

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

LL.M. Program Policies

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

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

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

1. Attendance

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

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

The general law school attendance policy provides that a student who is absent from more than 10 percent of classes or class meetings in any course may be dropped from the course at the discretion of the instructor. Students are expected to be in class on time and can be counted absent if they are late.

2. Auditing

An LL.M. student may audit a law school course with the permission of the both the Faculty Advisor for the LL.M. track in which the LL.M. student is enrolled and the instructor for the course to be audited. Permission to audit must be evidenced by a written audit request submitted to the LL.M. Program staff, and written approval from the Faculty Advisor and the course instructor. The written request, with approvals, must be submitted no later than the beginning of

classes for the semester or summer session in which the course to be audited is offered.

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

Auditors shall not receive academic credit for the course, and the course will not appear on the auditor's grade transcript. However, upon successful completion of the course by the auditor, a letter to that effect signed by the course instructor shall be submitted to the Recorder to be placed in the auditor's file.

3. Grades and Credit Hours

“Credit hour” means law school work for which one hour of credit toward graduation is assigned and includes work that is graded on a Satisfactory/Fail (S/F) basis. Satisfactory (S) credit hours count toward the hours of credit required for graduation, but credit hours of F do not. Certain courses offered by the School of Law are graded on a Satisfactory/Fail (S/F) basis. Most courses are graded on an A through F letter grade scale.

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

3.1 Letter Grades

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

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

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

A student's grade point average is determined by dividing the total number of grade points by the

total number of graded credit hours, including failed credit hours but excluding satisfactory “S” credit hours and official withdrawal “W” grades. When a student retakes and passes a course which the student previously failed, both grades are counted in calculating the student's grade point average.

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

Faculty are to submit grades within 28 days of the date of the last scheduled law school exam. Grades may be posted by exam number on individual professors' OnCourse sites and, once available, online at OneStart.

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

Dean's List: Students who are enrolled in at least 8 hours of graded course work during a fall or spring semester, and who earn a grade point average of at least 3.5 in at least 8 hours of graded course work, are placed on the Dean's List, which acknowledges their superior academic performance.

Withdrawals and Incompletes. Withdrawals during the first ten weeks of a regular semester or summer session are automatically marked W. After this time, the instructor in the course must approve the withdrawal. A withdrawal at any time from a required course must be approved by both the Faculty Advisor for the relevant track and the Assistant Dean for Student Affairs. If a withdrawal is not approved, a grade of F will be recorded.

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

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

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

grade of W or F.

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

If the course is a required course, and if the reason is acceptable to both the Assistant Dean for Student Affairs and the instructor, the Assistant Dean shall present the request to the Student Affairs Committee, which may authorize a grade of I or W. If the reason is not acceptable to the instructor or the Student Affairs Committee, a grade of F will be assigned.

If the course is not a required course, and if the reason is acceptable to both the Assistant Dean for Student Affairs and the instructor, a grade of I will be recorded. If the reason is not acceptable to the Assistant Dean for Student Affairs or the instructor, a grade of W or F will be assigned in the discretion of the instructor. If the student fails to submit a timely written explanation, a grade of F will be assigned.

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

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

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

3.2 Passing Grade

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

3.3 Required Cumulative GPA

Students enrolled in the LL.M. track in American Law for Foreign Lawyers (ALFL) shall be required to have a cumulative grade point average (GPA) of 2.0 ("C") or higher to receive their degree. Students enrolled in the other LL.M. tracks shall be required to have a cumulative GPA of 2.3 ("C+") or higher to receive their degree.

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

3.4 Failure to Maintain Minimum Cumulative GPA

An LL.M. student who fails to achieve the required cumulative GPA after competing 24 credit hours shall be informed that (1) the student is on academic probation; (2) upon written approval by the Faculty Advisor of the relevant track, the student will be permitted to enroll for a maximum of six additional credit hours of IU Robert H. McKinney School of Law law courses not already taken; and (3) if permission is granted, the student must complete the additional credit hours within the following semester or summer session, whichever comes first. The student must pay all applicable tuition and fees for the additional credit hours.

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

3.5 Grading Procedure

LL.M. students enrolled in J.D. courses shall be graded separately from the J.D. students, and the LL.M. students' grades shall not be included in the grade curves and distributions for J.D. students. Instead, LL.M. students shall be graded on their own curve. In classes in which grading of J.D. students is anonymous, grading of LL.M. students shall be anonymous as well.

3.6 Grading Curve

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

3.7 Different Evaluation Methods for LL.M. and J.D. Students

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

4. Accommodations

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

4.1 Language Accommodations:

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

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

Additional time will be afforded in the following manner:

1. If the accommodation is sought for an exam when the student has attended for less than one academic year a college or university wherein instruction was primarily or exclusively in English, the student will be afforded time and one half for his/her exam and the use of a non-legal, non-electronic translation dictionary;
2. If the accommodation is sought for an exam when the student has attended for at least one academic year but less than two academic years a college or university wherein instruction was primarily or exclusively in English, the student will be afforded time and one quarter for his/her exam and use of a non-legal, non-electronic translation dictionary;
3. If the accommodation is sought for an exam when the student has attended for two academic years or more a college or university wherein instruction was primarily or exclusively in English, the Academic Advisor for Student Affairs will deny such request. Attendance at the IU Robert H. McKinney School of Law, including in an LL.M. program, constitutes attendance at a college or university wherein instruction is primarily or exclusively in English.

Faculty Member Exercise of Negative Discretion. If the Academic Advisor for Student Affairs

decides to offer an accommodation, any faculty member who does not agree that an accommodation should be offered for the exam associated with his/her course may deny the accommodation in whole or in part. A faculty member must deny the accommodation (or any part thereof) within two weeks of his/her notification of the Assistant Dean for Student Affairs's decision.

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

No ESL accommodations are available for take-home or online exams, papers, or oral presentations.

4.2 Accommodations for Students with Disabilities: Accommodations for students with disabilities are covered in the Examination Policy, which may be found at <https://indylaw.indiana.edu/net/students/exampolicy10.pdf>.

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

5. Student Conduct

Students enrolled in the LL.M Program shall be subject to the same student conduct policies that apply to students enrolled in the J.D. Program.

Introduction to Student Conduct and Discipline

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

Law students are subject to the rules and regulations of Indiana University and the law school, including rules and regulations currently in effect and those that may be promulgated in the future by appropriate authorities. A student, by accepting admission, indicates a willingness to subscribe to and be governed by these rules and regulations and acknowledges the right of

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

Honor Code

The Honor Code consists of the Indiana University Code of Student Rights, Responsibilities, and Conduct together with amendments adopted by the law school.

The law school's amendments to the Code, dealing with student responsibilities and misconduct, include the addition of the following:

Regardless of the content of stated rules and regulations, certain expectations and responsibilities apply to law students. By enrolling in law school, law students have chosen to be judged by the highest standards of personal honor and the highest ethical principles. Integrity and conduct above reproach are essential attributes for persons preparing for the legal profession. Students share in the responsibility to support an academic environment in which students act with integrity.

Consistent with this responsibility, the amendments also provide that law students are obligated to report personal knowledge of another student's misconduct and failure to report such personal knowledge is itself an act of misconduct for which a student may be disciplined. Additional amendments make it clear that misconduct includes misrepresentation of class attendance and falsification or concealment of information material to admission to law school, admission to the bar, or employment. Numerous additional examples of academic and personal misconduct are contained in the University Code.

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

Disciplinary Procedures

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

Plagiarism

In addition, given the differences that exist between the understanding of plagiarism in the U.S. and the understanding that prevails in other countries, instructors should convey to the students

clear statements of acts that constitute plagiarism, and especially American conventions concerning attribution to third parties. Adjunct professors who teach the legal analysis and writing component of the Integrated Courses shall give special attention to plagiarism issues.

6. LL.M. Student Registration:

The IUPUI Registrar permits the reservation of up to 10% of seats in upper-level J.D. classes for entering LL.M. students. For this reason, LL.M. students may register only through the academic advisor for graduate programs; they may not register online. The academic advisor for graduate programs is housed in the Office of Student Affairs. With the exception of the course in Professional Responsibility, LL.M. students are not allowed to enroll in courses that are required courses for J.D. students.

LL.M. students must obtain a signed authorization from their Faculty Track Advisor, on a form provided by, and returned to, the academic advisor for graduate programs to register for courses or to make changes in their course schedules. Changes to schedules can usually be made during the first week of classes without penalty. After that, substantial penalties may be assessed. Students who wish to add or drop classes must contact the academic advisor for graduate programs to determine whether a change is permissible and what penalties may be imposed.

A formal auditing procedure exists for LL.M. students who wish to audit courses. (See section 2 above.) Informal audits are not permitted.

7. Course in “Introduction to the American Legal System”

Introduction to the American Legal System (ALS) shall be a required course for all foreign LL.M. students enrolled in the ALFL track. This course is recommended for foreign LL.M. students in other tracks whose prior legal training was not in a common law system; they may enroll in the course as an elective, subject to the approval of their Faculty Advisors.

This course shall include at least the following topics: the American legal system as part of tripartite government in a federal system; the federal and state judicial systems; the adversary system and trial by jury; legal methodology; and the legal profession. J.D. students shall not be permitted to enroll in ALS.

8. Courses in Integrated Contracts and Integrated Torts:

8.1 Enrollment:

All LL.M. students who do not hold a J.D. from an ABA-approved law school shall enroll in either Integrated Contracts or Integrated Torts (the Integrated Courses), whichever is offered in a student's first semester of study in the LL.M. Program. The Integrated Courses are three credit courses consisting of two components (a doctrinal component and a legal analysis and writing component). J.D. students shall not be permitted to enroll in the Integrated Courses.

8.2 Teaching Assignments and Supervision:

The Vice Dean shall assign the instructors who will teach the doctrinal components of the Integrated Courses. The Associate Dean so designated by the Dean shall select the adjunct instructors who will teach the legal analysis and writing component of the Integrated Courses. For all academic matters, adjunct instructors who teach the legal analysis and writing component of the Integrated Courses shall report to the Associate Dean so designated by the Dean.

8.3 Course Organization:

The Integrated Courses shall be three credit-hour courses and shall consist of two parts— a doctrinal component (2 credit hours) and a legal analysis and writing component (1 credit hour). It is expected that doctrinal and adjunct instructors will exchange syllabi and will consult as necessary to effect coordination of instruction.

8.4 Course Responsibilities:

For the doctrinal component of the Integrated Courses, the doctrinal instructors shall be responsible for selecting a casebook, determining course content and course requirements, and grading. For the legal analysis and writing component of the Integrated Courses, the adjunct instructors shall be responsible for selecting instructional materials, designing course assignments, and grading student work product.

Course requirements for the legal analysis and writing component of the Integrated Courses should reflect a graduated level of sophistication in which each assignment builds upon and expands prior work. In designing course assignments, the adjunct instructors shall consult with the doctrinal instructors to ensure that such assignments are consistent with topics covered in the doctrinal component of the course.

Adjunct instructors shall recognize that the primary goal of the legal analysis and writing component of the Integrated Courses is to provide basic instruction about common law analysis and about the composition of legal memoranda in the style found in American law firms and judicial offices.

8.5 Student-Faculty Ratio:

The target student-adjunct faculty ratio for each section of the legal analysis and writing component of the Integrated Courses is no more than 12:1.

8.6 Integration of Grading:

A student's final grade for the Integrated Courses shall be determined by combining that student's final grade in the doctrinal component with his or her final grade in the legal analysis and writing component, with the doctrinal grade comprising two-thirds of the final course grade and the legal analysis and writing grade comprising one-third of the final course grade. The doctrinal instructors shall assign the grade for their component of the course (ordinarily based on a final examination). The adjunct instructors shall assign grades for their component of the

course and shall transmit those grades to the doctrinal instructor. The doctrinal instructor shall compute the integrated course grade using the two-thirds/one third formula and submit final course grades to the Registrar.

8.7 Collaboration with and Assistance from Third Parties

Students enrolled in the legal analysis and writing component of the Integrated Courses shall be informed about the distinction between appropriate and inappropriate collaboration and about proper and improper assistance from third parties. Primary responsibility for informing students about these matters shall rest with the adjunct instructors but should also be communicated by, and supported by, the doctrinal instructors and the LL.M. Program staff.

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

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

Students shall be directed not to seek paper-writing assistance from anyone other than their legal analysis and writing professor and student mentors. Students shall not have their papers reviewed by or seek assistance from persons associated with the ESL Program; ESL instructors are not trained in legal terminology or legal analysis. ESL instruction is appropriate for matters relating to non-legal vocabulary and for grammatical issues that cannot be resolved by the adjunct professors. Papers and other assignments made as part of the legal analysis and writing component of the Integrated Courses are not appropriate vehicles for ESL instruction.

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

9. Legal Research for LL.M. Students

The Legal Research for LL.M. Students course shall be a required course for all foreign LL.M. students and ordinarily shall be taken during the first semester in which the student is enrolled in the LL.M. program. The Legal Research course shall be a one credit-hour course (S/F) and shall be taught by law school librarians. J.D. students shall not be permitted to enroll in this course.

10. Dissertation Advanced Research (LAW—G 901)

LL.M. students who have completed all degree coursework but have LL.M. thesis pending will

be enrolled in LAW—G 901 for each academic session (Fall and Spring) the LL.M. thesis remains pending. If the thesis is not completed within one academic year after the student has completed all degree coursework, the student's enrollment will no longer be continued. The Associate Dean so designated by the Dean and the Faculty Advisor for the track in which the LL.M. student is enrolled, acting together, may grant an extension of this time period in their discretion and for good cause shown. If an extension is granted written verification of the extension shall be provided by the student to the academic advisor for graduate programs, including the deadline for completion.

11. Transfer Policies

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

11.1 Transfer from One LL.M. Track to Another:

An LL.M student enrolled in one LL.M. track may transfer to another LL.M. track only if he or she obtains the permission of the Faculty Advisor for the track to which the student wishes to transfer. In deciding whether to permit an LL.M. student to transfer, the Faculty Advisor will take into account the student's qualifications and determine whether the student can complete all requirements applicable to the track to which transfer is sought. Upon receiving a transfer request, the Faculty Advisor to whom the request is made shall inform the Associate Dean so designated by the Dean and the Faculty Advisor for the LL.M. track from which transfer is sought and shall consult them about whether the request should be granted.

Any request to transfer from one LL.M. track to another must be made to the Faculty Advisor for the track to which transfer is sought no later than the beginning of the semester or summer session in which the student wishes to transfer. An LL.M. student may not be enrolled in more than one LL.M. track simultaneously and may obtain only one LL.M. degree with one area of specialization. If transfer to another track is granted, the student shall provide written verification to the academic advisor for graduate programs.

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

A foreign LL.M. student who has received an LL.M. degree from an ABA approved law school and is admitted to the J.D. program at Indiana University Robert H. McKinney School of Law may transfer up to twelve academic credit hours earned in J.D. courses completed as part of his or her LL.M. degree towards the J.D. degree, provided that the student received a grade of "B" or higher in the courses (or, if letter grades were not given in the course, the equivalent of a "B" or higher) upon approval by the Assistant Dean for Student Affairs.

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

A student admitted to the IU Robert H. McKinney School of Law LL.M. program shall be permitted, subject to the discretion of the Faculty Advisor for the relevant track, to transfer to the program six credit hours of "B" or higher grades earned in another LL.M. program or J.D.

Program at an ABA-accredited law school. If transfer of credits is granted written verification of the transfer shall be provided by the student to the academic advisor for graduate programs.

12. Admissions Procedures

Each track shall have a two-person Admissions Committee to make admissions decisions. The Committee shall consist of the Faculty Advisor for the LL.M. track to which the applicant is applying and the Associate Dean so designated by the Dean. If the Associate Dean is also a Faculty Advisor, the Associate Dean will designate a Faculty Advisor for another track to serve on the Admissions Committee.

If the two members of the Admissions Committee disagree with regard to the admission of an applicant, then the decision shall be made by a majority vote of all the LL.M. Faculty Advisors.

13. Prerequisite Course Requirements

The Faculty Advisor for each LL.M. track shall determine, as part of his or her academic advising for the LL.M. students, whether an LL.M. student enrolled in that track should be permitted to enroll in J.D. courses for which the LL.M. student has not taken the prerequisite courses required of J.D. students. The Faculty Advisor's determination should take into account the LL.M. student's previous experience in legal education and law-related employment. The faculty member teaching the course to which the LL.M. student seeks admission shall have the authority, at his or her discretion, to override the Faculty Advisor's waiver of the prerequisite courses.

14. LL.M. Student Participation in Summer Study Abroad Programs.

LL.M. students, except those in the cohort described in the next paragraph, shall be permitted to enroll in summer study abroad programs, subject to the provision that no more than three credit hours from a summer study abroad program shall be counted toward the LL.M. degree.

LL.M. students who earned a law degree at a law school in the People's Republic of China within the four calendar years prior to the year in which they wish to enroll in a summer study abroad program cannot earn credit toward the LL.M. degree by enrolling in the Chinese Law Summer Program. Such students may participate in the Chinese Law Summer Program, but they cannot earn academic credit and they will not be charged tuition. They will, however, be charged the applicable program fee.

In addition to applicable program fees, LL.M. students who enroll in summer study abroad programs shall pay tuition at the following rates:

LL.M. students shall receive the same percentage of tuition remission made available to J.D. students, which currently is 50%. Thus, using a hypothetical tuition rate of \$1,500 per credit hour as an example, an LL.M. student enrolled in the two-credit hour option for the Chinese Law Summer Program would have paid tuition in the amount of \$1,500. The balance of \$1,500 would be shown as a fee remission on statements from the Bursar.

Students enrolled in the five-credit hour program—but who would only be permitted to apply three credit hours toward graduation—would have paid tuition in the amount of \$2,250. The balance of \$5,250 would be shown as a fee remission on statements from the Bursar.

Using a hypothetical tuition rate of \$1,500 per credit hour as an example, students enrolled in the Central & Eastern European Summer Program would pay \$2,250 for three credits. Students who enrolled in the four, five or six credit option would pay the same amount, but would only be permitted to apply three credit hours towards graduation. The balance would be shown as a fee remission on statements from the Bursar.

Any tuition remission award that LL.M. students were promised in their admission letters will not be affected by the summer study. For example, if a student is getting a 30% tuition remission, the student will get that in the fall and spring semesters, and will get the remission mentioned above for the summer study abroad credits.

The policies described above apply only to LL.M. students enrolled at Indiana Robert H. McKinney School of Law. LL.M. students enrolled at other law schools shall pay the program fee for the summer study abroad program, but issues relating to tuition and academic credit shall be determined by the student's home law school.

15. Degree Requirements

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

All students enrolled in the LL.M. Program who have not completed a J.D. or LL.M. degree at an ABA-accredited law school must complete the following courses: *Integrated Legal Analysis and Contracts* (3 cr.) (Fall Semester Admission) or *Integrated Legal Analysis and Torts* (3 cr.) (Spring Semester Admission), required in the semester they begin the Program, and *Legal Research for LL.M. Students* (1 cr.), for a total of 4 required credits.

In addition, students enrolled in the designated LL.M. tracks must complete the following courses:

American Law for Foreign Lawyers (ALFL) track—*Introduction to the American Legal System* (2 cr.). ALFL students must also complete 18 credits of elective courses for a total of 24 credit hours.

Health Law, Policy and Bioethics (HLPB) track—*Bioethics and Law* (2-3 cr.), *Financing and Regulating Health Care* (3 cr.), *LL.M. Thesis Organization* (0 cr.), and *Thesis* (2-4 cr.) HLPB students must complete 12 of their 24 credit hours in courses designated as HLPB courses. *Bioethics and Law* (2-3 cr.), *Financing and Regulating Health Care* (3 cr.) count towards the 12-credit requirement, although the thesis credits do not count towards the 12-credit requirement. HLPB students may choose from elective courses in the law school curriculum to satisfy the remaining credits for a total of 24 credit hours.

Intellectual Property Law (IPL) track—*Intellectual Property Law* (2 or 3 cr.), *LL.M. Thesis Organization* (0 cr.), and *LL.M. Thesis* (2-4 cr.) IPL students must complete 12 of their 24 credit hours in courses designated as IPL courses. *Intellectual Property Law* (2 or 3 cr.) counts towards the 12-credit requirement, although LL.M. thesis credits do not count towards the 12-credit requirement. IPL students may choose from elective courses in the law school curriculum to satisfy the remaining credits for a total of 24 credit hours.

International and Comparative Law (ICL) track—*LL.M. Thesis Organization* (0 cr.), and *LL.M. Thesis* (2-4 cr.) ICL students must complete 12 of their 24 credit hours in courses designated as ICL courses. LL.M. thesis credits do not count towards the 12-credit requirement. ICL students may choose from elective courses in the law school curriculum to satisfy the remaining credits for a total of 24 credit hours.

International Human Rights Law (IHRL) track (currently inactive)—*International Human Rights Law* (3 cr.), *International Law* (3 cr.), *LL.M. Thesis Organization* (0 cr.), and *LL.M. Thesis* (2-4 cr.) IHRL students must complete 12 of their 24 credit hours in courses designated as IHRL courses. *International Human Rights Law* (3 cr.), *International Law* (3 cr.) count towards the 12-credit requirement, although LL.M. thesis credits do not count towards the 12-credit requirement. IHRL students may choose from elective courses in the law school curriculum to satisfy the remaining credits for a total of 24 credit hours.

16. Coursework Completion Deadlines

LL.M. students have not completed degree requirements until all coursework and, if applicable, LL.M. thesis work is completed and a grade has been submitted by the course Instructor or Thesis Advisor. The University confers degrees three times per year: early May, August 31, or December 31. IUPUI Office of the Registrar establishes deadlines in each academic session for the submission of grades and degree certifications. LL.M. students will not be certified for conferral of degrees until all grades have been submitted by the appropriate deadline. LL.M. students will be informed of deadlines for: (1) coursework by the course Instructor; (2) thesis revisions by the Thesis Advisor; and (3) any other deadlines by the Office of Student Affairs. LL.M. students are ultimately responsible for meeting any and all coursework and thesis deadlines.

17. Time for Completing the LL.M. Degree

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