



MAURER SCHOOL OF LAW
INDIANA UNIVERSITY
BLOOMINGTON

Student Handbook 2020-2021

Updated February 1, 2021

We have tried to ensure that all the information in this Student Handbook is accurate and current. However, rules and policies may change, so please check with the Leonard D. Fromm Office of Student Affairs if you have any questions. In the unlikely and unfortunate event of any conflict with the Law School's Academic Regulations or University Policy, official Law School and University policy trump the information in this Student Handbook.

INTRODUCTION

This Student Handbook is designed as a handy reference to answer many of your questions regarding:

- academic matters
- student opportunities
- important contact information
- registration
- exam
- grades
- general law school information
- general Bloomington information
- law school policies
- University policies

The Handbook is not meant as a substitute for talking to a person. If you have a question, or if a problem arises, do not hesitate to contact the Student Affairs Office and we will do our best to help.

We wish you an interesting, challenging, successful, and happy experience here at Indiana University Maurer School of Law.

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August 1, 2020

Table of Contents

SECTION 1: ADMINISTRATIVE OFFICES: WHO YOU GONNA CALL?	10
Office for Student Affairs.....	10
Career Services Office.....	11
Dean's Office • Suite 240 • 855-8885.....	11
Admissions Office	12
Fiscal Affairs Office	13
Graduate Legal Studies and International Programs.....	14
Alumni/Development Office • Art Lotz House • 855-5961	14
Other Important IU Numbers	15
A. Bursar • (812)855-6500.....	15
B. Student Recreation Center • (812)855-7772	15
C. IU Health Center • (812)855-4011.....	15
D. IU Police • (812)855-4111.....	15
E. The Sexual Assault Crisis Center (SACS) • (812)855-8900	15
F. Counseling and Psychological Services (CAPS) • (812)855-5711	15
G. Confidential Victim Advocates (CVA) • (812)856-2469.....	15
H. IU University Information Technology Services (UTTS) • (812) 855-6789	15
SECTION 2: ACADEMICS	15
Faculty	15
Academic Advising.....	15
Books and Syllabi	15
Recording of Classes Policy	15
Tardiness and Other Classroom Policies.....	16
Attendance	16
Accommodations for Religious Observances.....	16
Course Evaluations.....	16
SECTION 3: DAILY LIFE	16
Communication	17
A. Email.....	17
C. Canvas.....	17
D. CareerNet.....	17
E. School Website.....	17
F. Class Facebook Pages.....	17
G. Twitter	18
H. Instagram Accounts.....	18
I. Student Mailboxes & US Mail.....	18
Information Technology & Computing	18
A. Technical Support.....	18
B. Data Security.....	18
C. Two-Step Login (Duo).....	19
To add it to your smart phone, follow the appropriate instructions:.....	19
E. University-Provided Software and Storage.....	19
F. Laptop Requirement.....	19

G. Printing.....	20
H. Zoom.....	20
Law Library & Study Rooms.....	20
A. Hours.....	20
B. Carrels.....	21
C. Computer Lab & Wireless Services.....	21
D. Guides, Databases & Catalog.....	21
E. Exam File.....	22
F. Interlibrary Loan.....	22
G. Library Conference Rooms.....	22
I. Material Renewal.....	22
J. Library Policies.....	22
Around the Law School.....	23
A. Buildings & Hours.....	23
B. Lockers.....	24
C. Lost and Found.....	24
D. Student Lounge.....	24
Transportation.....	24
Parking.....	25
Adverse Weather and Class Cancellation.....	25
Crimson Cards.....	26
Smoking Policy.....	26
Facilities Maintenance.....	26
SECTION 4: PRACTICE PROGRAM.....	26
SECTION 5: WHERE TO GET HELP.....	27
Student Health Center.....	27
Student Legal Services.....	27
Office of International Services.....	27
Counseling and Psychological Services.....	28
Safety and Security.....	29
SECTION 6: PRO BONO AND EXPERIENTIAL LEARNING.....	30
Pro Bono.....	30
Clinics, Projects, & Other Experiential Learning Opportunities.....	31
Externships & Summer Courses.....	31
A. Fall, spring, and summer externships.....	31
B. Semester Public Interest Program.....	32
C. Student Practice Certification.....	32
Journal Opportunities at IU Maurer.....	33
Journal Write-On Competition.....	34
Advocacy and Litigation Opportunities.....	34
Study Abroad.....	35
A. Summer Abroad Programs.....	35
B. Semester-long Exchange Programs.....	35
C. International Dual Degree Programs.....	36
D. Sunkyunkwan University Global School of Business JD-MBA Joint Degree Program.....	36

SECTION 7: STUDENT ORGANIZATIONS, STUDENT GOVERNMENT & RELATED POLICIES.....	36
Student Organizations at the Law School.....	36
Student Government.....	36
Alcohol Policy for Student Organizations.....	37
Contacting the Student Body (Student Organizations)	37
School of Law Calendar & Room Reservations.....	38
SECTION 8: STUDENT EMPLOYMENT	38
Student Employment Generally	38
Student Employment at the Law School	38
SECTION 9: FINANCIAL AID & SCHOLARSHIPS	39
Financial Aid	39
Scholarships and Fellowships	39
Residency	39
Veteran Resources	39
Financial Emergency	40
SECTION 10: REGISTRATION & COURSES	40
Registration Policies and Procedures	40
Auditing Classes	41
Independent Study Courses	41
General Policy for JD Students Taking Courses in Other IU Schools or Departments	41
SECTION 11: STUDENT UNOFFICIAL TRANSCRIPTS AND RECORDS.....	42
Student Records.....	42
A. Accessing Student Records.....	42
B. Disclosure and Disciplinary Information.....	42
C. Student Privacy & FERPA	42
Personal Information Changes	42
Transcripts	43
A. Unofficial transcripts	43
B. Official transcript requests.....	43
Diplomas	43
SECTION 12: ACADEMIC STANDARDS AND PROCEDURES	43
Graduation Requirements	43
Residency Requirement	44
Minimum and Maximum Number of Credit Hours to be taken in a Semester	45
Academic Policies and Procedures	45
SECTION 13: EXAMINATION POLICIES	46
Anonymous Grading	46
Exam Numbers	47
Accommodations and Conflicts Policy.....	47

Emergency Issues and Other Communications.....	47
Exam Rooms, Check-in, Arrival and Setup.....	48
Using Laptops to Take Exams.....	48
Hand-Written/ Bluebook Exams.....	49
During Exams.....	49
SECTION 14: GRADING POLICIES, APPEALS, AND HONORS.....	51
Grade Point Averages (GPAs).....	51
A. Grading Scale.....	51
B. Minimum Requirement.....	51
C. Calculation.....	51
D. Impact of Outside Courses.....	52
E. Grade Range.....	52
F. Grade and Percentile Tables.....	52
G. Dean’s Honors.....	52
H. Honors.....	53
I. Grading.....	53
Exam Feedback.....	53
Grade Appeals Policy.....	53
SECTION 15: INFORMATION FOR INTERNATIONAL STUDENTS.....	54
IU Office of International Services (OIS).....	54
Student Exchange Visitor Information System (SEVIS).....	54
CPT/OPT.....	54
SECTION 16: TRANSFERS & VISITORS.....	54
Incoming Transfer Students with Advanced Standing.....	54
Students Transferring Out.....	55
Visiting Other Schools for a Semester or a Year.....	55
Taking Coursework Online or over a Break at another Law School.....	55
SECTION 17: GRADUATION.....	55
Law School Party.....	55
Law School Graduation Recognition Ceremony.....	56
Cap and Gown.....	56
Composite Photo.....	56
SECTION 18: BAR APPLICATION.....	56
I. General Bar information.....	56
II. Character and Fitness.....	56
III. Notary Services.....	58
IV. Bar certification.....	58
V. Multi-State Professional Responsibility Examination – MPRE.....	58
VI. Indiana Bar Examinations.....	58
VII. New York.....	59
VIII. Ohio.....	59

SECTION 19: ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES.....	59
Office of Disability Services for Students (DSS).....	59
Classroom and Exam Accommodations – Four Weeks Advance Notice Required.....	60
Determination of Appropriate Accommodation.....	60
Confidentiality	61
Recertification in Subsequent Semesters.....	61
SECTION 20: STUDENT CONDUCT	61
Student Conduct.....	61
IUB Code of Student Rights, Responsibilities, and Procedures.....	62
Student Honor Code.....	62
Harassment and Discrimination Policy and Complaints.....	62
SECTION 21: STUDENT CONCERNS	63
APPENDICES	65
Appendix A: List of Faculty and Secretaries.....	65
Appendix B: IU Maurer Clinical Courses.....	67
Appendix C: Externships	70
Appendix D: Student Organizations 2020-2021	72
Appendix E: Professionalism Guidelines	73
Appendix F: External Competitions Policy.....	76
Appendix G: Out of Bloomington Travel Procedures for Maurer Students	80
Appendix H: Order of Barristers.....	83
Appendix I: Academic Regulations	84
Appendix J: Grading Policies.....	111
Appendix K: Policy on Field Placements.....	114
Appendix L: Health Insurance Information.....	117
Appendix M: Professionalism Oath.....	117
Appendix N: Student Organization Handbook	117

TOP 10 TAKE-AWAYS from the STUDENT HANDBOOK

10. Stay Informed: Check your IU email daily and read the ILA (Indiana Law Annotated), which arrives in your inbox every Sunday. It is the central source for events and announcements.
9. Maintain exam anonymity—do not discuss personal exam/ logistics issues with your professors before the exam, ever.
8. The Leonard D. Fromm Office for Student Affairs:
 - Fills out all forms for the bar and for certified legal internships
 - Supervises all student groups.
 - Provides academic counseling and will help you figure out graduation requirements.
7. To graduate, JDs (who are not dual degree students) need all of the following:
 - A seminar
 - A second writing class that can be a seminar or a writing class or sometimes a B-706
 - 6 skills credits
 - 88 credits total
6. Changes to class registration occur during add/drop period only. However, with the permission of the Dean for Students, you may Withdraw (take a “W”) from a class up to the last day of the semester.
5. Check in with your Career Services Advisor at least once per semester.
4. Any legal problem, personal misconduct, or academic misconduct must be reported to the Dean for Students. This includes speeding tickets but not parking tickets. Make sure your disclosures in your law school application are complete and update the Dean for Students as soon as possible with any new information.
3. Regular class attendance and preparation is expected. In case of illness or emergency, please contact your professors in advance to let them know of your anticipated absence, lateness, or unpreparedness. If you must miss more than one day, please also let the Director for Student Affairs know.
2. The building is open when the library is open. Library hours are on the school and library websites.
1. The Leonard D. Fromm Office for Student Affairs has as its mission to help and serve students. Please come to us with any problems or questions. Our goal is to support you in making the years you spend at the Maurer School of Law not only interesting and professionally rewarding, but also healthy and happy.

Section 1: Administrative Offices: Who you gonna call?

Office for Student Affairs

The Office for Student Affairs supports students in most areas of student life from matriculation to bar passage. We supervise orientation, the Practice Program, academic enhancement, student organizations, financial aid, registration, graduation, and all official paperwork, including certified legal internships, and certification for the bar. We also loan out umbrellas on rainy days. Come to us first if you have questions about anything.

Student Affairs • Room 022 • 812-855-4809 • LAWOSA@indiana.edu

Name	Address as	Contact	Main Areas of Assistance
Sarah Portwood Office Coordinator	Sarah	sportwoo@indiana.edu	<ul style="list-style-type: none"> • First contact for every question imaginable • Help with Lockers • Letters for the bar • Notary Public • Letters of Good Standing • Letter for Certified Legal Internships • Umbrella loans
Katie Beck, Director for Student Affairs	Director Beck	katbeck@indiana.edu	<ul style="list-style-type: none"> • Student Organizations • Practice Groups • Personal counseling • Course advising • Diversity and Inclusion • Academic Support • Health and Wellness • Emergencies
Alexis Lanham, Associate Director for Student Affairs	Alexis	adlanham@indiana.edu	<ul style="list-style-type: none"> • Accommodations • Exams • Exam-related emergencies • Registration • Course advising
Aviva Orenstein, Associate Dean for Students	Dean Orenstein	aorenste@indiana.edu Emergency: 812-340-3105 (cellphone)	<ul style="list-style-type: none"> • Disclosures • Academic misconduct • Petitions to the Petitions and Appeals Committee • Course advising • Personal counseling • Emergencies
Paul Leopold,	Paul	iulawfa@indiana.edu	<ul style="list-style-type: none"> • Student loans and scholarships • Financial Counseling

Director of Financial Aid			
Beverly Adams, Financial Aid Assistant	Bev	iulawfa@indiana.edu	<ul style="list-style-type: none"> • Student loans and scholarships

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. The office runs CareerNet, a source for job and event information.

Students will be assigned an individual counselor. Communication from Career Services will use CareerNet, which will be visible from your IU email.

Career Services • Room 020 • 812-855-8433

Name & Title	What to call them	E-Mail	Room	Can help you with
Anne McFadden, Assistant Dean	Dean McFadden	anmcfadd@iu.edu	020B	Self-assessment, interviewing/mock interviews, networking, job searches, career paths, job application material review, general counseling
Kim Bunge, Assistant Director	Kim	kbunge@indiana.edu	020A	Scheduling appointments, OCI/OLR, CareerNet, general job search questions, job fairs, travel reimbursements, locker problems
Jacob Sewell, Office Coordinator	Jake	jasewe@iu.edu	020	Scheduling appointments, job postings, travel reimbursements, events, general inquires
Kate Caldwell, Sr. Director	Kate	caldwell@indiana.edu	016B	Self-assessment, interviewing/mock interviews, networking, job searches, career paths, job application material review, general counseling
Laura Fonseca, Director	Laura	lfonseca@indiana.edu	016C	Self-assessment, interviewing/mock interviews, networking, job searches, career paths, job application material review, general counseling
Lauren Violi, Director	Lauren	lvioli@iu.edu	016D	Self-assessment, interviewing/mock interviews, networking, job searches, career paths, job application material review, general counseling

Dean's Office • Suite 240 • 855-8885

The Office of the Dean oversees the academic, administrative, and legal aspects of the law school. Our Dean, Austen Parrish conducts a town meeting every semester, where he updates students regarding issues involving the school. He also meets monthly with the Dean's counsel, a group of student leaders. Fatjona Hasani is in charge of the Law School Events Calendar and room reservations.

Admissions Office

The Admissions Office is responsible for your being here. Current students assist the office by giving tours as student ambassadors, participate in prospective/admitted events, and assist in recruiting the next entering class as Admissions Fellows.

Admissions Office • Suite 224 • 855-4765

Name & Title	Address as	Contact	Can help you with
Greg Canada, Assistant Dean of Admissions	Dean Canada	lawadmis@indiana.edu 812-855-4765	Providing general admissions information, accept applicant referrals for someone you know, answer questions about assisting the office in recruiting
Janet L. Hein Director of Admissions	Janet	lawadmis@indiana.edu 812-855-4765	Providing general admissions information, accept applicant referrals for someone you know, answer questions about assisting the office in recruiting
Amanda Gallaga Director of Admissions Operations	Amanda	lawadmis@indiana.edu 812-855-4765	Providing general admissions information, accept applicant referrals for someone you know, answer questions about assisting the office in recruiting
Kendra Abercrombie Assistant Director of Admissions	Kendra	lawadmis@indiana.edu 812-855-4765	Providing general admissions information, accept applicant referrals for someone you know, answer questions about assisting the office in recruiting
Kim Hughes Admissions Coordinator	Kim	lawadmis@indiana.edu 812-855-4765	Providing general admissions information, accept applicant referrals for someone you know, answer questions about assisting the office in recruiting

Fiscal Affairs Office

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

Fiscal Affairs • Room 241 • (812) 855-5116 • lawbiz@indiana.edu or lawbuild@indiana.edu

Name & Title	Address as	Contact	Can help you with
Mary Edwards, Executive Director of Fiscal Affairs	Ms. Edwards	maredwar@indiana.edu Work: (812) 855-5116 Cell: (812) 369-7533 (for emergencies)	Oversight of: <ul style="list-style-type: none"> • Business Office • Events • Facilities • Faculty Secretaries • HR Representative
Steve Withem, Director of Facilities	Steve	lawbuild@indiana.edu Work: (812) 855-7534 Cell: (812) 585-7929 (for emergencies)	<ul style="list-style-type: none"> • General Building Issues • Facility Safety & Security • Locker Maintenance & Repairs • Office Moves & Furniture Requests
Sandy Ault Business Office Manager	Sandy	shazel@indiana.edu Work: (812) 855-8887	<ul style="list-style-type: none"> • General Business Office Functions • Locker Sign-up • Reimbursements • Travel Assistance (registrations and reimbursements)
Sarah Snyder HR Representative	Sarah	lawhr@indiana.edu Work: (812) 855-1578	<ul style="list-style-type: none"> • Employment Issues (hiring, background check & benefits) • Accounts Receivable • Building Keys
Lisa Bailey Business Office Assistant	Lisa	lawbiz@indiana.edu Work: (812) 856-4487	<ul style="list-style-type: none"> • General Business Office Functions • Copy Machines • Print Orders • Supply Orders • Shipping and Receiving
Phil Poff Facilities Assistant	Phil	lawbuild@indiana.edu Work: (812) 855-8351 Cell: (812) 821-4696	<ul style="list-style-type: none"> • General Building Issues • Locker Maintenance & Repairs

			<ul style="list-style-type: none"> Moving and Set Up of Building Space
Chelsey Browning Director of Events	Chelsey	eventlaw@indiana.edu Work: (812) 855-9781 Cell: (706) 714-3459	<ul style="list-style-type: none"> Event Planning & Execution for medium to large functions <p>All students must coordinate with Director Beck before contacting Chelsey</p>
Rita Eads Senior Secretary	Rita	eadsr@indiana.edu Work: (812) 855-7272	<ul style="list-style-type: none"> All Faculty Related Issues Journal Coordination

Graduate Legal Studies and International Programs

Graduate Legal Studies and International Programs Office oversees all aspects of the graduate program in law, including exchange students and the degrees of LL.M., MCL, and SJD. Staff provide support for students concerning graduate student admissions and financial aid, course selection and registration, exam accommodation, academic and personal counseling, bar exam advising, and alumni relations. This office also oversees the study abroad program the Stewart Fellows program, and the law school's international partnerships.

Graduate Legal Studies and International Programs • Suite 220 • (812)856-0221

Name & Title	Address as	Contact	Can help you with
Lesley Davis, Assistant Dean, International Programs	Dean Davis	leedavis@indiana.edu Work: (812) 856-5661 Cell: (812) 327-5650 (for emergencies)	<ul style="list-style-type: none"> Student affairs issues for graduate & exchange students Study Abroad for JD students
Gabrielle Goodwin, Director of Graduate Legal Studies	Prof. Goodwin	glgoodwi@indiana.edu Work: (812) 856-0331	<ul style="list-style-type: none"> Academic advising for graduate & exchange students
Will Schaad, Director of Graduate Admissions	Mr. Schaad	lgradadm@indiana.edu wschaad@indiana.edu Work: (812) 856-7217	<ul style="list-style-type: none"> Admissions questions related to graduate & exchange programs
Elizabeth Ryba, Coordinator of Graduate Student Services and International Programs	Ms. Ryba	lawintl@indiana.edu eryba@indiana.edu Work: (812) 856-0221	<ul style="list-style-type: none"> Making appointments with Dean Davis & Prof. Goodwin General questions for graduate & exchange students

If you are interested in the Stewart Fellowship Program, contacts Lara Gose, Center Coordinator for the Center on the Global Legal Profession lgose@indiana.edu 812-856-5434.

Alumni/Development Office • Art Lotz House • 855-5961

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. You will hear from them after graduation, but you will

also receive invitations to participate in events with alumni while you are in law school.

Other Important IU Numbers

- A. Bursar • (812)855-6500
- B. Student Recreation Center • (812)855-7772
- C. IU Health Center • (812)855-4011
- D. IU Police • (812)855-4111
- E. The Sexual Assault Crisis Center (SACS) • (812)855-8900
- F. Counseling and Psychological Services (CAPS) • (812)855-5711
- G. Confidential Victim Advocates (CVA) • (812)856-2469
- H. IU University Information Technology Services (UITS) • (812) 855-6789

Section 2: Academics

Faculty

Faculty look forward to interacting with students and are available outside of class to clarify questions and pursue topics in more depth. Faculty sometimes assist students with course and career advising, especially when they get to know students through class. They also can provide letters of recommendation. Office hours are usually listed on course syllabi. To learn more about your teachers' backgrounds and interest, check out the Maurer webpage. <https://www.law.indiana.edu/about/people/>

To contact faculty or their secretaries, consult Appendix A of this Handbook.

Academic Advising

Teaching and exam schedules for current, past and future semesters can be found here:

<http://www.law.indiana.edu/student-life/student-affairs/registration-material.shtml>

To help you prepare for course registration and planning, the Dean for Students, the Director for Student Affairs, the Associate Director for Student Affairs, and some faculty are available for academic advising in their areas of interest.

Books and Syllabi

Booklists and first assignments for the members of the incoming 1L class will be available from the Admissions Office. Booklists for returning students are available on IU Canvas at the [IU campus bookstore](#) and the TIS bookstore. Syllabi may be available in hard copy in front of the second floor secretarial suite or on the Canvas page for the Class. Syllabi from prior years may be available on the Canvas Page "Syllabi of Maurer."

Recording of Classes Policy

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).

Classes are generally recorded if a make-up class is scheduled. In cases of prolonged illness or unforeseen family emergency the Office for Student Affairs, with the professor's permission, may arrange video recording.

Tardiness and Other Classroom Policies

- 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 except for translations.
- Unless explicitly permitted by faculty, students may not use electronic devices to access materials unrelated to class.
- Professors may choose to ban all laptops from the classroom.

Attendance

Our desire for you to learn, supported by American Bar Association (ABA) guidelines and bar admission rules in many states, requires regular class attendance. Attendance is part of course academic requirements. 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. Instructors will usually advise students early in the semester of their attendance policy, advising students early in the semester if attendance, tardiness or class participation affects the student's grade in the course. Additionally, instructors will usually issue a warning if a student has excessive absences or lateness. Ultimately, however, the onus is on students to attend on time and to figure out whether they are adhering to classroom requirements and no warning or policy disclosure is required.

Students with medical conditions that may require absences or a frequent need to leave the room must discuss their situation with the Dean for Students and/or Disability Services to determine what accommodations are appropriate.

Accommodations for Religious Observances

Indiana University requires that instructors reasonably accommodate students' religious holiday observance. (<http://enrollmentbulletin.indiana.edu/pages/relo.php>) The Law School will make reasonable accommodations, upon request, for such observances. Please contact the Office for Student Affairs.

Course Evaluations

At the end of each semester, students will be asked to complete course evaluations. These are essential avenues for professors' improvement and for the administration to learn about successes and concerns in the classroom. Faculty members do not review course evaluations before completing the final exam period and the submission of final course grades.

Section 3: Daily Life

Communication

A. Email

Each student is assigned a University email address. Your University email is the official form of communication for messages and academic notices. **Check your IU email daily.**

B. Indiana Law Annotated

Indiana Law Annotated (ILA) is published every Sunday while school is in session. It is a vital source of information, providing news about the coming week and future events.

Submit information and announcements to ILA at ila@indiana.edu by Thursday at noon for inclusion in the following week's edition. Length of submission is generally limited to 150 words. Entries may be edited to ensure consistent presentation. To request 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; phone 856-4044). *Indiana Law Annotated* is archived [online](#).

C. Canvas

Indiana University Canvas is IU's learning management system. Each one of your classes will have its own Canvas page automatically loaded into your Canvas account. On it you will find assignments, discussions, announcements, quizzes, syllabi, etc. Many Professors will post syllabi, changes to assignments, and announcements on the course Canvas page. You will also be added to a "Class Of" Canvas page that will contain important resources and updates from the Office of Student Affairs. Please be sure to adjust your notification settings so that you are always aware of updates and notices from your Canvas pages. <https://canvas.iu.edu/>

D. CareerNet

CareerNet is a platform for Career Services Office (CSO) to communicate with students about career programs, events, and job searches. Students will learn how to create their CareerNet profile during their first-year, fall-semester Legal Profession I Class. CareerNet is the avenue to RSVP for many events. If you experience any problems with CareerNet, please contact Kim Bunge at the CSO Office kbunge@indiana.edu

E. School Website

The Law School's website is <http://www.law.indiana.edu/>. It is a good resource for faculty and staff contact information and provides some information about the Law School and upcoming events.

F. Class Facebook Pages

The Law School has a general Facebook page that you can join: <https://www.facebook.com/IUMaurerSchoolofLaw/>

Additionally, each class has its own Facebook page that is initiated by Admissions and then administered by the class's Student Bar Association elected representative. These pages are excellent vehicles for learning about important goings-on. They are not appropriate for private arguments, political diatribes or other non-law school related matters. We expect professional conduct from all who post or comment.

G. Twitter

Both the law school and Dean Parrish have Twitter accounts. Enjoy and feel free to join in and retweet.

Dean Parrish: https://twitter.com/dean_parrish

IU Maurer: <https://twitter.com/iuaurerlaw?lang=en>

H. Instagram Accounts

The law school has an Instagram account at @iumaurerlaw. The Leonard D. Fromm Office of Student Affairs also manages an account at @maurerlawosa. Many student organizations have their own social media presence, including on Instagram, which you may wish to follow. Several informal student-led accounts also exist to help provide important coverage of, for example, the pets of our faculty, staff and students (@mascotsofmaurer), style trends within our community (@fashionofmaurer), and interesting book titles in the Jerome Hall Law Library (@eyecatchingtitles).

I. Student Mailboxes & US Mail

Currently, each law student is provided with a physical mailbox at the law school located next to the student lounge on the ground floor. It may go the way of the dodo, but for now please check it on a regular basis. The student mailboxes should not be used as a means to circulate stamped mail. Unfortunately, U.S. Postal Services are not provided at the Law School. The closest post office is on Walnut Street between First and Second Streets.

Information Technology & Computing

A. Technical Support

1. Law School

Garron Quimby is our student computer consultant and support specialist. His office is located in the student computer lab in the Law Library, Room 100. He can be reached at gquimby@indiana.edu or lawlibcc@indiana.edu (812) 855-9777.

2. University

A wide variety of support services are available 24/7 from University Information Technology Services (UITS), including:

- Phone support, 812-855-6789
- Knowledge Base, <https://kb.iu.edu/>
- Live chats, <http://ithelplive.iu.edu/>
- Email, ithelp@iu.edu
- Youtube, <https://www.youtube.com/user/UITSatIU>

These resources and others can be accessed at <https://kb.iu.edu/d/abxl>.

B. Data Security

1. Never share your IU password with anyone, including partners, friends, colleagues, Russian bots, and international spies.
2. It's vitally important that we responsibly manage the personally identifiable information of our students, alumni, and colleagues. Visit

<https://protect.iu.edu/online-safety/protect-data/index.html> and familiarize yourself with Indiana University's data security policies.

3. Email is inherently insecure, so never send Social Security numbers, credit card numbers or passwords (or any other critical or restricted data) via email.
4. For more about security best practices: <https://kb.iu.edu/d/akln>.

C. Two-Step Login (Duo)

To protect your data and privacy the university requires two-step login (Duo) to access systems that are behind the Central Authentication Service (CAS), such as Canvas, Google@IU, your personal financial information on <https://one.iu.edu/>, or email. Two-factor authentication (two-step login) requires both something you know (your IU passphrase) as well as something you have (your phone, tablet, or hardware token) to access a particular system. Get help with Duo here: <https://kb.iu.edu/d/aluu>.

D. Email

To access your IU email on the web go to:

Google at IU: <https://google.iu.edu/>

Exchange: <https://mail.iu.edu/>.

To add it to your smart phone, follow the appropriate instructions:

Google at IU: <https://kb.iu.edu/d/apqh>

Exchange:

iPhone: <https://kb.iu.edu/d/axhp>

Android: <https://kb.iu.edu/d/azlf>

E. University-Provided Software and Storage

As an IU student, you are able to download and install many software packages on your home or personal laptop computer free of charge. You can do so by going to <https://iuware.iu.edu/>

You do not own IUware software installed on your computer; however, as long as you are a student at IU, you are entitled to use it, subject to the terms and conditions specified by IU and the publishers of the software. If you leave IU, you must remove any IUware software that you have installed on your computer. <https://kb.iu.edu/d/agze>

You can also use virtualized applications by going to: <https://iuanyware.iu.edu/>

Instructions: <https://kb.iu.edu/d/bclt>

Students also have access to cloud-based storage through Microsoft OneDrive or Google Drive. Learn more here: <https://kb.iu.edu/d/bcio>.

F. Laptop Requirement

The Maurer School of Law requires that all students have a laptop computer. Students will need a laptop for in-class work, and most students take exams on their laptops. This requirement does not mean that you must purchase a new computer for your legal studies. If

you do purchase a new computer for law school, however, 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.

G. Printing

The university printout allotment is 1,000 pages per semester. You can roll over unused credits from the Fall to the Spring. You can check your balance and add additional print credits to your account at <https://print.iu.edu/>.

There are five printers in the law library — four in the library lobby and one in the computer lab.

H. Zoom

Indiana University uses Zoom for videoconferencing and online instruction. To create your Zoom account, go to <https://zoom.iu.edu> and log in.

Once you've created your account, install the Zoom app on your laptop, phone and/or tablet. Some faculty may require that you log into the Zoom app to join their classes. To log into the Zoom app:

Click Sign in with SSO

Enter iu for the domain, hit Next

Enter your IU user name and password, approve with Duo.

You can find more info about Zoom in the Knowledge Base: <https://kb.iu.edu/d/bfqu>.

How to secure your Zoom meeting: <https://kb.iu.edu/d/ativ>.

Law Library & Study Rooms

A. Hours

The Jerome Hall Law Library is open year-round; its hours vary with Indiana University's Academic Calendar. During semester breaks and summer semesters, the schedule is adjusted. For current hours, consult the Law Library's website:

<https://www.law.indiana.edu/lawlibrary/about/hours.shtml>

Typical hours of operation for the Law Library during the semester are:

Monday – Wednesday	7:30 a.m.-1:00 a.m.
Thursday – Friday	7:30 a.m.-midnight
Saturday	8:00 a.m.-10:00 p.m.
Sunday	9:00 a.m.-midnight

During the academic year, in-person reference assistance is available in the reference office:

Monday – Friday 9:00 a.m. to 5:00 p.m.

Reference inquiries can also be handled by [chat](#), [email](#), or over the telephone (5-2938).

Contact information

Primary Telephone #s

Circulation (812) 855-6404
Reference (812) 855-2938
Main (812) 855-9666

Law Library Website: <http://law.indiana.edu/lawlibrary/index.shtml>

B. Carrels

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. Carrels are shared between two students. Circulating materials may be checked out to the carrel for the academic year. Carrels are also assigned for the summer. (<http://www.law.indiana.edu/lawlibrary/about/facilities-policies.shtml>)

C. Computer Lab & Wireless Services

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

There are five scanners in the library, two near the public computers and three in the computer lab. The Law Library also offers a scan-on-demand service to students, if they are in need of a scanned article, book chapter, or up to fifty pages of a book from the library's print collections. A scan-on-demand request can be made through the library's online form.

A wireless system is available throughout the library for laptop access to the Internet. Please select eduroam for IU internet.

A Lexis high-speed printer is also located on the first floor near the Circulation Desk. Students can print anything from Lexis at this printer, without using the print allotment.

D. Guides, Databases & Catalog

1. Law Library Guides

The librarians have compiled Guides on a number of topics, including [Circulation & Interlibrary Loan](#), [IUCAT](#), and [Canvas](#). Access the complete list by clicking on the Research Guides link [<http://law.indiana.libguides.com/index.php>] on the Law Library's homepage.

2. Databases: Bloomberg Law, Lexis Advance, and Westlaw

Students, faculty, and staff have access to Lexis, Westlaw and Bloomberg Law. An individual password is required for each system. Contact Kim Mattioli at kdcogswe@indiana.edu or 812-855-1884 for a password, training, and assistance.

3. Other electronic resources

Students, faculty and staff have access to other Law Library resources beyond the major legal research databases. These can be found on the Online Resources page [<http://law.indiana.libguides.com/onlineresources/frequentlyused>]. Contact Ashley Ahlbrand at aaahlbra@indiana.edu for any training or assistance you need.

4. Library Catalog (IUCAT)

IUCAT [<http://www.iucat.iu.edu/>] is the library catalog for the entire Indiana University system, including the Jerome Hall Law Library. Restrict your search to the law library's holdings by applying the "Bloomington – Law Library" filter.

E. Exam File

The Library maintains a repository of previously administered exams for student use. The exam file is available through the website ([Exam File](#)) and is password protected and available only to our law students and faculty. Students will be prompted for the IU credentials when logging in. A print exam file is also maintained at the Circulation Desk for short-term loan. Whether or not old exams are available for students is entirely up to the discretion of the individual faculty member.

F. Interlibrary Loan

Materials that are unavailable through Indiana University may be obtained through Interlibrary Loan (ILL). It is possible to obtain both books and photocopies of articles, although there is sometimes a charge for photocopying. If you need to obtain material through interlibrary loan, please contact Rebecca Bertoloni-Meli (rbertolo@indiana.edu), or fill out an online interlibrary loan request form [<http://law.indiana.edu/lawlibrary/services/circulation/interlibrary.shtml>] through the Law Library's website.

G. Library Conference Rooms

Eight conference rooms are located in the Library. These rooms vary in size and can accommodate between six and 12 people. Additionally, Room 206E has been arranged as a seminar room and holds 18 people. Use of these rooms is generally limited to law students and faculty. To schedule a class or meeting in Seminar Room 206E, please contact Rebecca Bertoloni-Meli at rbertolo@indiana.edu or (812)856-0519. Conference rooms may be reserved in advance for a three-hour period through the online [conference room reservation button](#) located on the Law Library webpage. Keys for all rooms may be obtained at the Circulation Desk.

I. Material Renewal

Materials checked out may be renewed in person at the circulation desk or by telephone at (812) 855-6404. Faculty, staff, and students may view a list of materials they currently have checked out and renew items using the "My account" option in IUCAT. Renewals can also be made through the Renewal Request form. Reserve materials must be renewed in person or by phone.

J. Library Policies

1. Food and drinks are generally permitted in the Law Library. Enjoy! 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.
2. The Law Library is reserved for people actually studying law or using the legal materials. This includes members of the law school community, as well as students and faculty from other departments and members of the public in need of the Law Library's collections.
3. Please confine cell phone conversations to the lobby area or conference rooms.

Circulation policies are published on the law [library's website](#)

Around the Law School

A. Buildings & Hours

1. Baier Hall

Address: 211 S. Indiana Avenue, Bloomington, IN 47405

Hours: Baier Hall is open when the library is open. Check the main Maurer webpage or the library web page to verify when the library is open.

Offices in Baier Hall: Dean's Office (suite 240), Admissions (224), Business Services (210), Career Services (020), Computer Services, Communications (240), Faculty Secretaries (2nd and 3rd floors), Graduate Legal Studies and International Programs (220), Student Affairs (022), and individual faculty offices.

The Jerome Hall Law Library is located on the 1st floor of the building.

Centers in Baier Hall: Center for Information Privacy and Security; Center for Intellectual Property Research; the Milt and Judi Stewart Center on the Global Legal Profession.

Also located in Baier Hall: the Sherman Minton Moot Court Room (123); Seventh Circuit Court of Appeals Judge David Hamilton's chambers (2nd floor); law journal offices (ground floor); student organization offices (ground floor); and classrooms (1st and 2nd floors); Faculty Conference Room and Faculty Lounge (3rd floor).

2. Lewis Building

Address: 430 4th St. (at the corner of 4th St. and Indiana Ave.)

Hours: The Lewis Building is open from 7:30 a.m. to 6:00 p.m. Monday-Friday.

Clinics and clinic faculty offices, Community Legal Clinic (L301), Legal Research & Writing (LRW) faculty (2nd floor), and two classrooms: L211 and L312.

3. Arthur M. Lotz Office of Alumni and Development

Address: 630 E. 3rd St.

Hours: The Lotz Building is open from 8:00 a.m. to 5:00 p.m. Monday-Friday
Alumni and Development Offices.

4. Henderson House

Address: 618 E 3rd St.

Hours: 8:00 a.m. to 5:00 p.m. Monday- Friday. Access to the building is by appointment only.

Constitutional Democracy (CCD) and the Center for Law, Society and Culture. Faculty offices for Professors Hoffman, Quintanilla, David Williams, and Susan Williams.

B. Lockers

Students may rent lockers at Orientation or contact the Business Office to rent lockers at the law school for various periods. The fee to rent a locker is \$60 per year or \$180 for the duration of a student's studies. The fee is billed through the student's Bursar account.

Once a locker has been rented and assigned, students may retrieve their locker number and combination number online through CareerNet managed by the Career Services Office.

If your locker isn't working, please contact lawbuild@indiana.edu or call either Phil Poff (812-855-8351) or Steve Withem (812-55-7534). Alternatively, seek help from Sheila in Office for Student Affairs or Kim in the Career Services Office. If a locker problem occurs after regular business hours, please contact Josh at the Jerome Hall Law Library at (812) 855-9666.

C. Lost and Found

Items found in the Law School should be turned in to the circulation desk at the Law Library for retrieval.

D. Student Lounge

There is a student lounge on the ground floor, where there are microwaves, refrigerators, and a TV. Please keep the door to the refrigerators closed. The combination for the push button lock is 1960.

Transportation

A. Free Buses for Students

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

1. 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 in which 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 (<https://iubus.indiana.edu/>).

2. Bloomington Transit

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

B. IU Ride

IU Ride provides free safe rides within Bloomington city limits for up to two IU students, faculty, or staff. The service is available as an alternative to walking alone at night. Request a ride using the TapRide app (available for download in app stores or accessible on a desktop here: <https://indiana.tapridemobile.com/ride/#/>) If you're having trouble requesting service through TapRide, call IURide at 812-855-SAFE. IU Ride's semester hours are 8 p.m. - 1:45 a.m., 7 days a week. If they are especially busy, they may have to stop accepting calls early. See hours of operation.. (<https://safety.indiana.edu/>)

Parking

A. IUB Office of Parking Operations

Parking is extremely difficult and expensive on campus and law students should typically not count on getting parking. The garage across from the law school at the corner of Henderson and Indiana Ave costs over \$20 per day. Generally, law students are eligible only for student permits, which allow for parking at the large stadium lots and taking a bus to campus. Parking garage and lot information is available on the Office of Parking Operations website, <https://parking.indiana.edu/>.

B. City of Bloomington Parking

Street parking can be scarce and expensive. Metered parking is available from 9am - 9pm around the law school Indiana Ave., 4th street, and nearby. For more information, please visit: <https://bloomington.in.gov/parksmart>.

C. Accessible Parking

IU Parking Operations works 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).

D. Biking

If you are biking to campus, please register your bike with parking operations. This requires a one-time payment. Occasionally, unregistered bikes are removed from campus. <https://parking.indiana.edu/permits/bicycles.html>

Adverse Weather and Class Cancellation

The Law School follows the status of the Bloomington campus. In case of inclement weather and possible canceled classes, students should check the IUB Office of Emergency Preparedness' website and look for the "campus status" listed on the [website](#). Students should also sign up for [IU-Notify](#) to receive alert messages and updates in real-time. Alerts sometime arrive in the middle of the night so it may be worth it to turn off the volume when you go to bed. Additionally, students should monitor the law school website, their IU email account, as well as local radio and television announcements for further information.

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 a Card Services office located at the Indiana Memorial Union on the Mezzanine Level or at Eigenmann Hall on the bottom level (http://cacard.indiana.edu/cacard/about_card.asp). You must be registered for the current academic term in order to get a card. New students may receive their ID card one week before the start of an academic term.

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. There is no smoking permitted near any entrance to the law school or the sidewalk in front of the law school. This is particularly important because we have people in our community with asthma and other breathing difficulties exacerbated by second-hand smoke.

The nearest place to smoke is across Indiana Avenue near the restaurants off campus. For more information on the smoking policy see: <https://policies.iu.edu/policies/ps-04-tobacco-free/index.html>.

The University offers free smoking-cessation support, which can be scheduled as part of a group or individually. To make an appointment at the IU Health Center Bloomington location, call (812) 855-7338 or email quitnow@indiana.edu.

Facilities Maintenance

If you see anything in our Law School that is in disrepair, please report to Stephen Withem, Director of Facilities for the law school at lawbuild@indiana.edu.

If a facility emergency arises, contact the following:

- Stephen Withem, Director of Facilities
Work phone: (812)855-7534 during work hours
Cell Phone: (812) 585-7929 nights & weekends
Email: switchem@indiana.edu or lawbuild@indiana.edu
- Mary Edwards, Executive Director of Fiscal Affairs
Work Phone: (812) 855-5116
Cell Phone: (812) 369-7533 nights & weekends
Email: maredwar@indiana.edu

Section 4: Practice Program

The practice program is a mentoring program for members of the first-year JD class. The program is supervised by Director Katie Beck. It is unique to the IU Maurer School of Law and an essential part of our first-year experience. Upper-level students serve as Practice Group Advisors (PGAs) to small groups of first-year students. Student will be assigned to their Practice Group and PGA at Orientation. The 1L Class is divided into 24 PG groups that:

- Meet weekly in the fall and occasionally in the spring of the first year
- Orient newcomers to our Law School and Law School in general
- Provide students with a small, reliable social network
- Facilitate workshops and sessions in coordination with Orientation, Student Affairs, and the Legal Profession I course.
- Provide an easy avenue for getting advice and answers to questions
- Facilitate informal meetings with faculty
- Introduce students to the Campus and Bloomington

Section 5: Where to Get Help

We hope that you will always feel comfortable and supported coming to the Office for Student Affairs. Our job is to assist you and connect you with resources. At times you may wish to reach out to other organizations and services directly.

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 quickly receive treatment 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.

If you are facing any serious or scary health issues, please consult the Office for Student Affairs for assistance in planning for medical needs, potential academic absence, and support.

Student Legal Services

Student Legal Services (SLS) is the on-campus law firm serving exclusively IU students. SLS employs four full-time, licensed attorneys and up to 25 law students. Visits to SLS are confidential and discussions with SLS staff are protected by the attorney-client privilege. Your payment of the Student Activity Fee entitles you to advice and, often, legal representation at no charge. The only expenses students must cover are court fees.

Website: <https://www.indiana.edu/~sls/index.html>

Office of International Services

Office of International Services

Indiana University
Poplars 221, 400 E. Seventh Street
Phone: 812-855-9086
Fax: 812-855-4418
Email: ois@iu.edu
Website: <https://ois.iu.edu/>

If you are attending Indiana University as an international student, you will interface with the Office of International Services who will work with you to ensure compliance with current immigration regulations. They can also assist you with other aspects of your experience as an international student. When applying for summer and post-graduate employment, you will use the Atlas system on the OIS website to seek approval for Curricular Practical Training (CPT) or Optional Practical Training (OPT). Contact Director Beck about your CPT and OPT requests before applying through the OIS Atlas system.

OIS is open for visitors, clients, and phone calls 8:30 a.m.–4:30 p.m. Monday through Thursday, and 9 a.m.–4:30 p.m. on Friday. The office is closed on university holidays.

Counseling and Psychological Services

If there is an emergency or someone is suicidal, call 911.

- CAPS: 812-855-5711
After hours: 812-855-5711 and Choose Option 1 for a crisis counselor

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 as well as issues of anxiety and depression. CAPS works with dozens of Law Students each semester, providing counseling. A psychiatrist is also available who can provide medication for depression, anxiety, and attention deficient.
Regular Hours 8-4:30 on Weekdays (<http://healthcenter.indiana.edu/counseling/>)

- Judges & Lawyers Assistance Program (JLAP)
JLAP serves students, attorneys, and judges who need help with mental health, relationship, stress, and substance use issues. JLAP comes to the Law School twice per month. More information and events dates are accessible through the site: <https://www.in.gov/judiciary/ijlap/2361.htm>
To make an appointment with JLAP:
 1. Call 317-833-0370
 2. Tell them you're calling to set an appointment with a counselor at Maurer.
 3. You will be provided with a date, time, and room number
- Center for Human Growth 812-856-8302 (School of Education near Jordan & 7th)

The CHG offers individual, couple, and family counseling, as well as psychoeducational groups and outreach workshops in English, Mandarin, and Spanish. Services may also be offered in other languages. The first appointment is free. Afterwards, it is \$15/hour

<https://education.indiana.edu/centgrow>

- Therapists in Bloomington
Dean Orenstein maintains a list of local therapists who can talk with students confidentially, some of whom take insurance.

Safety and Security

A. Communication during an Emergency

Please monitor your email for safety alerts from the Law School and the University. We also have red phones around the buildings that are traditional, analog, hardwired phones and can be used to call 911 when the regular phones or electricity is down.

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

B. Severe Weather

In the event of severe weather, please keep indoors and away from windows and exterior doors. If you are outside, seek shelter immediately. Basements, interior hallways on the lower floors and small interior rooms on the lower floors offer the best shelter. At the Law School, the primary meeting places are the Moot Court Room (123), Ground Floor in the Journal area (009), or Bryan Hall (just north of the Law School). IU's full Adverse Weather policy can be found here: <https://policies.iu.edu/policies/hr-11-20-adverse-weather/index.html>

C. Fire Alarms

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

Please immediately evacuate the Law School building if a fire alarm sounds or there is the presence of fire, smoke, or the odor of burning in the building. Evacuation is on the south lawn by Third Street. If you discover a fire, explosion or smoke in a building, activate the nearest fire alarm and get out. 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.

D. IU Police Department

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

The IU Police Department is a full service law enforcement agency serving the needs of the Bloomington campus. The IUB Police Department operates 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.

E. First Aid/ CPR / Defibrillators

In case of an emergency, Call 911. The following staff are currently First Aid/CPR certified:

Alexis Lanham	(812) 855-1888
Phil Poff	(812) 855-8351
Steve Withem	(812) 855-7534

There are automated external defibrillators (AED) located in the Library and on the third floor of Baier Hall. In every classroom there should be laminated first-aid instructions.

F. IU-Notify

IU operates the IU-Notify system. You can opt to receive a phone call and/or text message and/or email regarding important IU Bloomington campus announcements about severe weather or other safety announcements.

<https://protect.iu.edu/emergency-planning/communication/iu-notify.html>

Section 6: Pro Bono and Experiential Learning

Pro Bono

A. Aspirational 60-Hour Goal

The Law School has adopted an aspirational goal for students of sixty hours of pro bono work during their three (3) years of law school (twenty hours per year). The school has adopted the ABA definition of pro bono, which includes law-related services without compensation of either financial or academic credit. New York requires that students complete 50 hours of pro bono before being admitted, and New York's definition of pro bono is somewhat narrower, excluding, for instance Voluntary Tax Preparation (VITA). Please track your hours with our Access to Justice Program.

B. Access to Justice Program (AJP)

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. Please log your pro bono hours through AJP. Upon completion of AJP ethics training, you will be invited to join Tick Spot, the tracking system. Use Tick Spot for inputting and checking your pro bono hours during the summer and school year. Each JD class, LLMS, and graduate students will have their own "Project." Make sure you use the drop down menu and select the correct project (e.g., Class of 2020 Pro Bono Hours). Dual degree students should track hours for their entering class.

Such tracking is important so that you may be recognized for your pro bono hours and have a record for state bars that require pro bono service (such as New York).

If you have questions, please contact wedogood@indiana.edu.

Clinics, Projects, & Other Experiential Learning Opportunities

The law school has a long and proud tradition of providing students with opportunities to gain hands-on, practical experience while serving others. There are student-led projects and numerous courses and clinics. Students are required under our Academic Regulations to have six credits worth of skills-based learning experience during law school, which are indicated by an “^” on course material and semester course grid.

A. Clinics

The clinics offered at the law school are primarily one semester, 3-credit hour courses. Students receive intensive instruction from faculty members, both in one-on-one supervision, and in classroom settings. They spend the bulk of their time on client matters or fieldwork. A full list of available clinics is available in Appendix B. [Appendix B](#). Post clinic, students can, under the supervision of the clinical instructor, continue their work as a B-710 for credit.

B. Projects

Projects present another way for law students to gain valuable practice experience. 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.

Law School projects include:

- [Protective Order Project](#)
- [Access to Justice](#)
- [Tenant Assistance Project](#)
- [Inmate Legal Assistance Project](#)
- [Volunteer Income Tax Assistance Project](#)
- LGBTQ+ Project
- Outreach for Legal Literacy

For more non-credit project opportunities visit IU Maurer projects site:
<https://law.indiana.edu/academics/experiential-education/projects/>

Externships & Summer Courses

A. Fall, spring, and summer externships

Externships are supervised by practicing lawyers or judges 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 three (3) hours of academic credit depending on the externship program and the number of hours worked by the student. In the summer, the students may earn four (4) credits.

A chart of Externships and who supervises them is available at Appendix C.

To receive permission to register for an externship for credit, students must complete the form under “Externships” on CareerNet. Clinical forms are available via the online forms page on the law school website.

During the school year, students pay flat-fee tuition and so any externship credits would not incur additional tuition costs. During the summer, students must pay tuition to receive credit for their externships. For many externship options, particularly criminal law and public interest, students can choose to volunteer, which means not receiving credit and concomitantly, not having to pay for the externship during the summer.

One reason students may choose to enroll in externship credits over the summer is to be eligible for loans, which require enrollment in a minimum of four credits and can sometimes be necessary for living expenses.

Another reason students may choose to enroll in summer externship credits is to lighten their course load during the regular semester.

Finally, international students on F-1 visa status will be required to enroll in at least one credit of summer coursework in order to be eligible for CPT status. Many students will choose to enroll in the externship course connected with their summer employment.

Generally, students may not extern at the same place twice without demonstrating a significant difference between the two experiences. It is highly unusual but possible to take an externship and a clinic in the same semester. Please consult with the Dean McFadden if you are contemplating either of the above situations.

B. Semester Public Interest Program

Students may 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>)

C. Student Practice Certification

For some clinics and externships, students must obtain a certification for student practice to become a certified legal intern. 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:

1. Have completed one-half or more of the credit hours required for their J.D. degree (44 credits, which means that unless a student received credit during their 1L summer, that student must take at least 13 credits to reach 44),
2. Are in good academic standing, and

3. Have satisfactorily completed or are currently enrolled in the course in Professional Responsibility.

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. Each student must be supervised by a practicing attorney who is 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. Some prosecution and defense externships also require that the student has taken Evidence.

The application requires certification by both the applicant and the supervising attorney. The application must be signed and returned to the Dean for Students (*not* Dean Parrish). Students should log in to the Indiana Board of Law Examiners website (<https://myble.courts.in.gov/appinfo.action?id=4>) to begin the process, then send the forms to the Office of Student Affairs (lawosa@indiana.edu) for completion and signature. 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 Dean for Students.

Journal Opportunities at IU Maurer

1. Indiana Journal of Global Legal Studies (IJGLS)
The IJGLS publishes articles focusing on issues of globalization and international law. Each issue generally contains articles by authors from many different countries. Select second-year students are invited to join the staff during the summer following their first year of law school. Currently, 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 publishes several student-written articles.
2. Indiana Journal of Law and Social Equality (IJLSE)
IJLSE is an online journal established in May 2011. The Journal serves 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. Currently, invitations are extended based on first-year academic performance and a writing competition that takes place at the end of the first year.
3. Indiana Law Journal (ILJ)
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. Select students are invited to join the staff of the ILJ during the summer following their first year of Law School. Currently, invitations are extended based on first-year academic performance and a writing competition that takes place at the end of the first year.
4. 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 a law journal nor a blog but

a different sort of publication designed to occupy niche between the two. *IP Theory* serves as a forum for essays or opinion pieces, book reviews, and reviews of literature. Faculty solicit and select content. Student editors are selected by their peers and faculty advisor.

5. 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

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 and an assignment that will allow students to demonstrate their ability to edit and form proper citations. Participation in journal can only be accomplished by participation in the write-on competition immediately after a student's first year.

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

Advocacy and Litigation Opportunities

1. Sherman Minton Moot Court Competition
The Sherman Minton Moot Court Competition is a student-run program in written and oral appellate advocacy. The vast 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. Taking the one credit, pass/fail Appellate Advocacy class is highly recommended. Questions about the competition should be directed to the Advocacy Board at lawmoot@indiana.edu.
2. Additional Moot Court Competitions
Students at the law school also have opportunities to participate in other external moot court competitions. Instructions regarding external teams are available in Appendix G ([Moot Court Policy Link](#)).
3. Trial Teams
Students with a special interest in litigation have several opportunities to participate in external competitions. ABA Labor and Employment, the AAJ Trial Competition, and the Law School Trial Tournament are three of the primary competitions.
4. Transactional Competitions
Students with a special interest in transactional work have several opportunities to participate in Maurer's internal competitions and external competitions with a focus on

business law, including the ADR Competition, the ABA Tax Challenge and the Venture Capital Investment Competition.

Study Abroad

A. Summer Abroad Programs

1. Stewart Overseas Externship Program

Through a generous gift from Milton Stewart, JD '71 and others, students may apply for the Stewart Fellows Global Externship Program to spend a part of the summer at an international placement in Mexico, Argentina, Poland, Hungary, China, India, South Korea, Japan, Thailand, Cambodia or Vietnam. The Fellowships are arranged through the law school's International Programs office and application materials are available on CareerNet.

<https://www.law.indiana.edu/academics/jd-degree/global-experiences/stewart-fellows.shtml>

2. Other Summer Programs

Many law schools have summer programs in enticing and exotic locales (from Athens to Pittsburgh). You may take these programs for credit with the permission of the Dean for Students. Maurer is a member of a consortium of schools that send students on the University of San Diego's summer programs to Paris and London. Students may seek approval to participate in other ABA-accredited law schools' summer programs as well. Dean Davis maintains a list of foreign partner schools that have summer programs open to Maurer students. Generally, summer federal financial aid is only available for programs through a U.S.-based law school. Please see Dean Davis for more information about programs, and Paul Leopold for more information about summer financial aid.

B. Semester-long Exchange Programs

Our law school has partnerships with many prestigious law schools around the globe. One aspect of these partnerships is one-to-one student exchange. In general, study abroad in the academic year occurs in a single semester. Students wishing to spend a semester abroad must have a minimum GPA of 3.2. Individual programs may require a higher GPA. Students may apply to study abroad during any semester in 2L or 3L year. 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. The primary application deadline for fall and academic year programs is in early February. Students may direct questions to Dean Davis. Applications should be submitted to the International Programs Office.

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

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.

C. International Dual Degree Programs

In exceptional circumstances, a student may benefit from earning an additional degree during their J.D. career in the form of an LL.M. degree from an international partner institution. Students interested in this option will generally need to have a 3.5 GPA and they will need to complete all of their required classes and planned bar classes by the end of the 2L year in order to be eligible. Students should discuss their interest in this opportunity during academic advising appointments and with Dean Davis as early as possible. More information on international dual degree programs can be found here:

<https://www.law.indiana.edu/academics/jd-degree/international-dual/index.shtml>.

D. Sunkyunkwan University Global School of Business JD-MBA Joint Degree Program

Students may apply for a tuition-free English language MBA from SKK University in Seoul, Korea. This International Fellow Program, which admits up to ten Maurer students, enables students to complete the JD and MBA in four years.

<https://www.law.indiana.edu/academics/jd-degree/joint-degrees/business/SKK.shtml>

For more information, contact Professor Mark Need needm@indiana.edu.

Section 7: Student Organizations, Student Government & Related Policies

Student Organizations at the Law School

IU Maurer School of Law offers a broad variety of student groups supporting various causes and interests, supplementing your education and building connections within the community. Currently, we have more than forty student groups at the Law School, although interest in and membership of the groups vacillates from year to year. For a list of student organizations see [Appendix D](#). For descriptions of our various student organizations, see [Appendix E](#). For a Handbook setting out all the privileges and responsibilities of student organizations and student leaders, please see the Student Organization Handbook in [Appendix M](#).

Student Government

A. Student Bar Association

The Student Bar Association (SBA) is the student government of the Law School. It works extensively to enhance the Law School community. Three students from each class and two non-JD students are elected each year by the student body to serve on SBA. The SBA has several responsibilities throughout the year. The organization is the voice for law student concerns and suggestions. It operates as an advisory board for Law School deans and other Indiana Law administrations.

B. Graduate and Professional Student Organizations

To supplement your Indiana Law education and build connections within the community, get involved in our student activities and organizations. We offer a broad variety of activities and groups to match your interests and background

In an effort to help any logistical obstacles for students and administration, the SBA Compliance Board monitors the activities of registered student groups to ensure uniformity and consistency among all organizations. If you have questions or concerns about the status of your organization, please email the board at sbacompliance@gmail.com.

Alcohol Policy for Student Organizations

Alcoholic beverages cannot be served or provided by student organizations at events on university property.

Student organizations that 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 must request permission from the Director for Student Affairs before the event is scheduled or advertised.

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. Each Student must purchase their own alcoholic beverages, and student groups must provide water and non-alcoholic drinks at no charge to students. Adequate food must be available where drinks are served.

Please remember that student 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. For student organization events, please see the alcohol policy in the Student Organization Handbook.

Contacting the Student Body (Student Organizations)

A. Emailing

Student organizations may submit email event announcements to the Director for Student Affairs to be distributed to the law school student body. Email requests should be received one week before the event and include the following information: subject line; text of the email; contact person name and email; date email should ideally be sent, and class year(s) to receive email. Student organizations are permitted one email blast per semester.

B. B. Posting Policy for Event Notices (Student Organizations)

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. Postings on doors or walls are not permitted.

- A. If a student wishes to include an event on the electronic calendar in front of room 121, please contact Dean Turchi.

School of Law Calendar & Room Reservations

A. 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.

B. 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. <http://www.law.indiana.edu/calendar/events/request.shtml>

Additionally, you can book a room by sending an email to lawrooms@indiana.edu. The scheduler, who works in the Dean's suite, will respond to room requests, usually within 24 hours.

Section 8: Student Employment

Student Employment Generally

A. Working as a First Year Student

1L Students are forbidden from working in the first semester, and are strongly discouraged from working during the second semester of the first year. However, first-year students may work up to 10 hours per week during their second semester with prior approval from the Dean for Students. This is a temporary change to the general prohibition against 1L employment for the Spring 2021 semester, which will be subject to faculty consideration and approval for future semesters.

B. Work for Second and Third Year Students

After the first year, working is encouraged. A job can reinforce legal training and support career and educational goals; however, students should not work longer than 20 hours per week in any week in which the student is enrolled in more than twelve class hours. Many students work as law clerks for local firms or for Indiana Legal Services or Student Legal Services. School-year law clerk positions are posted on CareerNet.

Student Employment at the Law School

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, including as fellows for CSO, Legal Research and Writing, Admissions, the Practice Group Program and Diversity and Inclusion. The law school also offers upper-class students the opportunity to learn outside the classroom and engage with faculty as research assistants for various research projects and scholarly articles. Information regarding positions are announced on CareerNet throughout the year.

Section 9: Financial Aid & Scholarships

Financial Aid

To qualify for federal student aid, which for law students includes Stafford and PLUS 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
- 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 your credit history make you eligible to receive funds through the Federal Direct Graduate PLUS Loan or another private loan program.

Scholarships and Fellowships

IU Maurer School of Law offers assistance through scholarships and fellowship programs. Scholarship decisions are usually communicated with the acceptance letter. Students must maintain satisfactory progress and not have been sanctioned for professional or academic misconduct. If you join a joint degree program, your scholarship amount will be prorated to ensure that you will pay no more JD tuition than you would have paid for the three year JD degree. If you receive a tuition remission from another source, that pays a portion of your JD tuition, your law school scholarship may be adjusted as a result. For more detailed information about Maurer School of Law's scholarships and fellowships, please contact the Paul Leopold (pleopold@indiana.edu) in the Student Affairs Office. You may also wish to explore other sources for scholarships.

Residency

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

Veteran Resources

<https://studentaffairs.indiana.edu/veterans-support-services/index.shtml>

The Post 9/11 GI Bill provides up to three years of educational benefits toward a veteran's IU degree or certificate program. Benefits are available to veterans 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, students 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](#).

Financial Emergency

If you find yourself in a financial emergency, please contact Paul Leopold, Director Beck, or Dean Orenstein. We do not want a financial crisis to interfere with your legal education or ability to focus on school. The Leonard Fromm Emergency Fund can help cover emergency car repair, travel or medical bills.

Section 10: Registration & Courses

Registration Policies and Procedures

At the law school, registration is a two-step process that involves pre-registration and registration. Detailed information will be provided by the Registrar each semester before the registration deadline.

1. 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 containing 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. No priority is 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.
2. After all students have submitted their registration requests, the Registrar 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 considered). Bumped students will remain on the waitlist for the course and will receive permission to add their alternate course selection, if possible. Thus, it is in students' best interest to provide an alternate for each course selection.
3. 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.

4. 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.

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 only be granted with the instructor's signature on a Special Permission Form. 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. 1L students are not eligible to audit.

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 Registrar. Permission Forms are available online.
- Register for the credit in One.IU.

General Policy for JD Students Taking Courses in Other IU Schools or Departments

A. General Policy

The Dean for Students must determine that:

1. A requested outside graduate-level course must be deemed by the Law School to have significant intellectual challenge for a law student.
2. The course must be closely tied to the student's career goals or to his or her studies in the Law School.
3. The total number of non-law course credits must not exceed six (6) credit hours, including the potential credits of the course requested above.

B. Associated Fees

There may be extra fees/tuition associated with adding a non-law class. See the Dean for Students or the Director of Financial Aid for more information.

C. No Duplication

The course must not duplicate a course offered by the Law School or a course previously taken by the student.

D. Credit

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.

E. Registration

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.

F. Applicability

This policy does not apply to J.D. students who enroll in joint degree programs.

Section 11: Student Unofficial Transcripts and Records

Student Records

A. Accessing Student Records

Student records, including original law school applications are maintained in the Office for Student Affairs. 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.

B. Disclosure and Disciplinary Information

Make sure all disclosures and disciplinary information appear in your file.

C. Student Privacy & FERPA

The Family Educational Rights and Privacy Act is a federal law that protects the privacy of education records for all students at the university. The general principle is that student education records are considered confidential and may not be released to third parties (including parents) without students' written consent. Students sign consent for grades to be shared for employments and recommendations.

Students' rights are outlined in two IU policies:

- IUB Annual Notification of Student Rights
- Indiana University Release of Student Information Policy

More Information about University Policies and FERPA is available through the following link: [Student Rights under FERPA and Release of Student Information](#)

Personal Information Changes

Please let us know directly if any of your vital information – cellphone, address, non-IU identification has changed.

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 Registrar of the submitted request.

Transcripts

A. Unofficial transcripts

Only unofficial transcripts are available from the Law School. Students may obtain a copy of their unofficial Law School transcript by accessing their account on CareerNet at the end of each semester.

B. 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](#).

Diplomas

Indiana University, not the Law School, issues diplomas. Once students have officially graduated, the university 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 12: Academic Standards and Procedures

The information in this section is found in the [Academic Regulations](#). Much of this information is specific to the JD program. The academic regulations information for the graduate programs can be found through the following link: <https://www.law.indiana.edu/student-life/student-affairs/assets/academic-regulations.pdf> Revisions to our Academic Regulations will be posted on the law school website.

Graduation Requirements

A. First-Year Courses

Students must complete successfully (C or better) all of the following first-year courses:

FALL

1. Civil Procedure I
2. Torts
3. Contracts
4. Legal Research & Writing I
5. Legal Profession I

SPRING

1. Property
2. Criminal Law
3. Constitutional Law I
4. Legal Research & Writing II

5. Legal Profession II

B. Seminar Requirement

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

C. Additional Upper-Level Writing Requirement

Students must complete a second substantial upper-level writing experience. This requirement must be satisfied by:

1. Completion of a second research seminar (as designated in the course schedule);
2. Completion of an upper-level elective in which writing is used as a means of instruction (as designated by an underline or a # in the course schedule); or
3. Completion of a B706 (independent research) project. However, students may not use the independent research project (B706) to fulfill this writing requirement until he or she has completed a research seminar or until their third year of law school.

D. 6 Credit-Hour Professional Skills Requirement

Students must complete one or more experiential course(s) (as designated by “^” 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 (as designated in the schedule).

E. Overall Credit Requirement

1. Students must successfully complete 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.

Residency Requirement

In addition to the eighty-eight (88) credits required to graduate, students must satisfy the Law School’s residency requirements. Generally, 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 fewer 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.

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 Dean for Students approves a higher number.

Academic Policies and Procedures

For a full version of the Academic Regulations, please go here:

<https://www.law.indiana.edu/student-life/student-affairs/assets/academic-regulations.pdf>

Repeating Courses

No student may repeat a course unless:

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

A. Withdrawal from Law School

1. Students considering a withdrawal from the law school (for medical, personal or transfer reasons) must consult with the Dean for Students to discuss the procedures related to the specific circumstances of their withdrawal.
2. Financial aid implications may be triggered, depending on the timing of the withdrawal, so students should also consult the Director of Financial Aid.
3. Students who fail to enroll or maintain their enrollment will be deemed to have withdrawn and must petition to return to the law school.

B. Withdrawal from a Class & Failure to Attend Class

1. Students who wish to withdraw from a course must notify their instructor and seek approval from the Dean for Students.
2. A withdrawal becomes effective on the date the withdrawal request is received by the University Registrar’s Office. Withdrawals after the first week of classes are automatically marked “W.”
3. All withdrawal requests must be received on or before the last day of class.
4. Students who stop attending classes without following the withdrawal procedure will receive the grade of “F.”
5. There is a limited time in which to withdraw from a course and receive a refund. Even if you withdraw within the refund period, you may not receive a refund simply

by dropping a course, due to the law school's flat-rate tuition structure. You can view the university's refund policy here:

<https://studentcentral.indiana.edu/register/withdraw/dates.html>

Please note, the law school's calendar may be slightly different than what is reported on IU's official calendar. All withdrawal requests must be received on or before the last day of class.

C. Incompletes

The grade of "I" (Incomplete) on final grade reports indicates 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

1. In a non-examination course, when the completed portion of the student's work in the course is of passing quality, or
2. In an examination course.
 - 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.
 - 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.
3. 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 Dean for Students may authorize an extension of an incomplete for an additional fixed period of time. The authorization shall include the new deadline for course completion. If both the Dean for 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.

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.

Section 13: Examination Policies

Anonymous Grading

Exams are graded anonymously. Please do your part to maintain anonymity. Regarding any procedural questions involving exams, please **communicate with the registrar only.**

To preserve anonymity, do not communicate with faculty in any way that will personally identify you during the exam period. Do not discuss any aspect of exam procedure (*e.g.*, timing, method of taking the exam, illness, family emergency, accommodations, or handwriting vs. typing) with your Professors. Those discussions should transpire with the Registrar, Alexis Lanham adlanham@indiana.edu or, if necessary, with the Dean for Students.

Exam Numbers

You will get a new exam number each semester

- Students are assigned a different examination number each semester. Before the first day of exams, exam numbers will be posted in CareerNet. Students may also pick up their number in person from the Office for 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 laptops for every exam: In the event of a computer crash, answers may need to be written in a bluebook. Faculty often request that the student number be put on the exam in order to account for the return of every exam.
- If you forget your exam number, do not put in your University ID number or your social security number. Instead, contact a proctor when you turn in the exam.

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.

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>.

The Request for Final Exam Accommodations form can be found online.

Emergency Issues and Other Communications

1. Students must contact the Registrar personally if they have trouble with health issues or other emergency issues during the examination period.
2. Please let the Dean for Students know if you think a classmate might be facing serious difficulty.
3. To maintain anonymity, students are not permitted to consult their instructors directly about exams.
4. Students are expected to regularly monitor their email for exam-related announcements, especially immediately before and after exams.

Exam Rooms, Check-in, Arrival and Setup

1. Room assignments will be posted on a bulletin board on the first floor and on the Student Affairs bulletin board on the ground floor on the evening prior to each day's exams. To the extent feasible, assigned rooms for laptop takers will be different from the rooms assigned to bluebooks-writers.
2. For each exam there will be an 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.
3. 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.
4. Under certain circumstances, late arrivals may be prohibited from taking the examination at all.

Using Laptops to Take Exams

A. Update software, test, and arrive early

1. Students planning to use their laptops for exams must complete the Exemplify update/registration/mock exam process per Technical Support instructions provided via email each semester. Laptop users who have not properly registered/updated Exemplify and taken the mock exam by the deadline may not be able to use their laptops for exams.
2. Laptop users must arrive thirty (30) minutes prior to the start of the exam to set up their laptops and ensure they are in secure mode. 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.
3. Students who do not have their laptops in secure mode at least five (5) minutes prior to the start of the exam may be required to use bluebooks instead of their computers.

B. "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. Technical assistance is not provided during an exam. Students should switch to bluebooks and pick up their answer at a point approximately one minute prior to when the malfunction first occurred (Exemplify automatically saves every sixty [60] seconds). Notify the proctor that answers are both in bluebooks and typed on the laptop.

It is the 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.

C. Exemplify and Word Processing Functions

The "cut and paste" function is available. Spell check is not available.

D. No Access on Laptop to Notes for Open Book Exams

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.

E. Uploading your exam

IT staff will be available approximately thirty (30) minutes prior to the scheduled end time of an exam to confirm and assist with uploads.

Hand-Written/ Bluebook 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.

During Exams

A. Questions

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 Registrar and/or the Dean for Students may be contacted with exam related questions and concerns.

B. Items Found in the Exam Room

1. Scantron sheets for multiple choice questions.
2. 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.
3. For Multiple-choice exams, please bring your own pencils and erasers.

C. Prohibited Materials:

5. Cell Phones.
6. Any electronic devices other than your laptop with Exemplify installed.
7. Any items prohibited by the exam instructions.
8. Books bags/ backpacks.

D. Exam Security and Etiquette

1. Absence from the exam room during a closed book exam is subject to monitoring.
2. At no time are examination materials to leave the exam room.
3. Exam numbers must be written on all exam materials, and all materials must be returned the proctor at the end of the exam.
4. Please respect those taking exams and provide as distraction-free an environment as possible. In particular, be aware that talking, even at low volume, in the hallway and lobby areas near the examination rooms disturbs exam takers (this is also true of the outdoor patio area near the classrooms).

Section 14: Grading Policies, Appeals, and Honors

Grade Point Averages (GPAs)

A. 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 (Failure; No credit grade; course must be repeated if required)
F	0.0 (Failure; No credit grade; course must be repeated if required)

1. A grade of “C” or better is a passing grade in a particular course. Students may not retake a course that has been passed.
2. 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.
3. Other markings on your transcript
Where appropriate, the following marks shall be used:

W - (Withdrawal)
I - (Incomplete)
S - (Satisfactory)
P - (Pass)
* - (Highest Grade in Class)

After the grades for a semester or term have been reported by the Registrar 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.

B. Minimum Requirement

Students must earn a cumulative GPA of at least 2.3000 to be eligible for graduation.

C. Calculation

1. 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.

2. 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.
3. 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.
4. 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.
5. If a student is readmitted to law school, their prior grades will not be counted in computing the student's GPA.

D. 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.

E. Grade Range

The Faculty have adopted a policy specifying that the average grade for first-year courses fall in the range of 3.20 – 3.30. 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). Exemption to this policy 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. 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.

F. 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.

G. 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:

1. A grade point average for the semester in the top 30% of one's class for that semester; and

2. 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.
3. 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.

H. 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)

I. Grading

1. Grading is anonymous.
2. After turning in anonymous grades, some Professors bump grades up or down for participation, punctuality and attendance.

Exam Feedback

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.

Grade Appeals Policy

1. 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. 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.
2. Barring the exceptionally rare finding of bias, misconduct, or gross unfairness, 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.
3. Students may appeal grades to the Dean for 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.
4. A student grade appeal to the Dean for Students must be in writing. Absent exceptional and extraordinary circumstances, the appeal must be filed no later than three weeks after 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 Dean for Students and Petitions and Appeals Committee may but are not required to consult with the student in resolving the grade appeal. The Dean for Students or the Committee will consult with the instructor.

Section 15: Information for International Students

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. They can be reached at (812) 855-9086 or ois@iu.edu.

Student Exchange Visitor Information System (SEVIS)

International students enrolled in a J.D. or LL.M. or exchange program at the law school are required to adhere to the requirements set forth by SEVIS (Student Exchange Visitor Information System).

CPT/OPT

All employment outside the University, either paid or unpaid, must be connected to course enrollment. See Director Beck (J.D. students) or Dean Davis (graduate and exchange students) for more information.

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 Director for Student Affairs as the academic advisor (for J.D. students)
- Complete any required paperwork

For CPT, students must also provide Director Beck with the offer letter. It is strongly encouraged that students new to the CPT process meet with Director Beck before submitting anything to OIS.

Section 16: Transfers & Visitors

Incoming Transfer Students with Advanced Standing

- A. Before registration, a student admitted with advanced standing must consult with the law school's Dean for 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.
- B. 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.

- C. If credit is not given and the courses are required for graduation, the courses must be re-taken at the law school.
- D. 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.

Students Transferring Out

- A. Students who wish to apply to transfer out of the law school must:
 - 1. Meet with the Dean for Students, ideally in person. Receive the transfer request form.
 - 2. Submit the transfer request form to the Office for Student Affairs.
- B. Students are responsible for providing accurate and complete information in order for the Office of Students Affairs to prepare and submit transfer paperwork.

Visiting Other Schools for a Semester or a Year

- 1. A student who wishes to take a full semester or full year’s course work at another school outside a regular exchange program must contact the Dean for Students.
- 2. Grounds for visiting at another law school include a serious personal issue or a family emergency. The Dean for Students will determine whether the student’s reasons for wishing to take course work at another school meet the law school’s criteria.
- 3. If the student’s request meets the law school’s criteria, the Dean for Students will contact the Petitions and Appeals Committee to schedule a hearing to consider the petition.

Taking Coursework Online or over a Break at another Law School

- A. A student who wishes to take a course online or over break at another law school outside of a regular exchange program must contact the Dean for Students.
- B. Grounds for taking such a course are keen student interest and unavailability of the course at Maurer School of Law. The Dean for Students will determine whether the student’s reasons for wishing to take such course work at another school is appropriate.

Section 17: Graduation

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.

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 at noon. 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
- If anyone attending the Ceremony needs accommodations for parking or seating or mobility, please contact Dean Orenstein aorenste@indiana.edu by April 18.
- If you are related to a Maurer alumnus, that person may hood you onstage. Please contact Dean Orenstein aorenste@indiana.edu by April 18 to learn more about this possibility.

Cap and Gown

1. Cap, gown, and hood are required to participate in the ceremony.
2. Students must pay for their caps and gowns. For J.D. students, the cost is reimbursed by the Dean's Office if students complete the requisite 3L meeting with their CSO Advisor. Contact CSO for details. Graduate students' costs are not reimbursed.

Composite Photo

Each year graduating students will be invited to take a composite photo, which contains headshots from the entire class. 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. Please look out for emails from the Director Beck about when to have your picture taken.

Section 18: Bar Application

I. General Bar information

Admission requirements for the bar vary widely by state. We urge students 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.

A comprehensive guide to the bar application process is provided by the National Conference of Bar Examiners. For a list of links to bar admissions offices in all fifty states, go to: www.ncbex.org. For information about application to the Indiana bar, see: <http://www.in.gov/judiciary/ace/>.

II. Character and Fitness

A. Evaluation Process

The Character and Fitness evaluation process is a crucial part of bar admission in most states. Please familiarize yourself with your chosen state's character and fitness questions and requirements. Consult the applicable state bar admissions website. The National Conference of Bar Examiners also has information on Character and Fitness at www.ncbex.org.

B. Indiana

The Character and Fitness standards for admission to the Indiana Bar are provided at http://www.in.gov/judiciary/rules/ad_dis/.

C. Student Records

Student records, including your original application to law school, may be reviewed by the Board of Law Examiners as part of the Character and Fitness evaluation process.

1. Inconsistencies between the information disclosed on a student's law school application and their bar application may subject the applicant to further scrutiny and require an amendment to the original Law School application.
2. Students seeking to amend or supplement their Law School application should consult the Dean for Students and then send a formal email that:
 - Details the disclosure
 - Explains why the disclosure was not originally made
 - Where appropriate, expresses contrition about and/or learning from the experience.

D. Seek Help from the Office for Student Affairs

A big part of the Dean for Students' job is to assist with bar admission questions, which are sometimes confidential. Students are especially encouraged to meet with the Dean for Students early in their law school career if they have in their history:

- Alcohol or chemical dependency,
- A criminal matter,
- Academic misconduct,
- Significant mental health history or concerns that might affect the ability to practice law,
- Financial improprieties,
- Significant unpaid debt,
- Dismissal from work for cause, or
- Other issues that may relate to the ability to meet requirements of practice.

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.

Students sometimes believe that seeking help for a problem will negatively affect bar admission. The opposite is true. Seeking appropriate support or treatment will be considered favorably by bar examiners and is strongly encouraged for your own benefit.

E. Typical Ways That Students Face Character & Fitness Issues

Usually not a big deal, but must be disclosed

- Moving Violations
- Academic misconduct in high school
- Charge of underage drinking
- Noise violations in High School or college
- Charge of marijuana possession in high school or college
- Shoplifting or other petty crime as a juvenile
- Charge of using a false ID in high school or college

A big deal, and the Office for Student Affairs will work with you

- A charge of bias or harassment
- A felony
- A charge of drug offense in law school
- A charge of driving under the influence
- A charge of academic misconduct in college or law school
- A charge of any crime involving fraud or dishonesty committed in law school
- Misuse of others' money; financial impropriety including unpaid tickets or fines and child support
- Persistent lateness and neglect of obligations
- **Failure to be Candid**

III. Notary Services

Sarah Portwood will soon be a Public Notary. Her services are available for students at the Law School free of charge in the Leonard D. Fromm Office of Student Affairs

IV. Bar certification

Students/graduates who apply for any bar examination must timely submit to the Office for Student Affairs all required paperwork for their jurisdictions. All such paperwork goes to the Dean for Students Office and not Dean Parrish's office or the Career Services Office. Upon students' official graduation, the Office for Student Affairs will submit proof of graduation and any other paperwork as required by each bar jurisdiction. Each student/graduate must present the proper paperwork to the Office for Student Affairs. For specific jurisdiction requirements, see the Web sites for the jurisdictions or go to www.ncbex.org.

V. Multi-State Professional Responsibility Examination – MPRE

The Multistate Professional Responsibility Examination (MPRE) is given three times a year in November, March and August. The first-year spring Professional Responsibility course (LP 2), which is required for graduation, covers issues of professional responsibility and legal ethics. IU Maurer recommends taking the MPRE in the fall of the 2L year.

VI. Indiana Bar Examinations

1. 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/>)

2. 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
3. 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.

VII. New York

New York has many special bar requirements, the most notable of which is a 50 hour pro bono requirement. If you are planning to take the New York Bar, please keep track of your pro bono hours with AJP, the Access to Justice Project. Contact the Access to Justice student fellows with questions at wedogood@indiana.edu.

VIII. Ohio

Ohio has very early signup dates with significant discounts for early sign-ups. If you're sure you wish to take the Ohio bar, sign up in early fall of your 2L year.

Section 19: Accommodations for Students with Disabilities

Office of Disability Services for Students (DSS)

DSS assists 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 essential to success. To receive services through DSS, students must [register](#) with DSS and provide supporting medical documentation. No special language

accommodations will be made for non-native J.D. students.

1. 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.
2. 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 Registrar.

Classroom and Exam Accommodations – Four Weeks Advance Notice Required

1. Accommodations for disabilities are granted and administered solely by the Student Affairs Office. Instructors are not authorized to grant or deny disability accommodations, though sometimes Professor participation will be necessary.
2. For all students accommodated under the Americans with Disabilities Act (ADA), students must arrange a meeting with the Registrar 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 Registrar.

Determination of Appropriate Accommodation

1. Once documentation has been submitted as described above, the Registrar will receive a recommended accommodation plan from DSS. The Registrar will then decide upon an accommodation plan. In formulating the accommodation plan, the Registrar 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.
2. An accommodation shall be granted where required by law. The Registrar 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.
3. 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 a Law School program.
4. An instructor who is notified of an accommodation that is available to a student in the instructor's course or program may inform the Registrar of special circumstances which the instructor believes make the accommodation unreasonable or inappropriate. The Dean for 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.

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 Registrar of the student's name, the request, and the fact that the request is made in order to accommodate for a disability.

Recertification in Subsequent Semesters

Each student shall, at the beginning of each school year, provide the Registrar with certification that there has been no change in the disability. The Registrar 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.

Section 20: Student Conduct

Law students are expected to conduct themselves with honesty, professionalism, courtesy, and kindness.

Student Conduct

A. General Conduct

IU and the Law School expect that students will obey the laws of the state and 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.

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 the ABA. Additionally, standards for conduct are laid out in the [Academic Regulations](#) and the Professionalism Standards ([Professionalism](#)).

B. Ways that Law Students get in Trouble

In addition to a bar exam, every state requires that candidates demonstrate character and fitness to practice law. Historically, the following types of behavior have impeded applications to the bar:

1. Felonies
2. Crimes involving dishonesty, fraud, or guile
3. Violations of Trust, particularly in positions of leadership
4. Financial irresponsibility, particularly with legal obligations such as child support
5. Academic dishonesty
6. Persistent lateness or absences
7. Failure to disclose relevant incidents on admission application to law school

8. Failure to disclose relevant incidents to the bar.

If students have something in their pasts that may raise concern, please talk to the Dean for Students early to create a plan of action to create a record of concern and demonstrate that the problem is being addressed.

C. Obligation to report other students' academic misconduct

A student who knows that another law student has committed academic misconduct as defined in the Law School's Academic Regulations that raises a substantial question as to that student's honesty, trustworthiness, or potential fitness as a lawyer in other respects, is expected to inform the responsible faculty member or the Dean for Students.

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").

Disciplinary procedures for law students may be found in the Law School's Academic Regulations ([IU Maurer Academic Regulations](#)). The Law School Academic Regulations rely on and in some cases supersede the Code and Procedures. The Law School Academic Regulations provide that for academic misconduct, the Law School has final authority in disciplining students of the school. For personal misconduct, the law school and the University have concomitant jurisdiction. These procedures provide important due process rights to students accused of misconduct, such as notice of the charges, an opportunity to respond, and appellate review.

Student Honor Code

The Honor Code consists of the [Indiana University Code of Student Rights, Responsibilities, and Conduct](#) together with the [Academic Regulations](#) and [Professionalism Guidelines](#).

Harassment and Discrimination Policy and Complaints

A. Non-Discrimination Policy

The 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 discrimination is determined. See the Indiana University Non-Discrimination Policy [here](#).

B. Sexual Harassment

Indiana University and federal laws, including Title VII and Title IX prohibit discrimination on the basis of sex or gender. The University and the Law School do not tolerate any form of sexual misconduct. Sexual misconduct includes sexual harassment, sexual violence, dating violence, domestic violence, sexual exploitation and stalking. Such behaviors are illegal and are unacceptable behaviors under Indiana University [Sexual Misconduct Policy](#).

C. Seeking Confidential Help for Victims of Sexual Misconduct

- The Sexual Assault Crisis Center (SACS) at 812-855-8900
- Counseling and Psychological Services (CAPS) at 812-855-5711
- Confidential Victim Advocates (CVA) at 812-856-2469
- IU Health Center at 812-855-4011
- For more information about available resources:
<http://stopsexualviolence.iu.edu/help/index>.

D. Reporting Sexual Misconduct

Individuals who have experienced sexual misconduct are strongly urged to report such incidents promptly either to the Dean for Students or IU's Office of Institutional Equity, <https://equity.iu.edu/>. If something happened to you, there is a good chance that others have also been the target of sexual misconduct and it is important for the safety of our community that perpetrators be held accountable. Indiana University will respond promptly to all reports of sexual misconduct. 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.

Federal regulations and University policy require faculty to promptly convey any information about potential sexual misconduct to our campus' Deputy Title IX Coordinator or IU's Title IX Coordinator. Appropriate measures will be taken and resources made available to the student who may have been harmed. Protecting a student's privacy is of utmost concern, and all involved will only share information with those who need to know.

Section 21: Student Concerns

Come to Student Affairs

The Student Affairs Office should always be your first stop. We will try to help you with all matters – academic, personal, or logistical.

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).

Law students who wish 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 Dean for 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.

This policy only applies to student complaints implicating compliance with ABA Standards.

Procedure for Addressing Complaints

1. The Dean for Students should generally acknowledge the written complaint within seven (7) business days of receipt.
2. Within twenty (20) business days of acknowledgment of the complaint, the Dean for 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.
3. **Complaint Records**
A copy of each complaint and a summary of how it was investigated and resolved shall be kept in the Office for Student Affairs for a period of seven (7) years.

APPENDICES

Appendix A: List of Faculty and Secretaries

FACULTY		
Almendares, Nicholas (Secretary: Melanie Chamberlain)	nalmend@iu.edu	
Aman, Alfred (Secretary: Jane Decker 6-3132)	aaman@indiana.edu	337
Applegate, Amy (Clinic Coordinator: Ginnie Phero)	aga@indiana.edu	LB303
Applegate, John	jsapple@indiana.edu	BH 204
Barnes, Jim (Secretary: Jane Decker)	barnesaj@indiana.edu	316
Bell, Jeannine (Secretary: Rita Eads)	jeabell@indiana.edu	270
Brown, Kevin (Secretary: Jane Decker)	brownkd@indiana.edu	346
Cate, Fred (Secretary: Sarah Portwood)	fcate@indiana.edu	319
Cole, Dan (Secretary: Beth Plew)	dancole@indiana.edu	330
Conkle, Dan (Secretary: Jane Decker)	conkle@indiana.edu	331
Conrad, Stephen (Secretary: Rita Eads)	conrads@indiana.edu	264
Craig, Paul (Secretary: Cassie Fitzwater)	pcraig@indiana.edu	317
Cripps, Yvonne (Secretary: Rita Eads)	ycripps@indiana.edu	317
Daghe, Laura (Secretary: Beth Plew)	ldaghe@indiana.edu	LB208
Dau-Schmidt, Kenneth (Secretary: Jane Decker)	kdauschm@indiana.edu	323
Downey, Robert (Secretary: Beth Plew)	rdowney@indiana.edu	LB205
Eaglin, Jessica (Secretary: Melanie Chamberlain)	jeaglin@indiana.edu	261
Farnsworth, Lisa (Secretary: Beth Plew)	farnswor@indiana.edu	LB207
Fischman, Robert (Secretary: Rita Eads)	rfischma@indiana.edu	276
Foohy, Pamela (Secretary: Cassie Fitzwater)	pfoohy@indiana.edu	311C
Fuentes-Rohwer, Luis (Secretary: Rita Eads)	lfr@indiana.edu	344
Gamage, David (Secretary: Cassie Fitzwater)	dgamage@indiana.edu	321
Geyh, Charles (Secretary: Rita Eads)	cgeyh@indiana.edu	278
Gjerdigen, Donald (Secretary: Cassie Fitzwater)	dongjerd@indiana.edu	342
Goodman, Sophia (Secretary: Beth Plew)	sgoodman@indiana.edu	LB206
Goodwin, Gabrielle (Secretary: Melanie Chamberlain)	glgoodwi@indiana.edu	220B
Hedges, Norman (Clinic Coordinator: Ginnie Phero)	njhedges@indiana.edu	LB304
Henderson, William (Secretary: Melanie Chamberlain)	wihender@indiana.edu	255
Hicks, J. William (Secretary: Jane Decker)	hicks@indiana.edu	322
Hoffmann, Joseph (Secretary: Beth Plew)	hoffma@indiana.edu	HH207
Hughes, Sarah (Secretary: Melanie Chamberlain)	sjhughes@indiana.edu	266
Istrabadi, Feisal (Secretary: Beth Plew)	fistraba@indiana.edu	245
Janis, Mark (Secretary: Melanie Chamberlain)	mdjanis@indiana.edu	311B
Johnsen, Dawn (Secretary: Beth Plew)	djohnsen@indiana.edu	274
Krishnan, Jayanth (Secretary: Melanie Chamberlain)	jkrishna@indiana.edu	253
Lahn, Seth (Secretary: Beth Plew 5-2888)	slahn@indiana.edu	LB203
Leaffer, Marshall (Secretary: Cassie Fitzwater)	mleaffer@indiana.edu	327
Lederman, Leandra (Secretary: Melanie Chamberlain)	llederma@indiana.edu	336

FACULTY		
Lubin, Asaf (Secretary: Rita Eads)	lubina@iu.edu	
Madeira, Jody (Secretary: Cassie Fitzwater)	jmadeira@indiana.edu	314
Mattioli, Michael (Secretary: Rita Eads)	mmattiol@indiana.edu	320
Morrison, Timothy (Secretary: Rita Eads)	timmorri@indiana.edu	HH203
Nagy, Donna (Secretary: Fatjona Hasani)	dnagy@indiana.edu	279
Need, Mark (Clinic Coordinator: Ginnie Phero)	needm@indiana.edu	LB302
Ochoa, Christiana (Secretary: Melanie Chamberlain)	cochoa@indiana.edu	257
Orenstein, Aviva (Secretary: Cassie Fitzwater)	aorenste@indiana.edu	325
Popkin, William (Secretary: Cassie Fitzwater)	popkin@indiana.edu	339
Quintanilla, Victor (Secretary: Cassie Fitzwater)	vdq@indiana.edu	HH201
Reichard, Cynthia (Secretary: Beth Plew)	creichar@indiana.edu	LB204
Sanders, Steve (Secretary: Rita Eads)	stevesan@indiana.edu	263
Scott, Ryan (Secretary: Cassie Fitzwater)	ryanscot@indiana.edu	328
Singleton, Earl (Clinic Coordinator: Ginnie Phero)	singlet@indiana.edu	LB306
Stake, Jeffrey (Secretary: Cassie Fitzwater)	stake@indiana.edu	338
Tanford, J. Alexander (Secretary: Jane Decker)	tanford@indiana.edu	318
Tomain, Joseph (Secretary: Jane Decker)	jtomain@indiana.edu	304D
Van der Cruysse, Inge (Secretary: Cassie Fitzwater)	ivanderc@indiana.edu	268
Wallace, Shana (Secretary: Rita Eads)	wallshan@iu.edu	251
Waters, Timothy (Secretary: Melanie Chamberlain)	tiwaters@indiana.edu	272
Weeks, William (Secretary: Cassie Fitzwater)	wwweeks@indiana.edu	LB201
Weng, Carwina (Clinic Coordinator: Ginnie Phero)	wengc@indiana.edu	LB301
Widiss, Deborah (Secretary: Melanie Chamberlain)	dwidiss@indiana.edu	259
Williams, David (Secretary: Rita Eads)	dacwilli@indiana.edu	HH208
Williams, Susan (Secretary: Rita Eads)	shwillia@indiana.edu	HH202
Zoller, Elisabeth (Secretary: Jane Decker)	ezoller@indiana.edu	317

FACULTY SECRETARIES		
Rita Eads, Supervisor (Law Journals and Hon Judge Lorch)	eadsr@indiana.edu	252B
Cassie Fitzwater, Sr. Faculty Secretary (SSRN & clerkship letters)	cafitzwa@iu.edu	334
Jane Decker, Sr. Faculty Secretary (Emeriti & Adjuncts)	jldeck@indiana.edu	334
Vacant position, Sr. Faculty Secretary		252B
Melanie Chamberlain , Sr. Faculty Secretary	melacham@iu.edu	252A
Vacant position, Sr. Faculty Secretary (CCD, Post-Docs)		HH100
Beth Plew, Sr. Faculty Secretary (Moot Court)	bplew@indiana.edu	LB220

Appendix B: IU Maurer Clinical Courses

Course Description	Professor	Method of Application	Other Information
COMMUNITY LEGAL CLINIC: Client Interviewing & Problem Solving #B688 Includes the DISABILITY LAW CLINIC			
Students provide legal representation in family, disability and estate planning matters, to clients while acting under the supervision of a licensed attorney. Students also work on legal projects with community partners. Students gain problem solving and practical client and litigation experience.	Earl Singleton Carwina Weng	Submit a statement of interest and current resume (no GPA or rank) to: <i>singlet@indiana.edu</i> & <i>wengc@indiana.edu</i>	3 students will handle full-representation family law matters. 3 Credits Class Time: M, T, W 10:55 - 11:50 am Background check required.
CONSERVATION LAW CLINIC #B558			
Students work as clerks in Clinic matters that have included analysis of conservation related laws; development of and commenting on new administrative rules, drafting legislation; and litigation at administrative, trial and appellate levels.	Christian Freitag	Submit a statement of interest and current resume to: <i>cfreitag@indiana.edu</i>	Preference given to students who have completed half of the required course work toward a degree, joint degree or students interested in enrolling in the Clinic for 2 consecutive semesters. 3 Credits Class Time: W, 5:00 - 7:00 pm
ENTREPRENEURSHIP LAW CLINIC #B561			
Students serve as the primary case handler for business matters such as financial planning, organization, licenses, agreements, regulatory & zoning compliance & intellectual property matters	Mark Need	Submit a current resume and a brief statement of interest to: <i>needm@indiana.edu</i>	Strongly suggested courses are Corporations, Corporate Taxation, Business Planning, or equivalents as determined by the Director. <i>Open to 3Ls or 4th year JD/MBAs only.</i> Background check required. 3 Credits

			Class Time: TU 4:30 - 6:30 pm
DOMESTIC RELATIONS MEDIATION (fall & spring)			#B563
FAMILY AND CHILD MEDIATION CLINIC (spring)			#B691
<p>DRM: Students learn to mediate family law cases and become eligible to register as domestic relations mediators in Indiana (a professional license). DRM is the prerequisite to FCMC #B691, but students who take DRM are not required to take the FCMC.</p> <p>FCMC: Will next be offered in the fall 2019 semester for students who completed DRM in 2018 and are registered DR mediators, and in the spring 2020 semester for students who complete DRM in the fall 2019 semester and register to be DR mediators. In the clinic, students mediate family law cases referred from the local courts</p>	Amy G. Applegate	<p>DRM & FCMC: Submit a current resume and a brief statement of interest to: aga@indiana.edu. Interested students will meet with Professor Applegate prior to enrolling.</p>	<p>DRM: Simulation course. Attendance in class is mandatory. 3 Credits. Class Time: TH 8:30 am - 12:00 pm as well as one additional class at a time TBD.</p> <p>FCMC: Clinic. DRM is prerequisite. 4 Credits. Class Time: TH 8:30 am - 12:00 pm. Field work time and meetings: TBD. Background check required.</p>
FEDERAL HABEAS			#B564
Students work on active habeas corpus cases in the federal district courts and the 7th Circuit. After studying essential habeas rules and doctrines, students work with practitioners to analyze records of clients' state criminal convictions to identify potential meritorious claims, conduct discovery, investigative work, write motions, briefs and prepare for live hearings.	Seth Lahn Michael Ausbrook	Apply by permission of the instructors. Contact Seth Lahn: slahn@indiana.edu	2 Credits Class Time: TU, W 3:25 - 4:20 pm

INTELLECTUAL PROPERTY CLINIC			#B572
Students handle IP (trademarks, copyright, patents, etc.) needs of individual and organizational clients. The U.S. Patent and Trademark Office has certified the Clinic to handle both patent and trademark law.	Norm Hedges	Submit resume & statement of interest to: njhedges@indiana.edu	Strongly suggested courses include at least one of Patent Law, Trademark Law, or Survey of IP or equivalent experience. 3-4 Credits Class Time: TH 8:45 - 11:50 am Background check required.
PROTECTIVE ORDER LITIGATION			#B564
Students help clients of the law school's Protective Order Project (POP) seek relief from the courts. This casework enables students to examine, through first-hand experience, the civil legal systems response to sexual assault, stalking, and domestic and relationship violence.	Seth Lahn	Enrollment by permission of the instructor. Contact Seth Lahn: slahn@indiana.edu	Previous experience with POP or another organization or course focused on domestic violence or sexual assault is helpful. 3 Credits Class Time: TU 2:20 - 3:15
INDEPENDENT FILM LEGAL CLINIC PROJECT			#B710
Students learn to identify and work on legal issues relating to film production and distribution. Enrollment is extremely limited (3-4 students) and dependent on instructor availability and other factors.	Adj. Prof. Mathew Dresden or other	Submit a statement of interest and current resume to mdjanis@indiana.edu	2 credits, professional skills Class time TBD based on instructor and student availability

Appendix C: Externships

Type of Externship	Course #	Semester	Law School Supervisor	Contact	Credit, Pay, or Both
Global – Stewart	N/A	Summer	Lara Gose, Coordinator	lgose@indiana.edu	Stipend no credit
Private Practice	B514	Fall and Spring	Prof. Lauren Violi	lvioli@iu.edu	Can be both
Private Practice	B514	Summer	Prof. Seth Lahn and TBD	slahn@indiana.edu	Can be both
Semester Externship in DC	B538	Fall	Prof. Sarah Jane Hughes	sjhughes@indiana.edu	Credit
Criminal Law – Bradley	B545	Fall and Spring	Prof. Tim Morrison	timmorri@indiana.edu	Credit
Criminal Law – Bradley	B545	Summer	TBD		Credit
Criminal Law – Non-Bradley	B545	Fall and Spring	Prof. Matt Schulz	matt@schulz.regan.com	Credit
Criminal Law – Non-Bradley	B545	Summer	Prof. Seth Lahn & TBD	slahn@indiana.edu	Credit
Public Interest	B547	Fall and Spring	Prof. Lauren Violi	lvioli@iu.edu	Credit
Public Interest	B547	Summer	TBD		Credit
SLS	B547/ (will become 679)	Fall, Spring & Summer 3 semester Commitment	Prof. Stacey Williams	seevans@indiana.edu	Credit available starting '20; Pay Spring & Summer
Intellectual Property	B551		Prof. Norm Hedges	njhedges@indiana.edu	
Modern Legal Practice 1	B616 –	Summer	Prof. Bill Henderson	wihender@indiana.edu	Credit
Modern Legal Practice 2	B617	Summer	Prof. Bill Henderson	wihender@indiana.edu	Credit
MLP Field Placement (summer and fall)	B618	Summer & Fall	Prof. Bill Henderson	wihender@indiana.edu	Credit for boot camp and Pay
Judicial Clerkship	B698	Summer	Prof. Van der Cruyse	ivanderc@indiana.edu	Credit

Type of Externship	Course #	Semester	Law School Supervisor	Contact	Credit, Pay, or Both
Rural Justice Initiative	B98	Summer, Fall, Spring	Prof. Van der Cruysse		Stipend No credit

Appendix D: Student Organizations 2020-2021

Organization	President/Leader	Email
Advocates for Life	Sara Kissel	sekissel@iu.edu
American Constitution Society	Alex Layton	awlayton@iu.edu
APALSA	Gray Gookjin Jeong	gojeon@iu.edu
Black Law Student Association	Aiyana Godsil	agodsil@iu.edu
Business and Law Society	Rachel Leach	rhleach@iu.edu
Christian Legal Society	Brandon Crotser	bcrotser@iu.edu
Cybersecurity and Privacy Law Association	TBD	TBD
Environmental Law Society	Phil Stephenson	pgstephe@iu.edu
Federalist Society	Charles Rice	chedrice@iu.edu
Feminist Law Forum	Jordan Cockrum	jecockru@iu.edu
Health Law Society	Ryan Mueller	rpmuelle@iu.edu
If/When/How	Yael Massen	ymassen@iu.edu
Indiana Journal of Global Legal Studies	Alex Pantos	apantos@iu.edu
Indiana Journal of Law & Social Equality	Liam Williams	liamwill@iu.edu
Indiana Law Journal	Katelyn Klingler	kateklin@iu.edu
Inmate Legal Assistance Project	Maggie Bott	mabott@indiana.edu
Intellectual Property Association	Richa Patel	richpate@iu.edu
International Law Society	Olivia Potter	ojpotter@iu.edu
International Student Association	Michael Glennon	meglenco@iu.edu
IP Theory	Catherine Morgan	catamorg@iu.edu
Jewish Law Students Association	TBD	TBD
Journal of Constitutional Design	Annie Garau	agarau@iu.edu
Labor and Employment Law Society	Allie Bolton	ajibolton@iu.edu
Latinx Law Student Association	Michael Hernandez	hernami@iu.edu
LGBT+ Project	Celia Meredith	cmmeredi@iu.edu
Middle Eastern Law Student Association	Hussein Mohamed	Hymohame@iu.edu
Sherman Minton Executive Advocacy Board	Alexa Wilson	aw17@iu.edu
Outlaw	TBD	TBD
Outreach for Legal Literacy	Mary Morris	morrmary@iu.edu
OWLs	Ken Berkovec	kberkove@iu.edu
Phi Alpha Delta	Makenzie Mehringer	mmmehrin@iu.edu
Phi Delta Phi	Mary Morris	morrmary@iu.edu
Protective Order Project	Leslea Cole	lemcole@iu.edu
Public Interest Law Foundation	Maggie Bott	mabott@iu.edu
Student Animal Legal Defense Fund	Cassie Guerin	casguer@iu.edu
Sports & Entertainment Law Society	Nick Maier	ncmaier@indiana.edu
Student Bar Association	Cole Byram	jcbyram@iu.edu
Tax Law Society	Nicole Lawvere	nlawvere@iu.edu
Women's Law Caucus	Kija Davis	kijadavi@iu.edu

Visit <https://www.law.indiana.edu/student-life/organizations/> for an updated list of active student organizations and descriptions of their programs and activities.

Appendix E: Professionalism Guidelines

The Indiana University Maurer School of Law Career Services Office is here to help students define and achieve their career goals. As part of this responsibility, we coach students on topics relating to professionalism and guide them through difficult situations. Indiana Law is known among the legal community for the high standards of professionalism and good faith among its students as they approach their job application, interview, and employment offer processes.

Maintaining these high standards of professionalism and acting in good faith not only protects individual students' professional reputations, but also that of the Maurer School of Law. Employers know that Maurer Law students will act with integrity and that Maurer Law takes seriously the standards of professionalism in the legal profession. This gives employers the confidence to recruit and hire our students. In support of those expectations, the Career Services Office has developed the following guidelines.

These guidelines are not all-inclusive. They are intended to serve as a framework within which the career planning and recruitment processes should function, and as a professional standard to be observed. If a student fails to maintain the professional standards expected, Maurer Law may be required to disclose such actions to the student's state bar.

If you have questions, please [contact Career Services](#).

Employment offers

- Students should honor commitments made to potential employers. Students should not renege (back out of a commitment) once they have accepted an offer of employment. The Career Services Office is here to help students navigate the job and internship search process, and students should speak with a career advisor if they need help making career-related decisions and/or negotiating a job or internship offer or deadline.
- Once students have accepted an offer of employment, they should notify the Career Services Office within 48 hours. They should also withdraw all pending applications, cancel all scheduled interviews, and cease seeking employment or entertaining other offers of employment. Continuing to interview after accepting employment undermines the commitment made to the potential employer and the integrity of the law school's reputation.
- Students should respond to all employment/internship offers on or before the deadline requested by the potential employer. If students have questions about how to request an extension of a deadline, they should consult the Career Services Office for guidance.

Interviews

- Interviews require a commitment of time by both the student and the potential employer. Therefore, students should only apply for positions for which they would accept an interview offer.
- When participating in On Campus or On Location Interviewing, students will be given a certain amount of time to select potential interview slots on CareerNet. Students must

adhere to indicated timeframes for accepting interview slots in order to be included in the interview schedule.

- Career Services does not advocate or condone the use of class time for anything other than class. Students should attempt to schedule interviews so that they will not miss class time. In cases where this is not possible, students are advised to speak with their professors about scheduling conflicts as soon as possible. Students may seek ways to make up for any potential missed class time if necessary.
- Punctuality is important and expected by employers. Students should arrive on time or early to all interviews. If an emergency prevents students from arriving on time to or attending an interview, they should notify both the potential employer and the Career Services Office as soon as possible.
- If students miss scheduled interviews, they should contact the Career Services Office within 24 hours and write a letter of apology to the employer, with a copy to the Career Services Office.
- Missing more than one interview will require students to meet with a member of the Career Services Office staff for professionalism counseling in addition to writing letters of apology to the affected employers.

Representation

- Honesty and integrity throughout the recruitment and job search process reflect on students' characters and on the reputation of Maurer Law. Therefore, students should act in a professional manner and be courteous and respectful throughout the job/internship search. Failure to meet this subjective standard may lead to referral to the Office for Student Affairs for further consideration in line with the school's academic regulations policies.
- Students should wear professionally appropriate attire to all interviews, networking, and recruiting events. The Career Services Office reserves the right to turn away students from any event organized by Maurer Law if they do not adhere to this subjective standard. The Career Services Office provides objective guidelines on appropriate attire. If a student is unsure about what to wear, they are encouraged to reach out to the Career Services Office in advance of an engagement. The Career Services Office can also provide recommendations for affordable or free professional clothing options.
- Students should provide accurate and honest information on all resumes, cover letters, applications, CareerNet profiles, or other candidate documentation or materials created for the purpose of securing employment. Failure to meet these subjective standards may lead to referral to the Office for Student Affairs for further consideration in line with the school's academic regulations policies. Students can anticipate that the state bar where they intend to practice will view willful, material misrepresentations on any of these materials as creating serious moral character issues that may hinder a student's admission to the bar.
- If students include their class percentile on their resumes, it should not be estimated. Class percentiles are calculated after the fall and spring semesters for 2Ls and 3Ls, and for 1Ls, only at the end of the 1L year.

- Students should represent their GPAs exactly as they appear on their transcripts. For Indiana Law, GPA should be written out to the third decimal place (thousandths).

Communication

- Email is the primary and official form of communication used by the Career Services Office to notify students of important information regarding job postings, job fairs and events, and other career-related resources. Students should check their IU email accounts regularly to remain informed of all such activities and respond appropriately.
- Employers expect formality and professionalism, even in email communications. Students should formally address potential employers (and particularly judicial officers). They should not use first names unless instructed otherwise. Students should respond to all employer communication within 48 hours, even if just to acknowledge receipt of an email and note that a more detailed response is forthcoming.
- Students should send thank you notes after interviews with potential employers. They are encouraged to send such notes after informational interviews or networking events as well.
- Students should keep all appointments with the Career Services Office. This includes programs and events for which students register. If a conflict arises with respect to a scheduled commitment, students should promptly notify the Career Services Office by cancelling the appointment or program/event RSVP in CareerNet.
- Maurer Law relies on students to provide it with accurate, timely employment information for required annual disclosures. These disclosures are essential to Maurer Law's ability to report accurate career outcome information that can impact our law school rankings. Therefore, students should provide the Career Services Office with their employment status as requested in surveys or otherwise.

Appendix F: External Competitions Policy

National or regional law school competitions—whether organized around appellate, trial, ADR, transactional, negotiation, or drafting problems—provide a great opportunity to hone professional skills and to network with other students, practitioners, and judges from around the country.

Indiana Law has a long history of success in external competitions. Our school enthusiastically encourages students to participate, and we will support our teams with coaching, logistics, and, within the limits of our budget, funding for registration and travel.

Participating on an external competition team also requires a high level of commitment from students, because

- We want to ensure that both our individual students and the Law School as an institution are well represented;
- Participants are eligible for academic credit, with instructor approval (see below);
- Fielding a team is expensive and often involves funds both from the Law School and student fundraising. A typical budget for a two- or three-person team, including entry fees and travel, is \$2,000 to \$4,000, depending on location.

The policies described in this document **apply to all external competition teams** that intend to compete under the Maurer School of Law banner, regardless of whether the team seeks or receives any funding from the Law School and whether team members apply for academic credit. Where possible, first consideration will be given to students who have not previously participated in an external competition.

Types of Events

The application process differs for the two principal types of events in which the Law School competes:

1. Course-related and affiliated external teams; and
2. Student-initiated teams, whether or not the Law School has participated in the past.

A. Course-Related and Affiliated External Teams

Competitions that the Law School enters regularly are often linked to one of our research centers, clinics, classes, or student organizations that organize the team and sometimes help raise funds. Teams for these competitions are typically selected through an established process with faculty involvement and may require course enrollment or other prerequisites. Several teams (such as Jessup, IP, and Pace Environmental) are selected in the spring of the preceding school year. These competitions include:

- American Association for Justice Trial Competition
- ABA Section of Labor and Employment Law Student Trial Advocacy Competition
- Pace Environmental Law Competition (sponsored by the Environmental Law Society)
- NBSA Marshall Mock Trial and Douglas Moot Court Competitions (sponsored by BLSA)
- Williams UCLA Competition (sponsored by OUTLAW and the LGBT Alumni Board)

- ABA National Appellate Advocacy (sponsored by the Sherman Minton Advocacy Board)
- Jessup International Moot Court (sponsored by the International Law Society)
- Competitions sponsored by the Elmore Entrepreneurship Clinic
 - Transactional/Startup Law Meets
 - Venture Capital Investment Competition
- Competitions in intellectual property law or related areas (administered by the Center for Intellectual Property Research), including
 - AIPLA Giles Sutherland Rich Moot Court Competition
 - INTA Saul Lefkowitz Moot Court Competition
 - Oxford University International IP Law Moot
International Patent Drafting Competition

Dates and contact information for organizational advisors are listed on the [External Competitions](#) page. The school tries to keep this page as current as possible, *but each student is responsible for complying with all deadlines and requirements.*

B. Student-Initiated Teams

Students with an interest in a particular competition not listed above may also propose and organize an external team with the approval of the Office of Student Affairs. The Law School has limited funding to support such teams, and will try to ensure allocation of resources in a way that permits as many students as possible to participate in quality competitions as possible.

The best way to ensure the law school's support for your proposal is to submit a complete application (as described below) as early as possible. You should first check the registration deadline for your specific competition (usually on the competition's website), as that date will determine all of your internal deadlines for seeking law school approval.

Among the competitions for which Indiana Law students have organized teams in past years or in which the Law School has competed more frequently are the:

- National Telecommunications Moot Court
- National Energy and Sustainability Moot Court at West Virginia University Law School
- Indiana State Bar Association Moot Court
- National Latina/o Law School Association Moot Court
- Fordham Kaufman Securities Law Moot Court
- Gabrielli National Family Law Moot Court
- Tulane Sports Law Competition
- Federal Bar Association Thurgood Marshall Moot Court
- National Animal Law Moot Court
- Duberstein Bankruptcy Moot Court
- Wisconsin Evan Evans Moot Court
- Vis International Commercial Arbitration Moot
- Charleston School of Law National Moot Court Competition

Links to information about these and many other national competitions may be found [at this website](#).

Preparing your proposal

The following guidelines will help you prepare student-initiated proposals:

- Your proposal must first be **approved by a Law School faculty member** (regular or adjunct) who is willing to serve as team advisor. You must then notify Director Beck in the Office of Student Affairs (katbeck@indiana.edu) of your intended proposal at least thirty days before the registration deadline.
- **Write and submit your proposal as EARLY as possible.** Competitions take place year-round, but registration deadlines often are *many months before the events*. Some competitions fill up well before the deadline. Early sign-up also can mean access to closer locations, which may mean the difference between driving and flying. This is important because the Law School's pool of funds to support external teams will be distributed largely on a first-come, first-served basis.
- **Make sure that the calendar of the competition aligns** with your and your teammates' school, work, and vacation plans. Briefs may be due or oral arguments held during school breaks, over the summer, or even right before exams. Many require extensive work during winter break. *Do not rely solely on past years' calendars for your event; make every effort to find the dates for the upcoming year's competition.*
- The written **proposal must include a budget**, taking into account entry fees, transportation, and housing at the competition site. Please study and follow the attached "[Travel Procedures for All Indiana Law Student for Events out of Bloomington](#)" to ensure that your budget will cover travel and lodging expenses.
- Describe the **method for choosing team members**. Ordinarily, teams should be selected through an open solicitation to all 3Ls and/or 2Ls, drafted by team organizers and distributed by the Office of Student Affairs. But where a particular group of students has crafted the proposal, or a student organization is sponsoring it, that group's preferences will be honored where possible.
- Include a proposed **practice schedule** for your team, to begin at least five (5) weeks before the live competition. Each team is responsible for organizing its own practice sessions, or "moots," with classmates, faculty members, or alumni serving as judges, and notifying your sponsoring faculty member of each practice. With sufficient notice, the Sherman Minton Advocacy Board will help solicit judges and conduct at least one moot for each external team.
- Students who wish to receive **academic credit** for their work on the team must register (under B734, Advocacy), either during regular registration or during the Drop/Add period as for any Law School course. Ordinarily a maximum of one academic credit hour is awarded per competition.

Important dates to note

To give everyone an equal shot at participating, to distribute resources as efficiently as possible, and to allow everyone to plan in advance:

- Students hoping to participate in an external competition in the coming **fall semester** (except for teams that have already been organized by a research center or faculty

member) must submit their application to the Office of Student Affairs **no later than June 15** of the preceding spring.

- Students wishing to participate in an external competition in the coming **spring semester** (with the same exceptions noted above) must submit their application to the Office of Student Affairs **no later than September 15** of the preceding fall.
- These dates apply to all student-initiated competitions—the competitions regularly organized and supported by the school may have their own separate deadlines.

Please note that these are just the Law School's internal deadlines; team members themselves are responsible for researching and meeting their particular external competition's specific registration deadlines and requirements.

Visit the [External Competitions](#) page on the Maurer website for more information about competition deadlines and how to prepare your proposal.

Please feel free to contact Dean Orenstein, Prof. Lahn, or Prof. Lane McFadden with any questions or suggestions. Good luck, and our best wishes for your participation in these rewarding events.

Appendix G: Out of Bloomington Travel Procedures for Maurer Students

Sometimes when you travel for a competition or other extra-curricular event, the Law School can help defray costs. The following steps are essential for making sure you get the maximum possible reimbursement. *Please read each of these steps in their entirety.*

1. Provide your faculty advisor with the details of your trip (dates, location, purpose of travel, name of conference/competition, etc.). You must have your advisor's permission to be reimbursed.
2. Students are responsible for creating the budget, which must be approved by their faculty advisor and the Business Office. Your faculty advisor will notify the Business Office (Sandy Ault shazel@indiana.edu) of the name(s) of student(s) traveling and any reimbursement limits. One week after the team is chosen, students should meet with their faculty advisor and Sandy Ault to discuss expenses and set a date for students to finalize the budget.
3. Each student traveling in the group must log into [One.IU](#) and approve Sandy Ault as their travel arranger. Please answer yes to all of the questions.
4. **Competition Fee** – As soon as you know that you have a faculty-approved team, please go see Sandy so she can pay the registration fee. Please provide her with any required payment documentation (such as an information pamphlet or a printout from the host's website that displays the amount of the fee). It takes about 14 days for the request to work its way through the University system, so the sooner you submit your request, the better.
5. **Transportation by Car**

If your Competition is a 5-hour drive or less, we strongly encourage you to travel by car. You will need permission to fly for any distances shorter than a five-hour drive.

- a. If you use your personal car:
 - Repair of a personal car is the owner's responsibility
 - The University does not reimburse for parking, speeding tickets or any other driving law violations, flat tires, dead batteries, etc
 - Mileage is determined by using official state highway maps
 - Mileage reimbursement is currently .575 cents per mile (Effective 1/1/15) for the first 500 miles
- b. If you use a university Car:
 - Vehicle needs must be communicated to the Business Office
 - All drivers must complete and submit an "Authorization Form for Motor Vehicle Records Check". Go to this website to download the form: <https://inlocc.webhost.iu.edu/CAS/MVR2/first/FirstStepSubmit.cfm>

- All drivers must present a valid U.S. driver's license in order to secure a vehicle from the Motor Pool
- All student travelers require departmental approval. Approval forms are available at the website <https://www.dailyrental.motorpool.indiana.edu>
- Motor pool is located at 801 N Range Rd., Bloomington, IN
- Hours of Operation: 8:00 am – 5:00 pm (Monday – Friday)

Transportation by Plane

There are three options available to people traveling by air:

1. Book a flight using Orbitz for Business
You will have to work with Sandy Ault on this because she will have to have your name added to the Orbitz site.

After Sandy has signed you up for Orbitz:

- Go to <http://www.orbitzforbusiness.net>
 - Sign in with your member ID (IU e-mail address) and password. Search for and purchase your flight based on your travel information. (Sandy Ault will give you the acct# information that you need for payment.)
2. If a traveler chooses to make his or her own airline reservations instead of using Orbitz for Business, the traveler will need to pay for the services out of pocket, then submit receipts for reimbursement *after* returning from the trip. If you pay for your ticket online, print out and submit the receipt that the airline sends to your email. If you end up not going, you cannot be reimbursed.
 3. The Travel Authority can also help you set up flights. The person that you need to work with is Ginnie Hollenback at 812-333-3355. But keep in mind every time we use her services there is an additional \$25.00 charge.

Please Note: *Group Travel: When booking a flight, the traveler can only book (and pay for) his or her own flight. **Even if one person pays for all of the tickets, that person will only be reimbursed for their own ticket.***

6. Lodging

As a general rule, students should not get lodging in Indianapolis, but instead should return to Bloomington, even if they need to be in Indianapolis over multiple days.

We expect that students will share 3 to 4 students to a room.

Students book their own lodging. When making reservations, travelers should compare the contract/corporate/government rates with the special weekend, promotional or conference rates to determine the lowest rate.

- You can book your lodging at <https://hotels.booksmarttravel.com/%28S%28qcpdbklkx3x2ymam3m4xvf5s%29%29/default.aspx?SchoolID=IU>
Hotels.com will bill the University so you don't have to pay using your own funds, this is often the easiest way to book accommodations. However, it is often the most expensive option.
- If you book your lodging outside of hotels.com, you must pay for your room using your own funds. If you shared the room, each occupant should check out separately and obtain an original receipt for their portion of the bill. If the hotel will not split the bill, reference both reimbursement forms with the original receipt attached to the reimbursement request submitted by the traveler who is claiming the charge so they may be reimbursed (this traveler will need to explain that they paid the shared hotel charges in full, and provide the name of the traveler[s] they shared the room with), and a copy of the lodging receipt attached to the reimbursement of the other traveler with an explanatory note. (Unless you have made other arrangements with your faculty advisor).
- Keep all original (itemized) receipts to submit to Sandy when you return; receipts must show all balances paid (i.e. it must be the final paid version of the receipt with a balance of "0.00," not a preliminary invoice or estimate) to be considered for reimbursement.
- If a traveler stays with a relative or friend instead of a hotel, the name, address, and phone number of the host must be provided.

7. Meals

Generally, the school does not pay per diem. Meals are on your own.

8. Submit receipts for reimbursement

Traveler must submit a completed gold travel envelope and all original receipts to Sandy Ault. Submit your receipts as soon as you are able.

9. Check distributed to student

The Business Office will e-mail the traveler when the reimbursement check arrives. The check can be picked up from the Business Office during normal operating hours.

<https://www.law.indiana.edu/student-life/travel-policy.pdf>

Appendix H: Order of Barristers

Up to ten graduating J.D. students are selected each year for induction into Maurer Law's chapter of the Order of Barristers, a national honorary organization whose purpose is to recognize law students' achievements in oral advocacy and brief writing. The national charter is available here: [https://law.utexas.edu/barristers/constitution/.](https://law.utexas.edu/barristers/constitution/)

New inductees will have demonstrated excellence in Maurer's intramural advocacy programs—for example, the Sherman Minton moot court, Maurer Trial, or ADR competitions—and extramural events such as the BLSA, Williams, NLLSA, AIPLA, Pace, Jessup, NNALSA, AAJ, NAAC, ABA Labor Law, or other trial or moot court competitions. Exceptional law school advocacy in other settings, such as clinics or pro bono programs, may be considered (to the extent consistent with the Barristers charter), but the primary selection criteria shall be participation in and service to the Law School's curricular and co-curricular advocacy programs and interscholastic teams. While many factors are considered in each year's selections, inductees generally have participated in multiple events during their law school careers.

The Law School encourages the widest and most diverse range of students to self-nominate and nominate others. The new inductees are selected by a faculty committee and announced at ceremonies on the eve of graduation.

Appendix I: Academic Regulations

ACADEMIC REGULATIONS¹

Section 1. Awarding of J.D. and LL.B. Degrees

A student who meets the requirements for graduation is entitled to receive:

- (1) The degree of Doctor of Jurisprudence (J.D.), if the student has a baccalaureate degree; or
- (2) The degree of Bachelor of Law (LL.B.), if the student does not have a baccalaureate degree.

Section 2. Graduation Requirements for J.D. Degree

2.1 *Course Requirements*

- (1) Students must complete successfully all of the following first year courses:

Civil Procedure I	Legal Profession I & II
Constitutional Law I	Legal Research and Writing I and II
Contracts	Property
Criminal Law	Torts

Students who begin their studies at the School of Law 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 approved 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.

- (2) Students must demonstrate proficiency in legal research and writing by the execution of a complex research project involving problem definition, research for facts and authority, creation of an argument, and completion of a substantial written product. This requirement must be satisfied by completion of a research seminar (as so designated in the schedule).
- (3) Students must complete a second substantial upper-level writing experience. This requirement must be satisfied by:
 - (a) Completion of a second research seminar (as so designated in the schedule);
 - (b) Completion of an upper-level elective in which writing is used as a means of instruction (as so designated in the schedule); or
 - (c) Completion of B706 (independent research) project.

¹ These Academic Regulations are current as of the date below. Revisions during the academic year will be posted online.

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 their third year of law school.

- (4) Students must complete one or more experiential course(s) (as so designated in the schedule) totaling at least six credit hours. An experiential course must be a simulation course, a law clinic, or a field placement.

2.2 *Credit Requirement*

Students must complete successfully 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 65 credits, students may not include (i) externships or other field placements, (ii) independent study courses, such as B706 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.

The School of Law will designate courses as offering a particular number of credit hours. Each credit hour must reasonably approximate at least:

- (1) 750 minutes (12.5 hours) of classroom or direct faculty instruction, which may include up to 50 minutes allocated to a final examination, and 1800 minutes (30 hours) of out-of-class student work; or
- (2) For upper-level elective courses in which writing is used as a means of instruction, experiential courses (simulation courses, law clinics, and field placements), independent study courses (B600 directed reading, B706 independent research, and B707 directed research), or co-curricular activities leading to the award of academic credit, an amount of work equivalent to that described in paragraph (1), comprising an appropriate combination of classroom instruction, direct faculty instruction or supervision, and/or out-of-class student work.

2.3 *Residency Requirement*

Students must be in residence in an approved law school for a total of six fall or spring semesters of full time study.

- (1) At least four full semesters of study must be spent in this 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.
- (2) Full time study for residency purposes during a regular semester consists of at least ten semester hours of credit.
- (3) Partial proportionate residence may be gained if permission of the Dean is granted to take less than 10 semester hours of credit in a fall or spring semester.

- (4) Residency requirements must be met within six fall and spring semesters unless the Dean approves a longer period.
- (5) No more than 29 credit hours of foreign study may be counted toward the JD degree.

For the purposes of Section 2.3, the fall semester means the semester beginning in August and ending in December; spring semester means the semester beginning in January and ending in April.

2.4 *Grade Point Average Requirement*

Students must earn a cumulative grade point average of at least 2.300 to be eligible for graduation.

Section 3. 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% (99 th – 100 th percentile)
Magna Cum Laude	Top 10% (90 th – 98 th percentile)
Cum Laude	Top 30% (70 th – 89 th percentile)

Section 4. Course Programs and Rules

4.1 *Minimum and Maximum Programs*

- (1) The minimum load for second and third year students is 12 credit hours during a semester, unless the Dean approves a lower number.
- (2) The maximum load for students is 17 credit hours during a fall or spring semester. The maximum load for students during a summer session is 4 credits unless the Dean approves a higher number.

4.2 *Full Time Study and Employment*

The School is a University facility for full time study. Therefore, the School strongly discourages employment for the first year students. In the second and third year of study, a reasonable amount of employment may be compatible with full time study, but this should not exceed 20 hours per week.

4.3 *Class Attendance*

Sound educational standards, supported by American Bar Association 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 faculty member's evaluation of student performance or affect eligibility to sit for an examination or submit a paper.

4.4 *Written Papers*

- (1) Except as provided in subsection (2), in a course in which the grade depends wholly or partly on a written paper other than an examination, the paper may be accepted for credit only if it is presented in final form no later than the date set by the instructor.
- (2) For adequate cause shown by the student before the due date, the instructor may assign an “incomplete” and extend the time within which the paper is to be presented for up to one year beyond the original due date. By assigning an “incomplete” the instructor authorizes and requires the School’s Recorder, at the end of the one year period, if the instructor has not otherwise acted to remove the “incomplete”, to change the grade of “incomplete” to an “F”. The Dean, with concurrence of the instructor, may approve an extension of the one year period in exceptional circumstances.

4.5 *Independent Research (B706)*

A student may enroll in independent research that results in a substantial original written product under the supervision of a faculty member. The faculty member shall determine, after consultation with the student, the subject matter of the research, the scope of the project, the maximum number of credit hours that may be allowed, and the final date for submitting the final written product. A student may not register for a B706 credit research project without the written approval of a faculty supervisor.

Independent research will normally be awarded 2 credit hours and will require substantial written product of equivalent length and quality as is expected in a 3-credit seminar. With the written permission of a faculty member, a student may pursue independent research for 1-4 credits hours, with the expectation for the length and quality of the final written product adjusted accordingly.

Independent research for more than 4 credit hours is possible in unusual situations for third-year students for whom the research serves as a capstone experience. Such research should result in a substantial final written product of publishable quality or its equivalent. Students interested in pursuing independent research for more than 4 credit hours should prepare a written research proposal addressing:

- The nature, scope, and objective of the proposed research;
- A plan for completing the research;
- The intended outcome of the research, including publication plans;
- Features of the research that would warrant additional credit (such as interviews, surveys, access to archives or other material, or other components that may require more time and effort or work outside of the Bloomington area);
- Relevant coursework or other experiences that have prepared the student to conduct the research;
- How the research will provide a capstone experience; and
- Compliance with any IRB or other applicable research requirements.

Independent research for more than 4 credit hours will require the approval of the supervising faculty member, the Executive Associate Dean for Academic Affairs, and the Associate Dean for Student Affairs.

Regardless of the number of credit hours, a student engaged in independent research shall consult with the faculty supervisor with sufficient frequency to assure that the research is progressing satisfactorily and that it will be completed by the scheduled date. Independent research credit may not be used to compensate a student for work as a research assistant.

4.6 *Directed Research (B707)*

A student may engage in collaborative research with a faculty member under the faculty member's supervision. Such research may facilitate a faculty member's work and may be on a topic identified by the faculty member, but must both involve independent research by the student and convey the fruits of that research through one or more papers, memos, or other written products prepared by the student. The intent is to provide an opportunity for substantive collaborative research with faculty. The faculty member shall determine and clearly convey to the student the subject matter of the research; the scope of the collaboration; the type, number, length, and due dates of written work; the number of credit hours; and the intended duration of the collaboration. A student may not register for a B707 directed research project without the written approval of a faculty supervisor. A student may complete Directed Research for 1-3 credit hours during or between semesters. Directed Research shall not satisfy any writing credit.

4.7 *Directed Reading (B600)*

- (1) A directed reading is an independent project in which a student, in consultation with a supervising faculty member, reads a collection of materials in an area of interest. The list of materials will be generated by the student in consultation with and subject to the approval of the supervising faculty member;
- (2) J.D. candidates will be permitted to enroll for a directed reading only once for a maximum of one credit;
- (3) A directed reading will require no substantial writing nor generate any writing credit; and
- (4) A directed reading will be graded on a "Pass/Fail (F or C-)" basis.

4.8 *Adding or Dropping Courses*

- (1) Second or third year students may not add a regularly scheduled course or research project after the University's designated "drop" day unless the instructor concerned and the Dean approve.
- (2) Regular first year students, including "early start" students, must take the courses prescribed in these Regulations. They may vary their program only with the permission of the Dean. Permission to drop a course will be given only for reasons of serious illness or significant extenuating circumstances.
- (3) Second or third year students may not drop a course or research project after the University's regular "drop" day without special approval from the instructor concerned and the Dean, and permission to drop a course after the last day of classes will be given only for

reasons of serious illness or significant extenuating circumstances. Any such late withdrawal will appear as a “W” on the student’s transcript.

4.9 *Repeating Courses*

No student may repeat a course unless:

- (1) An “F” or “C-” was received in the course; and
- (2) Permission has been obtained from the instructor teaching the course at the time the student desires to repeat it; and
- (3) Permission has been obtained from the Dean.

4.10 *Credit for Courses Taken Elsewhere*

- (1) Non-law courses, not exceeding six (6) credit hours, may be credited toward law school semester hours and residence graduation requirements, provided that they:
 - (a) Are approved in advance by the Dean;
 - (b) Are non-duplicative of law courses;
 - (c) Have significant intellectual challenge; and
 - (d) Are relevant to the student’s education in the law.
- (2) Cross-listed courses that are taught in other schools or divisions and cross-listed at the School of Law may be credited toward law school semester hours and residence graduation requirements. Such courses follow the calendar of the school in which the course is taught and are counted in computing a student’s grade point average. To apply more than fifteen (15) credit hours of cross-listed courses towards law school requirements, a student must receive permission from the Associate Dean of Students.

A joint-degree student taking a cross-listed course may choose to apply the credits towards the credit requirement of one, but not both, schools.
- (3) With advance approval by the Petitions and Appeals Committee, students may take up to 28 hours during a regular academic year at another ABA-approved law school in the United States, with the payment of an appropriate administrative fee, for extraordinary and compelling reasons.
- (4) Students may not take courses in other law schools during the summer without special, advance approval by the Dean.
- (5) Grades for courses taken elsewhere shall be recorded on the student’s academic record as a Pass (P), provided the grade received meets or exceeds the grade average required for graduation at the host school, or Fail (F or C-).

Permission to take courses elsewhere may be withheld because of the quality of education offered by another school.

4.11 *Auditing of Courses*

A person may audit a course if the instructor and the Dean approve. An auditor must register in accordance with University Regulations and pay the prescribed University auditing fees. An auditor receives no credit for attendance, but the student's transcript will reflect an NC notation. Classroom policies for participation by auditors are at the discretion of the instructor.

4.12 *Clinic/Class Conflict*

When a student who is enrolled for credit in a client-contact clinic is confronted with a conflict between regular class attendance and a clinic-supervisor order that the student appear in court or at an administrative hearing on behalf of a client of the clinic, the student must follow the order of the client-contact supervisor. For the purposes of this rule it does not matter whether the student is appearing as counsel for the client or in some other formal capacity. Further, the student shall not be penalized for following the orders of the clinical supervisor provided that:

- (1) The student has notified the Clinical Supervisor of the conflict. The Clinical Supervisor shall then make reasonable efforts to eliminate the conflict by requesting that the court hearing or trial or the administrative hearing be rescheduled; and
- (2) The student has notified the professor whose class he or she will miss of the reason for their absence. The professor may require the student to produce some form or forms of evidence that he or she is, in fact, required to appear in court or at an administrative hearing.

4.13 *Course Enrollment*

Law school courses are generally open to Maurer students only. Graduate students in other schools at the university may request permission from the Associate Dean of Students to enroll in law courses. The courses must apply towards the degree or certificate program of the graduate student. In addition, individual faculty members who are participating in formal collaborative relationships with other schools, departments, or programs at the university may seek special permission from the Executive Associate Dean to allow one or more undergraduate students to enroll in an upper-level law school course taught by that faculty member.

4.14 *Computer Requirement*

All students in the J.D. program shall possess a laptop computer or its equivalent. The specifications for the computer will be established each year and will be made available to each entering class. For purposes of establishing financial aid, the cost of such computer shall be established by the Dean.

4.15 *Course Recordings*

The Law School adopts a general policy that, without the express permission of the relevant faculty member(s), a student may not make any kind of audio or visual recording of any of the following: (1)

classroom discussion; (2) discussion with any faculty member(s); (3) presentations by any faculty member(s) and/or guest speaker(s); (4) visual aids (including but not limited to PowerPoint slides; (5) exam review sessions, examination test questions, or other assignments; (6) answer to any examination, test question or other assignment; or (7) any post-exam review session. An individual faculty member, however, can expressly vary this policy with respect to their own course(s) or discussion(s).

Section 5. Evaluation and Grades

5.1 *Examinations*

- (1) Except as provided in subsection (2), a student who has completed a course must take the examination regularly scheduled for it. Failure to take the examination or to hand in an examination paper results in the grade of “C-” for the course.
- (2) A student is excused from complying with subsection (1) and receives the mark of “I” if the Dean finds that the absence from the scheduled examination or the failure to hand in the examination paper resulted from illness or other contingency beyond control. A failure to remove that mark within one year after the date of the missed examination period results in the grade of “F” for the course. The mark of “I” may be removed by taking the instructor’s next regularly scheduled examination in that course, taking a special written examination for a grade, retaking the course, or preparing a special research paper, whichever method is approved by the instructor and the Dean.
- (3) A student who is eligible to continue in the School may not repeat an examination.
- (4) Students shall not identify themselves on written examinations, except by the number provided them by the Recorder’s Office. A new number is assigned each examination period.
- (5) Computers may be used during an in-class examination in accordance with prescribed policies.

5.2 *Grades and Marks: Grade Points*

- (1) Student performance is graded and credited according to the following scale:

Grade	Grade Points Per Hour of Credit
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)

- (2) Where appropriate, the following marks shall be used:
W - (Withdrawal); I - (Incomplete); S - (Satisfactory); P - (Pass)
- (3) Within one week of the date of submission of a grade for a written examination to the Recorder, the instructor may identify the student and adjust the grade to reflect other relevant aspects of the student's performance in the course. Any alterations must occur within the period for submitting exams.
- (4) If a student withdraws from a course without the required approval, the grade of "C-" shall be entered for that course, except that a grade of "F" may be entered in cases of academic misconduct. If the student withdraws with approval, the mark of "W" shall be entered.
- (5) After the grades for a semester or term have been reported by the Recorder to the University's 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 Executive Associate Dean.

5.3 *Grade Point Averages*

- (1) A student's grade point average for a period shall be computed by dividing the total grade points earned for that period, under Section 5.2(1), by the total semester hours taken during that period. Only courses that have been taken for credit and for which the student has received letter grades may be counted.
- (2) Courses completed in another law school or in another school or division of the University shall not be counted in computing a student's grade point average unless they are courses cross-listed at the School of Law.
- (3) Credit hours assigned to a course in which a student received the grade of "F" or "C-" may not be counted toward meeting the requirements of Section 2, but they shall be included in determining the student's grade point average.
- (4) 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 grade point average, each grade shall be treated as if it represented a different course.
- (5) Notwithstanding subsection (4), if the student is readmitted to the School under Section 7.1, the prior grades will not be counted in computing the student's grade point average.

Section 6. Academic Eligibility

6.1 *Student in Ordinary Course*

- (1) A student is ineligible to continue in the School, either as a regularly enrolled student or as an auditor, if the student fails to earn a grade point average of at least 2.10 on all work taken in the student's first academic year, or if thereafter, the student's cumulative grade point average at the end of any semester or summer term falls below 2.10.
- (2) Students who have been academically excluded at the end of their first year shall not audit courses during the twelve month period after exclusion. Following the expiration of that twelve month period such students may audit courses upon written approval by the Dean. Such students continue to have the option of sitting for re-examination under Section 7.1.
- (3) Notwithstanding subsection (1), if a student's grade point average at the end of the first academic year is below 2.10, but the student has earned grades of "C+" or better in all courses except one, the student is entitled to continue in the School on probation. If a student's cumulative grade point average at the end of a semester or summer term is at least 2.10 but less than 2.30, the student is entitled to continue in the School on probation. In either case, if the student fails to earn a cumulative grade point average of at least 2.30 by the close of one academic year following going on probation, the student is ineligible to continue in the School.

6.2 *Students Admitted with Advanced Standing*

The academic eligibility of a student who has been admitted with advanced standing shall be determined under Section 6.1, except that in determining the period within which the student must complete the requirement for graduation under Section 2.3, the period of law school residence represented by the student's advanced standing shall be included.

Section 7. Readmission

7.1 *Readmission on Examination*

A student who has been excluded from the School on academic grounds at the end of the first year is entitled in either of the next two years (except for the first summer after exclusion), to take the regularly scheduled examination in all first year courses in which the student received a grade of "C" or below. If the student receives a grade of "C+" or better on each retaken examination, the student is eligible to be readmitted to the School.

7.2 *Readmission on Petition*

A student who has been excluded from the School on academic grounds, or is ineligible on such grounds to continue in the School, may petition the Petitions and Appeals Committee for readmission or permission to continue. The Committee may approve the petition, subject to such conditions as it may impose, if it finds that the petitioner has had insufficient opportunity to show their capacity for the study of law and that there is good reason to believe that a further opportunity will result in satisfactory performance.

Section 8. Graduation Requirements for Graduate Programs and Joint/Combined Degrees

8.1 *S.J.D. Degree*

To be eligible to receive the degree of Doctor of Juridical Science, a student must:

- (1) Complete one academic year in residence in the Law School after matriculating in this program;
- (2) Submit a satisfactory dissertation, which comprises 30 semester credit hours; and
- (3) Comply with other provisions as may be prescribed by the Graduate Admissions and Programs Committee.
- (4) Up to 8 of the 30 credit hours may be taken as coursework, subject to approval by the dissertation advisor and the Director of Graduate Legal Studies.

8.2 *LL.M. Degree*

To be eligible to receive the degree of Master of Laws, a student must complete one of the following two programs:

LL.M. with Thesis (30 credits)

- (1) Complete one academic year in residence in the Law School;
- (2) Complete B504 Introduction to American Law for 2 credits; B530 Legal Discourse and Writing for 2 credits; and B560 Academic Legal Writing for Thesis for 1 credit.
*All required courses are subject to waiver by the Director of Graduate Legal Studies.
- (3) Complete at least 24 total hours of course credit;
- (4) Complete a 6-credit thesis;
- (5) Maintain a cumulative grade point average of at least 3.0;
- (6) Complete the degree requirements in four consecutive semesters.

LL.M. (24 credits)

- (1) Complete one academic year in residence in the Law School;
- (2) Complete B504 Introduction to American Law for 2 credits; and B530 Legal Discourse and Writing for 2 credits.
*All required courses are subject to waiver by the Director of Graduate Legal Studies.
- (3) Complete at least 24 total hours of course credit;
- (4) Maintain a cumulative grade point average of at least 3.0;
- (5) Complete the degree requirements in three consecutive semesters.

Applicants who will have received a J.D. degree from an American law school prior to matriculation in the LL.M. program at Indiana University may not earn an LL.M. degree without thesis and may be subject to alternative requirements in order to earn an LL.M. degree with Thesis. Such applicants should contact the Graduate Admissions and Program Committee to obtain more information about these alternative requirements.

8.3 *M.C.L. Degree (20 credits)*

Designed to serve the needs of graduates from law schools in non-common law jurisdictions, the candidate for a Master of Comparative Law degree must:

- (1) Complete one academic year in residence in the Law School; and
- (2) Complete B504 Introduction to American Law for 2 credits; and B530 Legal Discourse and Writing for 2 credits.
*All required courses are subject to waiver by the Director of Graduate Legal Studies.
- (3) Complete at least 20 total hours of course credit;
- (4) Maintain a cumulative grade point average of at least 3.0;
- (5) Complete the degree requirements in three consecutive semesters.

8.4 *Ph.D. in Law and Social Science (Currently not accepting students)*

- (1) Complete a minimum of three academic years in residence;
- (2) Complete 60 credit hours divided between law courses and graduate courses in one or more collaborating departments (as specified by the candidate's academic advisory committee), no fewer than 12 of which shall satisfy the requirements of the candidate's academic advisory committee for designation as a Minor;
- (3) Complete a comprehensive exam; and
- (4) Complete 30 credit hours for dissertation research and a dissertation defense.

8.5 *Ph.D. in Law and Democracy*

- (1) Complete a minimum of two years in residence;
- (2) Complete 69 credit hours divided between courses in law and graduate courses in anthropology, political science, and area studies (15 credits of which shall satisfy the requirements of the candidate's academic advisory committee for designation as a Minor);
- (3) Complete 21 credit hours for dissertation research and a dissertation defense;
- (4) Demonstrate proficiency in the language of the country or countries studied;
- (5) Complete fieldwork related to the country or countries studied;
- (6) Complete an internship with the Center for Constitutional Democracy; and
- (7) Complete a comprehensive exam.

A PhD student in Law and Democracy who has successfully completed most of the coursework for the PhD degree but does not wish to complete the dissertation may terminate the program and elect to receive a Master of Arts in Law and Democracy

8.6 *"Dual Major" Ph.D. in Law & Democracy and Near Eastern Languages & Cultures*

Coursework Requirements for the Law and Democracy Major

- (1) Complete 51 credit hours of graduate course work, including 30 credit hours of law courses and 21 credit hours in a combination of courses in political science and anthropology;
- (2) The usual 15 credit hours of a doctoral minor will be satisfied by the courses taken in area studies in the NELC major (see below); and
- (3) Complete independent comprehensive exam administered by the Center for Constitutional Democracy.

Coursework Requirements for the NELC Major

- (1) Complete 54 credits of graduate course work, including 12 credits of advanced language instruction (Advanced 1-4), or demonstration of fourth-year proficiency; 12 credits of a second Middle Eastern language (Elementary 1 through Intermediate 2), or demonstration of second-year proficiency; a minimum of 15 credits of advanced seminars in which the major language is used substantially; and a minimum of 15 credits of courses on the history, politics, culture, and religious traditions of the Middle East;
- (2) The usual 15 credit hours of a doctoral minor will be satisfied by the courses taken in the Law and Democracy major (see above);
- (3) Students may transfer a maximum of 30 credits from an appropriate MA program to satisfy the NELC Ph.D. coursework requirements. Graduate courses in elementary and intermediate instruction in the major language may not be counted towards the Ph.D.; and
- (4) Complete independent comprehensive exam administered by NELC

Dissertation Requirements

- (1) Complete 15 credit hours of dissertation research and a dissertation defense, the topic of which must have a substantial relationship between NELC studies and law and democracy. The dissertation committee will include at least two faculty members from the Maurer School and two from NELC.

8.7 *Joint J.D. and Ph.D. in Law and Democracy*

To be eligible to receive the degrees of Doctor of Jurisprudence and Ph.D. in Law and Democracy, which must be received simultaneously, a student must:

- (1) Complete 82 credit hours in the School of Law, including all of its required course work;
- (2) Complete 36 graduate credit hours in anthropology, political science and area studies in accordance with all of the requirements for the Ph.D. in Law and Democracy (see above), including the requirements for 21 additional credits for dissertation research, a comprehensive exam, and a minor (see above at 8.5).

Up to 33 credits taken in the School of Law may be counted toward fulfillment of both degree programs.

8.8 *Joint J.D. and M.B.A. Degrees*

To be eligible to receive the degrees of Doctor of Jurisprudence and Master of Business Administration, which must be received simultaneously, a student must:

- (1) If enrolled in the joint degree program with the Graduate School of Business at Indiana University--Bloomington:
 - (a) Complete 79 semester hours of credit in the School of Law, including all its required course work;
 - (b) Complete 42 semester hours of credit in the Graduate School of Business, including all its required course work; and

- (c) Earn a cumulative grade point average of at least 2.3 on all course work in the School of Law and at least 2.75 on all work taken in the Graduate School of Business.
- (2) If enrolled in the joint degree program with the Sungkyunkwan Graduate School of Business:
 - (a) Complete 88 semester hours of credit in the School of Law, including all of its required course work;
 - (b) Complete the first-year MBA requirements then in effect at Sungkyunkwan University; and
 - (c) Earn a cumulative grade point average of at least 2.3 on all course work in the School of Law and at least the minimum grade point average then required to meet graduation requirements at the Sungkyunkwan University GSB MBA program on all work taken at Sungkyunkwan University.

8.9 *Joint J.D. and M.B.A. in Accounting Degrees*

To be eligible to receive the degrees of Doctor of Jurisprudence and Master of Business Administration in Accounting, which must be received simultaneously, a student must:

- (1) Complete 79 semester hours of credit in the School of Law, including all its required course work;
- (2) Complete 54 semester hours of credit in the Graduate School of Business, including all its required course work; and
- (3) Earn a cumulative grade point average of at least 2.3 on all work taken in the School of Law and at least 2.75 on all work taken in the Graduate School of Business.

8.10 *Joint J.D. and Master of Science in Accounting Degrees*

To be eligible to receive the Doctor of Jurisprudence and the Master of Science in Accounting, which must be received simultaneously, a student must:

- (1) Complete 79 semester hours of credit in the School of Law, including all its required course work;
- (2) Complete 18-21 semester hours of credit in the Graduate School of Business, including all its required course work;
- (3) Earn a cumulative grade point average of at least 2.3 on all work taken in the School of Law and at least 2.75 on all work taken in the Graduate School of Business; and
- (4) Highly qualified students may complete this degree in three years if they are admitted to such program in the spring before the commencement of legal and graduate business studies and meet the requirements of this rule and all other applicable graduation requirements.

8.11 *Joint J.D. and M.P.A./M.S.E.S. Degrees*

To be eligible to receive the degrees of Doctor of Jurisprudence and Master of Public Administration or Master of Science in Environmental Science, which must be received simultaneously, a student must:

- (1) Complete 79 semester hours of credit in the School of Law, including all its required course work;
- (2) Complete 36 semester hours of credit in the School of Public and Environmental Affairs, including all its required course work; and
- (3) Earn a cumulative grade point average of at least 2.3 on all work taken in the School of Law and at least 3.0 on all work taken in the School of Public and Environmental Affairs.

8.12 *Combined JD/MA Media Arts and Sciences*

To be eligible to receive the degrees of Doctor of Jurisprudence and Master of Media Arts and Sciences, which must be received simultaneously, a student must:

- (1) Complete 79 semester hours of credit in the School of Law, including all of its required course work;
- (2) Complete 27 semester hours of credit in the Media School, including all of its required course work; and
- (3) Earn a cumulative grade point average of at least 2.3 on all work taken in the School of Law and at least 3.0 on all work taken in the Media School.

8.13 *Combined J.D./MS in Media*

To be eligible to receive the degrees of Doctor of Jurisprudence and Master of Science in Media, which must be received simultaneously, a student must:

- (1) Complete 79 semester hours of credit in the School of Law, including all of its required course work;
- (2) Complete 30 semester hours of credit in the Media School, including all of its required course work; and
- (3) Earn a cumulative grade point average of at least 2.3 on all work taken in the School of Law and at least 3.0 on all work taken in journalism.

8.14 *Joint J.D. and M.A. in Russian and East European Studies Degrees*

To be eligible to receive the degrees of Doctor of Jurisprudence and Master of Arts in Russian and East European Studies, which must be received simultaneously, a student must:

- (1) Complete 79 semester hours of credit in the School of Law, including all of its required course work;
- (2) Complete 27 semester hours of credit in the Russian and East European Studies, including all of its required course work, of which 20 credits will be in the College of Arts and Sciences;
- (3) Complete a language oral proficiency examination (Russian at intermediate level or other area language at the 2nd year level);
- (4) Complete an M.A. Essay and Examination;
- (5) Earn a cumulative grade point average of at least 2.3 on all work taken in the School of Law and at least 3.0 on all work taken in the Russian and East European Studies.

8.15 *Joint J.D. and M.A. in Latin American and Caribbean Studies Degrees*

To be eligible to receive the degrees of Doctor of Jurisprudence and Master of Arts in Latin American and Caribbean Studies, which must be received simultaneously, a student must:

- (1) Complete 79 semester hours of credit in the School of Law, including all of its required course work;
- (2) Complete 24 semester hours of credit in Latin American and Caribbean Studies, including all of its required course work;
- (3) Meet the language proficiency and thesis requirements for the M.A.; and
- (4) Earn a cumulative grade point average of at least 2.3 on all work taken in the School of Law and at least 3.0 on all work taken in Latin American and Caribbean Studies.

8.16 *Joint J.D. and M.A. in European Studies Degrees*

To be eligible to receive the degrees of Doctor of Jurisprudence and Master of Arts in European Studies, which must be received simultaneously, a student must:

- (1) Complete 79 semester hours of credit in the School of Law, including all of its required course work;
- (2) Complete 24 semester hours of credit in European Studies, including all of its required course work;
- (3) Meet the language proficiency and thesis requirements for the M.A.; and
- (4) Earn a cumulative grade point average of at least 2.3 on all work taken in the School of Law and at least 3.0 on all work taken in European Studies.

8.17 *Joint J.D. and M.P.H. Degrees*

To be eligible to receive the degrees of Doctor of Jurisprudence and Master of Public Health, which must be received simultaneously, a student must:

- (1) Complete 79 semester hours of credit in the School of Law, including all of its required course work; and
- (2) Complete 43 semester hours of credit in the School of Public Health, including all of its required course work; and
- (3) Earn a cumulative grade point average of at least 2.3 on all work taken in the School of Law and at least 3.0 on all work taken in the School of Public Health.

8.18 *Joint J.D. and Master of Library Science Degree*

To be eligible to receive the degrees of Doctor of Jurisprudence and Master of Library Science, which must be received simultaneously, a student must:

- (1) Complete 79 semester hours of credit in the School of Law, including all of its required course work, Copyright, and Constitutional Law II; and
- (2) Complete 30 semester hours of credit School of Library and Information Science, including all of its required course work; and
- (3) Earn a cumulative grade point average of at least 2.3 on all work taken in the School of Law and at least 2.75 on all work taken in the Library and Information Science.

8.19 *Combined J.D. and Master of Science in Cybersecurity Risk Management*

To be eligible to receive the degrees of Doctor of Jurisprudence and Master of Science in Cybersecurity Risk Management, which must be received simultaneously, a student must:

- (1) Complete 88 semester hours of credit in the School of Law, including all of its required course work;
- (2) Complete thirty (30) credit hours of graduate course work to be distributed as follows: (a) 6 credits (typically 2 courses) in law courses, (b) 6 credits (typically 2 courses) in informatics or computer science courses, (c) 6 credits (typically 2 courses) in business courses, (d) completion of the 3-credit Cybersecurity Risk Management Capstone, and (e) at least 9 credits of cybersecurity-related electives offered by the Maurer School of Law, the Kelley School of Business, or the School of Informatics, Computer Science, and Engineering; and
- (3) Earn a cumulative grade point average of at least 2.3 in the coursework completed for the J.D. degree and at least a 3.0 cumulative grade point average for the coursework completed for the M.S. degree.

Up to 15 credits taken in the School of Law may be counted toward fulfillment of both degree programs

8.20 *Joint J.D. and LL.B. (OP Jindal) Degrees*

To be eligible to receive the degrees of Doctor of Jurisprudence and Bachelor of Laws (from OP Jindal in India), a student must:

- (1) Complete 64 semester hours of credit in residence in the School of Law, including all of its required course work; and
- (2) Complete 24 specified courses in residence at Jindal, including all of its required course work.

8.21 *JD with Minor in Gender Studies*

To be eligible to receive the degree of Doctor of Jurisprudence with a minor in Gender Studies, a student must:

- (1) Complete 82 semester hours of credit in the School of Law including all its required course work;
- (2) Complete one core Gender Studies course;
- (3) Complete three 3-4 credit hour courses at or above the 500 level offered by Gender Studies; and
- (4) Complete 6 credit hours of law courses that satisfy the Gender Studies cross-listing requirements. See the Dean to ascertain specific courses available each year.

8.22 *JD with Minor in Business*

To be eligible to receive the degree of Doctor of Jurisprudence with a Minor in Business, a student must:

- (1) Complete 82 hours of credit in the School of Law, including all its required course work; and
- (2) Complete 12 semester hours of credit in the Graduate School of Business.

8.23 *JD with Minor in Education Policy*

To be eligible to receive the degree of Doctor of Jurisprudence with a minor in Education Policy, a student must:

- (1) Complete 82 credit hours of credit in the School of Law including all its required course work and at least six credit hours in law courses that relate to this minor, as determined by the Associate Dean of Students; and
- (2) Complete an additional 12 credit hours in the School of Education, consisting of the following 4 courses :
 - (a) B658/A608--Legal Perspectives on Education;
 - (b) B658/A615--Advanced School Law;
 - (c) B658/A675--Leadership in Special Education; and
 - (d) either one of the following courses:
 - a. B658/A720--Workshop on Selected Problems in Educational Leadership; or
 - b. B658/C705--Legal Aspects in Higher Education.

(Course substitutions may be possible with compelling reasons and permission from Law and Education.)

8.24 *Certificate in Rule of Law and Constitutional Design*

To be eligible to receive the certificate in Rule of Law and Constitutional Design, a student must:

- (1) Complete at least 12 credit hours in courses offered by the law school, including two core courses B575 (Constitutional Design I: Multiethnic Societies) and L684 (Constitutional Design II: Rights, Equality, and States of Emergency) as well as 6 credits in elective courses chosen from a designated list;
- (2) As a condition of admission to the certificate program, JD students must apply to and be admitted to the Center for Constitutional Democracy's JD affiliated program;
- (3) Students without prior legal experience, who are not concurrently enrolled in the JD program, must complete B504 Introduction to U.S. Law; and
- (4) Earn a grade point average of at least 3.0 in the courses for the certificate.

8.25 *Certificate in Cybersecurity Law & Policy*

To be eligible to receive the certificate in Cybersecurity Law & Policy, a student must:

- (1) Complete at least 12 credit hours in the courses specified in a, b, c, and d below.
 - (a) All students must complete one of the two following core courses (and may take both): B587 Information Security Law or B730 Cybersecurity Law;
 - (b) Students without a technical background must complete the CSCI A541 Cyber Boot Camp course offered at the School of Informatics, Computing, and Engineering;
 - (c) Students without prior legal experience, who are not concurrently enrolled in the JD program, must complete at least one credit of B504 Introduction to U.S. Law; and
 - (d) Students shall complete the balance of the 12 credit hours required for the certificate by enrolling in elective courses at the law school chosen from a designated list.
- (2) As a condition of admission to the certificate program, JD students must apply to and be accepted as a JD affiliate of an IU Research Center with cybersecurity or information privacy as a principal area of focus; and
- (3) Earn a grade point average of at least 3.0 in the courses for the certificate.

8.26 *Certificate in Information Law & Policy*

To be eligible to receive the certificate in Information Law & Policy, a student must:

- (1) Complete at least 12 credit hours in the courses specified in a, b, c, and d below.

- (a) All students must complete one of the two following core courses (and may take both): B708 Information Privacy Law I or B728 Information Privacy Law II;
 - (b) Students without a technical background must complete the CSCI A541 Cyber Boot Camp course offered at the School of Informatics, Computing, and Engineering;
 - (c) Students without prior legal experience, who are not concurrently enrolled in the JD program, must complete at least one credit of B504 Introduction to U.S. Law; and
 - (d) Students shall complete the balance of the 12 credit hours required for the certificate by enrolling in elective courses at the law school chosen from a designated list.
- (2) As a condition of admission to the certificate program, JD students must apply to and be accepted as a JD affiliate of an IU Research Center with cybersecurity or information privacy as a principal area of focus; and
- (3) Earn a grade point average of at least 3.0 in the courses for the certificate.

8.27 *Minor in Law (for non-JD students)*

Designed for Ph.D. students from other fields at IUB, the minor in law requires that a student must:

- (1) Complete 13 to 16 credit hours of course work in the Maurer School of Law, including one of the following courses: Contracts, Torts, Civil Procedure, Criminal Law, Property, Constitutional Law, or a basic methodological course that has been approved by the law minor advisor;
- (2) Complete 2 credit hours in either a research seminar or independent research.

Students who wish to minor in law must meet with the law minor advisor (the Associate Dean of Students at the law school) to discuss their proposed educational plan and courses and to register for classes.

8.28 *Graduate Certificate in Legal Studies*

Designed to serve the needs of law graduates and advanced law students from foreign schools, the Graduate Certificate in Legal Studies requires that a candidate must:

- (1) Complete at least 8 semester credit hours;
- (2) Be in residence for at least one semester or such shorter period the Director of Graduate Legal Studies approves;
- (3) Earn a cumulative G.P.A. of at least 3.0; and
- (4) Comply with other provisions as may be prescribed by the Graduate Admissions and Program Committee.

8.29 *Early Admissions (3+3) Program in Biotechnology*

- (1) The School of Law may admit students who have completed three years of undergraduate study toward a BS-Biotechnology degree at Indiana University-Bloomington.
- (2) A student admitted under the 3+3 program must successfully complete ten upper-level credits in law school courses relevant to biotechnology, including at least one course that requires a substantial research project.
- (3) After a student has completed the coursework for their BS-Biotechnology degree, he or she will be permitted to count up to nine graduate-level credits toward the credit requirements for the JD.
- (4) Compliance with the requirements of the 3+3 program must be certified by the faculty advisor to the program or the Associate Dean of Students.

Section 9. Standards of Conduct for Students

Law students are bound by the following rules and procedures, which have been adapted from the *University Code of Student Rights, Responsibilities, and Conduct* (referred to as “the *Code*” in Sections 9 through 12 of these Academic Regulations). The *Code* is located at <http://studentcode.iu.edu/>.

9.1 *Jurisdiction*

The Faculty and administration of the School of Law have jurisdiction over cases of academic or personal misconduct of students enrolled in the School of Law (referred to as the “School” in Sections 9 through 12 of these Academic Regulations), except in cases of sexual misconduct as defined in the University Sexual Misconduct Policy, UA-03, found at <https://policies.iu.edu/policies/ua-03-sexual-misconduct/index.html>. The reporting and resolution of any sexual misconduct claim must follow the procedures set forth in Policy UA-03. “All reports of sexual misconduct . . . will be shared with the Deputy Title IX Coordinator(s) as well as the University Title IX Coordinator in a timely manner.”

9.2 *Reports of student misconduct; determinations; notice; and right of appeal*

The Associate Dean of Students (referred to as the “Dean of Students” in Sections 9 through 12 of these Academic Regulations) shall receive:

- (a) Reports and complaints of academic misconduct allegedly engaged in by students enrolled in the School;
- (b) Appeals from determinations that a student has engaged in academic misconduct, which will be referred to the Petition and Appeals Committee (as described in Section 9.3);
- (c) Reports and complaints of personal misconduct allegedly engaged in by students enrolled in the School; and
- (d) Appeals from determinations by the Dean that a student has engaged in personal misconduct, which will be referred to the Petition and Appeals Committee (as described in Section 9.3).

(1) Academic Misconduct

Procedures for resolving academic misconduct allegedly committed by a student address two key issues: (1) whether academic misconduct has occurred, and (2) if so, what sanctions are appropriate.

- (a) Academic misconduct is defined as any activity that tends to undermine the academic integrity of the institution, and includes the following:
 - **“Cheating”** - intentionally, knowingly, or recklessly:
 - i. Using unauthorized materials, information, or study aids in any academic exercise or examination, including any obtained through use of technology;
 - ii. Engaging in unauthorized collaboration through any means, including the use of technology, in any academic exercise or examination;
 - iii. Copying from or otherwise utilizing another student’s examination;
 - iv. Presenting material prepared by anyone else as one’s own work;
 - v. Obtaining or providing unauthorized information about the contents of an examination prior to its being administered; or

vi. Failing to comply with rules or instructions set by the instructor or administrators of the School with the purpose of seeking, or the practical effect of creating, an advantage over other students.

- **“Plagiarism”** - intentionally, knowingly or recklessly representing the words or ideas of another as one’s own in any academic exercise, including, but not limited to, the intentional, knowing or reckless failure to give attribution when making a direct quotation or when paraphrasing or borrowing facts or information.
- **“Unauthorized multiple submission”** - intentionally, knowingly or recklessly submitting the same or substantially the same work, including drafts, to satisfy requirements for academic credit in more than one course, unless such duplication is expressly permitted.
- **“Forgery, falsification or misrepresentation”** - intentionally, knowingly or recklessly: (1) making a false statement, concealing material information, or forging a signature on any academic record or document, including resumes, transcripts, and applications submitted for admission to the School; (2) making a false oral or electronic statement or concealing material information during an oral or electronic communication with respect to any academic exercise or program; or (3) falsifying any information pertaining to the student’s affiliation or standing with the School.
- **Intentionally or knowingly stealing, destroying, damaging or hiding library materials or academic records or documents of others.**
- **Intentionally or knowingly impeding or damaging the academic work of others,** including with respect to School competitions and prizes.
- **Intentionally or knowingly attempting to commit an act of academic misconduct,** assisting another to commit or conceal an act of academic misconduct, bringing a false accusation of academic misconduct, giving false information concerning academic misconduct, or failing to notify a faculty member from whom a recommendation is requested of a prior sanction imposed under this Section against the student requesting the recommendation.
- Professional misconduct, defined as a violation of applicable rules of professional responsibility, in a law school practice setting, including participation in a clinic, externship, or law school pro bono project.
- Other academic misconduct as defined in the *Code* at <http://studentcode.iu.edu/responsibilities/academic-misconduct.html>.

(b) Potential sanctions for academic misconduct are as follows:

- A lower or failing grade for the assignment in which the misconduct occurred;
- Repeating the assignment(s) or course in which misconduct occurred;
- Completing additional assignment(s);
- A lower or failing grade for the course;

- Required withdrawal from the course, with a grade of either F or W at the faculty member's discretion, regardless of when during the semester the student withdraws from the course); or
 - Other sanctions appropriate under the circumstances.
- (c) Procedures for reports of academic misconduct

The determination whether academic misconduct by a student has occurred and imposition of the appropriate sanction, if any, are made by the faculty member responsible for the course in which academic misconduct is alleged or reported. Prior to making any determination that academic misconduct has occurred or imposing any sanction, the faculty member shall consult with the Dean of Students. If the alleged or reported academic misconduct is unrelated to a particular course, the Dean of Students shall make the determination whether the misconduct has occurred and the sanction, if any, to be imposed.

If the faculty member is uncertain about a material issue of fact regarding suspected course-related academic misconduct, the faculty member may request that the Dean of Students conduct an informal advisory investigation as to whether the act of misconduct occurred. Alternatively, at the request of the faculty member in consultation with the Dean of Students, the Dean shall appoint an Investigatory Committee consisting of two faculty members and one student. Members of the Investigatory Committee ordinarily should be drawn from the members of the Petitions and Appeals Committee described in Section 10 below, excluding the Chair who may not serve as a member of the Investigatory Committee. The Investigatory Committee shall promptly conduct an investigation which may include an informal hearing. Upon the completion of its investigation, the Investigatory Committee shall provide the faculty member with a written report, which shall state the Investigatory Committee's advisory findings as to the fact of misconduct and any recommendations as to sanctions to be imposed by the faculty member.

The faculty member thereafter shall determine whether the student committed 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 due consideration to the advisory views of the Dean of Students or the Investigative Committee, but is not bound by their findings as to misconduct or recommendations as to sanctions.

A faculty member who determines that a student has committed academic misconduct shall promptly report this decision, as well as any sanctions to be imposed, to the Dean of Students.

The Dean of Students shall promptly report any adverse determination of academic misconduct and sanctions to the student. The Dean of Students will keep a record of any determination of academic misconduct and the imposition of sanctions in the student's file, although no such record shall be created during the pendency of any appeal.

- (d) Obligation to report other students' academic misconduct

A student who knows that another law student has committed academic misconduct as defined in this Section that raises a substantial question as to that student's honesty, trustworthiness, or potential fitness as a lawyer in other respects, is expected to inform the responsible faculty member or the Dean of Students.

(2) Personal Misconduct

Procedures for resolving personal misconduct allegedly committed by a student or student organization raise two key issues: (1) whether personal misconduct has occurred, and (2) if so, what sanctions are appropriate.

(a) Personal misconduct is defined to include:

- Any conduct involving material dishonesty that does not constitute academic misconduct;
- Any criminal conduct;
- Discriminatory or harassing conduct as defined by the *Code* (at <http://studentcode.iu.edu/rights/discrimination.html> and <http://studentcode.iu.edu/rights/harassment.html>) that does not constitute a [sexual misconduct claim](#); or
- Any act of personal misconduct that occurs either on university property as defined in the *Code* at <http://studentcode.iu.edu/responsibilities/on-campus-personal.html> (28 types of such personal misconduct are identified in a non-exclusive list in the *Code*), or not on university property as defined in the *Code* at <http://studentcode.iu.edu/responsibilities/off-campus-personal.html>.
- Any action in violation of other university policies, which may be found at <http://policies.iu.edu>, including: GR-01, Contact with Federal and State Government Officials; GR-02, Political Activities; UA-14, Event Management; IT-01, Appropriate Use of Information Technology Resources; IT-02, Misuse and Abuse of Information Technology Resources; PS-03, Possession of Firearms and Weapons; and PS-04, Tobacco-Free Policy.

(b) Potential disciplinary sanctions for personal misconduct include:

- Require that the conduct must cease and not be repeated;
- Require that the student who engaged in personal misconduct receive appropriate counseling or treatment as a condition of remaining at the School;
- Require withdrawal or suspension from the School for a specified period of time;
- Expulsion from the School; or
- Other sanctions appropriate under the circumstances.

(c) Procedures for reports of personal misconduct

The Dean of Students shall receive reports of personal misconduct by a law student or law student organization, regardless of whether the conduct took place within or outside the School. The Dean of Students may determine and resolve the matter independently, provided the personal misconduct alleged does not involve a sexual misconduct claim. The reporting and resolution of any report that involves a sexual misconduct claim must follow the procedures set forth in Policy UA-03.

When the Dean of Students determines and resolves a report of personal misconduct by a student or student organization, the student or complainant who is

dissatisfied with the resolution may appeal to the Dean within 14 days of receiving notice of resolution by the Dean of Students.

The Dean of Students shall also have the discretion to refer a report of personal misconduct by a student or student organization directly to the Dean for resolution.

The Dean of Students, in consultation with the Dean, may alternatively refer a report of personal misconduct by a student or a student organization to the University's Office of Institutional Equity or Office of Student Conduct. Those Offices may also receive reports from complainants directly.

Once the Dean or Dean of Students makes a final determination as to personal misconduct and any sanction, if appropriate, the Dean of Students will notify the student and keep a record of the determination of personal misconduct and the imposition of sanctions in the student's file, although no such record shall be created during the pendency of any appeal.

9.3 *Appeal of Adverse Determination within the School*

The Dean of Students shall notify the student determined to have engaged in academic or personal misconduct of the student's right of appeal.

(1) Academic misconduct

The student has a right of appeal from any adverse determination of academic misconduct to the Petitions and Appeals Committee (section 10.1), which serves as the School's Unit Hearing Board for appeals pursuant to the *Code*. The student must appeal an adverse determination within 14 days of receiving notice of the adverse determination.

The student also has the subsequent right to appeal the finding of the Petitions and Appeals Committee to the Dean. The student must appeal an adverse determination by the Petitions and Appeals Committee within 14 days of receiving notice of the adverse determination.

(2) Personal misconduct

The student has a right of appeal from any adverse determination of personal misconduct by the Dean to the Petitions and Appeals Committee (section 10.1). The student must appeal an adverse determination by the Dean within 14 days of receiving notice of the adverse determination.

9.4 *Finality of Decisions Regarding Student Misconduct*

(1) Academic misconduct

A student who has exhausted all appeals within the School and wishes to appeal the School's final decision may have a right of appeal to the Vice Provost for Faculty and Academic Affairs within ten (10) days after the School's proceedings have concluded and the student has received notice of a final decision (see

<http://studentcode.iu.edu/procedures/bloomington/discipline/academic-misconduct/step-three.html>). Any written factual conclusions by the School are final. Appeals to the VPFAA must be based on allegations of serious procedural error.

(2) Personal misconduct

After all appeals and proceedings within the School have concluded and the student has received notice of a final decision, the student may request that the matter be referred to the Office of Student Conduct of the campus Division of Student Affairs.

9.5 *Reporting to Other University Offices; State Bar Examiners*

- (1) **Other University Offices**
The School may, and in some instances must, report determinations that a student has engaged in misconduct (whether academic or personal) to other offices within Indiana University, including the Office of Student Conduct of the campus Division of Student Affairs, which may pursue additional university-wide sanctions pursuant to procedures set out in the *Code*.
- (2) **State Bar Examiners**
Determinations that a student has engaged in misconduct (whether academic or personal) almost always require reporting to State Bar Examiners, although the specific requirements vary from state to state. Some states require the reporting of accusations of misconduct, regardless of the ultimate determination.

Section 10. Petitions and Appeals

10.1 The Petitions and Appeals Committee

The Petitions and Appeals Committee (“Committee”), whose membership varies from year to year, is composed of both faculty and student members. The Committee does not hear sexual misconduct claims. The Committee may hear the following matters:

- (1) Appeals from law school determinations by the law school that students have committed academic or personal misconduct, and the imposition of sanctions resulting from such determinations, except that any member of the Committee who participated on an Investigatory Committee about suspected academic misconduct as set forth in Section 9 above may not also serve on an appeal about that student’s alleged misconduct;
- (2) Grade appeals by students, for which the Committee is designated as the law school’s Academic Fairness Committee (see Bloomington Faculty Council Resolution Document H-XXVII);
- (3) Petitions by faculty members to change final grades for reasons other than mathematical or administrative error;
- (4) Petitions by students for readmission after exclusion or ineligibility to continue in the School based on academic grounds (see Section 7.2);
- (5) Petitions by students for readmission in cases of absence from the School not triggered on academic grounds. In these cases, the Dean of Students will make the initial determination which shall be subject to review by the Committee;

- (6) Petitions by students to enroll as a visiting student at another law school (see Section 4.10(3)). In these cases, the Dean of Students will make an initial determination which shall be subject to review by the Committee; and
- (7) Other matters, as directed by the Dean, including matters that implicate a possible violation by a member of the School's faculty, administration, or staff of a student's rights, as defined by the *Code* (see Section 12.3 below).

10.2 *Procedures*

A student or faculty member who wishes to pursue a petition or appeal to the Committee shall discuss the matter with the Dean of Students, who will notify the chair of the Committee. Student petitioners may exclude the student members of the Committee from considering their case, in which case only the faculty members of the Committee will consider the case.

At the Chair's discretion, the Dean of Students or the Chair of the Committee may first attempt to resolve the matter informally. If informal resolution is not possible or successful, the Chair of the Committee will contact the petitioner and the members of the Committee. The Chair will convene the committee, receive supporting documentation, and arrange a time for the petitioner to appear before the Committee. The Committee will make its determination based on the documentation, witness statements, and other relevant considerations. The petitioner and any individual accused of misconduct are entitled (but not required) to testify, cross examine witnesses, and be accompanied at the hearing by counsel or an advisor of their choice (see <http://studentcode.iu.edu/procedures/iu-wide/advisors.html>).

Appeals from Committee determinations must be made within 14 days of receipt of notification of the determination to the Dean, who will review the case presented to the Committee (except in cases of personal misconduct by students for which there is no rehearing or appeal from the Committee's determination to the Dean). After prompt consideration, the Dean shall issue a decision resolving the matter. At that point, the decision is final except for appeals in cases of academic or personal misconduct (see Section 9.4).

Students who believe their rights under the *Code*, including their right to due process, have been violated by a faculty member, administrator, or staff member in the School, have the right to pursue complaints (see Section 12.3) according to procedures in the *Code* at <http://studentcode.iu.edu/procedures/bloomington/complaints/index.html>.

Section 11. Prohibition against Discrimination or Sexual Misconduct

11.1 *Harassment or Discrimination*

The School does not tolerate harassment or discrimination on the basis of age, color, disability, ethnicity, sex, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sexual orientation, or veteran status. The School investigates every complaint and provides proper remedies for discrimination in violation of the *Code*. For further information, see <http://studentcode.iu.edu/rights/discrimination.html> and <http://studentcode.iu.edu/rights/harassment.html>.

11.2 *Sexual Misconduct*

The School does not tolerate sexual misconduct, as defined in Policy UA-03. The School responds to every complaint of sexual misconduct, and is a mandatory reporter to the University, which investigates all claims of sexual misconduct.

Section 12. Student Complaints against the Administration, Faculty, and Staff

12.1 *Harassment or Discrimination Claims*

In cases of complaints of discrimination or harassment on the basis of age, color, disability, ethnicity, sex, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sexual orientation, or veteran status, the School follows the procedures in Policy UA-01 for referral as required, notice, and/or consultation with the University's Office of Institutional Equity for any reports of claims of discriminatory or harassing conduct as defined in [Policy UA-01](#). Any such student complaint may be reported at any time to the Dean of Students or the Dean, or directly to the University Office of Institutional Equity.

12.2 *Sexual Misconduct Claims*

Any student complaint of sexual misconduct against a faculty member, administrator, or staff member in the School shall be reported to the University Title IX Coordinator, per Policy UA-03.

12.3 *Violation of the Code*

Students are directed to the procedures set forth in the *Code* at <http://studentcode.iu.edu/procedures/bloomington/complaints/index.html> for any complaint that a faculty member, administrator, or staff member in the School has violated a student's rights under the *Code*, except that all references to the Dean of Students should be interpreted to mean the Dean of Students at the School of Law. If the Dean of Students is the subject of the complaint, the student should file the written complaint with the Dean of the School of Law. If the Dean is the subject of the complaint, the student should file the written complaint with the Vice Provost for Faculty and Academic Affairs.

12.4 *Student Complaints Implicating Compliance with ABA Standards*

Consistent with the American Bar Association Standards and Rules of Procedure for Approval of Law Schools (the "ABA Standards"), found at https://www.americanbar.org/groups/legal_education/resources/standards/, students at the School of Law have the opportunity to notify the administration of significant concerns that directly implicate the School of Law's compliance with the ABA Standards. The School of Law's procedures for responding to such notifications and addressing such significant concerns are set out at <https://www.law.indiana.edu/about/complaints.shtml>.

Appendix J: Grading Policies

1. Grades and Marks

Academic Regulation 5.2 sets out the basic grading system used by the School of Law:

- a. Student performance shall be graded and credited according to the following scale:

Letter Grades	Grade Point
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
F	0.0

* * *

2. Ranges and Averages

The faculty has established the following grading policy (effective fall 2017 and beyond):

Exemptions: The following courses are exempt from the grading policy:

- a. Courses in which 10 or fewer J.D. students receive final grades;
- b. Clinical courses, including Independent Clinical Projects (B710);
- c. Seminars and other writing courses in which students draft, and instructors provide feedback upon, multiple iterations of a substantial writing project or multiple iterations of a series of writing projects;
- d. Courses graded on a Pass/Fail basis;
- e. Independent Research (B706) and Directed Research (B707) courses; and
- f. Courses exempted by the Dean or the Executive Associate Dean, upon the written request of an instructor setting forth exceptional circumstances that justify an exception. Unless otherwise indicated, an exemption shall be limited to a particular set of grades for a particular course for a single semester only.

First Year Courses: Notwithstanding any exemption, for all required first-year courses, instructors are required to give grades such that the average of grades awarded to the J.D. students in a class is between 3.20 and 3.30. Instructors are also expected to give grades such

that the standard deviation for grades awarded to the J.D. students in a class is no greater than 0.40.

Midsize, Simulation, and Writing Courses: Unless exempt from the grading policy, for the following courses –

- a. Skills/Simulation courses;
- b. Courses satisfying the “Advanced Writing” requirement; and
- c. Upper-level courses in which 11 to 18 J.D. students receive final grades.

Instructors are required to give grades such that the average of grades awarded to the J.D. students in a class is between 3.30 and 3.60.

Large Lecture Courses: Unless exempt from the grading policy, for all other courses instructors are required to give grades such that the average of grades awarded to the J.D. students in a class is between 3.30 and 3.40. Instructors are also expected to give grades such that the standard deviation for grades awarded to the J.D. students in a class is no greater than 0.40.

The minimum grade point average required for graduation is 2.30.

The grade point averages for honors are:

Cum Laude	Top 30% (70th – 89th percentile)
Magna Cum Laude	Top 10% (90th – 98th percentile)
Summa Cum Laude	Top 1% (99th – 100th percentile)

3. Class Averages

To calculate your class average for purposes of the grading range, multiply the number of students receiving each letter grade by that grade’s numerical equivalent. Add the products and divide by the total number of students in the class.

Example:

1	A	4.0	=	4.0
1	A-	3.7	=	3.7
2	B+	3.3	=	6.6
5	B	3.0	=	15.0
2	B-	2.7	=	5.4
1	C+	2.3	=	2.3

Total = 37.0 (Divide by 12 students)

Class average = 3.08

* * *

4. **Changes to Grades**

Once an instructor has submitted final grades for a class, no changes may be made to grades without the approval of the Dean or the Executive Associate Dean, or the Petitions and Appeals Committee.

The Dean and Executive Associate Dean shall grant approval to change a grade only in cases of mathematical or administrative error. Examples of mathematical and administrative errors include arithmetic errors, technical errors, and clear scoring errors.

Appendix K: Policy on Field Placements

The faculty of the Maurer School of Law has adopted the following policy governing field placements:

1. Scope

This policy applies to most field placements offered by the law school, including:

- B514 – Private Practice Externship
- B545 – Criminal Law Externship
- B547 – Public Interest Externship
- B551 – Intellectual Property Externship Program
- B698 – Judicial Field Placement

This policy does not apply, however, to field placements as part of formal, long-term collaborative relationships with certain outside organizations. The following field placement programs fall outside the scope of this policy:

- B512 – Global Externship Program
- B538-B539 – Semester Public Interest Program
- B616-B618 – Modern Legal Practice Field Placement

2. Eligibility Requirements

- (a) Students pursuing a J.D. or joint degree may enroll in a field placement only after successfully completing all required first-year courses.
- (b) Under the law school's academic regulations, students must complete at least six (6) credit hours in experiential courses, including field placements, to earn a J.D. degree. *See* Academic Regulations § 2.1(4). At least 65 of the 88 credit hours required to earn a J.D. degree, however, must involve "attendance in regularly scheduled class sessions at the law school." Field placement credits do not count toward that requirement. *See* Academic Regulations, § 2.2.
- (c) In addition, a maximum of 12 credit hours for field placements may be counted toward the 88 credits required to earn a J.D. degree. In extraordinary circumstances, upon a compelling showing of need for a particular student, the Associate Dean of Students may authorize an exception to the 12-credit maximum for field placements.

3. Enrollment Limits

- (a) Ordinarily, no student may enroll in a field placement concurrently with a law clinic. The Associate Dean of Students may authorize exceptions to that restriction, but only:
 - (1) after consultation with the student concerning the required time commitment;
 - (2) upon a determination that the concurrent enrollments will not present conflicts of

- interest; and (3) with the approval of the clinical instructor, the field placement faculty instructor, and the field placement site supervisor. No student may enroll concurrently in more than one law clinic.
- (b) Ordinarily, no student may enroll concurrently in more than one field placement at separate sites. The Associate Dean of Students may authorize exceptions to that restriction, but only: (1) after consultation with the student concerning the required time commitment; (2) upon a determination that the concurrent enrollments will not present conflicts of interest; and (3) with the approval of the faculty instructors and site supervisors for both field placements.
 - (c) Students enrolled in field placements with a judge are subject to special limits on outside activity, including the practice of law. *See* U.S. Code of Conduct for Judicial Employees, Canon 4D. Accordingly, except in extraordinary circumstances, and notwithstanding paragraphs (a) and (b), no student may enroll in a judicial field placement concurrently with a law clinic or another field placement. The Faculty Director of the Judicial Externship Program may authorize exceptions to that restriction, with the concurrence of the Associate Dean of Students, but only: (1) with the approval of the judge supervising the field placement; and (2) with the approval of the clinical instructor or field placement faculty instructor and site supervisor.
 - (d) Ordinarily, students may enroll in a field placement at a particular site only once. To enroll in a second or successive field placement at the same site, the student must establish to the satisfaction of the Associate Dean of Students that the additional field placement will involve a substantially different lawyering experience. In making that determination, the Associate Dean of Students shall consider: (1) the nature of the work performed; (2) the department or practice group to which the student will be assigned; (3) the courts, government agencies, or clients with which the student will engage; and (4) the identity of the site supervisor.
 - (e) During the fall and spring semesters of an academic year, students ordinarily may not earn more than three (3) credit hours per semester for a field placement. In extraordinary circumstances, upon a compelling showing of need for a particular student, the Associate Dean of Students may authorize an exception to that credit limit and permit the student to earn a maximum of four (4) credit hours.

4. Field Placement Policies

- (a) Field placement courses shall be graded on a Satisfactory / Fail basis.
- (b) Consistent with the policy of the ABA, the law school does not categorically prohibit students from receiving both academic credit and paid compensation for field placements. With proper supervision, the educational value of a field placement does not depend on whether students receive compensation. The faculty also recognizes that the opportunity to earn money and academic credit simultaneously is especially valuable to students who face financial pressure, scheduling constraints, family commitments, or legal obligations.

To qualify for academic credit, however, the primary purpose of the field placement must be the educational benefit of the student, rather than the financial benefit of the student or employer. Accordingly, no student may enroll in a field placement for which the student will be paid more than \$20 per hour of work, or the reasonable equivalent of that rate. In extraordinary circumstances, upon a compelling showing of need for a particular student, the Associate Dean of Students may authorize exceptions to that limit.

The Assistant Dean for Career Services will monitor and report to the faculty on the frequency of paid field placements, and of requests by students for paid field placements. Within the next two years, by the spring semester of 2022, the faculty will reevaluate and update its policy concerning paid field placements.

Appendix L: Health Insurance Information

The following options are available for qualifying graduate students.

University Human Resources offers the following plans through Aetna Health:

- Student Academic Appointees (SAA) and Fellowship Recipients Plan
- International Plan
- IU Postdoctoral Fellows and Professional Students Plan

For more information, review IU's health support options at the following:
<https://graduate.indiana.edu/support/health-insurance.html>

Appendix M: Professionalism Oath

As a student entering Indiana University Maurer School of Law, I understand I am joining not only an academic community but embarking on a professional career that has a special responsibility to the public.

I acknowledge that my conduct, inside and outside of the law school, reflects on the entire Law School community, past, present and future.

I will conduct myself with dignity and civility and will treat all fellow students, staff, faculty, alumni, guests and employers with courtesy and respect.

I promise to live up to the highest standards of the legal profession and uphold the highest standards of integrity, academic honesty, and ethical practice throughout law school and the remainder of my professional career.

Appendix N: Student Organization Handbook

The Student Organization Handbook is available from the Director of Student Affairs and is published online through the following link: <https://issuu.com/kturchi>