior to the first day of exams, exam numbers will be posted in CareerNet. Students may also pick up their number in person from the Office of Student Affairs during the hours of 8am-noon and 1pm-5pm. The office is closed from noon-1pm. A photo ID is required for in person pick-ups.

An exam number is required even for students who plan to use their laptops for every exam: In the event of a crash, answers may need to be written in a bluebook.

#### D. Laptop Testing Procedures

- Software Update and/or Registration Deadline

Students planning to use their laptops for exams must complete the ExamSoft update/registration process per Technical Support instructions provided via email each semester. Laptop users who have not properly registered/updated SofTest by the deadline may not be able to use their laptops for any in-class exams.

- Laptop Set Up Periods

Laptop users must arrive thirty (30) minutes prior to the start of the exam and proceed to set up and reach the "Begin" screen. Although, under normal circumstances this process may take only a few minutes, this lead time is necessary to allow technical staff an opportunity to resolve any unanticipated issues. Students who do not have their laptops at the "Begin" screen at least five(5) minutes prior to the start of the exam may be required to use bluebooks instead of their computers.

- "Crashes" and Other Malfunctions During Exams

While a rare occurrence, laptops may malfunction during an exam. The majority of "freezes" and other abnormalities in functioning can be resolved simply by restarting the computer. If restarting does not resolve the issue, students should not waste valuable time trying to resolve the technical issues

themselves or to search for technical assistance. Students should switch to bluebooks and pick up their answer at a point approximately one minute prior to when the malfunction first occurred (ExamSoft automatically saves approximately every sixty [60] seconds). Notify the proctor that answers are both in bluebooks and typed on the laptop.

It is a student's responsibility to make sure the proctor has personally received any bluebooks from a "laptop room." Do not merely leave them in a collection box in the laptop room as those boxes frequently are for scrap only. Then, work with the available technical staff member to upload of the portion of your answers remaining on the laptop.

- ExamSoft and Word Processing Functions:  
The "cut and paste" function and the "spellcheck" function are available.

## VII. Grading Policies, Appeals, and Honors

Grades are important and the following explains how they are calculated and the honors you may receive.

### A. Grade Point Averages (GPAs)

- Grading Scale

Student performance is graded and credited according to the following scale:

<u>Grade</u>	<u>Grade Points Per Hour of Credit</u>
A, A+	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
-----	
C-	1.7 (No credit grade; course must be repeated if required)
F	0.0 (No credit grade; course must be repeated if required)

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

Where appropriate, the following marks shall be used:

- W - (Withdrawal)
- I - (Incomplete)
- S - (Satisfactory)
- P - (Pass)

## HT – (Hours Taken)

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

After the grades for a semester or term have been reported by the Recorder to the IUB Office of the Registrar, no grade or mark received for that semester or term other than the mark of "I" may be changed without the approval of the Dean.

- **Minimum Requirement**  
Students must earn a cumulative GPA of at least 2.3000 to be eligible for graduation.
- **Calculation**
  - A student's GPA for a term will be computed by dividing the total grade points earned for that period by the total semester hours taken during that term. Only courses that have been taken for credit and for which the student has received letter grades may be counted.
  - Courses completed in another law school or in another school or division of the University will not be counted in computing a student's GPA unless they are courses cross-listed with the law school.
  - Credit hours assigned to a course in which a student received the grade of "F" or "C-" may not be counted toward the required eighty-eight (88) credit hours, but they will be included in determining the student's GPA.
  - If a course or examination is repeated, both the original grade in the course and the grade received upon repeating the course or examination shall be entered on the student's record and, in the computation of the student's GPA, each grade will be treated as if it represented a different course.
  - If a student is readmitted to law school, their prior grades will not be counted in computing the student's GPA.
- **Impact of Outside Courses**  
Grades for classes taken in other schools or divisions of the University will be computed as part of a student's Indiana University GPA, but not as part of their law school GPA. Thus, a student's law school GPA might differ from the GPA on a student's official Indiana University transcript.
- **Grade Range**  
The Faculty have adopted a policy specifying that the average grade for first-year courses fall in the range of 3.2 – 3.3. Exemption to this range applies to courses satisfying the "Seminar" or "Additional Upper-level Writing" requirements; clinical courses; courses with 10 or fewer students; B706 and B707 courses; and courses graded on a pass/fail basis. A range of 3.30 to 3.60 applies to simulation courses; non-seminar writing courses; and mid-size upper-level courses (11 to 18 students). A range of 3.30 to 3.40 applies to large

upper-level lecture courses (19+ students). The Executive Associate Dean may exempt a course upon written request of an instructor setting forth exceptional circumstances. Unless otherwise indicated, an exception shall be limited to a particular set of grades for a particular course for a single semester only.

- Grade and Percentile Tables  
Official class rankings by percentage in predetermined increments are based on cumulative GPA, and are computed for each class at the end of each semester. However, first-year students do not receive percentile tables for the fall term. Percentile Tables are available online under the “Forms” section of the webpage (<http://www.law.indiana.edu/what/professional-careers/student-affairs/assets/grades-and-percentile-tables.pdf>) and are posted in the hallway outside of the Student Affairs Office.
- Dean's Honors  
A student may earn Dean's Honors in the fall or spring semesters (not in the summer) if all of the following are met:
  - A grade point average for the semester in the top 30% of one's class for that semester; and
  - Completion of at least twelve (12) credit hours of Law School work during a semester, for which at least nine (9) credit hours are graded. First-year students must complete the prescribed first year sequence of courses. Joint degree students must complete at least nine (9) credit hours of graded law courses during a semester, and total at least twelve (12) credit hours. Second semester third-year students must complete at least eleven (11) credit hours of which at least nine (9) are graded.
  - The academic work for a semester must be completed on a timely basis. Dean's Honors will not be given retroactively or when an "incomplete" has been removed.
- Honors  
Students who meet the requirements for graduation will receive honors as follows:

<u>Honor</u>	<u>Rank in Class</u>
Summa Cum Laude	Top 1% (99th percentile)
Magna Cum Laude	Top 2-10% (98th-90th percentile)
Cum Laude	Top 11-30% (89th-70th percentile)

## B. Grade Appeals Policy

- Instructors should provide feedback to students regarding student performance. Means of doing this include providing students with model answers to exams, providing students with student answers receiving high grades (where the student's anonymity is preserved), and/or individual conferences with students in which their performance, including on examinations, is discussed.

- Once an instructor has submitted final grades for a class, no changes may be made to grades without the approval of the Executive Associate Dean. Approval to change a grade shall be granted only in cases of mathematical or administrative error. Examples of mathematical and administrative errors include arithmetic errors, technical errors, and clear scoring errors.
- Instructors do not have authority to change grades for reasons other than those above. Student discussions or conferences with instructors regarding their performance on an examination or in a course are for learning purposes only.
- Students may appeal grades to the Assistant Dean of Students, who will counsel the student concerning the appeal and then will forward the appeal, if appropriate grounds are met, to the chair of the Petitions and Appeals Committee.
- A student grade appeal to the Assistant Dean of Students must be in writing. Absent exceptional and extraordinary circumstances, the appeal must be filed no later than three weeks of the date the grade in question was posted. A specific statement of facts must clearly explain the reasons these facts satisfy the appeal standard stated above, and must be signed by the student. A copy of the grade appeal must be given to the instructor whose assignment of a grade is being appealed. The Assistant Dean of Students and Petitions and Appeals Committee may but are not required to consult with the student in resolving the grade appeal. The Assistant Dean of Students or the Committee will consult with the instructor.

#### VIII. International Students

Our student body is composed of students from different states and different countries across the world. The following information is important for international students attending our law school.

- A. Student Exchange Visitor Information System (SEVIS)  
International students enrolled in a J.D. or LL.M. at the law school are required to adhere to the requirements set forth by SEVIS (Student Exchange Visitor Information System).
- B. IU Office of International Services (OIS)  
Enrolled international students are required to follow the policies set forth by Indiana University's Office of International Programs. This office provides resources and services to all international students at Indiana University and partners with the law school on student support.
- C. CPT/OPT  
Enrolled international students may apply for Curricular Practical Training (CPT) while in law school or Optional Practical Training (OPT) after graduation. To apply for either program, students must contact OIS, list the Assistant Dean of Students as the academic advisor, and complete any required paperwork. For CPT, students

must also provide the Assistant Dean the offer letter. Employment, either paid or unpaid, must be connected to course enrollment. See the Assistant Dean for more information.

## IX. Students Enrolled Elsewhere

### A. Transfer Students

#### 1. Incoming Students

Prior to registration, a student admitted with advanced standing must consult with the law school's Assistant Dean of Students regarding credits to be transferred. The law school accepts transfer credits earned at an ABA-approved law school only. The number of credits transferred depends on the quality of the student's academic record and the relationship of the coursework to the program at the law school. A maximum of 31 hours of course credit may be transferred. Grades from transferred course credit will not be used to compute the student's cumulative grade point average at the law school. Only courses in which the student received a grade of "C" or above are eligible for transfer (a grade of "B" or above is required for students from an LL.M program). Courses taken on a pass/fail basis generally will not transfer. However, if the applicant can show that the pass/fail course is equivalent to a "C" or above, credit will be considered. If credit is not given and the courses are required for graduation, the courses must be re-taken at the law school. The student must maintain a grade point average of at least 2.3 or be subject to academic exclusion at the end of the first semester in which the student's cumulative grade point average falls below 2.3.

#### 2. Students Transferring Out

- a. Students who wish to apply to transfer out of the law school must submit a document request form to the Office of Student Affairs. The form is available [online](#).
- b. Students are responsible for providing accurate and complete information in order for the Office of Students Affairs to prepare and submit transfer paperwork.

### B. Visiting Away at Other Schools

1. A student who wishes to take course work at another school should contact the Assistant Dean of Students to ascertain the requirements that must be met before a visitation is granted. Grounds for visiting at another law school include a serious personal issue or a family emergency. The Assistant Dean of Students will determine whether the student's reasons for wishing to take course work at another school meet the law school's criteria.
2. If the student's request meets the law school's criteria, the Assistant Dean will contact the Petitions and Appeals Committee to schedule a hearing to consider the petition.

## X. Student Records

A. Student records are maintained in the Office of Student Affairs.

B. Students and graduates may access their records in person by showing a photo ID or remotely by filling out a Document Request Form available [online](#).

## Section 5: General Law School Policies

Attendance and classroom policies are only two of the many general policies we enforce. The following lay out specific policies that are placed to protect students and to ensure order during the school year.

### I. Attendance

Sound educational standards, supported by American Bar Association (ABA) guidelines and bar admission rules in many states, require regular class attendance. Attendance is part of the academic requirements of a course. Absences may influence the instructor's evaluation of student performance or affect eligibility to sit for an examination or submit a paper.

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.

Students with medical conditions that may involve absences must meet with Disability Services for Students to discuss what accommodations are appropriate for law school.

### II. Accommodations for Religious Observances

It is the policy of Indiana University that instructors must reasonably accommodate students who want to observe their religious holidays at times when academic requirements conflict with those observances.

(<http://enrollmentbulletin.indiana.edu/pages/relo.php>) The Law School will make reasonable accommodations, upon request, for such observances. Please contact the Office of Student Affairs.

### III. 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 IUB Office of Emergency Preparedness' website and look for the "campus status" listed on the [website](#). The Law School's open or closed status is directly tied to the IUB campus status. Students should also sign up for [IU-Notify](#) to receive alert messages and updates in real-time. As a supplement to the information available on the IUB Office of Emergency Preparedness' website, students should also monitor the law school website, their IU email account, as well as local radio and television announcements, for further information.

### IV. Accommodations for Students with Disabilities

#### A. Office of Disability Services for Students (DSS)

DSS specializes in assisting students with physical, learning, and temporary disabilities achieve their academic goals. DSS works with students and instructors to facilitate accommodation delivery and to link students to resources-transportation serve, mentoring and internship programs, and housing-essential to success. To receive services through DSS, students must [register](#) with DSS and provide

supporting medical documentation.

**B. Classroom and Exam Accommodations**

For all students accommodated under the Americans with Disabilities Act (ADA), students must arrange a meeting with the Recorder to discuss the implementation of any classroom accommodations.

To receive exam accommodations, students must return a completed "Request for Final Examination Accommodations" form to the Student Affairs Office four (4) weeks prior to their first exam for the semester. Please direct all exam accommodation questions to the Recorder.

Accommodations for disabilities are granted and administered solely by the Student Affairs Office. Instructors are not authorized to grant or deny disability accommodations.

- Any student requesting accommodations because of a disability must meet with DSS to request the accommodation. The meeting should normally occur within the first two weeks of the student's first semester at the law school, or, in the case of a disability which is discovered after the student has begun Law School, within two (2) weeks of the student's discovery of the disability, and in no event shall the meeting occur later than is necessary to permit an adequate period of time for consideration of the request under these procedures before the time for which the accommodation is sought.
- After the initial meeting, DSS will inform the Student Affairs Office that the individual has provided the required documentation and propose specific accommodations for the student.
- Within two (2) weeks of receiving the accommodations memo from DSS, but always at least two (2) weeks prior to any exam or assignment for which a student seeks accommodations, the student must present his or her memo to the Recorder.
- Students with accommodations must follow internal law school policies to receive accommodations.

**C. Determination of Appropriate Accommodation**

Once documentation has been submitted as described above, the Recorder will receive from DSS a recommended accommodation plan for each student who has requested accommodations. The Recorder will then decide upon an accommodation plan. In formulating the accommodation plan, the Recorder shall, so far as practicable, take into account the different types of assignments, performances, activities, and modes of testing to which the student is likely to be subjected. An accommodation should be denied or modified where it would fundamentally alter the nature and substance of the curriculum, present an undue hardship on the law school, pose a direct threat to the safety of others, or compromise the academic integrity of the Law School program.

An accommodation shall be granted where required by law. The Recorder shall notify each instructor in whose course the accommodated student is enrolled that a student in the course will receive an accommodation and the nature of the accommodation. An instructor who is notified of an accommodation that is available to a student in the instructor's course or program may inform the Recorder of special circumstances which the instructor believes make the accommodation unreasonable or inappropriate. The Assistant Dean of Students in consultation with DSS shall consider such information and, where consistent with ADA standards, suspend or modify the established accommodation for the particular situation involved.

D. Confidentiality

No information regarding any student's disability or identity, except the information described immediately above (which does not identify the student by name or otherwise) shall be made available to any person. If, however, a student requests a classroom accommodation, such as permission to tape classes, then the student, by making such a request, agrees that each of his or her instructors may be told by the Recorder of the student's name, the request, and the fact that the request is made in order to accommodate for a disability.

E. Recertification in Subsequent Semesters

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

F. J.D. Students for Whom English is a Second Language

No special language accommodations will be made for non-native J.D. students.

V. Classroom Policy

- Students are required to follow the classroom policies of their individual faculty.
- Disruption of the classroom environment is prohibited, including the use of cell phones.

VI. Recording of Classes

The Law School adopts a general policy that, without the express permission of the relevant instructor(s), a student may not make any kind of audio or visual recording of any (1) classroom discussion; (2) discussion with any instructor(s); (3) presentations by any instructors(s) and/or guest speaker(s); (4) visual aid (including but not limited to PowerPoint slides); (5) exam review session, examination test question, or other assignment; (6) answer to any examination, test question or other assignment; or (7) any post-exam review session. An individual instructor, however, can expressly vary this policy with respect to his or her own course(s) or discussion(s).

VII. Student Complaints Implicating Compliance With the American Bar Association (ABA) Standards

The law school is subject to the ABA Standards for Approval of Law Schools

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

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

- Submit a written complaint to the Assistant Dean of Students;
- Describe in detail the action, program or process complained of, and explain how it implicates the school's program of legal education and its compliance with a particular identified ABA Standard, and
- Provide in the complaint the name, official IU email address, and mailing address of the complainant for further communication about the complaint.

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

A. Procedure for Addressing Complaints

- The Assistant Dean of Students should generally acknowledge the written complaint within seven (7) business days of receipt.
- Within twenty (20) business days of acknowledgment of the complaint, the Assistant Dean of Students shall either meet with the complainant or respond to the substance of the complaint in writing. The student should either receive a response to the complaint or receive information about what steps are being taken by the law school to address the complaint, or receive a statement indicating the complaint needs further investigation.

B. Complaint Records

A copy of each complaint and a summary of how it was investigated and resolved shall be kept in the Office of Student Affairs for a period of seven (7) years.

Section 6: Student Conduct

As a law student you are expected to have and held to the highest level of professionalism.

I. Student Conduct in General

IU and the law school expect that students will obey the laws of the state and community while conducting 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.

Students are subject to the rules and regulations of IU 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 IU or the law school to take such disciplinary action as may be appropriate, in accordance with IU or law school procedures, for failure to abide by these rules and regulations or for other conduct deemed unsatisfactory or detrimental to IU or the law school. Disciplinary action may include suspension, expulsion, or denial of a degree.

Law students, as candidates for admission to a profession that maintains high ethical standards, must observe those standards while in the process of becoming a lawyer. Therefore, students are responsible for adhering to any applicable rule or standard promulgated by the state and ABA. Since the legal profession is dependent on its own members to insure that ethical standards are maintained, it is expected that students will assume responsibility to the profession and report misconduct of other students. A student who violates a rule of IU or standard of the profession is subject to suspension or expulsion from the law school and IU.

Students shall comply with the relevant provisions of the Indiana Rules of Professional Responsibility (or the corresponding rules of other jurisdictions, as appropriate) in all situations to which they apply.

## II. IUB Code of Student Rights, Responsibilities, and Procedures

Law students are bound by University Rules and Regulations as found in the [Indiana University Code of Student Rights, Responsibilities, and Conduct](#) ("Code") and the [Procedures for Bloomington Campus](#) ("Procedures").

The law school has student disciplinary procedures that supersede and supplement the Code and Procedures.

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

## III. Student Honor Code

The Honor Code consists of the [Indiana University Code of Student Rights, Responsibilities, and Conduct](#) together with [amendments adopted by the law school](#). The law school's amendments to Part II of 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, students have chosen to be judged by the highest standards of personal honor and the highest ethical principles. Integrity and conduct above reproach are essential attributes for persons preparing for the legal profession. Students share in the responsibility to support an academic environment in which students act with integrity.

## IV. Law School Specific Policies and Procedures

### A. Law School Specific Policies

#### 1. Plagiarism

Plagiarism is defined as presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered "common knowledge" may differ from course to course.

2. Legal Research and Writing  
Collaboration, use of another person's resources or paper, and other forms of "help" even by a former student constitute academic misconduct under the IU Code of Conduct.
3. Reusing Papers  
The reuse of a paper written for one course or purpose is prohibited unless explicitly allowed by the professor to whom the student wishes to reuse the paper. Submitting the paper without permission is academic misconduct.
4. Individual Faculty Policies  
Individual faculty establish standards that students are obliged to follow when writing papers and taking examinations and may have specific rules in regard to student academic conduct.

B. Academic Misconduct Review Procedure

Law students are bound by University Rules and Regulations as found in the [Indiana University Code of Student Rights, Responsibilities, and Conduct](#) ("Code") and the [Procedures for Bloomington Campus](#) ("Procedures"). The law school has student disciplinary procedures that supersede and supplement the Code and Procedures.

The following provisions supersede and supplement Section III of the Code, except as those provisions are referred to herein.

- Jurisdiction  
The Dean and Faculty of the School of Law shall have jurisdiction over cases of academic or personal misconduct of students enrolled in the School of Law.
- Reports of student misconduct; appeals of faculty-imposed sanctions; determination by the Assistant Dean of Students. The Assistant Dean shall receive reports and appeals of sanctions for academic misconduct in a course imposed by faculty offering the course and the Assistant Dean shall receive reports of other academic and personal misconduct. The Assistant Dean shall determine, through means the Assistant Dean deems appropriate to the case, the action on such reports and appeals to be taken by the School of Law. The Assistant Dean shall notify the student accused of misconduct of the School's action.

C. Appeal of the Assistant Dean's Determination

The Assistant Dean's determination shall specify whether appeal shall be taken according to the review procedures provided by the University Dean of Students (pursuant to the Procedures) or to a Law School Appeals Committee.

D. Law School Appeals Committee

A Law School Appeals Committee shall be composed of three Law Faculty and two Law students appointed by the Dean for each case. As appropriate to the case, the procedures to be followed are those specified in sections III.A and III.B of the Procedures, adapted as needed by the Appeals Committee. Reference in the Procedures to the Dean of Students or to the Dean of Faculties shall, in this context, refer to the Assistant Dean of Students in the School of Law.

The following provision is added to Section III.A.Step1 of the Code, as a new sub-part.

- If the faculty member remains uncertain concerning whether the student did commit the act of misconduct as alleged, or if the faculty member desires advice concerning the appropriate academic sanction or sanctions to be imposed, the faculty member may request the Dean of the School of Law to appoint a fact-finding and advisory committee. If the Dean agrees, the Dean shall promptly appoint such a committee, and the committee shall promptly conduct an investigation which may include an informal hearing. Upon the completion of its investigation, the committee shall provide the faculty member with a written report, which should state the committee's findings and recommendations. Thereafter, the faculty member shall determine whether the student did commit the act of misconduct as alleged and, if so, whether one or more academic sanctions should be imposed. In making these determinations, the faculty member should give serious weight to the committee's report, but is bound by neither its findings nor its recommendations.

Law students, as candidates for admission to a profession which maintains high ethical standards, must observe those standards while in the process of becoming a lawyer. Therefore, law students are responsible for adhering to any applicable rule or standard promulgated by the state and American Bar Associations. Since the legal profession is dependent on its own members to insure that ethical standards are maintained, it is expected that law students will assume responsibility to the profession and report misconduct of other students. A student who violates a rule of the University or standard of the profession is subject to suspension or expulsion from the Law School and the University.

Students shall comply with the relevant provisions of the Indiana Rules of Professional Responsibility (or the corresponding rules of other jurisdictions, as appropriate) in all situations to which they apply

E. Law Student Petitions, Complaints, and Appeals  
(Supersedes sections III.A. of the Code.)

1. The Petitions and Appeals Committee  
The Petitions and Appeals Committee, whose membership varies from year to year, is comprised of both faculty and student members. The Committee has jurisdiction over matters that include grade appeals, petitions for readmission, and petitions to enroll as a visiting student at another law school.

Students should consult with the Assistant Dean of Students in order to arrange a petition to the Committee. Petitioners may exclude the student members of the Committee from considering their case.

2. Procedure

A student who wishes to pursue a petition or appeal must discuss the matter with the Assistant Dean of Students. The Assistant Dean will notify the chair of the Committee, who will contact the student and the members of the Committee. The chair will convene the committee, receive supporting documentation, and arrange a time for the student to appear before the Committee. The Committee will make its determination based on the documentation, witness statements, and other relevant considerations.

If the matter cannot be resolved to the student's satisfaction, the student may present a formal complaint in writing to the Dean of the School. Any formal complaint must be submitted to the Dean, at the latest, within 30 days after the student was informed as to the committee's decision.

Upon receipt of such a complaint, the Dean will review the case presented to the Committee. After prompt consideration, the Dean shall propose a resolution of the matter.

If the Dean's resolution is unsatisfactory to the student, the Dean must refer the complaint to the Dean of Faculties of the University. The procedures then to be followed are contained in sections III.A.5 and following of the Code.

If the dean is a subject of the complaint, this section 10.2 does not apply and the Code applies.

F. Harassment and Discrimination Policy and Complaints

Our law school does not tolerate discrimination against students on the basis of race, sex, age, handicap, religion, national origin, sexual orientation, or other arbitrary factors. The School of Law responds to every complaint, and the University provides proper remedies when illicit discrimination is determined.

The law school does not tolerate sexual harassment of students, as defined in the Code (see Part III.Complaints.C). The School of Law responds to every complaint, and the University provides proper remedies when sexual harassment is determined.

- Procedure (Follows and supplements sections III.ComplaintsA-G of the Code.)

The law school follows the procedures in the Code of Student Rights, Responsibilities, and Conduct in III.A-G of the Code except that all references to the Dean of Students should be interpreted to mean the Assistant Dean of Students at the law school and all formal complaints should go to the Assistant Dean of Students at the law school. If the Assistant Dean is the subject of the complaint, the student should file the written complaint with the Dean of the law school. If the Dean is the subject of the complaint, this section does not apply and the Procedures section of the Code applies.

- Indiana University prohibits discrimination on the basis of sex or gender in its educational programs and activities. Discrimination on the basis of sex or

gender is also prohibited by federal laws, including Title VII and Title IX. This policy governs the University's response to discrimination based on sex or gender, and all forms of sexual misconduct (which includes sexual harassment, sexual violence, dating violence, domestic violence, sexual exploitation and stalking. Such behaviors are against the law and are unacceptable behaviors under Indiana University policy. ([See the Indiana University Non-Discrimination Policy here.](#)) These unacceptable behaviors are hereafter referred to as "sexual misconduct." The University does not tolerate sexual misconduct and it will take action to prevent and address such misconduct. The University has jurisdiction over all Title IX and related complaints. Questions about Title IX may be directed to Indiana University's Title IX Coordinator, or the Office of Civil Rights ([See Additional Contacts](#)).

Individuals who have experienced sexual misconduct are strongly urged to report such incidents promptly. Indiana University will respond promptly to all reports of sexual misconduct. According to the procedures below, the University will provide a fair and impartial investigation and resolution for complaints and, where appropriate, issue sanctions and remedial measures. The severity of the corrective action, up to and including termination or expulsion of the offender, will depend on the circumstances of the particular case. Any person who is a responsible employee at the University, such as administrators, supervisors, managers or faculty members, and who has received information or has knowledge of sexual misconduct, must make a report to designated University officials or be subject to disciplinary action. Retaliation against anyone who makes a report of sexual misconduct is prohibited by University policy as well as Title IX and other state and federal laws.

- Procedures for reporting incidents of sexual misconduct, and investigating and adjudicating sexual misconduct complaints are part of this policy and are linked in the full policy below. In exceptional cases, and upon consultation with the Vice President and General Counsel, the University reserves the right to take prompt action without employee or student conduct proceedings.

For more information, see the full policy at <http://policies.iu.edu/policies/categories/administration-operations/equal-opportunity/sexual-misconduct.shtml>. If you have any questions, please see the Assistant Dean of Students.

## APPENDICES