

# ACADEMIC REGULATIONS<sup>1</sup>

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

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

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

## Section 2. Graduation Requirements for J.D. Degree

### 2.1 *Course Requirements*

- (1) Students who matriculated before July 2008 must complete successfully all of the following first year courses:

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

Students who matriculated in July 2008 or after must complete successfully all of the following first year courses:

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

Students who begin their studies at the School of Law before the start of the regular fall semester (that is, in the “early start” or “summer start” program) must successfully complete an additional course in the fall or spring semester, as determined by the Dean, to ensure that all full-time students have the same number of courses and approximately the same number of credit hours in the regular fall and spring semesters of the first year.

- (2) Students must complete an upper level elective in which writing is used as a means of instruction. Elective courses offered to meet this advanced writing requirement will vary from year to year.
- (3) Students must demonstrate proficiency in legal research and writing by the execution of a complex research project involving problem definition, research for facts and authority, creation of an argument, and completion of a substantial written product. This requirement must be satisfied by:
  - (a) completion of a research seminar (as designated in the schedule);
  - (b) completion of a B706 (credit research) project;
  - (c) completion of such course as shall from time to time be designated by the

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<sup>1</sup> These Academic Regulations are current as of the date below. Revisions during the academic year will be posted on the Web.

Dean<sup>2</sup>.

Students who have already completed the advanced writing requirement should ordinarily be given preference in registering for seminars. A student may not use the individual research project (B706) to fulfill the writing requirement until he or she has satisfied the advanced writing requirement or until his or her third year of law school.

- (4) Students who matriculated before July 2008 must complete one or more courses certified by the faculty as offering instruction in the history, goals, structure, duties, values, and responsibilities of the legal profession and its members, including instruction in the Model Rules of Professional Conduct, as required by American Bar Association Accreditation Standard 302 (b). "The Legal Profession" is a course regularly offered that will satisfy this requirement for most students. If other special courses satisfy the requirement, they will be designated on the schedule. In addition, with the Dean's approval, there may be rare cases in which a student may satisfy this requirement through a combination of courses or other instruction, such as an independent research project.
- (5) In addition to satisfying the writing requirements above [advanced writing requirement (2.1(2)) and advanced research requirement (2.1(3))], students must complete one or more courses certified by the faculty as offering substantial instruction in "other professional skills" generally regarded as necessary for effective and responsible participation in the legal profession.

## 2.2 *Credit Requirement*

Students must complete successfully 88 semester hours of credit.

## 2.3 *Residency Requirement*

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

- (1) At least four full semesters of study must be spent in this law school; however, one regular semester of studying abroad in an exchange or consortium program sponsored by this law school may count as one of these four semesters.
- (2) Full time study for residency purposes during a regular semester consists of at least ten semester hours of credit.
- (3) Partial proportionate residence may be gained if permission of the Dean is granted to take less than 10 semester hours of credit in a fall or spring semester.
- (4) Residency requirements must be met within six fall and spring semesters unless the Dean approves a longer period.

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

## 2.4 *Grade Point Average Requirement*

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

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<sup>2</sup> Whenever the term Dean is used in these regulations, it signifies the Dean or authorized representative. The Associate Dean for Students is usually the authorized representative whom students should see whenever the term Dean is used.

graduation.

### Section 3. Honors

Students who meet the requirements for graduation will receive honors as follows:

<u>Honor</u>	<u>Rank in Class</u>
Summa Cum Laude	Top 1% (1st percentile)
Magna Cum Laude	Top 10% (2nd-10th percentile)
Cum Laude	Top 30% (11th-30th percentile)

### Section 4. Course Programs and Rules

#### 4.1 *Minimum and Maximum Programs*

- (1) The minimum load for second and third year students is 12 credit hours during a semester, unless the Dean approves a lower number.
- (2) The maximum load for students is 16 credit hours during a regular semester and 9 credit hours during a summer session unless the Dean approves a higher number.

#### 4.2 *Full Time Study and Employment*

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

#### 4.3 *Class Attendance*

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

#### 4.4 *Written Papers*

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

#### 4.5 *Credit Research Project (B706)*

A student may not register for a (B706) credit research project without the written approval of a faculty supervisor, who shall determine, after consultation with the student, the subject matter of the research, the scope of the project, the maximum number of credit hours that may be allowed and the final date for submitting the paper. The student shall consult with the faculty supervisor

often enough to assure that the research is progressing satisfactorily and that it will be completed by the scheduled date.

#### 4.6 *Directed Reading (B600)*

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

#### 4.7 *Independent Clinical Project (B710)*

The following requirements apply to all independent clinical projects:

- (1) The project must be supervised by a member of the faculty;
- (2) Up to three credit hours during the academic year or four credit hours during the summer may be arranged with the supervising faculty member, at a rate of 50-60 internship hours per credit hour; P/F or C- grading applies, unless special prior arrangements are made with the faculty member;
- (3) If the project involves client contact (other than an institutional client), the student must have completed successfully a course in the Legal Profession as a prerequisite and be supervised by a licensed attorney;
- (4) The project will not satisfy the School's research and writing graduation requirement;
- (5) The supervising faculty member is encouraged to visit the project site during the course of the project;
- (6) The student must provide a written description of the project. The supervising faculty member must sign the proposal. The signature constitutes the faculty member's certification that the project has a definite and explicit academic component; and
- (7) The student and supervising faculty member must follow a supervision protocol, developed by the Dean in consultation with the Educational Policy Committee, that assures compliance with ABA Accreditation Standard 305;
- (8) If the project is supervised by a faculty member in whose special field of expertise the project lies, the student and faculty member may substitute for the protocol described in paragraph (7) other evidence of compliance with the following requirements (the requirements of paragraphs (1) - (6) remaining in force) -
  - (a) The academic component must include the following elements:
    - (i) A procedural mechanism for facilitating critical thinking by the student about the lawyering process. The student should be required to keep a journal, attend regular discussion sessions with the faculty member, or engage in some equivalent regularized procedure;
    - (ii) The opportunity to reflect on one or more issues of ethics and professional responsibility;
    - (iii) A clearly defined academic agenda focusing on one or more aspects of the legal system, including interpersonal relationships, institutions, dispute resolution, and legal doctrines;
    - (iv) An opportunity for the student to acquire new lawyering skills or to improve upon skills already acquired;
  - (b) The project must include some established and regular communication among

- the supervising faculty member, student, and supervising attorney; and
- (c) The supervising faculty member must consult with the supervising attorney in the evaluation of the student's academic achievement.

#### 4.8 *Adding or Dropping Courses*

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

#### 4.9 *Repeating Courses*

No student may repeat a course unless:

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

#### 4.10 *Credit for Courses Taken Elsewhere*

- (1) Non-law courses, not exceeding six (6) credit hours, may be credited toward law school semester hours and residence graduation requirements, provided that they:
  - (a) are approved in advance by the Dean; and
  - (b) are non-duplicative of law courses; and
  - (c) have significant intellectual challenge; and
  - (d) are relevant to the student's education in the law.
- (2) With advance approval by the Student Petitions and Appeals Committee [formerly the Academic Regulations Committee, see section 10.1], students may take up to 28 hours during a regular academic year at another ABA-approved law school in the United States, with the payment of an appropriate administrative fee, for extraordinary and compelling reasons.
- (3) Students may not take courses in other law schools during the summer, without special, advance approval by the Dean.
- (4) Grades for courses taken elsewhere shall be recorded on the student's academic record as a Pass (P), provided the grade received meets or exceeds the grade average required for graduation at the host school, or Fail (F or C-).

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

#### 4.11 *Auditing of Courses*

A person may audit a course if the instructor and the Dean approve. An auditor must register in accordance with University Regulations and pay the prescribed University auditing fees. An

auditor receives no credit for attendance and is not privileged to participate in class discussion.

#### 4.12 *Clinic/Class Conflict*

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

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

#### 4.13 *Computer Requirement*

All students in the J.D. program shall possess a computer. The specifications for the computer will be established each year and will be made available to each entering class. For purposes of establishing financial aid, the cost of such computer shall be established by the law school administration in consultation with the Computer Committee.

### **Section 5. Evaluation and Grades**

#### 5.1 *Examinations*

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

#### 5.2 *Grades and Marks: Grade Points*

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

Grade	Grade Points Per Hour of Credit
A, A+	4.0

A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
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C-	1.7 (No credit grade; course must be repeated if required)
F	0.0 (No credit grade; course must be repeated if required)

- (2) The grading structure for Legal Research and Writing has five options:  
High Pass (HP)  
Pass (P)  
Low Pass (LP)  
Fail (F or C-).  
The University transcript, however, will only use Pass for High Pass, Pass, and Low Pass.
- (3) Where appropriate, the following marks shall be used:  
W - (Withdrawal) I - (Incomplete) S - (Satisfactory) P - (Pass)
- (4) Within one week of the date of submission of a grade for a written examination to the Recorder, the instructor may identify the student and adjust the grade to reflect other relevant aspects of the student's performance in the course.
- (5) If a student withdraws from a course without the required approval, the grade of "F" shall be entered for that course. If the student withdraws with approval, the mark of "W" shall be entered.
- (6) After the grades for a semester or term have been reported by the Recorder to the University's Office of the Registrar, no grade or mark received for that semester or term other than the mark of "I" may be changed without the approval of the Dean.

### 5.3 *Grade Point Averages*

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

## Section 6. Academic Eligibility

### 6.1 *Student in Ordinary Course*

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

### 6.2 *Students Admitted with Advanced Standing*

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

## Section 7. Readmission

### 7.1 *Readmission on Examination*

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

### 7.2 *Readmission on Petition*

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

## Section 8. Graduation Requirements for Graduate and Joint Degrees

### 8.1 *S.J.D. Degree*

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

- (1) Complete one academic year in residence in the Law School after matriculating in this

- program;
- (2) Submit a satisfactory dissertation, which comprises 30 semester credit hours; and
- (3) Comply with other provisions as may be prescribed by the Committee on Graduate Study.
- (4) Up to 8 of the 30 credit hours may be taken as coursework, subject to approval by their dissertation advisor and the Director of Graduate Legal Studies.

## 8.2 *LL.M. Degree*

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

### *LL.M. with Thesis:*

- (1) Complete one academic year in residence in the Law School;
- (2) Complete B504 Introduction to American Law for 2 credits; B530 Legal Research and Writing for 2 credits; B560 Academic Legal Writing for Thesis for 1 credit; and B570 American Constitutional Law for Foreign Lawyers for 2 credits;\*

\* All required courses are subject to waiver by the Committee on Graduate Study

- (3) Complete at least 30 total hours of credit in such courses as the Committee on Graduate Study may approve;
- (4) Maintain a cumulative grade point average of at least 3.0;
- (5) Submit a satisfactory thesis for which 6 semester hours of independent study credit will be awarded; and
- (6) Comply with the provisions of Sections 1 through 7 as the Committee on Graduate Study may prescribe.

### *LL.M. Practicum:*

- (1) Complete one academic year in residence in the Law School;
- (2) Complete B504 Introduction to American Law for 2 credits; B530 Legal Research and Writing for 2 credits; B570 American Constitutional Law for Foreign Lawyers for 2 credits; and B790 Graduate Practicum, for 2 credits;\*

\* All required courses are subject to waiver by the Committee on Graduate Study

- (3) Complete at least 27 total hours of credit in such courses as the Committee on Graduate Study may approve;
- (4) Maintain a cumulative grade point average of at least 3.0;
- (5) Participate in a graduate practicum, for which 3 semester hours of independent study credit will be awarded; and
- (6) Comply with the provisions of Sections 1 through 7 as the Committee on Graduate Study may prescribe.

Applicants who will have received a J.D. degree from an American law school prior to matriculation in the LL.M. program at Indiana University may not earn an LL.M. degree with Practicum, and may be subject to alternative requirements in order to earn an LL.M. degree with Thesis. Such applicants should contact the Committee on Graduate Study to obtain more information about these alternative requirements.

## 8.3 *M.C.L. Degree*

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

- (1) Complete one academic year in residence in the Law School; and
- (2) Complete B504 Introduction to American Law for 2 credits; B530 Legal Research and Writing for 2 credits; B570 American Constitutional Law for Foreign Lawyers for 2

credits; and B790 Graduate Practicum for 2 credits;\*

\* All required courses are subject to waiver by the Committee on Graduate Study

- (3) Complete at least 24 total hours of credit in such courses as the Committee on Graduate Study may approve including at least one course from the regular offerings in the area of International and Comparative Law, and Globalization;
- (3) Maintain a cumulative grade point average of at least 3.0;
- (4) Participate in a graduate practicum, for which 3 semester hours of independent study credit will be awarded; and
- (5) Comply with the provisions of Sections 1 through 7 as the Committee on Graduate Study may prescribe.

#### 8.4 *Joint J.D. and M.B.A. Degrees*

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

- (1) If enrolled in the joint degree program with the Graduate School of Business at Indiana University--Bloomington:
  - (a) Complete 79 semester hours of credit in the School of Law, including all its required course work; and
  - (b) Complete 42 semester hours of credit in the Graduate School of Business, including all its required course work; and
  - (c) Earn a cumulative grade point average of at least 2.3 on all course work in the School of Law and at least 2.75 on all work taken in the Graduate School of Business.
- (2) If enrolled in the joint degree program with the Sungkyunkwan Graduate School of Business:
  - (a) Complete 88 semester hours of credit in the School of Law, including all of its required course work; and
  - (b) Complete the first-year MBA requirements then in effect at Sungkyunkwan University; and
  - (c) Earn a cumulative grade point average of at least 2.3 on all course work in the School of Law and at least the minimum grade point average then required to meet graduation requirements at the Sungkyunkwan University GSB MBA program on all work taken at Sungkyunkwan University.

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

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

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

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

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

- (1) Complete 79 semester hours of credit in the School of Law, including all its required course work;
- (2) Complete 18-21 semester hours of credit in the graduate School of business, including all

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

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

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

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

#### 8.8 *Joint J.D. and M.A./M.S. in Telecommunications Degrees*

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

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

#### 8.9 *Joint J.D. and M.A. in Journalism Degree*

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

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

#### 8.10 *Minor in Gender Studies*

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

- (1) Complete 82 semester hours of credit in the School of Law including all its required course work; and
- (2) Complete either W601 or W602 (Interdisciplinary 3 credit course in Gender Studies, in alternate years), with prior approval of the Dean. See Section 4.9 (1).
- (3) Complete a 3 credit hour elective course at or above the 500 level offered by Gender Studies (or 300, 400 level course approved for graduate credit), with prior approval of the Dean. See Section 4.9(1).
- (4) Complete 6 credit hours of law courses that satisfy the Gender studies cross-listing

requirements. See the Dean to ascertain specific courses available each year.

#### 8.11 *Minor in Business*

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

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

#### 8.12 *Graduate Certificate in Legal Studies*

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

- (1) Complete at least 8 semester credit hours;
- (2) Be in residence for at least one semester or such shorter period as the Graduate Committee approves;
- (3) Earn a cumulative G.P.A. of at least 2.3000;
- (4) Comply with other provisions as may be prescribed by the Committee on Graduate Study.

#### 8.13 *Early Admissions (3+3) Program in Biotechnology*

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

### **Section 9. Standards of Conduct**

Law students are bound by University Rules and Regulations as found in the *University Code of Student Rights, Responsibilities, and Conduct* ("Code") and the *Procedures for Bloomington Campus* ("Procedures"), found at <http://www.dsa.indiana.edu/Code/>. The School of Law-Bloomington has law student disciplinary procedures that supersede and supplement the *Code* and *Procedures*.

The following provisions supersede and supplement Section II of the *Procedures*, except as those provisions are referred to herein.

#### 1. Jurisdiction

The Dean and Faculty of the School of Law shall have jurisdiction over cases of academic or personal misconduct of students enrolled in the School of Law.

#### 2. Reports of student misconduct; appeals of faculty-imposed sanctions; determination by the Dean.

The Dean of the School of Law shall receive reports and appeals of sanctions for academic misconduct in a course imposed by faculty offering the course and the Dean shall receive reports of other academic and personal misconduct. The Dean shall determine, through means the Dean deems appropriate to the case, the action on such reports and appeals to be taken by the School of Law. The Dean shall notify the student accused of misconduct of the School's action.

3. Appeal of the Dean's Determination

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

4. Law School Appeals Committee

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

The following provision is added to Section II.A.1 of the *Procedures*, as a new sub-part A.1.b.(1) (formerly B.1.a.(3)).

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

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

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

## Section 10. Law Student Petitions, Complaints and Appeals

(Supersedes sections I.A.1 and I.A.2.a-d of the *Procedures*.)

### 10.1 *The Student Petitions and Appeals Committee*

The Student Petition and Appeals Committee [formerly the Academic Regulations Committee], whose membership varies from year to year, is comprised of both faculty and student members. The Committee has authority to consider requests from students for relief from the application of the academic regulations or administrative procedures of the School.

Students should consult with the Associate Dean for Students in order to determine committee membership and arrange a petition to the Committee. Petitioners may exclude the student members of the Committee from considering their case.

### 10.2 *Discrimination.*

Indiana University School of Law does not tolerate discrimination against students on the basis of race, sex, age, handicap, religion, national origin, sexual orientation, or other arbitrary factors. The School of Law responds to every complaint, and the University provides proper remedies when illicit discrimination is determined. (See Section 10.4 below.)

### 10.3 *Sexual Harassment*

Indiana University School of Law does not tolerate sexual harassment of students, as defined in the *Code* (see Part I.C). The School of Law responds to every complaint, and the University provides proper remedies when sexual harassment is determined. (See Section 10.4 below.)

### 10.4 *Procedure*

A student who believes that he or she has been the victim of illicit discrimination or sexual harassment by a faculty member, administrative staff member, or another student, or who believes that his or her rights as a student have been violated, may discuss the matter with the Associate Dean for Students or any member of the faculty. The Associate Dean or faculty member should inform the Dean of the discussion, unless the student objects.

If the matter cannot be resolved informally to the student's satisfaction, the student may present a formal complaint in writing to the Dean of the School. Any formal complaint must be submitted to the Dean, at the latest, within one year after the student reasonably should have learned about the event which is the basis of the complaint.

Upon receipt of such a complaint, the Dean may designate an appropriate fact-finding or advisory body to investigate the matter. The person who is the subject of the complaint shall be informed of the substance of the allegation and shall be offered an opportunity to respond. After prompt consideration, the Dean shall propose a resolution of the matter.

If the Dean's resolution is unsatisfactory to either the student or the person who is the subject of the complaint, the Dean must refer the complaint to the Dean of Faculties of the University. The procedures then to be followed are contained in sections I.A.2.e and following of the *Procedures*.

If the dean is a subject of the complaint, this section 10.4 does not apply and the *Procedures* apply.

## SELECTED POLICIES AND INFORMATION

(Of the following policies and information, only the one listing selected "Faculty Responsibilities" has been specifically adopted by the faculty.)

### 1. FACULTY RESPONSIBILITIES

#### Section A. *Take-Home Examination Procedure*

- 1) A faculty member intending to give a take-home final examination must announce that fact by the first day of regularly scheduled classes in that semester or summer session. Take-home exams should begin at the time specified on the exam schedule and should be due no later than 24 hours after that point, unless other arrangements are approved by the Dean. Other papers or coursework should be due before the first day, or after the last day, of the exam period.
- 2) Students may request from the Dean a change in an examination from its regularly scheduled time if they have two exams in one day or four exams in four days or less. Take-home exams longer than eight hours are to be considered two different exams over two days for purposes of this rule. Eight-hour (or less) take-home exams over one day will not be considered to be two exams on that day.

#### Section B. *Retention of Examination Books and Seminar Papers*

Each examination book, seminar paper, or other written work on which a final grade is wholly or partly based shall be retained by the instructor for the one-year period following the last day of the examination period of the semester with respect to which the grade was reported.

#### Section C. *Reporting Grades and Providing Examination Feedback*

- 1) Final grades for all examinations should be filed by each faculty member in the Recorder's Office no later than one month after the end of the examination period in which they were given, or no later than the day before drop-and-add day of the following semester, whichever is earlier. In the absence of special permission from the Dean, all grades for graduating students are final at the date specified by the Recorder and may not be changed later.
- 2) Cases of special urgency, such as those of graduating seniors and students on probation, where earlier filing may be necessary to meet the University or Law School schedule, will be handled on an ad hoc basis through arrangements between the Recorder and individual faculty members.
- 3) Each faculty member has the responsibility of providing students with adequate and timely feedback, beyond the grade given, about the results of the examination process. This feedback may take any of a number of forms, oral or written, but should be provided in a manner that makes the feedback readily available to all interested students.

#### Section D. *Disclosing Grades*

A final grade for a course or seminar may be disclosed to the student no earlier than the end of the

examination period and only through regular University channels, or, at the discretion of the instructor, by mail, posted list in the Law Building without identification by name, or personal conference with the student.

#### Section E. *Interference with Scheduled Classes*

An instructor may not schedule a make-up class or require a student to participate in an activity that conflicts with a regularly or previously scheduled class, unless the Dean approves.

#### Section F. *Early Dismissal*

A course may not be dismissed for the term before its regularly scheduled conclusion, unless the Dean approves.

#### Section G. *Scheduling of Examinations*

No final examination may be given other than at the time regularly scheduled for it, unless the Dean approves.

#### Section H. *Relations with Students*

Sexual relationships between a professor and a student who are not married to each other or who do not have a preexisting analogous relationship are inappropriate whenever the professor has a professional responsibility for the student in such matters as teaching a course or in otherwise evaluating, supervising, or advising a student as part of a school program. Even when a professor has no professional responsibility for a student, the professor should be sensitive to the perceptions of other students that a student who has a sexual relationship with a professor may receive preferential treatment from the professor or the professor's colleagues. A professor who is closely related to a student by blood or marriage, or who has a preexisting analogous relationship with a student, normally should eschew roles involving a professional responsibility for the student.

Faculty members are also bound by the University Code of Academic Ethics and subject to disciplinary action for violation of this Code. See Academic Handbook, Indiana University.

## **2. LAW SCHOOL STATEMENT ON ACADEMIC DISHONESTY**

From time to time, allegations and incidents of cheating and plagiarism have been the subject of discussions and concern among faculty and students. Another type of academic dishonesty, voiced by students, concerns the abuse and theft of library materials and personal books and papers.

These allegations and incidents suggest that some may misperceive the School's attitude toward academic misconduct or what constitutes cheating and plagiarism. Students should be aware that:

- 1) The rules of the University, the Law School, and a professor's supplementary instructions and directions establish standards that students are obliged to follow when writing papers and taking examinations. Violation of these standards constitutes academic dishonesty, which is viewed as a most serious matter by the School. All allegations of dishonesty will be investigated fully and if guilt is established, severe penalties may result, including expulsion. Anything less than a firm stance on the part of the Law School is irresponsible and unfair to students and the people they will eventually serve as lawyers.

- 2) Future applicants for admission to the Bar can expect that moral character and honesty will be investigated by Bar Examiners. Though the method, thoroughness, and results of Examiner evaluations may differ in various jurisdictions, it is clear that Law School Deans are expected to report confirmed cheating, plagiarism, and dishonesty. Membership in a bar might be precluded by academic dishonesty.

Academic dishonesty has resulted in suspension from the Law School and the University. Students are advised to resolve any confusion or uncertainty concerning what constitutes academic dishonesty through consultation with the faculty or Associate Dean for Students.

### **3. RESIDENCY**

All accredited law schools must have a program which requires students to complete six semesters of residency. The accrediting agencies then define for the law schools what qualifies as a semester's residency.

The American Bar Association and the Association of American Law Schools indicate that a semester must be at least 13 weeks in length during which a student must complete at least 10 hours of courses. Our required minimum load for full-time study is 12 hours a semester. In those cases in which a reduction in hours to 10 or 11 for good cause is approved, students are credited with a full semester's residency. A student admitted as a part-time student and pursuing a part-time program earns proportionate residency using a base of ten. For example, a part-time student who completes six hours of credit in a regular semester earns six tenths of a semester's residency.

### **4. ORDER OF THE COIF**

The English Order of the Coif was the most ancient and one of the most honored institutions of the common law. It was an association of lawyers who for centuries had the sole right to appear as barristers in the Court of Common Pleas. The Order takes its name from the word used to designate the cap all the members of the Order were compelled to wear. This cap or coif was originally of white lawn or silk, forming a close-fitting hood. Later when wigs came into fashion, the coif was changed to a circular piece of white lawn fastened to the top of the wig. The real decline in the power and influence of the Order came through the appointment of King's counsel but despite efforts to change it, the Order remained the sole body of accepted practitioners at the Common Pleas Bar down to the Judicature Act.

The American Order of the Coif is the outgrowth of an earlier society known as Theta Kappa Nu, founded in 1902 for the purpose of promoting scholarship among American law students. In 1912 the society was reorganized as the Order of the Coif "to foster a spirit of careful study and to mark in a fitting manner those who have attained a high grade of scholarship."

Election to the Order is restricted to the top ten percent of the graduating Senior class. The chapter at the Indiana University School of Law elects its new members each July from the class comprised of those who graduated in May of the same year and December and August of the prior year. Transfer and part-time students typically are not eligible for election to the Order of the Coif because of grading comparison difficulties with the rest of the class.

### **5. ORDER OF THE BARRISTERS**

At Indiana University-Bloomington School of Law, ten graduating third year students are selected each year for induction into the Order of Barristers. The students come from both the trial and appellate

advocacy programs. The selection of inductees on the trial side is made by Professor Alex Tanford based on performance in the trial advocacy course and/or participation on an extramural trial competition team. On the appellate side, eligibility for induction is limited to those students who participated in at least one extramural moot court competition during their years in law school. The selection of inductees on the appellate side is made by a committee of law faculty members based on nominating statements, submitted by the eligible students, which summarize their accomplishments in both intramural and extramural moot court competitions.

## 6. DEAN'S HONORS

A student may earn Dean's Honors in the fall or spring semesters (not in the summer) if all of the following are met:

- 1) A grade point average for the semester in the top 30% of one's class for that semester; and
- 2) Completion of at least 12 credit hours of law school work during a semester, for which at least 10 credit hours are graded. First year students must complete the prescribed first year sequence of courses. Joint degree students must complete at least 9 credit hours of graded law courses during a semester, and total at least 12 credit hours.
- 3) The academic work for a semester must be completed on a timely basis. Dean's Honors will not be given retroactively or when an "incomplete" has been removed.

## 7. BAR EXAMINATION AND ADMISSION - INDIANA

- A. The Supreme Court of Indiana requires students to complete Legal Profession or a course in Legal Ethics in order to sit for the bar exam.
- B. An applicant, who has four or less hours to complete and is within one hundred (100) days of graduation, shall be entitled to take the Indiana Bar examination, but may not be admitted to the bar until all other requirements are met, and the applicant has graduated.
- C. Applicants for admission to the Indiana Bar Examination are required to take the following four tests:

the Multistate Performance Test (MPT), a written three-hour examination consisting of two ninety-minute tasks that examine the following fundamental Lawyering skills: problem solving, legal analysis and reasoning, factual analysis, communications, organization and management of a legal task and recognizing and resolving ethical dilemmas;

the Indiana Essay Examination (IEE), a written four-hour examination consisting of six essay questions. The subjects tested will come from the following nine areas (which the MBE does not cover); Administrative Law, Business Organizations, Commercial Law, Indiana Constitutional Law, Family Law, Pleading and Practice, Personal Property, Taxation and Wills, Trusts, & Estates. The essay questions will be unlabeled, will not necessarily be limited to one subject matter, and will call for an answer based on the law of Indiana; and

the Multistate Bar Examination (MBE), and objective one day examination consisting of 200 multiple-choice questions in the following areas: Constitutional Law, Contracts, Criminal Law, Evidence, Real Property and Torts;

The three tests will be weighted as follows: MPT 20%, IEE 30%, MBE 50%. The passing score will be a combined scaled score of 264. The MPT and IEE raw scores will be scaled to the MBE scores using the standard deviation method.

In addition, Applicants are required to pass the Multistate Professional Responsibility Examination (MPRE) with a scaled score of 80 within two years of their successful taking of the Indiana Bar Examination and before admission.

- D. Preparing for Indiana's Bar exam has proven to be excellent preparation for taking the Bar exams of other states. However, students are advised to check the exact bar admission requirements of other states of interest. Please see the Associate Dean for Students if you have questions.

## 8. LEGAL INTERNSHIP PROGRAM (UNDER RULE 2.1)

A student may serve as a legal intern under Admission and Discipline Rule 2.1 of the Supreme Court of Indiana and interview, advise, negotiate for, and represent parties as specified under Section 4 of the rule, provided certain conditions are met and appropriate certification is obtained. A student must have completed one-half (½) of the required hours (44 of 88) for graduation and have completed or be taking the course, "Legal Profession", which satisfies the legal ethics requirement of Rule 13 (V) (C). In addition, the student must be in good standing.

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

Admission and Discipline Rule 2.1 of the Supreme Court of Indiana is reproduced below. Any questions about the program should be addressed to the Associate Dean for Students. The application forms are available in his office.

(Please note that the rule also makes provision for a law school graduate to serve as a legal intern under specified conditions. The certification process differs in that the supervising attorney must correspond directly with the Board of Law Examiners; the Associate Dean for Students only certifies the graduation date and eligibility to take the Bar exam.)

### **Admission and Discipline Rule 2.1, Legal Interns (as adopted by the Supreme Court of Indiana)**

#### Section 1. *Requirements:*

- (a) A law student may serve as a legal intern when the following requirements are met:
  - 1. The law student is enrolled in a school accredited pursuant to Admission and Discipline Rule 13(V)(A):
  - 2. The law student has satisfactorily completed one-half of the academic requisite for a first professional degree in law;
  - 3. The law student has received permission of the Dean of the law school to participate in a legal intern program determined to be beneficial to the law student's training pursuant to the guidelines jointly developed by the law schools of this State; and

4. The law student has completed or is enrolled in a legal ethics or professional responsibility course as set forth in Ind. Admissions and Discipline Rule 13(V)(C).
- (b) A law school graduate may serve as a legal intern when the following requirements are met:
1. The law graduate has received a first professional degree in law from a school accredited pursuant to Admission and Discipline Rule 13(V)(A);
  2. The law graduate is eligible to take the Bar examination under Admission and Discipline Rule 13(V); and
  3. The law graduate has received permission from an attorney who is a member of the Bar of this State to serve as a legal intern under that attorney's direct supervision.

Section 2. *Length of Intern Status*

- (a) A law student may serve as a legal intern until graduation from law school or for lesser period if so designated by the Dean of the law school.
- (b) A law school graduate may serve as a legal intern from the date of graduation until the graduate has taken and has been notified of the results of the first examination for which the graduate is eligible under Admission and Discipline Rule 13V, or if successful on that examination, until the first opportunity thereafter for formal admission to the Bar of Indiana.

Section 3. *Certification:*

- (a) The Dean of a law school sponsoring a legal intern program shall advise the Indiana Supreme Court Board of Law Examiners of those students who qualify to be legal interns and the length of that internship.
- (b) An Attorney, who is a member of the Bar of this State and who wishes to sponsor and supervise a graduate as a legal intern, shall so advise the Indiana Supreme Court Board of Law Examiners; and also, the Dean of the law school from which the graduate received the first professional degree in law shall advise the Indiana Supreme Court Board of Law Examiners of the date of graduation and the date at which such graduate will be first eligible for examination under Admission and Discipline Rule 13V.

Section 4. *Scope of Conduct:*

A legal intern may interview, advise, negotiate for, and represent parties in any judicial or administrative proceeding in this State, provided all activities undertaken are supervised and approved by an attorney who is a member of the Bar of this State. A legal intern shall tell each client of his or her interim status, and that the intern is not a licensed attorney. A legal intern shall not interview any person represented by an attorney without the express permission of such attorney. In no event may a person (including private corporations) be charged for the services of a legal intern acting in a representing capacity. The personal presence of a supervising attorney is required in any proceeding in open court.

[Last revised 1996.]

## 9. FEDERAL COMMUNICATIONS LAW JOURNAL

The mission of the Federal Communications Law Journal (FCLJ) is to publish a journal of legal scholarship in the field of communications law. The Indiana University Maurer School of Law-Bloomington and the Federal Communications Bar Association work together to publish three issues

annually for an audience of over 3,750 readers. Each issue consists of articles written by scholars and practitioners in the communications field as well as student-written works.

Students are invited to join the Federal Communications Law Journal based on a combined consideration of first year grades, strength of the writing sample submission, and, to a lesser extent, relevant employment or education in communications or journalism. Invitations are extended based on exemplary performance either (1) academically (top 20% of the class), (2) in the writing competition (top 10% of writing competition scores), or (3) based on a score combining the strength of the writing sample, first year grades, and experience in journalism or communications.

Second-year associates are responsible for proofreading articles and checking citations for accuracy. Second-year associates also write a note on a relevant topic, which will be considered for publication in the Journal.

Third year members are eligible for appointment to the Editorial Board. Selection for the Board is based on criteria established by the current Editorial Board, which includes the quality of the note submitted, the quality of the member's work as a second-year associate, and previous leadership experience. Third year members who are not selected for the Editorial Board remain members of the Journal's Editorial Staff, with various duties.

Second-year associates are not allowed to participate in a study abroad program during either semester.

Third-year associates are permitted to study abroad during the spring semester but are encouraged not to do so during the fall semester. Editorial Board members are not allowed to study abroad during either term.

The Editorial Board establishes the Journal's policies and procedures, and selects and edits both articles and notes. The Editorial Board consists of the Editor-in-Chief, Senior Managing Editor, Senior Production Editor, Senior Articles Editor, Senior Notes Editor, Executive Editor, Managing Editors, Articles Editors, Notes Editors, Book Review Editor, and Web Site Editor.

## **10. INDIANA JOURNAL OF GLOBAL LEGAL STUDIES**

The *Indiana Journal of Global Legal Studies* is an innovative law journal focused on the relationship between globalization and law. Two major aspects of the *Journal* differentiate it from most other law journals. First, its approach to global legal topics is interdisciplinary. By integrating the perspectives of law, business, economics, philosophy, politics, science, and sociology, the *Journal* attempts to develop unique solutions to current global legal problems. Second, the *Journal* is peer reviewed, which means publication requires students and faculty to work together in a unique editorial relationship. Our Faculty Board, which consists of scholars from a range of disciplines at both Indiana University and other institutions, works with students to select and review articles and student notes for publication.

Students may join the *Journal* as second-year associates by placing in the top 20% of their class or by selection through the law journal writing competition. Each year the *Journal* selects approximately thirty second-year associates. Responsibilities of second-year associates include checking citations in articles for substantive accuracy and proper form, and submitting a personal work of legal scholarship to be considered for publication in the *Journal*.

Members are encouraged to apply for appointment to the Editorial Board, which oversees production of the *Journal*. Appointment criteria include the associate's past performance in editing assignments and the quality of the associate's publication submission. Editorial Board positions include Managing Editor, Articles Editor and Notes Editor. Members are also eligible to apply for Executive Board positions, including Senior Managing Editor, Executive Articles Editor, Executive Notes Editor, Executive Production Editor, Executive Online Editor, Executive Business Editor, Executive Symposium Editor, Executive Editor and Editor-in-Chief.

## 11. INDIANA LAW JOURNAL

The *Indiana Law Journal* invites students to join by their class rank or by selection through participating in an annual writing competition. Students in the top ten percent of their class, as determined by first year grades, are invited to join the *Journal*. Additionally, at the end of the second semester of the first year, the *Journal* holds a writing competition from which students are invited to join the *Journal* based on the quality of their writing submission. Recently, the total number of second-year associates has been about 35. The duties of a second-year associate include checking citations in articles and notes for accuracy, properly formatting those citations, and proofreading. Associates also must complete a note, which is a work of legal scholarship. Associates submit their notes for publication consideration.

*Journal* members are eligible for appointment to the Board of Editors, the governing body of the *Journal*, in their third year. Appointment is based on the quality of the associate's submitted note and the associate's performance in cite checking and proofreading. The Board of Editors establishes the *Journal's* policies and procedures, which are subject to change. The Board of Editors includes several positions. Managing Editors perform detailed editing of the articles and notes that will be published and supervise second-year associates in cite checking those materials. Notes and Comments Editors judge the writing competition, select associate notes for publication, evaluate comments submitted by students who are not members of the *Journal*, and work with authors to revise notes previously presumed for publication. Notes and Comments Editors also assist second-year associates in developing note topics and act as a resource for associates writing their notes. Articles Editors evaluate, select, and edit manuscripts submitted for publication. Online Articles Editors assist in selecting articles, editing articles, communicating with authors, for pieces published in the *Indiana Law Journal Supplement*. Online Articles Editors also maintain the online *Supplement*.

*Journal* members also are eligible for election to executive positions within the Board of Editors. Executive elections occur during the spring semester and include the following positions. The Editor-in-Chief is responsible for the final editing of each published piece, represents the *Journal* in its dealings with faculty and other persons in and out of the School of Law, and coordinates the work of the Board of Editors. The Senior Managing Editor develops the annual schedule, oversees the production process, and assists the Editor-in-Chief in general supervision of the *Journal's* operations. The Executive Notes and Comments Editor oversees the writing competition and the associate note submission process. The Executive Articles Editor oversees the article submission and selection process and performs a variety of editing and administrative tasks. The Executive Editor formats *Journal* articles, while coordinating and supervising the final editing and proofreading processes. The Executive Online Editor is responsible for developing the design, functionality, and content of the *Indiana Law Journal Supplement*.

An associate otherwise qualified for Board membership may instead become an Assistant Editor and perform a variety of editing and administrative tasks. Associates not qualified for the Board of Editors may assume staff positions at the discretion of the Editor-in-Chief. The *Indiana Law Journal* welcomes submission of scholarly works by students who are not members of its staff.

## **12. MOOT COURT**

The Indiana University School of Law Moot Court Board is a student group charged with the duties of coordinating moot court competition and promoting advocacy skills within the law school.

The Moot Court Board consists of approximately 25 members. The members are selected each academic year based on their performance in the Sherman Minton Moot Court Competition. The Moot Court Board (as third year students) runs the Sherman Minton Competition, and some Board members also participate in other competitions.

(Procedures and policies adopted by the Moot Court Board may change from year to year.)