

**INDIANA UNIVERSITY
SCHOOL OF LAW-INDIANAPOLIS**

STUDENT HANDBOOK

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

Part I: Academic Rules and Requirements

A. Graduation Requirements

To be eligible for the J.D. degree, students must meet all of the following requirements within 84 months of matriculation. To assist students in tracking graduation requirements, students should reference the law school's graduation checklist throughout their law school enrollment. The graduation checklist will help students ensure all graduation requirements are satisfied in a timely manner. Please note there are four graduation checklists:

- one for students who enrolled before fall 2007;
- one for students who enrolled in fall 2007 and fall 2008;
- one for students who enrolled in fall 2009; and
- one for students who enrolled on or after fall 2010

The graduation checklists are available on the law school's website here: <http://indylaw.indiana.edu/students/onlineforms.htm>.

1. **Complete 90 credit hours of course work**, which must include the following 35 hours of required courses.

Course	Hours
*Civil Procedure I & II (DN707-DN708)	6
*Contracts and Sales I & II (DN512 -DN513)	6
*Criminal Law (DN533)	3
*Legal Analysis, Research and Communication I & II (DN520-DN521)	4
*Property (DN509)	4
*Torts (DN541)	4
**Legal Analysis, Research and Communication III (DN530)	2
***Legal Research (DN528)	1
*Constitutional Law (DN620)	4
Professional Responsibility (DN861)	2
Total	34-35

***Courses must be completed in the first year by full-time students and in the first two years by part-time students.**

****Course must be completed in the second year. LARC III is not required for students matriculating in the fall 2010 semester and thereafter. If a student who is required to take LARC III is unable to do so during the 2010-11 academic year because of receiving an “F” in LARC I or II or other approved reason, said student shall be required to take Litigation Drafting or Contract Drafting in order to complete the LARC III requirement, in which case the student shall not be allowed to count Litigation Drafting or Contract Drafting toward the Skills Requirement.**

*****Legal Research is required for students who have not completed LARC III prior to the fall 2010 semester and all students matriculating during or after the fall 2010 semester. The course is to be completed in the fall semester of the second year for full-time students. Part-time students are to complete this course in the spring semester of their second year.**

2. **Complete the Advanced Research and Writing Requirement.** This graduation requirement is a substantial research paper that is the equivalent of a law review note. It should be approximately 25 pages exclusive of endnotes. The paper must be supervised by a faculty member and must receive a grade of at least B. Students may satisfy this requirement in any of the following ways: (1) completion of a course or seminar in which the grade is based substantially upon a written product which is the equivalent of a law review note, or (2) completion of a law review note, or (3) completion of at least one credit hour of the law school course Supervised Research, or (4) certification by a faculty member that the student, working without reference to a particular course offered for credit, has completed a paper that satisfies the requirements of this rule. Please note that the Moot Court Appellate Brief does not fulfill the writing requirement.

Students are strongly encouraged to begin work on the advanced writing requirement in their second (full-time) or third (part-time) year of law school. Students who plan to complete the requirement as part of a course or seminar should enroll in that course no later than the beginning of their next-to-last semester of law school.

At the beginning of the semester in which a student intends to satisfy the Advanced Writing Requirement, the student must obtain a Notice of Intention form (available in the online forms section of the Student Affairs Office webpage), fill out the form, obtain the supervising faculty member's signature, and file the form in the Student Affairs Office. If the student wishes to register for Supervised Research (D661), he or she must

also fill out a Request to Enroll in Supervised Research and file the form with the Student Affairs Office.

Upon completion of the project, a certificate of completion must be signed by the supervising faculty member and filed with the Student Affairs Office (this form is also available in the online forms section of the Student Affairs Office webpage). It is the student's responsibility to ensure that the form is filed in that office by the deadline necessary for degree certification.

Skills Requirement. Students matriculating in the fall of 2010 and later must, after completing all basic required courses, enroll in and complete one of the following skills courses:

- Litigation Drafting, or
- Contract Drafting, or
- Lawyering Practice, or
- Appellate Clinic, or
- Civil Practice Clinic, or
- Criminal Defense Clinic, or
- Disability Clinic, or
- Wrongful Conviction Clinic, or
- Advanced Legal Research, or
- Advanced Persuasive Writing and Oral Advocacy, or
- Interviewing and Counseling, or
- Public Policy Mediation within State Government, or
- Trial Practice.

3. Maintain a cumulative grade point average of at least 2.3 on a 4.0 scale.

B. Course Selection in the First Year (First Two Years for Part-Time, Evening Students)

1. First-year students do not select their own courses or schedules. However, first-year students do register for their courses for the spring and summer academic terms. The School of Law automatically registers incoming first year students for fall semester courses. First-year students are assigned to sections in such a manner as to maintain a balance in class size. Full-time first-year students must take Torts, Constitutional Law, Contracts and Sales I & II, Civil Procedure I & II, Property, Legal Analysis, Research and Communication I & II, and Criminal Law. Part-time students in their first two semesters must take Contracts and Sales I & II, Torts, Civil Procedure I & II, Legal Analysis, Research and Communication I & II, and Constitutional Law. Part-time students should normally complete Criminal Law the summer after their first year unless enrolling in a summer study-abroad program. In the event a part-time student enrolls in

a summer study-abroad program in the summer after their first year, the part-time student shall complete Criminal Law at the next available opportunity.

Part-time students in their second year must complete Constitutional Law, Property, and Legal Analysis, Research, and Communication III. Part-time students may take no more than one two-credit elective in their second fall semester provided the student has completed any prerequisite for the elective course.

2. Before taking part II of a two-part course listed in the previous paragraph, a student must complete part I successfully.
3. The following courses are year-long courses, and students must remain in the same division and section during the fall and spring semesters: Civil Procedure I & II, Contracts I & II, and Legal Analysis, Research and Communication I & II.

C. Course Selection for Upper Level Students

1. Legal Analysis, Research, and Communication III must be taken during the second year by full-time and part-time evening students.
2. After completing the courses required in the first year for day-division (full-time) students and first two years for evening division (part-time) students, students have more choices in selecting courses. A full description of courses can be found online in the current Course Descriptions (<http://www.indylaw.indiana.edu/courses/course.htm>).

A Course Guide for Students, available on the law school's web page (<http://indylaw.indiana.edu/courses/courseguide.pdf>), is designed to help students in selecting courses. Courses in the Course Guide are grouped according to subject area, and the names of the faculty members who teach the courses are included. Courses scheduled each year will be selected from the Course Guide, but not all of the courses described there will necessarily be offered. From time-to-time, the faculty will offer additional courses that are not described in the Course Guide. If you have questions about what courses you should take, please contact the Assistant Dean for Student Affairs or Vice Dean. Students are responsible for checking the prerequisites for courses in which they wish to enroll.

3. Elective courses, including traditional courses, seminars, perspective courses, clinical courses, and externships, are described in the Course Guide and Course Descriptions, and supplemented from time-to-time by additions and deletions.

4. Successful practice of law and legal problem-solving require an attorney to have knowledge of a variety of areas of the law and other disciplines, regardless of the nature of the attorney's practice. In addition, preparation for a career in law should acknowledge that the practice will continually require a lawyer to respond to novel problems, emerging social and cultural issues, and new developments in the law itself. To prepare graduates to meet these challenges, the law school highly recommends that every J.D. student take the upper-division electives listed below. Each of these courses covers topics on the Indiana Bar Examination.

Administrative Law	Family Law
Closely Held Business Organizations	Income Tax
Criminal Procedure: Investigations	Trusts and Estates
Evidence	

5. The courses listed above provide an introductory overview of foundational legal knowledge that is not covered in required J.D. courses.
6. To broaden and deepen the basic legal knowledge that students acquire in the required J.D. courses, the law school recommends that every law student take at least one elective in each of the following six categories of upper-division courses. Courses that cover topics on the Indiana Bar Examination are designated with an asterisk (*):

- **Commercial Law:** Secured Transactions* *or* Commercial Paper.*
- **Constitutional Law:** Civil Rights *or* Federal Courts *or* First Amendment *or* Law of Church and State Relations *or* State Constitutional Law *or* Rights of Noncitizens *or* Selected Issues in Constitutional Law *or* Seminar on Constitutional Law.
- **Property Law:** Housing Discrimination & Segregation *or* Land Use *or* Real Estate Transfer, Finance and Development *or* Seminar on Property Theory *or* Seminar in Business and Estate Planning.
- **Torts Law:** Advanced Torts *or* Environmental & Toxic Torts *or* Law of Medical Malpractice *or* Products Liability *or* Seminar in Selected Problems of Tort Law.
- **Federal Statutory Law:** Antitrust *or* Bankruptcy *or* Consumer Law *or* Copyright *or* Corporate Reorganization & Bankruptcy *or* Discrimination in Employment *or* Environmental Law *or* ERISA Retirement Plans *or* Food and Drug Law *or* Immigration Law *or* Intellectual Property *or* Labor Arbitration/Collective Bargaining *or* Labor Law *or* Law of Hazardous Waste Regulation *or* Legislation *or* Patent Law *or* Securities Regulation *or* Sexual Harassment Law *or* Trademark Law.

- **Perspectives on the Law:** A perspectives course is one that approaches the law and legal institutions from a special perspective. Such a perspective might be an international and/or comparative law approach to a certain subject area, such as International and Comparative Family Law, or an interdisciplinary approach to the law, such as American Legal History, Law and Economics, or Law and Psychology. A list of possible perspectives courses is included in the Course Guide (<http://indylaw.indiana.edu/courses/courseguide.pdf>).

The law school offers a variety of the electives in each of these categories each year, giving every student several options in each category over the course of the student's tenure at the law school.

Students seeking additional preparation for the Indiana Bar Examination might consider also taking one or more of the following courses:

- a. Criminal Procedure: Adjudication
 - b. Publicly Traded Corporations
 - c. Juvenile Law
 - d. State and Local Taxation of Corporations and Shareholders or Taxation of Partnerships and Partners or Taxation of Transferors, Fiduciaries, and Beneficiaries.
7. Supervised Research (D661): With the consent of a supervising faculty member, a J.D. student may enroll in Supervised Research and obtain credit for in-depth and comprehensive independent research. Supervised Research may be taken in a J.D. student's last semester of law school only if the student is taking at least one course or seminar requiring classroom attendance. J.D. students may not enroll in Supervised Research in a summer session. An appropriate research and writing project completed while enrolled in Supervised Research may be used to satisfy the Supervised Research and Writing Requirement.
8. Limitations on Credits Earned for Electives.

Of the 90 credit hours required for graduation, the following limitations apply to the amount of credit that may be counted in satisfying the 90 credit hour requirement in the following elective courses and combinations thereof:

- No more than four credits may be taken in Supervised Research (DN661).
- No more than five credits may be taken in any combination of the following Law Review courses: DN800, DN809, DN878, DN879.

- No more than four credits may be taken in any combination of the following Moot Court courses: DN746, DN748, DN750, DN752, DN753.
- No more than one credit may be taken in Client Counseling Competition (DN864).
- No more than 12 credits may be taken in Clinics (DN808).
- No more than 10 credits may be taken in (DN802) Externships. One-half of the credit hours earned in Clinics (DN808) count toward this ten hour limitation.
- No more than four credits may be taken in Advanced Course-related Experience (DN803).
- No more than two credits may be taken in Trial Advocacy Competition (DN745).
- No more than 12 credits may be taken in any combination of the following courses: Externships (DN802), Supervised Research (DN661), Advanced Research in Health Law (DN662), Advanced Course-related Experience (DN803), Law Review (DN800, 809, 878, 879), Moot Court (DN746, 748, 750, 752, 753); Client Counseling Competition (DN864); Trial Advocacy Competition (DN745) and Clinics (DN808). However, only one-half of the credit hours earned in DN808 Clinics counts toward this twelve hour limitation.
- No more than 12 credits may be taken in a foreign summer program, of which no more than six credits may be earned in a non-IU-I summer abroad program.
- No more than 12 credits may be taken in distance education courses. (See “Distance Education” section below).

In joint degree programs, the limitations stated here apply to the number of law school credits required for the J.D. degree in these programs. (For example, where a joint degree program requires 80 law school credit hours, the 12 credit hour limitation noted above applies to the 80 law school credits required, such that 68 law school credits must be earned in courses not listed above). For more information regarding joint degree programs, please refer to the Joint Degree Handbook.

9. Final Exam Policy and Schedule. Students should review the final exam policy and schedule prior to registering for the next semester’s courses. The Examination Policy includes provisions on exam scheduling, exam conflicts and rescheduling, anonymity and student exam numbers, accommodations for students with disabilities, accommodations for students who qualify under the English as Second Language policy, the School of Law final exam honor code, and more.

The Examination Policy may be accessed via the law school intranet page: <https://indylaw.indiana.edu/net/students/>, and clicking on the 'Examination Policy' link.

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

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

D. Distance Education

POLICY ON DISTANCE EDUCATION

1. A course approved as part of the curriculum may be offered as a distance education course with the approval of the faculty.
2. Distance education is an educational process characterized by the separation, in time or place, between instructor and student. Courses deemed "distance education" subject to this policy will be identified as "online" or "distance education" courses on schedules and in registration materials. Distance education includes courses offered principally by means of (a) technological transmission, including Internet, open broadcast, closed circuit, cable, microwave, or satellite transmission, (b) audio or computer conferencing, (c) video cassettes or discs, or (d) correspondence.
3. A course offered as a distance education course must include ample interaction with the instructor and other students both inside and outside the formal structure of the course throughout its duration and must include ample monitoring of student effort and accomplishment as the course progresses. Course syllabi and distance education course proposals must demonstrate that these requirements are satisfied.
4. J.D. students may not enroll in, and will not be granted credit for, enrollment in more than four (4) credit hours of distance education in any

semester, including summer semesters. This limitation does not apply to LL.M. students.

5. J.D. students may not count more than a total of twelve (12) credit hours in distance education courses toward the J.D. degree. This limitation does not apply to LL.M. students.
6. No J.D. student may enroll in any distance education course without first successfully completing at least twenty-eight (28) credits in approved, non-distance education courses. This provision does not apply to LL.M. students.
7. No J.D. student may transfer distance education credits from another law school, and may not count such credits toward completing the J.D. degree at this law school, unless the Assistant Dean for Student Affairs is fully satisfied that the credits satisfy ABA Standard 306. Any such transfer credits are subject to the limitations on distance education credits stated in this policy. This provision does not apply to LL.M. students.
8. A course that includes substantial online interaction or other common components of distance education shall not be treated as a distance education course for purposes of the limitations stated in (1), (4), (5), (6) or (7) above if:
 - a. Two-thirds or more of the course instruction consists of regular classroom instruction, and
 - b. The distance education components of the course comply with the ample interaction and ample monitoring requirements of (3) above and (9) below.
9. “Ample Interaction and Monitoring” may be demonstrated, for example, by two or more of the following:
 - a. Online chat sessions.
 - b. Online office hours during which the instructor is available at least two times per week for student consultation.
 - c. A series of instructor-constructed topics for online discussion with the instructor in one on one or group sessions (see “e” below for an example pertaining to whole-class participation in an informal discussion forum).
 - d. Prompt and extensive feedback from the instructor on research or writing assignments, online exercises, tutorials, quizzes or examinations.
 - e. Active and sustained student participation in online discussion forums constructed as part of the course for student use in non-

structured format (see “c” above for an example pertaining to structured formats).

The time devoted to the online activity described in these examples must equal at least one hour per week for each credit hour awarded in the course.

10. A distance education course must receive periodic student and peer course evaluations comparable to those received by classroom courses.
11. Policies stated in this section apply to any distance education courses required for completion of a J.D. degree (e.g. Legal Research D/N 528 for 1 credit).

E. Other Academic Rules and Policies

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

The general law school attendance policy provides that a student who is absent from more than 10 percent of classes or class meetings in any course may be dropped from the course at the discretion of the instructor. A student who is dropped for non-attendance in one of the required Basic Level Courses (I.C.1.) will receive a grade of F unless a grade of W is authorized upon petition to the law school's Student Affairs Committee.

2. **Adverse Weather and Class Cancellation.** In case of inclement weather and the possibility of canceled classes at the law school, students should go to the IUPUI Office of Emergency Preparedness' website and look for the “campus status” listed on the website. The Emergency Preparedness website is found here: <http://www.iupui.edu/~prepared/>. The law school's open or closed status is directly tied to the IUPUI campus status. Students should also sign up for the JagAlert, part of the IU Notify campaign, to receive alert messages and updates in real-time. Students may sign-up via the above link.

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

In the event an individual faculty member or adjunct professor cancels a class, please call the law school hot-line (317-274-8611) and log-on to OnCourse and view the “course page” for any updates from the professor or his or her assistant.

3. **Grades, Credit Hours, Class Rank.** 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.

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

A+ = 4.0	C+ = 2.3
A = 4.0	C = 2.0
A- = 3.7	C- = 1.7
B+ = 3.3	D+ = 1.3
B = 3.0	D = 1.0
B- = 2.7	D- = 0.7
	F = 0

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.

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.

To see how semester grades will impact your cumulative grade point average or to calculate your semester grade point average, please go to <http://registrar.indiana.edu/calculator.php>.

If you have taken classes outside of the J.D. program, 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 faculty of the School of Law has adopted the following grade distribution as a suggested goal for all courses except seminars and other

special offerings such as Law Review, Moot Court or Supervised Research:

<u>First Year Courses</u>		<u>Other Courses</u>	
A+ through A	10%	A through A-	20%
A- through B	50%	B+ through B-	60%
B- through C	35%	C+ and below	20%
C- and below	5%		

Final grades are to be submitted by faculty within 28 days from the last day of the final exam period. Grades may be posted by exam number on individual professors' bulletin boards, online at OnCourse (<https://oncourse.iu.edu/>). Final grades are generally posted to OneStart one business day after the deadline for faculty to submit final grades.

The faculty of the School of Law has adopted a policy recommending that the average grade for each course fall in the range of 2.9 - 3.1. This range is a suggested goal for all courses except seminars and other special offerings such as Law Review, Moot Court, or Supervised Research.

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

Students may not do extra work in order to raise a grade that has been recorded.

A student who believes that he or she has been treated unfairly in grading shall, when possible, first confer with the faculty member who determined the grade. If the student is not satisfied with the results after conferring with the faculty member, the student may discuss the matter with the Vice Dean, who in turn may confer with the faculty member. Final authority for making any change in the grade rests with the faculty member.

The IUPUI Code of Student Rights, Responsibilities and Conduct (<http://www.iupui.edu/code/>) includes procedures to be followed by students who believe that any of their rights under that Code have been violated by a member of the faculty or administration.

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. The Dean's List is not posted for summer classes.

Class rank: Students who have completed at least 30 credit hours are considered second-year students, and those who have completed at least 60 credit hours are considered third-year students for purposes of class rankings. Class rank is available online under the "Current Students" section or posted within the outer office of Student Affairs.

Students who have accumulated 20 or more credit hours must maintain a cumulative grade point average of at least 2.3. Students who fail to do so will be excluded from law school. In order to continue in law school, the students must successfully petition the faculty Subcommittee on Readmissions. Any student who accumulates 10 or more hours graded F, including courses retaken, courses failed a second time, and courses for which an incomplete reverts to an F, will be excluded from law school and must petition the faculty Subcommittee for permission to continue in law school. Complete information pertaining to academic exclusion and readmission is contained in the "Standards for Academic Exclusion and Readmission," available at this web link: <http://indylaw.indiana.edu/students/handbook/AcademicExclusion.pdf> .

Rounding Up Grade Point Averages: For purposes of certifying grade-point averages for Graduation, Class Rank, Dean's List, Scholarship Renewals, Summer Study Abroad eligibility or Academic Exclusion, any grade-point average that is x.xx5 or higher is rounded up to the next hundredth-decimal place. For example, a 3.237 grade-point average is rounded up to a 3.24.

4. **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 first-year course (first two years for part-time students) must be approved by both the Assistant Dean for Student Affairs and the Student Affairs Committee upon petition, although the Student Affairs Committee may delegate to the Assistant Dean its authority to approve. If a withdrawal is not approved, a grade of F will be recorded. To withdraw from Legal Analysis, Research, and Communication I or II, a student must petition and receive the approval of the supervising faculty member of the Legal Analysis, Research, and Communication program and the Student Affairs Committee.

Withdrawal from a course (other than a required first-year curriculum course) can be done online until midterm via OneStart. After mid-term, students must go to the Student Affairs Office to fill out a withdrawal form. A withdrawal becomes effective on the date the withdrawal form is

received by the University Registrar's Office or the date the request is approved via OneStart. Be advised that there is a limited time in which to withdraw from a course and receive a refund.

Any student withdrawing from a course or courses within ten days of the end of the last scheduled day of classes (including Saturdays and Sundays), must obtain permission from the Instructor and the 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 Legal Analysis, Research, and Writing 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://indylaw.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. For purposes of Legal Analysis, Research, and Communication I, II, and III courses, the supervising faculty member for the Legal Analysis, Research, and Communication program will be consulted in review of this petition and is deemed the 'instructor' for these purposes. (The Committee may delegate its authority to the Assistant Dean for Student Affairs.) 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.

5. Standards for Academic Exclusion and Readmission

» Please refer to the [AcademicExclusion.pdf](#) document for the entire academic exclusion and readmission policies and procedures.

F. Enrollment by Day Students in Evening Classes and Evening Students in Day Classes

ENROLLMENT IN DAY AND EVENING ELECTIVE COURSES. Full-time students may enroll in evening elective courses, but may be required to withdraw

where part-time student demand for the course exceeds enrollment limits. A full-time student shall not be required to withdraw where the course in question is offered only in the evening during the period in which the full-time student is a 2L or 3L student. Part-time students may enroll in fall or spring semester day elective courses. This policy applies to the summer term. It also applies to the required course in professional responsibility.

For purposes of this rule a part-time student is a student who (a) was originally admitted to the law school and took their first year courses in the part-time division and (b) has not enrolled for more than 10 credits in either of the two semesters prior to the semester or summer in question.

ENROLLMENT IN DAY AND EVENING BASIC REQUIRED COURSES. Students admitted in the full-time day division must complete all basic required courses in the full-time day division. Students admitted in the part-time evening division must complete all basic required courses in the part-time evening division. These rules may be waived by the Assistant Dean for Student Affairs for good cause. For purposes of these rules, basic required courses are: Civil Procedure I & II, Contracts I & II, Criminal Law, LARC I, II & III, Property, Torts, and Constitutional Law.

STATUS CHANGE FROM PART-TIME TO FULL TIME. Students admitted to the part-time division may become full-time students after completing all courses required in the first year of the part-time program (Contracts and Sales I & II, Civil Procedure I & II, Torts, LARC I & II), provided that they have at the time they change to full-time status at least a 2.3 grade point average. A student with less than a 2.3 grade point average cannot move to full-time without the approval of the Assistant Dean for Student Affairs. Students changing from part-time to full-time status must take the remaining basic required courses (Property, Constitutional Law and Legal Research) in the fall and spring of their second year and must take these courses as scheduled in the part-time division. Students making this change are nevertheless cautioned that many elective courses assume successful completion of all basic required courses. In choosing electives during the fall semester of their second year, they should therefore consult with the professor teaching the elective.

G. Restrictions on Work Hours

Students who are employed or engaged in other outside activities are subject to the following rules. These rules emanate from the American Bar Association's Standards for the Approval of Law Schools, and we are required to enforce them fully and without exception.

A full-time student (that is, one who is enrolled in 12 or more credit hours during a regular semester, or 6 or more credit hours during a summer session) may not work more than 20 hours per week.

During a regular semester, part-time students may register for 11 credit hours and work up to 40 hours per week without prior permission from the Assistant Dean for Student Affairs so long as he or she has at least a 2.60 cumulative grade point average or higher. Students registered for 12 or more credit hours may not work more than 20 hours per week.

Part-time students registered for 10 credit hours in a regular semester or five credit hours in a summer session may not work more than 40 hours per week. Any student who has been a part-time student (that is, enrolled in 11 hours or less of course work) during the fall and spring semesters immediately preceding the summer session may enroll in six hours of summer course work and work up to 35 hours per week during the eight-week summer session.

All students are required to complete an Employment Certification Form. At the start of each semester forms and instructions will be distributed in student mail folders as well as electronically distributed and will specify the date by which they must be returned to the Student Affairs Office. If changes in the reported information occur during the semester or summer session, students must immediately notify the Student Affairs Office and complete a new Employment Certification Form containing accurate information for that semester or summer session. The form is also available on the online forms page of the law school website.

Enforcement of the employment rules may entail one or both of the following:

- a. Compelling compliance by requiring modification of employment commitments or credit hour enrollment; Communicating with employers about the rule and enforcement policies.

Some students seek full-time employment and pursue their studies in the part-time division in order to meet the financial obligations of law study. Full-time students, after their first year of law study, sometimes seek part-time employment to offset expenses. The law school's Office of Professional Development provides assistance in finding appropriate law-related employment.

Limitations on the amount of permissible outside work apply to all students. Outside activities are not viewed as an acceptable excuse for low academic performance in either division of the law school.

H. Incoming Transfer Students and Criteria for Approving the Transfer of Credit Hours

Prior to registration, a student admitted with advanced standing must consult with the law school's Assistant Dean for Student Affairs regarding credits to be transferred. IU-Indianapolis 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 IU-Indianapolis. A maximum of 31 hours of course credit may be transferred. Within the transfer credit maximum, no more than 6 of the 31 credits may be earned from non-IU-Indianapolis foreign study abroad programs. (See Section J-(4) of the Student Handbook "Limits on Credits Earned in Programs Abroad" for more details.). Grades from transferred course credit will not be used to compute the student's cumulative grade point average at the IU-Indianapolis. Only courses in which the student received a grade of "C" or above are eligible for transfer (a grade of "B" or above is required for students from an LL.M program). Courses taken on a pass/fail basis generally will not transfer. However, if the applicant can show that the pass/fail course is equivalent to a "C" or above, credit will be considered. If credit is not given and the courses are required for graduation, the courses must be re-taken at IU-Indianapolis. 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.

Once an official transcript has been evaluated by the Assistant Dean for Student Affairs, the courses which have been accepted for transfer along with the number of hours for each are listed on an Audit Sheet for Transfer of Credit Courses. Note that only credits, not grades, transfer. The maximum number which may transfer to this school is 31 (only 12, if from a LL.M Program) credit hours. If a student has deficiency of more than one (1) credit hour in a required course, that deficiency is noted on the audit sheet along with courses which may be taken to satisfy that requirement. Unless otherwise noted, any deficiency of more than one (1) credit hour may be satisfied by taking any course(s) listed on the audit sheet as satisfying that deficiency, so long as the credit hours for the course(s) equal or exceed the credit hours of deficiency. Only in extraordinary circumstance will the Assistant Dean for Student Affairs waive more than a one (1) credit deficiency. This waiver shall not reduce the total credit hours required for graduation. A copy of the Audit Sheet for Transfer of Credit Courses is found at this website: <http://indylaw.indiana.edu/students/onlineforms.htm>.

I. Visiting Away at Other Schools

A student who wishes to take course work at another school should contact the Student Affairs Office to ascertain the requirements that must be met before a visitation is granted. The Assistant Dean for Student Affairs will determine whether the student's reasons for wishing to take course work at another school meet the law school's criteria.

A student visiting away is required to submit the Visiting Away form to the Assistant Dean for Student Affairs for review and consideration. The form is available here: <http://indylaw.indiana.edu/students/onlineforms.htm>.

Students should note that the credit transfer fee applies to all external law school credits (including credits earned while visiting away) transferred in by a current student. Please see “Transfer Credit Fee” section for more details.

J. Summer Study Abroad Programs

1. Eligibility

Students applying for enrollment in summer abroad programs must have a GPA of 2.5 or above at the time of the application deadline.

Law students must complete at least one year of full or part-time study at this or another ABA approved law school (or at an unapproved school consistent with ABA standards). Part-time students may enroll in a foreign summer program in the summer following completion of the required courses in their first and second semesters, but must enroll in and complete criminal law at the first available opportunity thereafter.

Students may enroll in up to two summer abroad programs in a single summer provided both programs are offered by IU-Indianapolis.

2. Summer Abroad Program Fees

Each IU-I abroad program will establish a composite fee to be charged to each attendee at that program, which will be broken out and clearly advertised, as follows:

- A program operations fee
- A housing fee
- A special travel fee (to cover the costs of any excursions away from the primary site)

Cancellation Policy – Immediately upon acceptance into an abroad program, the student shall pay a deposit of \$300 in order to hold his/her place in the program. This deposit is to cover the administrative costs of processing the student’s application and will not be refunded under any circumstances unless the program is cancelled. The deposit will be applied toward the full program fee and is not in addition to that fee.

The balance of the full program fee will be due no later than May 1, forty-five days before the first day of class in the program, or immediately upon acceptance into the program, whichever of these three dates comes last. Failure to pay the full program fee when due will cause the student to lose his/her place in the program until such time as the full program fee is paid (including a finance charge assessed at 18% per annum from the date the payment was due), assuming that the program has not by then reached capacity. Once paid, the program fee will be nonrefundable, with the

exception that a refund of the program fee (excluding the deposit) will be allowed in extraordinary circumstances that make it unduly burdensome for the student to attend the program.

A student who is accepted into an abroad program and pays his/her deposit, but who subsequently fails to pay the full program fee will ordinarily still owe and be billed in full for the program fee. If such a student is excused from paying the program fee because extraordinary circumstances made it unduly burdensome for the student to attend the program, that student will nonetheless still owe and will be billed in full for any actual costs incurred by IU-I on the student's behalf related to travel, housing, board, or other activities in which IU-I anticipated that the student would participate. The deposit will not be applied to cover such expenses.

Once a student attends any class in the program, the program fee will not be refunded under any circumstances.

Notwithstanding the above, if IU-I cancels a program because of insufficient student response or for any other reason, all amounts paid will be refunded.

3. Summer Abroad Tuition

A student who completes a course or courses at an IU-I abroad program must pay the program fees charged for the program and 50% of the tuition for the credits earned that the student would have paid had the credits been earned at IU-I. The base tuition used for this purpose will be that in effect in the academic year in which the credit was earned.

4. Limits on Credits Earned in Programs Abroad

Students may apply to no more than 12 credits earned in an abroad program, toward the 90 required for the J.D. degree, of which no more than 6 can be earned in a non-IU-I program.

K. Transfer Credit Fee

A student who attends a course or courses in a program operated by another ABA accredited institution (whether in the United States or abroad) after initial matriculation at IU-I and transfers credits earned back to IU-I shall pay a credit transfer fee for each such credit in the amount of 65% of the tuition that the student would have paid to IU-I had the credit been earned at IU-I. The base tuition used for this purpose will be that in effect in the academic year in which the credit was earned.

EXCEPTION: The transfer fee will not be charged to a student who has been given permission by IU-I to take courses at another ABA accredited law school due to extraordinary circumstances that make it unduly burdensome for the student to complete their degree in courses at IU-I. A student may petition for an exception by submitting a written request to the Assistant Dean for Student Affairs.

Note: The above stated policies with respect to tuition charges and transfer credit fees will become effective for all credits earned after the end of the spring 2009 semester (i.e., credits earned during or after the summer 2009).

L. Special Rules for Graduating 3Ls

Students may be certified for degree conferral in December, May, or August. Graduation ceremonies typically occur in May. All 3Ls are responsible for complying with the requirements for graduation. To assist with this process, the Student Affairs Office has a checklist at this web link: <http://indylaw.indiana.edu/students/docs/checklist.pdf>. It is highly recommended to do the checklist prior to the final year of study, in case something is in question.

All 3Ls must complete an Intent to Graduate Form and return it to the Student Affairs Office stating the expected date of graduation and their name as they want it to appear on their diploma. The form shall be sent electronically to all 3L students. It is also available in the online forms section of the Student Affairs Office webpage. The form must be returned no later than December 1 for December degree certification and March 1 for May and August degree certification. Students must also submit an Intent to Fulfill Advanced Writing Requirement as well as a Certification of Completion for the Advanced Writing Requirement with the Student Affairs Office by the date specified.

Any Incomplete still on the student's record at the time of degree conferral will be "frozen". This assumes that the course in which the student received the Incomplete was not needed to complete the degree. "Frozen" incompletes are not subject to the automatic conversion to F after one year and will remain as incomplete's on the student's record.

Graduation with honors. A student who has complied with the requirements for graduation and who has attained an outstanding scholastic average in work done in the School of Law may graduate Cum Laude, Magna Cum Laude, or Summa Cum Laude. The standards for award of honors are determined periodically by the faculty, generally within the following guidelines:

Summa Cum Laude - no more than the top 5 percent of the class;
 Magna Cum Laude - no more than the next 5 percent of the class;
 Cum Laude - no more than the next 10 percent of the class.

Tentative honors may be determined at the time of graduation, but final honors will not be calculated until all grades have been recorded for the semester in which the student graduates.

Class standing and honors will be based on the graduating student's total cumulative grade point average after completion of all law school course work.

Final honors for December graduates will be calculated when fall grades are submitted and for May graduates when all spring semester grades have been submitted. Final honors for August graduates will be determined when all summer session grades have been submitted; calculations of class rank will include the final grades of December and May graduates. No December or May graduate who has received final honors after the completion of the student's final semester will lose that honor even if his/her class standing drops as a result of the inclusion of August graduates.

M. Accommodations for Students with Disabilities

Accommodations for disabilities are granted and administered solely by the Student Affairs Office. Faculty members are not authorized to grant or deny disability accommodations*. (*The faculty member's role is explained in detail below):

- a. Any student requesting accommodations because of a disability must meet with the office of Adaptive Educational Services (AES) to request the accommodation. The meeting should normally occur within the first two weeks of the student's first semester in law school, or, in the case of a disability which is discovered after the student has begun law school, within two 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.
- b. After the initial meeting, the office of AES will inform the Student Affairs Office that the individual has provided the required documentation and propose specific accommodations for the student.
- c. Any student requesting an accommodation must present appropriate documentation, from a qualified professional, establishing (a) that the disability exists and (b) that the requested accommodation is necessary to provide the student with the opportunity to achieve or participate in the program to the same extent as a similarly-situated person without a disability. The

documentation should be provided to AES. The following requirements apply to documentation of disabilities:

- Documentation must be provided by a licensed professional who is qualified in the appropriate specialty area. Documentation must be provided by a professional whose primary expertise and experience involve the adult population. The documentation must establish that the licensed professional's qualifications are in the appropriate specialty area related to the disability.
- Documentation must be recent enough to provide meaningful information. In most cases, the documentation must be less than three years old.
- Documentation must be typed on the letterhead of the licensed professional, must be addressed to AES, must be signed by the licensed professional, and must include a separate paragraph or section describing each of the following: (a) the specific diagnosis of the disabling condition, (b) a description of the specific way(s) in which the disability limits the student's functioning, (c) recommendation of an accommodation, including a statement that the professional is aware the student's environment is law school, rather than secondary, undergraduate or graduate school, (d) a specific explanation of the manner in which the proposed accommodation responds to the student's functional limitations, and (e) a description of the credentials of the person providing the documentation. Documentation on a prescription pad will not be accepted.
- Documentation for a student with a learning disability must establish that the student's score on a test of processing ability (Swanson Cognitive Processing Test, Wechsler Memory Scales-Revised, Test of Memory and Learning or Test of Adult Wordfinding) or score on a test of academic achievement (Woodcock-Johnson Psychoeducational Battery, Rev., Part II, Tests of Achievement, Nelson-Denny Reading Test, Mather-Woodcock Group Writing Tests, Wide Range Achievement Test-Revised) is at least 1.5 standard deviations below the student's intelligence quotient. The student's intelligence quotient is the higher of the scores (full-scale or verbal) as measured on a test of cognitive ability (Wechsler Adult Intelligence Scale III, Stanford-Binet Intelligence Scale, Fourth Edition, Detroit Tests of Learning Aptitude-Adult, Test of Nonverbal Intelligence). Documentation of a learning disability must include, in addition to all other items required by this policy, a description of the diagnostic interview, all scores on a full battery of psychoeducational tests, a history of the student's learning disability and any accommodations provided

for it, and a specific diagnosis of a generally recognized learning disability. “Test anxiety” and “panic attacks” are not learning disabilities.

- d. The cost of providing the necessary documentation is to be borne by the student. If the initial documentation provided by the student does not comply with the requirements established by this policy, then the cost of providing the specific documentation required by this policy is to be borne by the student. If, however, the documentation provided by the student complies with the requirements of this policy, the law school shall bear any cost of obtaining any additional documentation, (e.g., a review by a professional selected by the law school.)

DETERMINATION OF APPROPRIATE ACCOMMODATION. Once documentation has been submitted as described above, the Assistant Dean for Student Affairs (ADSA) will receive from the AES a recommended accommodation plan for each student requesting accommodations. The ADSA then decides upon an accommodation plan. In formulating the accommodation plan, the ADSA shall, so far as practicable, take into account the different types of assignments, performances, activities, and modes of testing to which the student is likely to be subjected. An accommodation should be denied or modified where it would fundamentally alter the nature and substance of the curriculum, present an undue hardship on the law school, pose a direct threat to the safety of others or compromise the academic integrity of the law school program.

An accommodation shall be granted where required by law. The ADSA shall notify each faculty member in whose course the accommodated student is enrolled that a student in the course will receive an accommodation and the nature of the accommodation. A faculty member who is notified of an accommodation which is available to a student in the faculty member’s course or program may inform the ADSA of special circumstances which the faculty member believes make the accommodation unreasonable or inappropriate. The Dean in consultation with the AES 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 professors may be told by the ADSA 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 ADSA with certification that there

has been no change in the disability. The ASDA 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.

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

J.D. students for whom English is a second language may apply to the Assistant Dean for Student Affairs for special accommodations on their final examinations. This request must be made within the first two weeks of the semester. The Assistant Dean 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:

- b. If the accommodation is sought for an exam when the student has attended for less than one 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.
- b. If the accommodation is sought for an exam when the student has attended for at least one year but less than two 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.
- c. If the accommodation is sought for an exam when the student has attended for two years or more a college or university wherein instruction was primarily or exclusively in English, the Assistant Dean for Student Affairs will deny such request.

Faculty Member Exercise of Negative Discretion. If the Assistant Dean 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' decision.

Student Appeal. A student who is not satisfied with the accommodation offered or denied by the Assistant Dean 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 to negatively 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, 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 accommodations are available for take-home exams, papers, or oral presentations.

The Committee will also obtain data periodically from the Assistant Dean for Student Affairs to evaluate this modification policy and to ensure that the academic standards of the law school are being upheld. For purposes of evaluating and reviewing the effect of this policy, the Assistant Dean for Student Affairs may release summary data concerning modifications made to foreign students to any faculty member or to other persons with a good faith interest in developing and improving procedures for assisting foreign students.

O. Recording of Classes Generally Prohibited

In order to encourage open academic discussion during class and to protect the integrity of the academic environment, the audio and/or video recording of any class meeting, or any part therefore, by any electronic means (analog or digital) is prohibited unless explicitly authorized, in advance, by the class instructor and unless notice is given in accordance with the provisions of this rule. The violation of this rule by any student is an Honor Code violation.

Exception for Necessary Accommodation

In any case where a student believes that recording classes is necessary to accommodate a specific and relevant need, the student may request permission from the instructor or, pursuant to the Indiana University School of Law – Indianapolis policies for accommodating students with disabilities, may seek the help of a representative of the University Office of Adaptive Educational Services (AES) to make such a request in a confidential manner. Where making a recording is necessary to accommodate a student with a specific and relevant need, and where no other reasonable means of accommodation is available, instructors will accommodate that need, but no instructor will be required to permit recording except in accordance with the law. At the request of the instructor, recording will be arranged by the Office of Student Affairs, and the

recording will be maintained at the reserve desk of the Law Library with limited circulation instructions. An instructor may set such other terms and conditions as the instructor deems necessary to limit the potential for reproduction and dissemination or other misuse of the recording.

Notice of Authorized Recording to the Class

Where the instructor authorizes recording for any reason, the instructor shall provide notice of recording to those enrolled in the class prior to any such recording. Where the purpose of the recording is to accommodate a student's educational needs and confidentiality has been requested, the instructor shall endeavor to give notice without identifying the person being accommodated or the reason for accommodation.

Copyright and Use of Recording

Permission to allow recording under the provision is not a transfer of any copyright in the class session of the recording. The recording must be used solely for the purpose of studying the materials presented during the class. The recording remains the property of the professor, who is entitled to have the recording returned or destroyed after its intended use.

P. Experiential Learning; Student Practice Certification

A number of experiential learning opportunities are available to law students. These opportunities include clinics and externships. For some of these experiences, students must obtain a certification for student practice. In planning schedules, students should remember the prerequisites for seeking such certification. The 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, (2) are in good academic standing, and (3) have satisfactorily completed or are currently enrolled in the course in Professional Responsibility. Further, the certification is contingent upon an agreement filed with the Dean's Office by a licensed attorney who agrees to supervise the legal intern's activities. Further information may be obtained from the Office for Student Affairs. Externship and clinical forms are available via the online forms page on the law school website.

Q. Informal Audits

Attendance of persons in law school courses is a privilege obtained solely upon the payment of tuition established by the University for that Course. Faculty shall not permit informal audits of law school classes by any person in any law school course, with the possible exception of LL.M. students. "Informal audits" are those situations in which a person, whether or not a student enrolled at the law school,

attends the class meetings for more than three class meetings and for the purpose of becoming acquainted with all or part of the subject matter of the course. Attendance at the beginning of a semester prior to the latest date for dropping a course without penalty is not an informal audit. A faculty member may invite another faculty member to attend class meetings as a matter of professional courtesy, and attendance by the invited colleague shall not be an informal audit.

R. Informal Modification of Class Schedules

In general, the faculty should respect published schedules and the expectations generated by those schedules. A scheduled class should therefore not be changed with respect to its regular meeting time or place unless the faculty member concerned and the Vice Dean concludes that the reasonable expectations of students and other faculty members would not be substantially defeated by such a change or that a compelling reason outweighing these considerations supports the change. The voluntary agreement of all students in a class will establish that student expectations are not defeated. Agreement of students is voluntary if the anonymity of any objecting student is preserved by means of the following procedure: The faculty member shall announce a proposed scheduling change and announce that any objection may be made anonymously by communicating with the Vice Dean within one week following the date of the announcement. The Vice Dean shall, upon receipt of objections, notify the faculty member proposing the change of these objections without disclosing the identity of the student(s) making them.

Classes should not be scheduled or rescheduled for times reserved for faculty and committee meetings. This policy does not apply to make-up classes.

S. Making up Missed Classes

Faculty members are responsible for ensuring that they meet their classes for the number and length of the periods scheduled. If classes are missed for reasons of illness or other exigency, faculty members are expected to make every reasonable effort to hold make-up classes or otherwise ensure that the entire time scheduled for class instruction is actually expended. Faculty members scheduling make-up classes should also be mindful of the policy discouraging make-up classes and review sessions during the last two weeks of the semester.

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

Students may enroll in a maximum of 18 semester credits during any regular semester. Students enrolled in summer sessions may be allowed to enroll in as many as 10 hours. The Assistant Dean for Student Affairs may approve a course load greater than 18 credit hours in a semester if the student demonstrates that circumstances warrant it and that residency requirements will not be violated.

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

Indiana University School of Law – Indianapolis is subject to the ABA Standards for Approval of Law Schools. The Standards may be found at:

http://www.americanbar.org/groups/legal_education/resources/standards.html.

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

- 1.) submit a written complaint to the Assistant Dean for Student Affairs;
- 2.) describe in detail the action, program or process complained of, and explain how it implicates the School of Law's program of legal education and its compliance with a particular identified ABA Standard, and
- 3.) provide in the complaint the name, official Indiana University email address, and mailing address of the complainant for further communication about the complaint.

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

Procedure for Addressing Complaints:

- 1.) The Assistant Dean for Student Affairs should acknowledge the written complaint within three (3) business days of receipt.
- 2.) Within twenty (20) business days of acknowledgment of the complaint, the Assistant Dean for Student Affairs 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 School of Law to address the complaint, or receive a statement indicating the complaint needs further investigation.

Appeals:

- Appeals may be taken to the Dean of the School of Law within seven (7) days after the complainant receives a response from the Assistant Dean for Student Affairs.
- Any decision made on appeal by the Dean shall be final.

Complaint Records

A copy of each complaint and a summary of how it was investigated and resolved shall be kept in the Office of Student Affairs for a period of eight (8) years.

Part II: Student Conduct and Discipline

A. Introduction

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

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.

B. 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* (see links on last page). The law school's amendments to Part II of the Code, dealing with student responsibilities and misconduct, include the addition of the following:

Regardless of the content of stated rules and regulations, certain expectations and responsibilities apply to law students. By enrolling in law school, 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 to Part II 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. Forms for reporting student misconduct are available in the office of the Assistant Dean for Student Affairs. Two additional amendments to Part II 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.

C. **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.

D. **Links**

- ⇒ Indiana University Code of Student Rights, Responsibilities, and Conduct (<http://dsa.indiana.edu/Code/>)
- ⇒ Law School Amendments to the Code (<http://indylaw.indiana.edu/students/handbook/honorcode.pdf>)
- ⇒ Inlow Hall Code of Conduct (<http://indylaw.indiana.edu/students/codeofconduct.htm>)

Part III: State Bar Filing

A. Bar Examination in Other States

Students who intend to take the bar examination in another state should familiarize themselves early in law school with the requirements and procedures for admission to the bar of that state. Additional information and a directory of state bar administrators are available in the Office of Professional Development.

B. Indiana Bar Examinations

Admission and Discipline Rule 17 of the Indiana Supreme Court requires applicants for admission to the Indiana bar to pass two separate examinations on: (1) professional responsibility and (2) other subject matter. Applications for these examinations are available in the Office for Student Affairs.

1. Professional Responsibility Examination

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

2. Indiana Bar Examination

The Indiana Bar Examination includes the Multistate Bar Examination, the Multistate Performance Test, and an essay section on Indiana law. The examination is given twice a year, in February and July. Admission and Discipline Rule 13 of the Indiana Supreme Court requires applicants to complete at least two credit hours of law school course work in professional responsibility. Although applicants are not required to take courses in other discrete subjects, the subject areas covered on the various parts of the bar examination including the following:

- Administrative Law
- Business Organizations
- Commercial Law
- Constitutional Law (Federal and Indiana)
- Contracts
- Criminal Law, Criminal Procedure
- Family Law
- Evidence

- Pleading and Practice (Indiana and Federal Rules of Civil Procedure)
- Real Property, Personal Property
- Taxation
- Torts
- Trusts and Estates

3. **Additional Information**

- For more information about the Indiana bar exam, please find the Indiana Board of Law Examiners information here: <http://www.in.gov/judiciary/ble/>

Part IV: University Services and Facilities

A. Bookstore

The main campus bookstore is in the law school atrium selling law text books and other required course materials during the first week of classes of each regular academic term. Information regarding the hours of operation will be sent to students.

The campus bookstore is a Barnes and Noble bookstore and is located in the Campus Center at 420 University Boulevard. The bookstore accepts cash, VISA, and MasterCard. Bookstore campus address, contact information, and store hours for fall and spring semesters are as follows:

Barnes & Noble @IUPUI Bookstore

UPUI Campus Center
420 University Boulevard
Indianapolis, IN 46202

Store telephone: (317) 278-2665

Store Hours:

Mon/Tu/Wed/Thur/Fri: 8am-7pm

Sat: 8am-5pm

Sun: Noon-5pm

B. Office of the Bursar

To offer a single point of contact for your in-person financial needs, the Office of the Bursar has combined with the Student Financial Aid Services Office and both are located in a single “Student Financial Services” suite in the new IUPUI Campus Center. The suite is located on the second floor of the Campus Center, 420 University Blvd., room 250. A drop box is also available for after hour payments or forms. (The drop box is located in the north corridor outside the suite). Questions may be answered by calling (317) 274-4162 or (317) 274-2451, e-mailing the bursar's office at: bursar@iupui.edu, or by visiting the Bursar website: <http://www.bursar.iupui.edu/>.

C. Childcare

A childcare service for children ages 2-6 is available on the IUPUI campus at 321 North Limestone Street. The service is heavily used and generally has a waiting list, so if you are interested in this service, please contact the Center for Young Children to put your name on the waiting list: (317) 274-3508. The website for this childcare center is: <http://www.childcare.iupui.edu>.

D. Counseling and Psychological Services (CAPS)

The Counseling and Psychological Services (CAPS) staff provides professional psychological services, including crisis response, counseling, assessment, and referral, that are accessible to, and provide for, the general well-being of all students on the IUPUI campus including IU-I law students. Services also include consultation to the campus community and training experiences for graduate student counselors.

The CAPS office is located in room 418 of the Union Building, 620 N. Union Drive. Counselors are available on a regular basis. To schedule an appointment for individual or group counseling, call (317) 274-2548 or visit the office in person. The website for CAPS is found here:

<http://life.iupui.edu/caps/counseling.html>.

E. Credit Union

Graduate students may join the Indiana Federal Credit Union. The on-campus office is located in the Campus Center, 420 University Blvd., room CE 205. The Credit Union offers no-service-charge checking, a 24-hour bank machine, online banking, debit cards, and other benefits including eight starter checks with account numbers already pre-printed on them for new members. The phone number is (317) 636-8479. The website for the credit union is found here:

<http://www.imcu.com>.

F. Financial Aid Office

The IUPUI Financial Aid office is in the IUPUI Campus Center, 420 University Blvd., room CE 250A. Law students may meet with Ms. Jennifer Vines, Assistant Director of Financial Aid, during her weekly appointment hours at the law school. Ms. Vines' schedule is posted in the Office of Student Affairs foyer, where students may sign up for an appointment in Inlow Hall. Ms. Vines' telephone number is (317) 278-2862, and her e-mail address is gradaid@iupui.edu. General questions may also be directed to the Financial Aid office main number, 274-4162, or, answers may possibly be found by visiting the IUPUI Financial Aid site:

<http://www.iupui.edu/~finaid/>.

G. Health Service

Medical care is available in the IUPUI Student Health Center. Students may seek care at the health center regardless of whether they are enrolled in the University Health Insurance program. There is a fee to be seen for any medical purpose. The Student Health Center is Located on the first floor of Coleman Hall.

IUPUI Student Health Center
Coleman Hall, First Floor

1140 W. Michigan Street
Indianapolis, IN 46202
(317) 274-8214

Hours of Operation
M/Tu/W/F: 7:30am - 5:00pm
Thursday: 9:00am – 5:00pm

Students are strongly encouraged to make appointments, but walk-ins will be accommodated if possible. Same-day appointments are usually available if an appointment is requested in the morning. The last appointment of the day is at 4:00 p.m.

H. Student Health Insurance Program

Students may apply individually for health care insurance available to Indiana University students. Student health insurance is available through The Aetna Group, a division of Aetna. The phone number is: (877) 375-4243. The Internet address for policy information and enrollment is <http://www.aetnastudenthealth.com>.

I. International Student Affairs

The Office of International Affairs serves as the main campus' hub of international activities, including the coordination of:

- campus-wide infrastructure for international engagement such as international partnerships;
- recruiting, advising, and admitting international students and providing visa services for international students and scholars;
- study abroad activities;
- internationalizing the curriculum;
- managing the International House; and
- facilitating international teaching and learning via the Global Crossroads videoconferencing facility.

To learn more about the Office of International Affairs, please visit their website (<http://www.iupui.edu/~oia/>) or contact the OIA office directly.

Office of International Affairs
902 W. New York St., ES 2126
Indianapolis, IN 46202 USA
Tel. (317) 274-7000
Fax: (317) 278-2213
E-mail: intlaff@iupui.edu

J. Parking

A brochure setting forth the parking rules and regulations in effect at IUPUI will be sent with the student's parking permit or can be obtained from the Parking Services office. Parking Services is located at 1004 W. Vermont Street, at the corner of Barnhill and Vermont Streets, on the first level of the South Garage. Visitors to Parking Services enter the garage at the second entrance by taking a ticket from the machine at the gate and then proceed to the designated guest parking spaces which are available on the first level of the garage near the office. Visitors may present the entry ticket to Parking Services personnel to have it validated so that there will be no charge when leaving the garage.

Questions may be directed to Parking Services at (317) 274-4232. The website for Parking Services is: <https://www.parking.iupui.edu>.

Part V: Other Policies and Information

A. Communications to Students

The law school administration communicates reminders and updates to students throughout the academic year and summer. The majority of communications from law school administration are sent by e-mail to the all-student list serve to ensure notice and efficient delivery. Students may also receive communications from the law school administration via the student mail folders. Further, the law school website is regularly updated with important law school news, events, policies, and other information. Students are responsible for regularly monitoring their school e-mail, mail folder, law school website, and other channels of communication and, in turn, heeding the information therein.

B. Change of Name/Address/Phone

Any changes in your name, address, or telephone number must be reported to the Registrar's Office. Information about student addresses is listed on the Office of the Registrar site: <http://registrar.iupui.edu/address.html>. OneStart is the easiest method to change any of your *addresses or telephone numbers*. The web address for OneStart is <https://onestart.iu.edu>. Any changes to your *name* must be done by completing a "Change of Name/Birthdate/Student ID Number" card.

The law school website also maintains a student directory on the Student Intranet (<https://indylaw.indiana.edu/net/students/>). Information is pulled from campus systems each semester, so changes you make with the registrar should appear the following semester. You may, however, enter the law school student directory at any time on your own and make any needed modifications to your listing. If you wish, you may also choose to keep that information private.

C. Emergency Preparedness Information

In the event of an accident, injury or serious illness where an ambulance may be needed, call 911. Give the emergency dispatcher as much information as possible.

In the event of fire, explosion or smoke in the law school building (Inlow Hall), pull the nearest fire alarm and then call 911. Make a point of knowing where fire alarms are in the parts of the building you occupy. When a fire alarm sounds, evacuate the building by the nearest safe route. Do not use the elevators.

Yellow emergency telephones are located on every floor of Inlow Hall, in parking areas, and near the courtyard at California Street. These emergency phones provide free access to request any type of emergency assistance.

Additional resources and phone numbers are listed below for your reference:

- **Emergency Medical Service (IUPUI campus):** 9-911
- **Police/Fire:** 911
- **IUPUI Office of Emergency Preparedness:** (317) 274-8152
- **IUPUI Environmental Health & Safety:** (317) 274-2005
- **Non-emergency/off-campus calls to IUPUI Police:** (317) 274-7911
- **Campus Facility Services/Utility Failure:** (317) 278-1900
- **Radiation Safety:** (317) 274-4797
- **Safety Escort:** (317) 274-SAFE (7233)
- **Current Campus Status/Emergency Weather Closing Info:** (317) 278-1600
- **Indiana University Emergency Preparedness site** - Further information and all-campus notices related to the IUPUI campus' emergency preparedness plan may be found here:
<http://www.iupui.edu/~prepared/>

D. Indiana Judges and Lawyers Assistance Program (JLAP)

JLAP offers help to law students, judges, and attorneys, who experience physical or mental disabilities that result from disease, chemical dependency, mental health problems, or age, which may impair these individuals' ability to study or practice in a competent and professional manner. Help varies with an individual's needs or a particular case, but ranges from information and referral to assistance with organization of an intervention. In addition, JLAP provides education to the bench and bar on relevant issues.

Because of the sensitive nature of addiction and psychological problems, law students, attorneys, or judges who need help -- or want to assist someone else who might need help -- are often reluctant to seek assistance. Recognizing this concern, and in order to foster early and confidential contact, the Indiana Supreme Court authorized the creation of JLAP with the passage of Rule 31 of the Indiana Rules on Admission to the Bar and Discipline of Attorneys.

JLAP's office telephone is: (317) 833-0370; e-mail is tharrell@courts.state.in.us. The JLAP website is found here: <http://www.in.gov/judiciary/ijlap>.

E. Indiana Coalition Against Domestic Violence

The Indiana Coalition Against Domestic Violence (ICADV) is committed to the elimination of domestic violence through: providing public awareness and education; advocating for systemic and societal change; influencing public policy and allocation of resources; educating and strengthening coalition members; and, promoting the availability of quality comprehensive services. If you or another

student you know is in need of assistance, please contact the ICADV. The organization's contact information is below.

24-hour Hotline: (800) 332-7385 The ICADV website may be found here:
<http://www.violenceresource.org>

F. Lockers

A student who wants a locker should choose an empty locker, put a lock on it, and report his or her locker number to Therese Kamm, the law school receptionist, whose desk is in the law school atrium. The student must also give the receptionist the combination or an extra key.

G. Lost and Found

See Therese Kamm, the receptionist, in the law school atrium. In the evening, see the library front desk.

H. Mail Folders

Mail folders for all students are located in the student area near the north doors of Inlow Hall. Mail folders are used for communications from faculty, administration, and other students. Please do not put books or other heavy objects in the folders. The Office of Student Affairs provides assistance if problems occur concerning mail folders. Every student should check his or her mail folder on a regular basis.

I. *Constructive Notice* Newsletter

The law school publishes an electronic newsletter with information of upcoming events. Student organizations should submit information to Therese Kamm, the school's receptionist.

J. Telephone Messages

Telephone messages cannot be personally delivered. The receptionist (317) 274-8523) will make every effort to place messages in student mail folders.

K. Telephone Numbers and Office Hours, Student Services

Office of Professional Development, room 115, (317) 274-2484
Chasity Q. Thompson, Assistant Dean
9:00 a.m. – 5:30 p.m. Monday, Wednesday, Thursday
9:00 a.m. – 6:00 p.m. Tuesday
9:00 a.m. – 5:00 p.m. Friday

Office of Admissions, room 121, (317) 274-2459
Patricia Kinney, Director of Admissions
8:30 a.m. – 5:00 p.m. Monday through Friday

Office of Student Affairs, room 119, (317) 278-5560
Matthew Banker, Assistant Dean; and Regina Bennett,
Administrative Assistant
9:00 a.m. – 5:30 p.m. Monday, Wednesday, Thursday
9:00 a.m. – 7:00 p.m. Tuesday
9:00 a.m. – 5:00 p.m. Friday

Office of the Recorder, room 119C, (317) 274-2423
Susan Agnew, Assistant Director for Student Services; and LuAnn
Holman, Records Assistant
8:30 a.m. – 5:30 p.m. Monday, Wednesday, Thursday
8:30 a.m. – 6:00 p.m. Tuesday
8:30 a.m. – 5:00 p.m. Friday