

Fall 2016

Bulletin of the University of Notre Dame The Law School 2016-17

Notre Dame Law School

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UNIVERSITY OF NOTRE DAME

The Law School



2016-17

Academic Requirements

Requirements for Graduation and Good Academic Standing for the J.D. Program

Graduation Requirements

To graduate from the Notre Dame Law School with the juris doctor degree, students must complete 90 hours of approved courses, must maintain a cumulative grade point average of 2.0 over six semesters, and must be in residence for six semesters. A semester in residence normally is not fewer than 14 credit hours.

Conferral of the degree is contingent upon successful completion of the prescribed program of instruction. The degree may not be conferred upon any student who has been found guilty of dishonest or dishonorable conduct.

Graduation Honors

Cum Laude 3.400

Magna Cum Laude 3.600

Summa Cum Laude 3.800

The specific requirements for calculating graduation honors are described in the Hoynes Code, an administrative code that governs the Law School.

Grading and Academic Standing

Grades are divided into letter categories with numerical values as follows:

A 4.000 C+ 2.333

A- 3.667 C 2.000

B+ 3.333 C- 1.667

B 3.000 D 1.000

B- 2.667 F 0.000

Individual grade point averages are calculated for use by the student and for internal use by the Law School in determining academic standing and honors. The minimum acceptable grade point average to maintain good academic standing varies with class level. The complete grading policy is distributed to each entering class. A student who fails to maintain the minimum acceptable grade point average will be ineligible to continue into the next semester.

There is no calculation or publication of “ranking” or “class standing.” The Law School does, however, publish the mean grade point average for each class level.

A student who fails a required course must repeat it and obtain a passing grade. This requirement may be relaxed by the faculty member responsible for the course only if

good cause is shown. A student who fails an elective course does not need to repeat the course; however, the student earns no credit toward graduation for any failed course.

Law School Grading Policy

As effective beginning in the 2016-2017 Academic Year Law student grades will be based on the following means and distributions:

1L Courses

(except for 1L elective, which is graded as an upper-level course, and Legal Writing (I & II)) Mean: 3.25 to 3.30

Distribution: A 8-14%; A- 15-25%; B+ 25-35%; B 25-35%; B- 7-13%; <C+ 0-10%

1L Legal Writing (I & II)

Mean: 3.15 to 3.45

Distribution: none

Large Upper-Level Courses (> 25

students) Mean: 3.25 to 3.35

Distribution: A 8-18%; A- 15-25%; B+ 20-35%; B 20-35%; B- 5-15%; <C+ 0-10%

Paper-Based Small Upper-Level Courses (10 to 24 students)

Mean: 3.15 to 3.60

Distribution: none

Other Small Upper-Level Courses (10 to 24 students)

Mean: 3.15 to 3.45

Distribution: none

For upper-level courses with fewer than 10 students, there is no formal grading policy. This grading policy applies only to law students – thus, for classes that include non-law students, only the law students will be considered in calculating means, distributions, and relevant course size. A grade below a C- generally will be treated as a C- for purposes of calculating the course mean. Official transcripts will include a summary of this grading policy.

Grade Reports

The Office of the Registrar no longer mails a paper copy of grades unless a copy is requested. Grade information is available to students on insideND (inside.ND.edu). The Printed Grade Report Request form is available from the Office of the Registrar website.

Cocurricular Courses

Some courses offered are identified as cocurricular. For a complete statement on the policies relevant to cocurricular course work, students should consult Section 4.4.2.2 of the Hoynes Code.

Course Requirements

Generally, grades are based on a final examination alone. At the discretion of the faculty member responsible for a particular course, multiple examinations, a term paper, or term project may be required in lieu of or in addition to a final examination. To be eligible to take an examination in a particular class, students must attend classes regularly and punctually, and must participate in class to the satisfaction of the faculty member responsible for a particular course.

Examinations are not proctored, but rather, are written on the honor system. Under the Notre Dame Law School Honor Code, every student who enters the Law School is bound neither to give nor to receive unauthorized aid in any examination.

To ensure impartiality, written examinations are taken anonymously, identified only by an examination number, which is randomly generated and assigned prior to examinations.

All examination papers and written assignments are read and graded personally by the member of the faculty responsible for a particular course.

Change of Regulations

The Law School and the University reserve the right at any time to change any regulation pertaining to admission to, continued enrollment in, or graduation from the Law School. All law students are bound by University regulations contained in *du Lac: A Guide to Student Life*, published and distributed to all students each fall. Law students must also conform to additional regulations listed in the *Hoynes Code*.

LL.M. Program

Curriculum

Internationally educated students take two courses specially designed to ensure they will have a solid foundation for understanding the U.S. legal system:

- Introduction to American Legal System
- LL. M. Legal Research and Writing

They then develop a deeper understanding of American law by attending classes alongside our J.D. candidates in a wide selection of courses. Students focus their efforts in a field of personal and professional interest, working with their counselor to choose courses from among any of the featured programs of study or to tailor a program custom designed for their own unique interests.

Many LL.M. students consult their LL.M. program advisor and study with their peers for the bar exam. Bar exam eligibility is not guaranteed by completion of LL.M. program. Students seeking to sit for the bar will be responsible to choose courses to meet requirements of individual states. Recommended course offerings will be available for select states upon admission.

Length of Program

The LL.M. programs begins in the fall and last two full semesters.

Grading and Transfer Policy

LL.M. students are subject to the same grading curve and academic policies as regular JD students.

Select student in the LL.M. program with exceptional academic performance may be eligible to apply as transfer students to Notre Dame Law School's J.D. program.

Graduation Requirements

Required: 24 credit hours

LL.M. in International Human Rights Law & J.S.D. Program

As approved by the University of Notre Dame, our LL.M. students enroll for one academic year, during which they must complete a minimum of 24 credit hours of course work. Courses are assigned from 1 to 4 hours of credit depending upon the number of hours scheduled each week for the course.

Our program is carefully crafted to meet the intellectual and practical needs of lawyers practicing human rights law in their home countries and in regional or international institutions. Therefore, our curriculum is not designed for those seeking admission to the bar in the United States.

Fall Semester

The following courses are required of students pursuing the LL.M. in International Human Rights Law:

- International Law (3 credits)
- International Human Rights Research and Writing (2 credits)
- Foundations of International Human Rights Law (3 credits)
- Accountability for Gross Human Rights Violations (3 credits)

At the discretion of the Director, students may receive an exemption from one or more of these required course.

In addition to the required curriculum listed above, students design their own concentration of fall semester study from a wide range of course both within the Law School and in other University departments, such as:

- Civil Rights Law (3 credits)
- International Environmental Law (3 credits)
- Catholic Social Thought (2 credits)
- Globalization and Multinational Corporate Responsibility (2 credits)
- Ethnic Conflict Peace Profess (3 credits)
- International Labor Law (3 credits)
- Economic, Social and Cultural Rights (3 credits)
- Politics of Reconciliation (3 credits)
- Women's Human Rights (3 credits)
- Law of International Trade (3 credits)

Spring Semester

The following courses are required of students pursuing the LL.M. in International Human Rights Law:

- Human Rights Practice (3 credits)
- Regional Human Rights Protection (3 credits)

At the discretion of the Director, students may receive an exemption from one or more of these required courses.

In addition to the required curriculum listed above, students design their own concentration of spring semester study from a wide range of courses both within the Law School and in other disciplines.

- LL.M. Thesis (4 credits)
- Gender Issues and International Law Seminar (3 credits)
- International Criminal Law (3 credits)
- Intellectual Property and International Justice (3 credits)
- Law of Terrorism (3 credits)
- Legal and Ethical Issues Regarding the Use of Force (2 credits)
- Transnational Corporations and Human Rights (3 credits)
- Restorative Justice (3 credits)
- NGO Management (3 credits)
- Intensive Trial Advocacy (4 credits)

The J.S.D. involves two semesters of residency beyond that required for the LL.M. degree and requires that individuals admitted to the program demonstrate substantial potential for writing a thesis of publishable quality that will be a significant scholarly contribution to the field in which it is written.

THE --- HOYNES --- CODE

A COMPILATION OF FACULTY RESOLUTIONS
AND ADMINISTRATIVE REGULATIONS
GOVERNING NOTRE DAME LAW SCHOOL

REVISED SEPTEMBER 21, 2016

NELL JESSUP NEWTON
JOSEPH A. MATSON DEAN AND PROFESSOR OF LAW

NOTRE DAME LAW SCHOOL

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ARTICLE 1. INTRODUCTION

- 1.1. **PURPOSE.** This code governs legal education at the University of Notre Dame in all programs and in all locations. Requirements for the LL.M. and J.S.D. degree are included in the appendices.
- 1.2. **AMENDMENTS.** The code will be amended periodically by the dean to reflect actions of the body having authority over the particular subject matter.
- 1.3. **EXCEPTIONS AND DELEGATION.** Exceptions to the code may be granted by the body having authority to amend the section at issue. Any matter requiring action by the dean may be delegated by the dean to an assistant or associate dean as appropriate. The general authority of the dean to grant exceptions is encompassed in the dean's responsibility for the administration, well-being and development of the Law School, its faculty, courses of study and other activities.
- 1.4. **COPIES.** The Law School's web site shall have a publicly accessible link to the text of the current revision of the code.
- 1.5. **CITATION.** The Hoynes Code is named in honor of Colonel William James Hoynes, first dean of the Notre Dame Law School. It is referred to here as "the code," and may be cited as "H.C."
- 1.6. **EDITION.** The code as originally compiled was as of August 1, 1971. This compilation is as of November 11, 2015.

ARTICLE 2. ADMINISTRATION

- 2.1. **THE NOTRE DAME LAW SCHOOL HONOR CODE.** The Honor Code was adopted by the students and faculty. It is included in Appendix A.
- 2.2. **STUDENT DISCIPLINE.** The Law School faculty reserves its right to assert jurisdiction in the first instance in disciplinary cases involving law students.
- 2.3. **STUDENT RECORDS.** The records of students at the Law School, including grades, are confidential and are not open to anyone except the student and the faculty and staff for purposes consistent with the Family Educational Rights and Privacy Act (FERPA).
- 2.4. **LAW SCHOOL CALENDAR.** The Law School calendar shall be fixed by the Law School administration with the general guideline of the faculty that it conform to the University calendar as nearly as can be reasonably done to accommodate no fewer than 70 class days per semester.

2.5. STUDENT COMPLAINTS RELATING TO PROGRAM OF LEGAL EDUCATION.

- 2.5.1. A student who wishes to bring to the attention of the Law School a significant problem that directly implicates the school's program of legal education and its compliance with the A.B.A. Standards should file a written complaint with the dean. The A.B.A. Standards may be found at http://www.americanbar.org/groups/legal_education/resources/standards.html The written complaint must include a sufficient description of the problem to permit the dean to investigate the matter, the specific A.B.A. Standard at issue, and the student's name, mailing address, email address, and phone number.
- 2.5.2. Absent unusual circumstances, within twenty-one days after receiving the complaint described in section 2.5.1 the dean shall advise the student in writing of the resolution of the complaint. The resolution communicated by the dean shall be final.
- 2.5.3. The dean shall maintain a record of complaints described in section 2.5.1, including the resolution of any such complaints, for eight years from the date of final resolution of the complaint.
- 2.5.4. This section 2.5 shall not apply to student complaints that are covered either by the Honor Code or by University of Notre Dame complaint procedures, including but not limited to complaints relating to discriminatory harassment or sexual harassment. Information regarding the filing of complaints of harassment may be found at <http://equity.nd.edu/>

- 2.6. STUDENT REQUESTS FOR ACCOMMODATIONS. The Law School adheres to University policies and procedures regarding students with disabilities. Students seeking academic or other accommodations due to a disability must register with the University Office of Disability Services. The University ODS will evaluate and make all determinations regarding student disabilities and reasonable accommodations and the Law School will implement those accommodations in support of law students. Information regarding the academic accommodation process for the Law School may be found at <http://disabilityservices.nd.edu/>

ARTICLE 3. [Reserved. Details regarding faculty governance are set forth in the Faculty Governance Code.]

ARTICLE 4. REQUIREMENTS FOR THE J.D. DEGREE

- 4.1. OVERVIEW. To earn a J.D. degree, students must:

- 4.1.1. Successfully complete a minimum of 90 credit hours, at least 70 of which must be

earned in courses that require attendance at regularly scheduled classroom sessions or direct faculty instruction. See also section 4.2.

4.1.2. Successfully complete all the requirements listed in section 4.3.

4.1.3. Engage in full-time law study for six semesters in residence, as described in section 4.5.

4.1.4. Achieve a minimum cumulative GPA of 2.000. See also section 4.6.

4.1.5. Complete the course of study for the degree no earlier than 24 months and no later than 84 months after the student has commenced law study at the Law School or at any law school from which the Law School has accepted transfer credit. The dean may waive the 84-month requirement for extraordinary circumstances.

4.2. CREDIT HOURS. A “credit hour” is an amount of work that reasonably approximates not less than fifty minutes of classroom or direct faculty instruction and two hours of out-of-class student work per week for fifteen weeks (including one week for exams), or at least an equivalent amount of work for activities such as simulation courses, field placements and externships, clinical, co-curricular, directed readings and other academic work.

4.3. REQUIREMENTS

4.3.1. The following courses are required in the first year:

Civil Procedure (4 credit hours)
Constitutional Law (4 credit hours)
Contracts (4 credit hours)
Criminal Law (4 credit hours)
Legal Research (1 credit hour)
Legal Writing (3 credit hours)
Property (4 credit hours)
Torts (4 credit hours)

In addition, students must take one three credit hour elective course during the second semester of the first year. The dean, after consultation with faculty teaching electives, shall publish a list of electives from which first-year students may choose. A student’s grade in the first-year elective course shall not count toward eligibility for journal membership.

4.3.2. In addition to first-year courses, students must successfully complete the courses listed below prior to graduation:

One or more courses totaling at least three hours that provide substantial instruction in professional responsibility, including legal ethics

Jurisprudence (3 credit hours)

An upper level experiential course

Beginning with students who become first-year students during the 2016-17 academic year, one or more experiential courses totaling at least six credit hours. Experiential courses include simulation courses, law clinics, and field placements.

Upper-Level Writing Requirement (see also Section 4.3.3). Students must complete this requirement before enrolling in their final semester.

Before the start of registration for any semester, the registrar shall publish a list that identifies all of the courses that will be offered during that semester that will satisfy the professional responsibility requirements and the upper-level experiential course requirements.

4.3.3. In order to satisfy the Upper-Level Writing Requirement (see Section 4.3.2), a student must complete a substantial research paper that is begun after the first year. Ordinarily a paper of that sort will contain at least 10,000 words (including text and footnotes), but in exceptional circumstances a shorter paper could suffice. This Requirement is designed to increase the student's proficiency in legal research, analytic reasoning, and writing in a single field of concentration. Accordingly, the research paper should be well-researched with all sources cited accurately and properly (in "Blue Book" or similar form), and should make appropriate and critical use of primary and secondary sources. (Briefs, including briefs produced in a course of a student's participation in Moot Court, do not satisfy this Requirement.) The paper must be completed for curricular credit, co-curricular credit, or in the context of a student's involvement with the Notre Dame Law Review, the Journal of Legislation, the Notre Dame Journal of Law, Ethics & Public Policy, or the Notre Dame Journal of International & Comparative Law; on a graded or ungraded basis; in conjunction with a course, or as a Directed Reading. A student must submit the paper to the faculty member who will determine whether the paper satisfies the Requirement by the end of the first semester of the third year. The dean may extend this deadline until the end of the fourth full week of the second semester of the third year for good cause. The dean may also extend this deadline beyond the fourth full week of the second semester of the third year, but only for extraordinarily compelling reasons. In the semester in which a student writes the paper, a student must submit to the Registrar a form signed by a faculty member, who is to advise the student in preparing the paper and to determine whether the paper satisfies this Requirement. A student must submit the form no later than the end of the add-drop period. Only a member of the teaching-and-research faculty, the clinical faculty, or the legal-writing faculty may determine whether the paper satisfies this Requirement, unless the dean approves a student's request to permit another faculty member to advise the student and determine whether the paper satisfies this Requirement.

4.4. ELECTIVE COURSES

4.4.1. Electives Defined. All second- and third-year courses not listed in section 4.3.2 are elective.

4.4.2. Academic Credit. Academic credit is awarded for both curricular and co-curricular coursework.

4.4.2.1. Curricular Academic Credit will be granted to elective courses based on the following guidelines: (1) significant classroom component (normally consisting of 14 classroom hours per hour of academic credit) or significant individual sessions, with substantive content; and (2) student evaluation, by an individual appointed to the faculty, based on an examination, a substantive research or analysis paper(s), or student performance.

4.4.2.2. Co-curricular Academic Credit on a “satisfactory/unsatisfactory” basis may be awarded to students participating in co-curricular activities that comply with plans approved by the faculty prior to the commencement of the activity for which credit is awarded. In determining whether to approve plans pursuant to which credit will be awarded for co-curricular activities, the faculty shall consider: (1) the educational value of the activity; (2) the extent and type of supervision and the director of the activity; (3) the extent and manner of periodic evaluation and review of the performance of students participating in the activity; and (4) the amount of time required to earn the credit. Each student’s educational achievement in such a course shall be evaluated by a faculty member.

4.4.2.2.1. No more than six co-curricular credit hours may be applied toward the minimum credit hours required for graduation as provided in section 4.1.1, and of those six credit hours no more than four may be from work on a journal.

4.4.2.2.2. No more than two cocurricular credit hours per semester may be applied to the minimum semester-hour requirement as provided in section 4.5.

4.4.2.3. Determination of whether an elective course satisfies the requirements for curricular or co-curricular academic credit will be made by the faculty.

4.4.3. Directed-Reading Programs. A student may not enroll in more than one directed-reading program per semester. Only a member of the regular faculty may teach a directed-reading program, unless the dean approves a student’s request to

permit another faculty member to teach a directed-reading program. Directed-reading programs in the J.D. program may be one or two credit hours at the discretion of the member of the faculty offering the program, with one credit ordinarily awarded for each 5,000 words of a student's paper reflecting substantial and original research. No more than six curricular credit hours from directed-reading programs may be applied toward the minimum credit hours required for graduation as provided in section 4.1.1. The limits contained in the first, third, and fourth sentences of this section may be waived by the dean, but only for extraordinarily compelling reasons.

4.4.4. Graduate School and Mendoza Courses

- 4.4.4.1. A student in the Law School may receive curricular academic credit for graduate-level courses taken in the Graduate School or the Mendoza College of Business ("Mendoza") as follows:
- 4.4.4.1.1. Up to three hours of curricular academic credit may count toward the minimum hour requirements in any semester after the first year.
 - 4.4.4.1.2. Up to nine hours of curricular academic credit may be credited toward the J.D. degree.
 - 4.4.4.1.3. The determination of what constitutes a graduate-level course for purposes of this rule rests within the dean's discretion.
 - 4.4.4.1.4. Students enrolled in joint degree programs described in section 4.7 are not subject to the limits imposed by section 4.4.4.1.1 and section 4.4.4.1.2 but are instead subject to the limits imposed by those programs.
 - 4.4.4.1.5. For students enrolled in a second degree program at the University that is not part of a joint degree program described in section 4.7, the dean may waive the limits imposed by section 4.4.4.1.1 and section 4.4.4.1.2 for good cause.
 - 4.4.4.1.6. For students not covered by section 4.4.4.1.4 or section 4.4.4.1.5, the dean may waive the limits imposed by section 4.4.4.1.1 and section 4.4.4.1.2, but only for extraordinarily compelling reasons.
- 4.4.4.2. A full-time student enrolled in the Law School shall pay no additional tuition for Graduate School and Mendoza courses, except that a student may be required to pay additional tuition if the student is enrolled in a second degree program, whether or not that program is part of a joint degree program described in section 4.7.

- 4.4.4.3. In accord with University, Graduate School, and Mendoza regulations, a law student seeking a degree in the Graduate School or Mendoza (that is, a degree other than the J.D.) must apply for admission to the Graduate School or Mendoza, as applicable, and be accepted by the appropriate department.
- 4.4.4.4. A student in the Law School may not enroll for credit in any undergraduate course unless the dean approves such enrollment, which approval shall only be granted if the undergraduate course at issue is law-related and the workload for the participating law student has been enhanced to reflect a graduate course level of work.
- 4.4.5. Externship Courses. The faculty may approve for curricular academic credit an externship course fulfilling the following conditions:
 - 4.4.5.1. Content and supervision must comply with the student practice rules of the jurisdiction in which the work is done.
 - 4.4.5.2. A member of the regular faculty must accept full responsibility for the course.
 - 4.4.5.3. The course must satisfy the applicable A.B.A. Standard(s).
 - 4.4.5.4. No student may earn more than ten hours of curricular academic credit for the field placement components of externship courses. Such credit is without prejudice to a student's ability to earn cocurricular credit under the provisions of the Hoynes Code.
 - 4.4.5.5. A student may not receive compensation for work performed as part of an externship course.
 - 4.4.5.6. A student must successfully complete at least one full academic year of study prior to participation in an externship course.
 - 4.4.5.7. A student may not enroll in more than one externship course during a single semester. A student may also not enroll in a clinical course and an externship course during a single semester or in two clinical courses during a single semester. These prohibitions do not apply to Summer Externships described in section 4.4.6 to the extent a student is considered enrolled in such an externship during the semester immediately following the summer during which such externship actually occurs. These prohibitions may be waived only with both the permission of the dean, which permission may be granted only for extraordinarily compelling reasons, and the permission of the instructors

for the two courses at issue.

4.4.6. Summer Externships. One unit of co-curricular academic credit may be awarded for student volunteer legal work of at least four weeks and 160 hours or more of work undertaken during the summer months in a court, governmental agency, nonprofit organization, public law office or in-house corporate counsel office. The work must be conducted under faculty supervision, conform to the approved standards of the faculty, and have the advance approval of the dean. This one unit of co-curricular credit may count toward graduation requirements as one of the six maximum allowable co-curricular credits, but cannot count toward the minimum hours required during any semester for residency. The credit will be reflected on a student's transcript.

4.4.7. Distance Education. The faculty may approve for curricular academic credit a course in which students are separated from the faculty member or each other for more than one-third of the instruction and the instruction involves the use of technology to support regular and substantive interaction among students and between students and the faculty member (a "Distance Education" course).

4.4.7.1. A student may not earn more than 15 credit hours toward the J.D. degree in Distance Education courses.

4.4.7.2. A student must successfully complete at least one full academic year of study including 28 credit hours toward the J.D. degree prior to participation in a Distance Education course.

4.5. RESIDENCY. Each student shall be required to take at least 14 credit hours in each semester in order to qualify for status as a full-time student, except as otherwise provided in section 4.5.1. No student will be permitted to enroll in more than 18 credit hours in a single semester. No student will be permitted to enroll in more than 16 credit hours at a Notre Dame Law School site in the United States other than the Notre Dame, Indiana campus.

4.5.1. Credit Hours.

4.5.1.1. Students who earn credits in the Notre Dame London Summer Program may, in subsequent semesters, reduce their total semester hours by the number of London summer credits earned, provided that students take at least 12 credit hours each semester. The dean may permit other students to reduce their credit hours in a given semester below 14 credit hours, but only for good cause and under any conditions not below 12 credit hours.

4.5.1.2. Students who are permitted to take fewer than 14 credit hours in a

semester pursuant to section 4.5.1.1 will qualify for status as full-time students as long as they take at least 12 credit hours in a semester.

4.5.2. Semesters

4.5.2.1. For students who complete their first year of studies at Notre Dame Law School, four semesters in residence must be completed at the campus in South Bend, Indiana. Two semesters in residence may be completed in the London Law Program in London, England, in an exchange program with a foreign law school with which Notre Dame Law School has established an exchange program, or at other sites which are at the relevant time operated by Notre Dame Law School for the purpose of facilitating externship semesters outside of South Bend, Indiana.

4.5.2.2. Students who transfer from another law school must complete three semesters in residence at the Notre Dame Law School campus in South Bend, Indiana. One semester in residence may be completed in the London Law Program in London, England, in an exchange program with a foreign law school with which Notre Dame Law School has established an exchange program, or at other sites which are at the relevant time operated by Notre Dame Law School for the purpose of facilitating externship semesters outside of South Bend, Indiana.

4.5.2.3. The dean may waive the Notre Dame residency requirement in sections 4.5.2.1 and 4.5.2.2, but only for extraordinarily compelling reasons.

4.5.2.4. No more than 30 credit hours may be applied towards the J.D. degree for studies or activities outside the United States, including the London Program and international exchange programs.

4.6. GRADES REQUIRED FOR GRADUATION

4.6.1. All students must achieve a minimum cumulative GPA of 2.000.

4.6.2. The dean may waive the requirement of a minimum cumulative GPA of 2.000 if:

4.6.2.1. the student has achieved six semesters of good standing; or

4.6.2.2. the student has achieved a minimum semester GPA of 2.000 in each of five semesters.

4.6.3. A student who fails to meet these eligibility criteria may petition the dean to continue for one additional semester in order to meet the minimum standards for

graduation. Approval will be at the dean's discretion.

4.7. JOINT DEGREE PROGRAMS

4.7.1. A student in the four-year joint J.D./M.B.A. Program will be required to complete successfully 75 credit hours of Law School courses and 48 credit hours of M.B.A. courses to receive the respective degrees. The Law School will accept 15 credit hours of M.B.A. courses toward completion of the J.D. degree. Concurrently, the Mendoza College of Business will accept 16 credit hours of law courses toward the M.B.A. degree requirements.

4.7.2. A student in the three-year joint J.D./M.B.A. Program will be required to complete successfully 75 credit hours of Law School courses and 35 credit hours of M.B.A. courses to receive the respective degrees. The Law School will accept 15 credit hours of M.B.A. courses toward completion of the J.D. degree. Concurrently, the Mendoza College of Business will accept 11 credit hours of law courses toward the M.B.A. degree requirements.

4.7.3. A student in the joint J.D./M.A. in English Program will be required to successfully complete 81 hours of Law School courses and 21 hours of English courses to receive the respective degrees. The Law School will accept 9 credit hours of graduate-level English courses toward completion of the J.D. degree. Concurrently, the Graduate School and the Department of English will accept 9 credit hours of law courses toward the M.A. in English degree requirements.

4.7.4. A student in the joint J.D./M. Engineering Program will be required to successfully complete 75 hours of Law School courses and 24 hours of Engineering courses to receive the respective degrees. The Law School will accept 15 credit hours of graduate-level Engineering courses toward completion of the J.D. degree. Concurrently, the Graduate School and the applicable engineering department will accept six credit hours of law courses toward the M.Engineering degree requirements.

4.7.5. Each student enrolled in a joint degree program shall consult with the dean in planning a curriculum.

4.8. NON-DEGREE SEEKING STUDENTS. While regular J.D. degree-seeking students are required to comply with the other provisions of this article, non-degree seeking students may be authorized to enroll for selected courses with the permission of the dean without complying with the other provisions of this article. Non-degree seeking students will qualify as full-time students if they take at least nine credit hours in a semester, counting both law school courses and other courses at the University, and will qualify as part-time students if they take at least six and no more than eight credit hours in a semester,

counting both law school courses and other courses at the University. Non-degree seeking students who later successfully apply to the J.D. program may be permitted to apply law school course credits earned while a non-degree seeking student toward to the J.D. degree with the permission of the dean.

ARTICLE 5. ENROLLMENT AND WITHDRAWAL

5.1. ENROLLMENT

5.1.1. All students must enroll on the appointed day each semester. A fee will be imposed for late enrollment.

5.1.2. A student's failure to enroll on time may result in the loss of the student's seat in a closed class to a student who has enrolled on time.

5.1.3. A student who fails to enroll before the end of the first week of classes is considered not to be a Notre Dame law student. If such person desires to continue at the school, an application for readmission in accordance with Article VIII is required.

5.2. DROP-ADD. Any course may be dropped or added routinely during the first five class days of the semester, with the exception of any experiential course or course that begins before the start of regular classes in the fall and spring semesters. The policy for dropping such courses will be established by the instructor and communicated to students at or near the time of registration.

5.3. LATE COURSE WITHDRAWALS AND ADDITIONS.

5.3.1. After the first five days of a semester, but during the first five full weeks of the semester, a student may withdraw from a class without penalty only with the permission of the dean, which permission may be granted for good cause shown, provided that either the student's course load does not fall below 14 credit hours or the minimum-hour requirement is relaxed by the dean for good cause shown, or below 12 credit hours for students covered by section 4.5.1.1 who have earned credits in the Notre Dame London Summer Program.

5.3.2. After the first five full weeks of the semester, a student may withdraw from a course only with both the permission of the dean, which permission may be granted only for extraordinarily compelling circumstances, and the permission of the instructor for the course.

5.3.3. Upon withdrawal with the permission of the dean under section 5.3.1 or with the permission of the dean and the instructor under section 5.3.2, the student will

receive a grade of “W” (withdrawal) for the course unless there are extraordinarily compelling reasons for permitting the withdrawal without such a grade.

5.3.4. After the first five days of a semester, discontinuance of a course without the dean’s permission and, if required by section 5.3.2, the permission of the instructor will result in the grade of “F.”

5.3.5. After the first five days of a semester, but during the first two full weeks of the semester, a student may add a course only with the permission of the dean, which permission may be granted for good cause shown.

5.3.6. After the first two full weeks of the semester, a student may add a course only with both the permission of the dean, which permission may be granted only for extraordinarily compelling reasons, and the permission of the instructor for the course.

ARTICLE 6. ATTENDANCE AND EXAMINATIONS

6.1. ATTENDANCE REQUIREMENTS. To be eligible to receive course credit, a student must attend classes and any required activities regularly and punctually. The student’s performance must be satisfactory.

6.2. ATTENDANCE POLICY

6.2.1. Each professor teaching a course is required to adopt a policy concerning attendance and other course activities. Each professor shall communicate this policy to the class reasonably early in the semester in a manner calculated to inform the students of its provisions. Oral announcement at a regular class is sufficient notice. No penalty shall be assessed under this rule for events prior to communication of the policy.

6.2.2. The policy may provide for the raising or lowering of grades, or both, for attendance or performance in class or at required activities. It may provide for exclusion from further participation in the course or from the examination, and for failure in the course. Professors may excuse absences from their class or required activities.

6.2.3. The attendance policy applies to required Trial Advocacy exercises for students enrolled in the Trial Advocacy spectrum of courses; to required events and commitments in the clinical courses of the Law School for students enrolled therein; to the required Moot Court exercises for those enrolled in the Moot Court courses; and to cocurricular courses undertaken for academic credit, even though these activities may occur at a time outside the regularly scheduled classroom period.

6.2.4. An absence certified in advance by the faculty advisor of a clinical course as necessary to the proper operation of the program will not be treated as an absence under the attendance policy.

6.3. EXAMINATIONS

6.3.1. When a written examination is given in a Law School course, law students' examinations should be administered and graded anonymously. Numbers will be assigned to individual law students by the Law School administration. No indication of a law student's identity by name or class status shall be on the examination paper.

6.3.2. The Law School Registrar is responsible for supervising the assignment of exam numbers. In London, the key will be kept by the London Director, who will supervise the number assignment system. Numbers may be assigned during the semester to accommodate special examination schedules. The Law School Registrar and the London Director are responsible for the security of the numbers to ensure strict anonymity until the grades are deposited officially with the University Registrar.

6.3.3. No examinations are to be scheduled on Sundays.

6.3.4. No examination or test may be given during the final five class days of the class portion of each semester, nor may examinations or tests be given during the study period following the end of the semester. This provision shall not apply to papers assigned at least two weeks prior to the end of the semester; neither shall it apply to take-home examinations if the examination is distributed during the study period or during the officially scheduled examination time.

6.4. REQUIRED PAPERS. It is the declared policy of the faculty that in courses requiring submission of a paper, the paper must be specially prepared by the student for that course. Incorporation of any material prepared by the student earlier shall be approved in advance by the professor.

ARTICLE 7. GRADING, ACADEMIC GOOD STANDING, HONORS, PROBATION, AND DISMISSAL

7.1. GRADING. Grading in the Law School is governed by the Hoynes Code.

7.1.1. Grades and Numerical Values. Grades are not calculated on a numerical basis, but are assigned values for calculating grade-point average, according to the following grading system, effective fall semester 1987.

Letter Grade	Value		Letter Grade	Value
A	4.000		C+	2.333
A-	3.667		C	2.000
B+	3.333		C-	1.667
B	3.000		D	1.000
B-	2.667		F	0.000

7.1.2. Interpretation of Grades. Within the grading system described in section 7.1.1, “A” is superior, “B” is good, “C” is satisfactory, “D” is unsatisfactory with credit, “F” is failure.

7.1.3. Other Grades

7.1.3.1. Incomplete. The grade of incomplete (“I”) is a temporary grade indicating failure to complete work in a course, and may be granted only with permission of the dean. The course work must be completed within 30 days of the end of the examination period. If the course work is not completed on time the incomplete will be changed to an “F.” For papers written by students other than J.D. or LL.M. candidates, and for all Directed Readings, the instructor may grant additional time, up to the end of the following semester’s examination period for completion and grading. For all other course work, the dean’s approval is required for additional time beyond 30 days, and will be granted only in extraordinarily compelling circumstances.

7.1.3.2. Satisfactory/Unsatisfactory. The Law School will use a grade of satisfactory or unsatisfactory for selected courses. See also section 7.2.1.2.

7.1.3.3. Pass/Fail. The pass/fail option is limited to two elective courses, and only with the permission of the professor teaching the particular course. These two courses may not be taken in the same semester. The limits imposed by the first two sentences of this section may be waived by the dean, but only for extraordinarily compelling reasons. If a professor grants permission to elect the pass/fail option for a particular course, that option must be made available to all students in that course. To elect this option when it is available, a student must inform the Law School Registrar of this election by no later than the end of the add-drop period for the semester in which the relevant course is offered and that election is irrevocable as of the end of that add-drop period. The professor will not be informed that the student elected the pass/fail option and so will report letter grades for all students in the course as provided in section 7.1.5. The final letter grades of “A” through “D” will then be interpreted as a pass for students who elected the pass/fail option for that course.

- 7.1.3.4. Not Reported. The grade of “NR” will be used when a grade is not reported by an instructor because of extenuating circumstances. No final grade is reported for the course. The grade will revert to an “F” if not resolved by the beginning of the final week in the next semester for which the student is enrolled.
- 7.1.4. Audits. Law students may audit courses in the Law School without administrative permission, but must obtain the permission of the instructor in the course being audited. Any other individual may audit courses in the Law School only with permission of the dean and the instructor in the course being audited. No record of audited courses will be kept by the Law School, and audited courses will not appear on transcripts. Law students may audit University courses outside of the Law School, whether offered at the graduate or undergraduate level, but only with the permission of the dean, the course instructor, and the course instructor’s academic unit.
- 7.1.5. Reporting and Finality of Grades
- 7.1.5.1. Faculty members are expected to report all grades within two weeks of the last day of the examination period. This duty normally takes precedence over all other University duties. In the spring semester, an earlier deadline will be required for the grades of graduating students.
- 7.1.5.2. Each faculty member, upon finishing grading, will submit a grade report to the Law School Registrar or to the London director. All grade reports must comply with the grading policy adopted by a majority of the faculty. No grades shall be posted publicly. The Law School will make available to students the grading policy governing course means and distributions.
- 7.1.5.3. All grades will be final when filed with the Law School Registrar or with the London director, and may not be changed thereafter except for clerical or administrative error. The review of a grade for clerical or administrative error shall be made by the faculty member who assigned the grade. Except as stated in section 7.1.5.4 there shall be no right of appeal from the faculty member’s decision on a grade.
- 7.1.5.4. In the event that a student believes that the grade received in a course resulted in whole or in part from a faculty member’s lack of personal integrity or professional competence, the matter shall be called to the attention of the dean. Should the dean determine that a claim of lack of integrity or competence is not frivolous, the dean shall refer the matter to the entire voting faculty. The faculty as a whole then shall determine whether a lack of personal integrity or professional competence influenced the grade. If the faculty so

finds, it shall make appropriate provision for review of the grade.

7.1.6. Grade Reports

- 7.1.6.1. Only the University will provide individual grade reports to students. The Law School will not make grade reports directly available to the students, except in cases of probation or dismissal for academic deficiency.
- 7.1.6.2. An official grade-point average will be computed for each student's record.
- 7.1.6.3. The Law School will not publish an individual's grade-point average or rank in class.
- 7.1.6.4. The Law School does not rank students, either internally or externally, except that the dean may notify students who are in the top 10 percent of their class as of the end of the first and second academic year of this status and designate them as Dean's Circle Fellows under section 7.3.5.
- 7.1.6.5. The Law School will publish the mean grade-point average for each class on a semester basis and on a cumulative basis.

7.2. GOOD STANDING

- 7.2.1. Determination of academic good standing will be based on grade-point average.
 - 7.2.1.1. In calculations for standing, Honor Roll, Dean's Circle Fellows, and graduation honors, only Notre Dame Law School grades and credit hours are considered. Transfer credits from other law schools and course credits and grades from other colleges at Notre Dame do not enter into the calculation.
 - 7.2.1.2. Grades of "not reported" ("NR") satisfactory ("S") and pass ("P") are not included in the computation of grade-point average; however, grades of unsatisfactory ("U") and fail ("F") are included.
 - 7.2.1.3. For determining standing, the grade of incomplete ("I") does not enter into the calculation. If a student is on probation during the term in which an "I" is entered, a later makeup of the "I" cannot be used retroactively to eliminate the probation. Further, the grade in the made-up course will not enter into the calculation for the following semester. If a second semester of probation follows a probation semester in which an "I" was entered and the "I" is later made up, the dean in the exercise of discretion may consider whether the "I" should be treated as "NR" (not reported) and in this case may find that the first

semester of probation has been eliminated.

7.2.2. To maintain academic good standing:

7.2.2.1. First-year students must achieve a minimum GPA of 1.500 for the first semester and 1.750 for the second semester.

7.2.2.2. Second- and third-year students must achieve a minimum semester GPA of 2.000.

7.2.3. Failure to maintain academic good standing will result in academic probation or academic dismissal, as follows:

7.2.3.1. Probation will result:

7.2.3.1.1. From failing to maintain academic good standing (as defined in sections 7.2.2.1 and 7.2.2.2) but maintaining better than dismissal semester GPA (as defined in section 7.2.3.2); or

7.2.3.1.2. in a restricted academic program or remedial work, at the discretion of the dean.

7.2.3.2. Dismissal will result from:

7.2.3.2.1. two consecutive semesters of probation.

7.2.3.2.2. three nonconsecutive semesters of probation.

7.2.3.2.3. failure to achieve a minimum semester average of:

i. 1.000 for the first semester of the first year.

ii. 1.250 for the second semester of the first year.

iii. 1.500 for each semester of the second and third years.

7.2.3.2.4. grades of "F" in two or more courses totaling six or more semester hours in any one semester after the first semester of the first year.

7.2.3.3. A student may be dismissed for academic reasons at the end of the first semester.

- 7.2.3.4. A student dismissed for academic reasons at the end of the student's first semester will not be eligible for readmission until the first semester of the next academic year.

7.3. HONORS

- 7.3.1. Honor Roll. An Honor Roll, based on semester grade point average, will be published each semester. To be eligible for the Honor Roll:
 - 7.3.1.1. a student must carry a full semester course schedule (minimum 14 semester hours).
 - 7.3.1.2. a student must achieve a semester GPA of at least 3.600 in graded Law School courses open to J.D. candidates.
 - 7.3.1.3. a student must enroll in at least 10 semester hours of graded Law School courses open to J.D. candidates.
- 7.3.2. Graduation Honors. Graduation honors for J.D. and LL.M. candidates are based on grade-point average, which is computed by including all courses taken in the Law School.
 - 7.3.2.1. *Cum laude*: cumulative GPA of at least 3.400.
 - 7.3.2.2. *Magna cum laude*: cumulative GPA of at least 3.600.
 - 7.3.2.3. *Summa cum laude*: cumulative GPA of at least 3.800.
- 7.3.3. For determining eligibility for graduation and also graduation honors in the case of students dismissed and readmitted, the grade-point average will be figured only on the basis of courses taken following readmission and those earlier courses for which degree credit is given.
- 7.3.4. Dean's Circle Fellows. The dean may designate ten percent of the J.D. candidates in each class who have the highest cumulative grade point averages among J.D. candidates as Dean's Circle Fellows. The designation shall be made at the conclusion of the first and second years of studies. To be eligible for designation as a Dean's Circle Fellow a student must enroll in a minimum of 14 credit hours all semesters, including at least 20 credit hours of graded Law School courses during the academic year. The grade point average shall be calculated according to Section 7.2.1.1.
- 7.3.5. Faculty Award for Excellence. An instructor may recognize the most outstanding

student performance in a class with a “Faculty Award for Excellence.” The award is given at the discretion of the instructor, is not required to be awarded for every class, and except in extraordinary circumstances will be granted to only one student in the class.

7.4. COURSE FAILURES

- 7.4.1. A student who fails a required course must retake the course and obtain a passing grade, unless for good cause shown the faculty votes to relax that requirement in a particular case.
- 7.4.2. A student who fails an elective course need not retake it; however, the student earns no credit for graduation from any failed elective course.
- 7.4.3. If a student fails a course, whether or not it is a required course, the student, if otherwise eligible to continue, may retake the course. The grade upon retaking the course shall be recorded along with the original grade in the course. If a student retakes a course, the professor teaching that course shall have the option of requiring that the retaking be by means of repeating the course, taking directed readings, or re-testing, or any combination of these options. Nothing herein shall be interpreted as affecting the rule that all required courses must be passed.
- 7.4.4. A retaken course shall be registered for by the proper name of the course and for its regularly assigned credit hours.
- 7.4.5. With the permission of the dean, a retaken course may be counted toward compliance with the minimum semester course load requirements under section 4.5.
- 7.4.6. Failure in a course taken on a “pass/fail” basis or in an ungraded course shall be computed in the grade-point average like failure in a graded course.

7.5. LONDON AND INTERNATIONAL EXCHANGE PROGRAMS

- 7.5.1. No student is eligible to participate in the semester or full-year London Program or an international exchange program without having successfully completed all first-year courses.
- 7.5.2. The courses selected by a student enrolled in an international exchange program must be approved in advance by the dean to ensure that the content of the studies is such that credit would have been granted towards satisfaction of degree requirements of the Law School, in accordance with ABA Standard 307.
- 7.5.3. The London Summer Program, while using the same grading system, shall not be

subject to the rules for dismissal, probation or eligibility for the Honor Roll.

ARTICLE 8. READMISSION AND TRANSFER ADMISSION

8.1. STANDARDS AND PROCEDURE FOR READMISSION AFTER DISMISSAL FOR ACADEMIC FAILURE

8.1.1. Readmission to the Law School after dismissal for academic failure will be allowed only when that failure was caused by unavoidable and non-recurrent circumstances of an extraordinary nature, and when the dismissal and any other circumstances do not otherwise indicate a lack of capacity to complete the program of study for a J.D. degree and be admitted to the bar.

8.1.2. The standards for readmission after dismissal for academic failure provide that no student may recommence studies until one full academic year after the end of the semester in which the student was dismissed. A student dismissed for academic reasons at the end of the first semester will not be eligible for readmission until the first semester of the next academic year. The dean has the authority to waive the requirements of this section 8.1.2 of the Hoynes Code.

8.1.3. The dean will decide all questions of readmission, guided by the following policy of allowing readmission only if:

8.1.3.1. the circumstances set out in section 8.1.1 are applicable, and

8.1.3.2. a faculty member agrees to act as the sponsor for the readmission candidate.

8.1.3.2.1. Being a sponsor of a readmission candidate means that the faculty member agrees to meet with the candidate on a weekly basis for the entire academic year following readmission. The weekly sessions will be of sufficient length to review the readmitted student's work and current status.

8.1.3.2.2. It ordinarily will be the responsibility of a readmission candidate to obtain a faculty sponsor, although the administration may, if requested, offer assistance in this regard. It is the candidate's responsibility to work out a program with such a sponsor.

8.1.3.2.3. The faculty should feel no obligation to volunteer as a sponsor. Faculty should act as readmission sponsors only where they have strong feelings about the chances of the candidate performing well upon readmission. No faculty member will be permitted to act as a sponsor for

more than one student per year.

8.1.4. A readmitted student ordinarily will have to repeat the entire semester for which the student was dismissed. A student who fails in the first year, whether in the first or second semester, ordinarily will be expected to repeat the entire first year. In any event, a readmitted student will be given no credit hours for courses with a grade of “D” or lower prior to readmission, and will receive no residency credit for the semester in which the failure occurred.

8.2. TRANSFER ADMISSION. Applicants seeking transfer from other law schools must make a written statement of previous attendance in law school. Transfers usually will be accepted only in accord with standards adopted by the American Bar Association and the Association of American Law Schools. Exceptions may be made in extraordinary cases.

ARTICLE 9. APPENDICES

Appendix A. The Notre Dame Law School Honor Code

Appendix B. LL.M. Candidate Handbook

Appendix C. J.S.D. Candidate Handbook

Effective July 1, 2015

APPENDIX A

THE NOTRE DAME LAW SCHOOL HONOR CODE

1 STATEMENT OF PURPOSE

This Honor Code is based upon the assumptions that students at the Notre Dame Law School do not lie, cheat, or steal; that they aspire to enter an honored profession; and that their character and conduct while attending this Law School at all times will reflect favorably upon their future profession, this school, and themselves.

2 AFFIRMATIVE DUTIES AND PROHIBITED CONDUCT

2.1 All law students and law faculty have the duty to report promptly either to the Dean, to the member of the faculty whom the Dean has designated to oversee matters regarding the Honor Code and to preside at any hearings involving alleged violations (the “Dean’s Delegate”), to the Student Bar Association (“S.B.A.”) President, or to the student who has been elected by the Honor Council to lead its activities (the “Chair”) all circumstances that they believe to constitute a clear violation of the Honor Code. Knowing breach of this duty shall be a violation of the Honor Code.

2.2 It is the duty of every law student and law faculty member to give testimony or other evidence relevant to any alleged violation of the Honor Code if requested by a student facing a disciplinary charge, the person appointed by the S.B.A. President to present evidence in support of the charge (the “Student Prosecutor”), or the members of the Honor Council who have been chosen to hear the case (the “Hearing Panel”). A person may refuse to testify to avoid incrimination in a violation of the Honor Code or of a public penal law. The Dean’s Delegate or the Hearing Panel may excuse anyone from testifying for just cause.

2.3 It shall be a violation of the Honor Code to engage in any of the following:

2.3.1 To use materials or to consult with any other person:

2.3.1.1 in an exam, except as expressly authorized by the instructor; or

2.3.1.2 in research, class preparation, or other assignment, in any manner expressly forbidden by an instructor.

Whenever notice is an issue under the provisions in section 2.3.1,

constructive notice applies after the end of the add-drop period to any prohibition that (a) in the case of an exam, appears in exam instructions that the instructor has distributed via e-mail to the entire class no less than 24 hours before the administration of the exam, or (b) appears in a syllabus which the instructor has posted on a web site for the course or otherwise uniformly distributed to the class before the end of the add-drop period.

- 2.3.2 To submit as one's own work the work of another.
 - 2.3.3 To submit written work in satisfaction of a course requirement or for publication in a journal, if that work reflects, in whole or substantial part, work previously prepared for some other purpose, unless the instructor or, in the case of a journal, the editor has approved the use of the previously prepared work.
 - 2.3.4 To knowingly make any material misrepresentation in connection with any Law School class, program, or activity, including, but not limited to, a clinical course, an externship, journals, moot courts, job searches, scholarship applications, and student competitions.
 - 2.3.5 To knowingly misappropriate the notes, papers, books, computer, or other academic materials of another law student, a faculty member, the Law School, or the University.
- 2.4 The Dean retains jurisdiction over all matters not explicitly covered by this Honor Code. An instructor retains jurisdiction over grading, which stands separate from the Honor Code process.

3 ADMINISTRATION OF THE HONOR CODE

- 3.1 There shall be an Honor Council composed of three members elected from each class. During their term of service on the Honor Council, members must be attending the Law School at the campus in Notre Dame, Indiana except if Law School classes are not in session on that campus (e.g., during the summer); any member who does not satisfy this requirement is deemed to have resigned from the Honor Council. The members shall be chosen as follows:
 - 3.1.1 Election shall be in accord with procedures established from time-to-time by the S.B.A.
 - 3.1.2 Each ballot shall contain the following statement only: If officially charged with a violation of the Notre Dame Law School Honor Code, I

would choose the following members of my class to (1) hear the evidence for and against me; (2) render a fair and impartial decision concerning my guilt or innocence; and (3) determine sanction.

3.1.3 Each ballot shall contain space for students to vote for three candidates.

3.1.4 The three law students in each class receiving the highest number of votes shall be Honor Council representatives.

3.2 London Academic-Year Programme

3.2.1 Students enrolled in the London Programme shall elect three students from among the students enrolled in the year-round program to perform the functions of the Honor Council for any matter that arises during the London academic year and shall elect a chair (the “London Chair”) from among its members.

3.2.2 Students enrolled in the London Programme also shall elect an investigator (the “Student Investigator”). For any matter that arises during the London academic year, this student shall perform the functions assigned by this Honor Code to the Student Prosecutor.

3.2.3 For any matter arising during the London academic year, the Director of the London Programme shall perform the functions assigned by this Honor Code to the Dean’s Delegate.

3.3 The Honor Council shall elect its Chair from among its members.

3.4 Term

The term of the Honor Council begins the day after graduation in the spring; the term ends on graduation day the following spring. The outgoing Honor Council shall have continuing jurisdiction over any matter that occurred before the end of its term.

3.5 Prehearing Procedures

3.5.1 Any allegation of a violation reported to the Dean, Dean’s Delegate, or S.B.A. President shall be referred to the Chair, who will pass on the details of the allegation to the Student Prosecutor. If a student reporting an alleged violation wishes to remain anonymous, the Student Prosecutor will honor that request during the initial investigation by not revealing the reporting student's identity to the accused student during that

investigation. However, the reporting student's identity must be revealed to the Student Prosecutor. If the investigation leads to a hearing, the hearing procedures described in section 3.6 may require the Student Prosecutor or others involved in the hearing process to reveal the identity of the reporting student to the accused student.

- 3.5.2 Subsequent to the S.B.A. elections, the new S.B.A. President shall appoint the Student Prosecutor from the student body to investigate and prosecute any allegations of Honor Code violations made until a successor has been appointed. This student shall not currently hold an elected position on the S.B.A. board. The Student Prosecutor shall investigate each allegation in any manner he or she sees fit, but must notify, in writing, the accused student. If an alleged violation could affect a course grade, the Student Prosecutor also shall notify the instructor of the nature of the allegation so that the instructor can provide information about any relevant course policies or exam instructions. To the extent possible, the Student Prosecutor shall not reveal the identity of the accused to the instructor.
- 3.5.3 If, at any time, the Student Prosecutor concludes that he or she has a conflict of interest that will compromise his or her objectivity in investigating or prosecuting an allegation of an Honor Code violation, the Student Prosecutor shall recuse himself or herself immediately, and so notify the S.B.A. President, the Chair and the Dean's Delegate in writing. Within forty-eight hours of receiving the Student Prosecutor's written notice, the S.B.A. President shall appoint a Special Student Prosecutor from the student body. The Special Student Prosecutor shall not currently hold an elected position on the S.B.A. board. The Special Student Prosecutor shall perform all the duties and responsibilities of the Student Prosecutor as required by the Honor Code, but only with respect to the allegation that gave rise to the conflict of interest. Upon the resolution of the allegation, the appointment of the Special Student Prosecutor relating to that allegation will terminate.
- 3.5.4 If the Student Prosecutor determines that an allegation is without merit, the matter is closed. In writing, the Student Prosecutor shall so notify the accused student, the individual who made the allegation, the Chair, and any instructor previously notified. If the alleged conduct implicates a course policy, the written notice shall set forth any relevant admission or facts.
- 3.5.5 If the Student Prosecutor determines that an allegation has merit, he or she shall deliver to the accused, the Dean's Delegate, and the Chair a written

notice of each specific section of the Honor Code allegedly violated and a written statement of each specific act constituting any alleged violation.

- 3.5.6 If, upon notification pursuant to rule 3.5.4, the accused student informs the Student Prosecutor that he or she wishes to forgo a hearing and to make an admission of guilt, the Student Prosecutor will promptly convene a conference to facilitate an expedited resolution of any charge (an “Admissions Conference”). The Admissions Conference must be attended by the accused student, the Dean’s Delegate, the Chair, and, if an alleged violation involves a course, the course instructor. The Admissions Conference can resolve a charge only if all participants of the conference agree to a resolution. If there is not unanimous agreement on a resolution of any charge, that charge will proceed to a hearing. Individual students may only utilize an Admissions Conference once.
- 3.5.7 After receiving notice from the Student Prosecutor, and after either (1) the accused student has chosen to forgo an Admissions Conference, or (2) an Admissions Conference has not produced a unanimous agreement, the Chair shall:
- 3.5.7.1 Appoint three students from the Honor Council and ask the Dean’s Delegate to appoint three faculty members. These six people comprise the Honor Council Board (the “Board”) for the particular hearing. Members of the Board shall disqualify themselves from a hearing if, in their opinion, they are unable to make an impartial decision;
- 3.5.7.2 Meet with the accused, the student (if any) whom the accused has selected to gather and present evidence in support of the accused (the “Student Defender”), and the Student Prosecutor to compile a list of the names of all persons having information pertinent to any charge; and
- 3.5.7.3 Set a date, time and place for the hearing. The hearing must occur within two weeks of the date the Chair receives notice of a charge from the Student Prosecutor. At least 72 hours before the time set, the Chair shall give written notice of the schedule for the hearing to the accused, the Student Defender, the Student Prosecutor, and members of the Board. The Chair shall also inform the members of the Board about the nature of any charge.

3.6 Hearing Procedures

- 3.6.1 At least 48 hours before the time set for the hearing, the accused student shall select two students and two faculty members from the Board to sit in deliberation of any charge. If the accused student does not timely notify the Chair, the Chair shall randomly select two students and two faculty members to so sit. These four people shall constitute the Hearing Panel.
- 3.6.2 During the course of the proceedings, the accused shall have the following rights:
 - 3.6.2.1 To select the Student Defender;
 - 3.6.2.2 To attend and participate in any hearing, provided, however, if the accused refuses to appear or fails to appear without just cause, the Hearing Panel may proceed to hear and determine the matter;
 - 3.6.2.3 To testify or to decline to testify, but if the accused declines to testify, that fact shall not be considered as evidence in support of any charge;
 - 3.6.2.4 To confront and cross-examine witnesses; and
 - 3.6.2.5 To present evidence and witnesses.
- 3.6.3 At least 48 hours before the hearing, the Chair shall issue a written summons to all persons identified under section 3.5.6.2 as potential witnesses. After receiving a summons, failure to appear as a witness without just cause (as determined by the Dean's Delegate) shall be a violation of this Honor Code, as defined in section 2.2. For good cause, a witness may appear electronically as long as the Hearing Panel can observe the witness's demeanor.
- 3.6.4 All Hearing Panel members must be present at the hearing. The Chair shall have the power to appoint an alternate if a Panel member cannot attend for just cause. The Chair shall arrange and monitor an audio record of the hearing. The recording shall remain the property of the Law School. The accused student may request a copy of the audio record.
- 3.6.5 The Dean's Delegate shall preside at the hearing, which should avoid unnecessary formality, but facilitate an orderly and respectful atmosphere. Hearing Panel members may question any witness. Subject to time limits that the Dean's Delegate may establish, the hearing may include opening statements. The hearing should continue in the following order:

- 3.6.5.1 Evidence in support of any charge;
- 3.6.5.2 Evidence in rebuttal;
- 3.6.5.3 Arguments;
- 3.6.5.4 Factual findings and decision on whether the accused student has committed any violation charged. If the alleged conduct implicates a course policy or exam instructions, the Hearing Panel shall set forth in writing its factual findings, which can incorporate any relevant admission by the accused student. Even if the accused student confesses that a violation of the Honor Code occurred, only the Hearing Panel can reach a final determination of guilt;
- 3.6.5.5 If the accused student is found not guilty, the matter is closed, and in writing the Chair shall notify the accused student, the individual who made the allegation, and any instructor, including any factual findings by the Hearing Panel related to course policies or exam instructions;
- 3.6.5.6 If the accused student is found guilty, the Hearing Panel shall set forth its findings of fact and conclusions relevant to course policies or exam instructions and hear evidence in mitigation and aggravation;
- 3.6.5.7 Arguments on sanction;
- 3.6.5.8 Decision on sanction, which cannot reduce a grade, but may include one or more of the following non-exclusive options, all of which should be administered in a way designed to preserve confidentiality to the utmost extent possible:
 - 3.6.5.8.1 Oral admonition – an oral statement from the Hearing Panel that the student has violated the Honor Code;
 - 3.6.5.8.2 Written warning – a written statement from the Hearing Panel that the student has violated the Honor Code;
 - 3.6.5.8.3 Academic Reprimand – a written statement from the Hearing Panel that the student has violated the Honor

Code, with the statement becoming part of the student's permanent record at the Law School;

3.6.5.8.4 Probation – exclusion from participating in the activities of the Law School or University;

3.6.5.8.5 Restitution – a requirement that the student reimburse for injury or injuries caused;

3.6.5.8.6 Fine – a monetary fine, which shall become an obligation to the Law School that must be satisfied in order to receive a degree;

3.6.5.8.7 Work sanctions – service to the Law School community, which must be completed within the time set by the Hearing Panel;

3.6.5.8.8 Suspension – exclusion from classes for a semester or more; or

3.6.5.8.9 Expulsion – permanent exclusion from the Law School, though the sanction may include provision for readmission under specified circumstances.

3.6.5.9 The Chair shall provide written notice to the accused and to the Dean of the outcome. If a violation involves a course, the written notice shall contain the Hearing Panel's findings of fact and conclusions relevant to any course policies or grading.

3.6.6 All decisions of the Hearing Panel shall be made in private deliberations. Any attribution of guilt requires a unanimous vote based upon a standard of reasonable doubt. Decisions on whether the accused student has committed any violation charged shall be based only upon evidence received at the hearing. Sanctioning decisions must be unanimous and may consider sanctions in previous cases.

3.6.7 The Dean shall review the decision of the Hearing Panel. Absent unusual circumstances, the Dean will act within 14 days to approve or modify the decision.

3.6.8 The Dean shall give written notice of the final result to the accused student, the Student Prosecutor, the Hearing Panel, the Chair, and any instructor of any involved course. The notice shall include any findings

of fact and conclusions relevant to course policies or exam instructions. If the individual who reported the incident did not receive a copy of the Dean's notice, the Chair shall inform that individual, in writing, of the final result.

4 PUBLIC NOTICE OF PROCEEDINGS AND REPORTING

- 4.1 Except as otherwise required by this Honor Code, court order, law, or Law School administration, all proceedings under the Honor Code shall be confidential.
- 4.2 Once an accusation is resolved finally, and without disclosing any names, the Chair shall distribute via e-mail to students and faculty and post in appropriate public places in the law building a notice containing only the following information:
 - 4.2.1 the specific section of the Honor Code alleged to have been violated;
 - 4.2.2 the decision of the Student Prosecutor, Admissions Conference, or Hearing Panel;
 - 4.2.3 a brief summary of the underlying facts regarding the alleged violation; and
 - 4.2.4 the final disposition.
- 4.3 Without disclosing any names and preferably within thirty days after the end of each semester, the Chair shall prepare a report for the students and the faculty that states: (a) the number of alleged violations reported during the semester; (b) the number of violations that were resolved in an Admissions Conference during the semester; (c) the number of alleged violations that proceeded to hearing during the semester; and (d) the number of violations that resulted in sanctions that the Dean affirmed. For each matter where a violation was resolved through an Admissions Conference or where the Dean affirmed a Hearing Panel determination that a violation occurred, the Chair shall describe the provision involved and summarize the underlying facts.

5 RATIFICATION AND AMENDMENT

- 5.1 This Honor Code shall be in force after approval by the students and faculty of the Law School. Approval by the students shall be in accord with then-current voting procedures of the S.B.A. Approval by the faculty shall be in accord with then-current voting procedures of the faculty.

- 5.2 Amendments to this Honor Code may be proposed by the Honor Council. Amendments shall be approved in the manner prescribed in section 5.1.
- 5.3 Any amendment to this Honor Code shall not become effective until the academic year following approval of the amendment.

APPENDIX B

LL.M. CANDIDATE HANDBOOK

1. COVERAGE

Provisions of the Hoynes Code govern legal education in the LL.M. programs in all locations, except as set forth below.

2. REQUIREMENTS FOR THE LL.M. DEGREE

2.1 OVERVIEW. To earn an LL.M. degree, students must:

2.1.1 Successfully complete a minimum of 24 credit hours and be registered for a minimum of 12 hours each semester.

2.1.2 Successfully complete all the requirements listed in sections 2.2, 2.3, or 2.4, depending on the program or location at which the student is registered.

2.1.3 Engage in full-time law study for two semesters in residence.

2.2 The following courses are required for the LL.M. at Notre Dame, Indiana:

Introduction to the American Legal System
LL.M. Legal Research & Writing

2.3 The following courses are required for the LL.M. at the London Law Center:

Introduction to the American Legal System
LL.M. Seminar

2.4 The following courses are required for the LL.M. in International Human Rights Law:

International Law
International Human Rights Research and Writing
Foundations of International Human Rights Law
Accountability for Gross Human Rights Violations
Human Rights Practice
Regional Human Rights Protection

2.5 With the permission of the dean an LL.M. student may register for one semester in London and one semester at Notre Dame.

2.6 Exceptions.

2.6.1 With the permission of the dean, one or more of the required courses may be waived.

2.6.2 LL.M. students with a J.D. issued by an American Law School may not take Introduction to the American Legal System for credit towards the LL.M.

3. ELECTIVE COURSES

3.1 Students may elect to take additional courses offered at the site at which they are registered.

3.2 Directed-Reading Programs. An LL.M. student may enroll in one directed-reading program per semester of up to three credits and otherwise in accordance with the requirements listed in section 4.4.2 of the Hoynes Code.

3.3 Graduate School and Mendoza Courses. Pending permission from the instructor, a student in the LL.M. program may receive curricular academic credit for graduate-level courses taken in the Graduate School or the Mendoza College of Business in accordance with the requirement listed in section 4.4.3 of the Hoynes Code.

4. GRADES REQUIRED FOR GRADUATION

4.1 All LL.M. students must achieve a minimum cumulative GPA of 2.000.

4.2 A student who fails to meet these eligibility criteria may petition the dean to continue for one additional semester in order to meet the minimum standards for graduation. Approval will be at the dean's discretion.

APPENDIX C

J.S.D. Candidate Handbook

J.S.D. Requirements at Notre Dame Law School

February 2007

Center for Civil and Human Rights

J.S.D. Candidate=s Handbook

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A. Introduction

This Handbook has been prepared as a guide for J.S.D. candidates and their Dissertation Committee members. The Handbook is subject to periodic modification or amendment by the Law School Faculty Committee on the J.S.D. Program. However, the basic requirements for the J.S.D. degree in effect at the time a candidate enters the J.S.D. Program shall be applicable to that candidate throughout his or her pursuit of the degree.

B. Requirements for J.S.D. Degree

1. Residency

Two academic years of residency at the University of Notre Dame are required for the J.S.D. degree.

2. First Year of Residency

Upon beginning the first year of the J.S.D. program, a J.S.D. candidate shall draw up a plan of study for his or her first year of study and residency. The plan of study shall be prepared in consultation with, and shall be subject to the approval of, the Director of the J.S.D. Program. The plan of study shall include a minimum of twelve (12) semester credit hours of courses relevant to the candidate's proposed dissertation topic or to the field of human rights more generally, within or outside the law school. The coursework requirement may be increased to a maximum of twenty (20) semester credit hours, at the discretion of the Director of the J.S.D. Program, taking into consideration the particular needs and prior studies of each candidate.

3. Dissertation Committee

Each candidate will arrange during his or her second semester of residency with a principal Dissertation Director and two other Dissertation Committee members. Directors are chosen from the regular teaching and research faculty of the Law School, and Dissertation Committee members are chosen from the regular teaching and research faculty of this or another university. At most, one Dissertation Committee member may be chosen from the faculty of another university. The Dissertation Committee must be approved by the Director of the J.S.D. Program.

4. Status and Progress After the First Year of Residency

After the first year of residency, and for as long as a candidate remains eligible to remain in the J.S.D. program, the candidate will need to enroll each semester for one unit of credit, for which he or she will receive a grade of "satisfactory" or "unsatisfactory" from his or her Dissertation Director. It is the candidate's responsibility to keep in contact with the Dissertation Director and show sufficient progress to receive the "satisfactory" each term until the degree is completed.

During the second year of residency, the candidate is expected to participate in the

academic and scholarly activities of the Center for Civil and Human Rights and of the Law School, under the general guidance of the Director of the J.S.D. Program and of the candidate's Dissertation Director.

After the second year of residency, the candidate may stay and complete the research and writing of the dissertation at Notre Dame, or may work at any other place. In any event, the candidate will keep his or her Notre Dame student status until the candidate has completed the degree requirements or become ineligible to continue in the J.S.D. program.

5. Preparing the Dissertation

In continuing consultation with the Dissertation Director, the candidate explores research in areas in his or her field to formulate a dissertation proposal. By the end of the first year of residency, the candidate shall submit a detailed dissertation outline and a bibliographic review to the Dissertation Committee. The outline and bibliography must be approved by the Dissertation Committee. The Dissertation Director shall convey that approval in writing to the J.S.D. Program Director.

Once the dissertation proposal has been approved, the candidate shall continue to work with the Dissertation Director and the other Dissertation Committee members to develop the argument of the dissertation and to refine the wording of the text. The Dissertation Director shall be responsible for coordinating the Dissertation Committee members' review of and comments on any work in progress on the dissertation. The candidate shall rely on the Dissertation Director for guidance as to when the dissertation as a whole is ready for submission.

6. Submitting the Dissertation

The candidate shall deliver a copy of the finished dissertation to each of the members of the Dissertation Committee. The dissertation must follow the guidelines in the Guide for Formatting and Submitting J.S.D. Dissertations, which is included in this Handbook.

Dissertation Committee members shall have a minimum of four weeks to read the dissertation, decide whether it is ready to be defended, and so indicate to the J.S.D. Program Director. Approval of the dissertation for defense does not imply agreement or support; it implies acknowledgment that the dissertation is an academically sound and defensible scholarly product. Only a dissertation which has been unanimously approved for defense by the three Dissertation Committee members may be defended. All revisions requested by the Dissertation Committee members must be incorporated before the dissertation can be defended.

7. Dissertation Defense

The J.S.D. Program Director will schedule the dissertation defense for the earliest feasible date after receiving word from the Dissertation Director that the Dissertation Committee members have unanimously approved the dissertation for defense.

In defending the dissertation, the candidate must support his or her claims, procedures,

and results in a formal presentation followed by questions from the Dissertation Committee. The defense is the traditional instrument that enables the candidate to explore, with the Dissertation Committee, the dissertation's substantive and methodological force. In this way, the candidate and the committee confirm the candidate's scholarly grasp of the chosen research area. The dissertation defense is not an occasion for inquiring into the candidate's general knowledge of the field. The defense shall be open to the public.

The defense shall be chaired by the J.S.D. Program Director, if the director is not a member of the Dissertation Committee. If the J.S.D. director is a member of the committee, the defense is chaired by the Director or Associate Director of the Center for Civil and Human Rights. The chair does not vote. After the defense is completed, the chair and the Dissertation Committee convene immediately in a closed meeting and the chair calls for a discussion followed by a vote of the Dissertation Committee. At least two votes out of three are required to pass a candidate. Passing the candidate constitutes acknowledgment by the Dissertation Committee that the dissertation is of publishable quality and will make a significant and original scholarly contribution to the field.

Promptly following a dissertation defense, the J.S.D. Program Director will send a written report of the overall quality of the defense and the voting results to the Law School Faculty Committee on the J.S.D. Program.

8. Post-Defense Revisions

Even though the dissertation had been successfully defended, revisions may be required after the defense. If defects in the dissertation come to light at the defense, the Dissertation Committee members may ask the candidate to revise the dissertation before it is accepted as satisfying the degree requirements. In that case, the Dissertation Director will report to the J.S.D. Program Director when such revisions have been completed satisfactorily, and the candidate's degree requirements shall not be considered complete until such time.

9. Copies of Dissertation

After a successful defense and the completion of post-defense revisions, if any, the candidate presents two copies of the dissertation, signed by the Dissertation Director, to the J.S.D. Program Director. The J.S.D. Program Director shall deposit one copy of the dissertation with the library, and one with the Center for Civil and Human Rights.

10. Degree Eligibility

During the first year of residency, the J.S.D. candidate must maintain an average grade of B+ or higher in his or her coursework to continue in the J.S.D. program, and any student failing to meet the average grade requirement will be disqualified from continuing in the program. After the first year of residency in the J.S.D. Program, the doctoral candidate is required in each subsequent semester until completion of the doctorate to submit evidence of progress on his or her dissertation. The progress report, with any draft chapters or other supporting material, must

be presented to the candidate's Dissertation Director and to the Director of the J.S.D. program, on or before December 1 and May 1 of each year. If no progress report is submitted as required, a grade of "unsatisfactory" will be entered for that semester. Any student receiving two consecutive grades of unsatisfactory will be disqualified from continuing in the program.

The candidate must fulfill all J.S.D. requirements, including the dissertation and its defense, within three years of beginning residency as a J.S.D. candidate. That period may be extended for a maximum of an additional two years, at the discretion of the Law School Committee on the J.S.D. Program, on a candidate's showing of reasonable progress toward completion of the dissertation and a substantial likelihood of completion within the additional time requested. Failure to complete any requirements within the prescribed time period results in forfeiture of degree eligibility.

C. Guide for Formatting and Submitting a J.S.D. Dissertation

Part One: General Guidelines for Formatting

For all matters not covered by this Guide, the J.S.D. Program Director acts as arbiter. Format questions not answered in this Guide should be submitted to the J.S.D. Program Director after first consulting the most recent editions of:

The Graduate School, University of Notre Dame, Guide for Formatting and Submitting Dissertations and Theses.

Gibaldi, Joseph and Walter S. Achtert. *MLA Handbook for Writers of Research Papers*. New York: MLS.

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*. Chicago: University of Chicago Press.

1. Word Processing and Printing

The dissertation should be prepared in either WordPerfect or Microsoft Word format, and printed on a laser printer.

2. Print Style

Use the same style of print for your entire dissertation, in a twelve-point type size.

3. Duplication

Be sure to check the copies for missing pages.

4. Paper Quality

Use twenty-pound bond paper. Do not use erasable paper.

5. Spacing

Double-space the text of your dissertation, as well as the abstract, preface, and any appendices. Single-space footnotes and block quotations. In the bibliography, table of contents, and lists of tables and figures, single-space each entry and double-space between entries.

6. Margins

For binding purposes, the left (binding-edge) margin must be one-and-a-half inches. The top, bottom, and right margins must be one inch. Tables must be placed within these limits.

7. Sections of the Dissertation

The dissertation sections appear in this order:

Preliminary Sections

- * Title page
- * Copyright notice
- * Abstract
- * Dedication (optional)
- * Table of Contents
- * Table of cases and authorities
- * List of tables (if necessary)
- * List of figures (if necessary)
- * List of symbols (if necessary)
- * Preface and/or acknowledgments (optional)

Text

- * Introduction
- * Chapters

Appendices (optional)

Bibliography

8. Page Numbering

Do not number the title page, copyright page, or abstract.

Paginate the preliminary sections consecutively in lower-case Roman numerals.

Paginate the remainder of the dissertation in Arabic numerals.

9. Quotations

Enclose in quotation marks and incorporate into the text prose quotations of three lines or fewer. Single-space and indent prose quotations of fifty words or more. Do not use quotation marks in a block quotation, unless they appear in the original. Maintain paragraph indentations of the original.

Treat verse quotations as block quotations.

Enclose interpolations in square brackets []. Note omissions by using ellipsis points (. . .).

10. References

It is a violation of the Notre Dame Law School Honor Code “to submit as one’s own the work of another” (Section 2.3.2). Avoid the charge of plagiarism by acknowledging the words or ideas of others. A safe rule to follow is: “When in doubt, cite the source.”

11. Footnotes and Endnotes

The dissertation must use footnotes, not endnotes. Citation form must be consistent throughout the dissertation and must follow the Bluebook: Uniform System of Citation or the University of Chicago Law School's Maroonbook.

Part Two: Formatting of Specific Document Sections

1. Title Page

Since key words in the title are the primary reference which other scholars use to locate the dissertation, choose words which convey the contents briefly. The title page contains this information, attractively centered:

Title
A Dissertation
Submitted to the Law School
of the University of Notre Dame
in Partial Fulfillment of the Requirements
for the J.S.D. Degree
by
Your Name
List all your previous degrees after your name.

[Director's Name], Dissertation Director
Notre Dame, Indiana
Month and year of final submission

2. Copyright Notice

Include in the copyright notice the copyright symbol, your full legal name, and the year in which the copyright is secured. For example:

© Copyright by [Your Name] 2007
All rights reserved

3. Abstract

The abstract includes a statement of the problem, a description of the research procedures, the results, and any conclusions or recommendations. It cannot exceed 350 words.

4. Dedication

You may dedicate your dissertation to one or more people.

5. Table of Contents

List in the table of contents only those sections which follow it. List the page number on which each section begins.

6. Preface and/or Acknowledgments (optional)

The preface can discuss the background of the project, its scope and purpose. Acknowledgments can include items such as funding and research grants, permission to use copyrighted material, and credit to individuals who have assisted you.

7. Length of Text

The required length of the dissertation text is to be established by the candidate and the Dissertation Committee.

8. Appendices (optional)

An appendix presents supplementary material such as original data or lengthy quotations.

9. Bibliography

Include only sources cited in the text. You need not include every work you consulted.

Arrange the entries alphabetically by the author=s last name. Alphabetize anonymous works by title. Group works of one particular type (e.g., books, government documents, interviews) under separate headings.

Each entry must include the author=s full name (last name first), the complete title, and the publisher and date. At your discretion, use the following when necessary to identify a work: editor or translator, edition, name of the series, number of volumes in the series, or the section of the work consulted (e.g., volume, chapter, or page numbers).