Hoynes Code, The

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HOYNES CODE

A Compilation of Faculty Resolutions and Administrative Regulations Governing Notre Dame Law School

Revised July 28, 1994

David T. Link
The Joseph A. Matson Dean
and Professor of Law

Notre Dame Law School
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ARTICLE I

INTRODUCTION

1.1 Purpose. This Code governs legal education at the University of Notre Dame in all programs and in all locations.

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. Exceptions to the Code may be granted by the body having authority to amend the section at issue. 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. (U.A.A., Art. II, sec. 5.)

1.4 Copies. The original of this revision is retained in the Dean’s Office. One copy is maintained in the reserve section of the Law Library; the Associate Deans’ Offices; the Office of the Coordinator of Admissions, Registration, and Records; and in the Office of the Director of the London Law Centre.

1.5 Sources. Sources indicated at the end of each section or series of sections are abbreviated as follows:

A.A.L.S. - Association of American Law Schools, Bylaws or Executive Committee Regulations (1991)

A.B.A. - Standards for Approval of Law Schools, American Bar Association (1990)

A.C.M. - Minutes of Academic Council Meetings, University of Notre Dame

A.R. - Administrative Regulations promulgated by the Dean of the Law School

F.M. - Law School Faculty Minutes

U.A.A. - University of Notre Dame Academic Articles

U.A.C. - University of Notre Dame Academic Code

S.B.A. - Resolutions and other official acts of the Notre Dame Law School Student Bar Association
1.6 Citation. The Haynes Code is named in honor of Colonel William James Haynes, first Dean of the Notre Dame Law School. It is referred to here as "the Code," and may be cited as "H.C."

1.7 Edition. The Code as originally compiled was as of August 1, 1971. This compilation is as of July 28, 1994.
ARTICLE II

FACULTY AND ADMINISTRATION

2.1 Faculty. The Law School faculty is composed of those persons appointed by the Provost of the University of Notre Dame upon the recommendations of the Law School Dean and the Law School Committees on Appointments and Promotions. (Adapted from U.A.A., Art. III.)

2.2 Dean. The Dean of the Law School is appointed by the President of the University; the appointment is subject to formal review every five years. When such an appointment is to be made or a review conducted, the Provost consults formally with all regular faculty of the School and reports their recommendations to the President along with the Provost’s recommendation. (Adapted from U.A.A., Art. II, sec. 5.)

2.3 Associate and Assistant Deans. The Dean of the Law School is assisted by the Associate and Assistant Deans of the Law School, who are appointed by the President and who perform such duties and exercise such authority as may be delegated to them by the Dean. (U.A.A., Art. II, sec. 5.)

2.4 Faculty Meetings. The Law School faculty meets at least once each semester, at a time fixed by the Dean. Additional regular or special meetings may be called at the Dean’s discretion. The Dean presides as chair at such meetings, or may appoint a chair or have the faculty elect a chair in the Dean’s absence. Meetings may also be called or items placed on the agenda upon the written petition of at least twenty-five percent of the Law Faculty. Suggestions for additions to the agenda may be made to the Dean at least one week in advance of the date for a faculty meeting. (U.A.A., Art. IV, sec. 2.)

2.4.1 Voting. The faculty admits to voting membership only those of its members who are also members of the University’s teaching and research and library faculty. Part-time and visiting members of the faculty may attend by invitation but do not vote. (A.A.L.S., Bylaws, Art. VI, sec. 6-6; U.A.A., Art. III, sec. 1(a), (c). July 16, 1971; F.M., November 21, 1988.)

2.4.2 Minutes. Minutes of faculty meetings are recorded and distributed to members of the faculty, the President, the Provost, and the Vice-President for Graduate Studies and Research. (U.A.A., Art. IV, sec. 2.)

2.4.3 Attendance by Students. Law students are allowed to attend faculty meetings to present their positions on matters of concern, except for
those meetings, or portion thereof, which are for good reason closed. The Dean should normally give advance notice if a meeting, or portion thereof, is to be closed. (F.M., January 17, 1972.)

2.5 Other Policies

2.5.1 Non-Discrimination. The Notre Dame Law School admits students of either gender, or any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of gender, race, color, national or ethnic origin in administration of its educational policies, admissions policies, placement services, scholarship and loan programs, and athletic and other school administered programs. The Law School does not discriminate in admission, or access to, or treatment, or employment in its programs on the basis of handicap.

2.5.1.1 The Law School Placement Service is not available to employers who discriminate because of race, color, religion, national origin, or sex. "Discriminate" includes denial of equal opportunity in hiring, promotion, salary scales, or assignment. (A.A.L.S., Bylaws, sec. 6-4; A.A.L.S. Exec. Comm. Reg. 6.19.)

2.5.2 The Notre Dame Law School Honor Code. The Code was adopted by the students and faculty. It is included in Appendix D. (F.M., April 19, 1977.)

2.5.3 Student Discipline. The Law School faculty reserves its right to assert jurisdiction in the first instance in disciplinary cases involving law students. (F.M., March 20, 1972; A.R., June 25, 1974.)

2.5.4 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 internal administrative purposes. (F.M., September 30, 1969.)

2.5.5 Student employment. Law students are discouraged from working during the first year because of the academic rigor of the required curriculum. Work is encouraged during the summer months and, if necessary, part-time during the second and third years of study.
2.5.5.1 A student may not work in excess of 20 hours per week while attending law school on a full-time basis. (A.B.A. Standard 305(c).)

2.5.6 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 it can reasonably be done, but not to go below 70 class days per semester. (F.M., March 23, 1981.)
ARTICLE III

COMMITTEES

3.1 Faculty Committee on Appointments

3.1.1 Membership. The Law School Appointments Committee shall consist of five members: the Dean, who shall serve as Chair; two elected members; and two members appointed by the Dean. Each year an alternate member shall be elected. The alternate shall fill any vacancy or serve pro tem whenever one of the elected or appointed members is unable to do so. All members of the committee must be tenured and must not be on leave of absence. Each member shall have an equal vote. Except for the Dean, terms shall be for two years, with one member elected and one appointed each year.

3.1.2 Responsibilities. The Law School Appointments Committee shall be responsible for recruiting, interviewing, soliciting faculty and student opinions, and recommending to the University candidates for faculty appointment. This committee shall also be responsible for the faculty affirmative action program. Before making recommendations to the University, the Appointments Committee shall call a meeting of the regular faculty at which meeting all candidates being considered for appointment shall be discussed and an advisory vote taken. With regard to appointments to the library faculty, the director of the law library, with the advice of the library faculty serving as a committee of the whole, will recruit, interview, and recommend new appointments. The appointments committee shall review the recommendations of the library faculty. Approved recommendations will be forwarded to the University. (U.A.A., Art. IV, sec. 5(a); F.M., December 16, 1981; December 14, 1992.)

3.2 Faculty Committee on Promotions

3.2.1 Membership. The Law School Promotions Committee shall consist of five members: the Dean, who shall serve as chair; two elected members; and two members appointed by the Dean. Except for the Dean, terms shall be for two years with one member elected and one appointed each year. Each year an alternate member shall be elected. The alternate shall fill any vacancy or serve pro tem whenever one of the elected or appointed members is disqualified or otherwise unable to serve. All members of the committee must be tenured and must not be on leave of absence. Each member shall have an equal vote, except that:
3.2.1.1 a member of the committee who is an associate professor is disqualified from considering the promotion of any person to the rank of professor and shall not attend, participate, or vote at a committee meeting concerning the promotion of any person to the rank of professor;

3.2.1.2 a member of the committee who is serving as an officially designated mentor to a person being considered for promotion is disqualified from considering that person's promotion and shall not attend, participate, or vote at a meeting concerning that person's promotion. (F.M., December 14, 1992.)

3.2.2 Responsibilities. The Law School Promotions Committee shall be responsible for evaluating teaching, scholarship, and service to the law, the profession, and the University. The Committee is also responsible for soliciting faculty, student, and outside evaluations and making recommendations to the University concerning candidates for promotion. Before making recommendations to the University, the Promotions Committee shall solicit the comments and recommendations of each member of the faculty concerning a candidate for promotion or tenure. With regard to the library faculty, the committee shall receive and review recommendations for promotion from the director of the law library. Approved recommendations will be forwarded to the University. The Committee shall evaluate annually the performance of each untenured faculty member and report its evaluation to that member. (U.A.A., Art. IV, sec. 5(a); F.M., December 16, 1981.)

3.2.3 The Dean, in consultation with the Promotions Committee, shall appoint a mentor for each untenured member of the faculty. (F.M., December 14, 1992.)

3.3 Procedures for Committees on Appointments and Promotions

3.3.1 Vice-Chair. Each Committee shall elect by ballot a Vice-Chair, who shall preside in the absence of the Chair, and shall perform such other duties as may be delegated by the Chair or by the Committee.

3.3.2 Meetings. The Chair shall promptly call a meeting of the Committee upon hearing of any situation that may call for appointment to the Faculty, or other exercise of the powers of the Committee.
3.3.2.1 The Chair may call a meeting at any other time, and shall do so on the written request of the Vice-Chair or any two or more other members.

3.3.3 Quorum. A majority of the members of the Committee shall constitute a quorum.

3.3.4 Recommendations. The Committee shall prepare a written report of its recommendations. The Dean shall transmit this report to the Provost, together with the Dean's own recommendations.

3.3.5 Emergencies. In the case of an emergency requiring an appointment to the faculty before a meeting of the Committee can be held, the Chair shall promptly notify the Vice-Chair, who shall ascertain the sense of the Committee by contacting the members as far as is practicable, and shall report to the Chair. The sense shall be submitted to the Provost in the same manner as for submitting the sense of the Committee as ascertained in a meeting.

3.3.6 Structure. The structure of either the Promotions or the Appointments Committee may be amended by adoption of a new organization plan approved by the Dean and by a majority vote of the Law School faculty at a meeting called for that purpose. (F.M., December 16, 1981.)

3.3.7 Common Membership. Except for the Dean, no faculty member shall serve on both the Appointments and the Promotions Committees simultaneously. (F.M., December 16, 1981.)

3.4 Other Committees. Other committees may be created by the Dean or by a majority of the faculty, permanently or temporarily, as the Dean or the faculty determine. (U.A.A., Art. IV, sec. 5(b).)

3.5 Student Participation on Law School Committees

3.5.1 Voting. The faculty authorizes student voting membership on each committee other than the Faculty Committees on Promotions and Appointments. The faculty members of the committee shall decide, by majority vote, whether and on what business a student member may vote, and no more than one student member may vote. (F.M., September 28, 1968; October 4, 1971.)
3.5.2 Attendance. The faculty members of a committee shall decide, by
majority vote, whether and on what business to invite one or more
student members. (F.M., September 28, 1968; October 4, 1971.)

3.6 Student Participation on University Committees

3.6.1 Academic Committees and Councils. Student participation should be
encouraged on those academic committees and councils of the
University where participation would benefit the total community.
The appropriateness, nature and extent of such participation should be
studied by the committees and councils, and recommended changes
should be proposed to the appropriate authority. When the
recommendation involves a change in the wording of the Faculty
Manual, the change should be considered by the Academic Council.
Inter alia, committees for admissions, appointments and promotions,
and for awarding scholarships and fellowships are inappropriate for
student membership, but these committees may benefit from other
forms or participation such as receiving student opinions of faculty
teaching and the like.

3.6.2 University Academic Council. Student members of the Academic
Council have full speaking and voting privileges. These student
members will be selected annually from the following constituencies,
in a manner determined by a special committee of the Academic
Council appointed for this purpose by the chair:

3.6.2.1 Two undergraduate students, rotated among the four
undergraduate colleges;

3.6.2.2 One student from the Graduate School or, in alternate
years, from the other programs of advanced studies;

3.6.2.3 The Academic Commissioner of Student Government
will be an ex-officio member. (U.A.A., Art. IV, sec.
3(a).)
ARTICLE IV

4 DEGREE REQUIREMENTS

4.1 Juris Doctor Degree. To earn a J.D. degree, students must:

4.1.1 Successfully complete a minimum of 90 credit hours. See also section 4.2. (F.M., March 3, 1977.)

4.1.2 Successfully complete all required courses, as listed in section 4.3.

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

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

4.2 Credit Hours. Degree requirements for the Juris Doctor degree include the successful completion in residence of at least ninety full weeks of work consisting of at least 1,120 class hours of at least fifty minutes each. (A.B.A. standard 305.)

4.3 Required Courses

4.3.1 All courses in the first year are required: Civil Procedure I & II; Contracts I & II; Criminal Law; Criminal Procedure; Ethics I; Legal Research I; Legal Research II - Moot Court; Legal Writing; Property I; Torts I & II. (F.M., March 5, 1971; July 1, 1976; June 30, 1983.)

4.3.2 In addition to first-year courses, students must successfully complete the following courses prior to graduation: Business Associations, Constitutional Law, Evidence, Federal Taxation, Property Settlement (each four hours); Commercial Law, Jurisprudence, and Property II (each three hours). (F.M., October 4, 1978; A.R., June 30, 1983.) The Commercial Law course requirement may be satisfied by any one of these courses: Commercial Law-Sales, Credit and Payment Devices, Secured Transactions. (F.M., April 9, 1986; December 13, 1989.) Ethics II (one hour) is also required. The Ethics II requirement may be satisfied by any one of these courses: Ethics II, either of the two Clinical Ethics courses, Law 591C or 591D, or Introduction to Law and Ethics and Business Associations (taught only in London) (A.R., June 30, 1983; March 25, 1994.)
4.3.3 It is the sense of the law faculty that the required courses of section 4.3.2 be fulfilled as nearly as possible in the second year of study, except for Ethics II which is a third-year requirement.

4.4 Elective Courses

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

4.4.2 Directed-Readings Programs. It is administrative practice to deny approval of more than one directed readings program per semester for each student. Directed-readings programs carry one or two semester hours of credit, at the discretion of the member of the faculty offering the program. (A.R., August 30, 1972.) In the London all-year program students are limited to two directed readings for a maximum of two hours each in the course of the three-term academic year. (A.R., June 30, 1983.)

4.4.3 Graduate School Courses.

4.4.3.1 A student in the Law School may receive credit for courses taken in the Graduate School as follows:

4.4.3.1.1 Up to three hours of credit may count toward the minimum hour requirements in any semester after the first year. (F.M., January 7, 1977.)

4.4.3.1.2 Up to three courses, totaling up to nine semester hours of credit, may be credited toward the J.D. degree.

4.4.3.1.3 The determination of what constitutes a graduate level course for purposes of this rule rests within the Dean’s discretion. (A.R., November 22, 1971; F.M., January 1, 1977.)

4.4.3.2 A full-time student enrolled in the Law School shall pay no additional tuition for graduate-school courses.

4.4.3.3 In accord with University and Graduate School regulations, a law student seeking a degree in the Graduate School [that is, a degree other than the J.D.] must apply for admission to the Graduate School and be
accepted by the appropriate department. (U.A.C., sec. 3.3.)

4.4.3.4 Graduate Law Courses in London. The London Director will assign a Notre Dame London law course number and course name for each course authorized to be taken at a London school other than Notre Dame. Prior to authorizing a student to take a course for credit, the Director must be satisfied that the course work merits Notre Dame Law School credit. In the process of making this determination, the Director would develop a course description and arrange for a grade report after the student satisfactorily completes the course. The Director should then submit the student’s name, grade and course description to the Law School Coordinator of Admission, Registration, and Records who will report the grade to the University Registrar for inclusion on the student’s transcript. (A.R., November 20, 1978.)

4.4.4 Academic Externships. The Dean may approve for academic credit an externship program fulfilling the following conditions:

4.4.4.1 Content and supervision must comply with the student practice rules of the jurisdiction in which the work is done.

4.4.4.2 A member of the full-time Teaching and Research Faculty must accept full responsibility for the program.

4.4.4.3 The program must include a substantial component of classroom work under the responsible Faculty member. The classroom component should normally consist of 15 classroom hours per hour of academic credit.

4.4.4.4 No student may gain more than four hours of academic credit in such programs. Such credit is without prejudice to a student’s ability to gain co-curricular credit under the provisions of the Hoynes Code.

4.4.4.5 A student may not receive compensation for work performed as part of an academic externship. (F.M., February 14, 1992; November 16, 1992.)
4.4.5 Legal Externship. One unit of co-curricular externship credit may be awarded for student volunteer legal work of six weeks or more undertaken during the summer months in any court, agency, or public or private law office. Externship work must be conducted under faculty supervision, conform to the approved standards of the faculty, and have the advance approval of the Associate Dean for Academic Affairs. This one unit of co-curricular credit may count as one of the four maximum allowable co-curricular credits towards graduation requirements but cannot count toward the minimum hours required during any semester for residency. The credit will be reflected on a student’s transcript. (F.M., March 25, 1991)

4.4.6 London Internship Program. Credit shall be given for participation in the London Internship Program in accordance with the policy and procedures set forth in Appendix B. (A.R., September 13, 1982.)

4.5 Residency. Each student shall be required to take at least 14 hours in every semester in order to qualify for status as a full-time student. (F.M., March 3, 1977).

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 at least twelve credit hours be taken each semester.

4.5.1.2 Students in the all-year London Program shall be required to take at least 28 hours in the course of the three-term academic year. (A.R., June 30, 1983.) The three-term, all-year London Program is the equivalent of two semesters in residence.

4.5.2 Semesters

4.5.2.1 The required six semesters in residence must be pursued on a Notre Dame campus, except in the case of students who are transferred from another law school, in which case four semesters must be pursued on a Notre Dame campus.

4.5.2.2 The semester prior to graduation must be spent on the Notre Dame campus in Indiana.
4.5.2.3 The full semester prior to the last must be spent on the Notre Dame campus in Indiana unless the requirement of this section is waived by the Dean upon a finding that the predominant part of the student's professional preparation has been obtained on the Notre Dame campus in Indiana, and that there are educationally compelling reasons for spending the semester elsewhere. (F.M., February 21, 1971; F.M., March 13, 1972; A.R., February 8, 1974; A.R., July 1, 1974; F.M., November 12, 1974.)

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. (F.M., November 23, 1981.)

4.7 Joint J.D./M.B.A. Program.

4.7.1 A student in the joint J.D./M.B.A. Program will be required to complete successfully seventy-five hours of Law School courses and forty-five hours of M.B.A. courses to receive the respective degrees. The Law School will accept fifteen credit hours of M.B.A. courses toward completion of the J.D. degree. Concurrently, the College of Business Administration will accept fifteen credit hours of law courses toward the M.B.A. degree requirements. (ABA standard 305, interpretation 2.)

4.7.2 Each student enrolled in the joint J.D./M.B.A. Program shall consult with the Associate Dean for Academic Affairs in planning a curriculum. (A.R., January 9, 1979.)

4.8 LL.M. Program in London. See Article X.
4.9 Special Students. While regular J.D. degree-seeking students are required to comply with the other provisions of this article, a student with a particular need or interest may be authorized to enroll for selected courses as a special student in a non-degree status. (ABA standard 506; A.R., July 10, 1984.)
ARTICLE V

REGISTRATION AND WITHDRAWAL

5.1 Registration

5.1.1 All students must register on the appointed day in each semester. A fee will be imposed for late registration. (U.A.C., sec. 4.1; A.R., November 15, 1987.)

5.1.2 A failure to timely register may cause loss of a seat in a closed class to a waiting-list student who has timely registered whether the seat had been reserved by pre-registration or by lottery. (A.R., November 15, 1987.)

5.1.3 A student who fails to register 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 IX is required. (A.R., November 15, 1987.)

5.2 Drop-Add. Any course may be dropped or added routinely during the first five class days of the semester.

5.3 Course Withdrawals. 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, provided that:

5.3.1 the student’s course load does not fall below fourteen hours; or

5.3.2 the minimum-hour requirement is relaxed by the Dean for good cause shown.

Upon withdrawal the student is to receive a grade of "W" (withdrawal). (F.M., August 12, 1970.)

5.3.3 A student may withdraw from a course after the first five full weeks of the semester only with the permission of the Dean, who shall determine the manner in which the drop shall be treated.

5.3.4 Discontinuance of a course after the first five days of a semester without the Dean’s permission will result in the grade of "F". (A.R., June 30, 1984.)
ARTICLE VI

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. (A.B.A. Standard 305(c); U.A.C., sec. 13.1.)

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 announcement of the policy. (U.A.C., sec. 13.2.)

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, from the examination, and for failure in the course. Professors may excuse absences from their class or required activities. (F.M., April 30, 1986.)

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 co-curriculars undertaken for academic credit, though these activities may occur at a time outside the regularly scheduled classroom period. (F.M., April 30, 1986.)

6.2.4 An absence certified in advance by the faculty advisor of the Legal Aid Program as necessary to the program will not be treated as an absence under the attendance policy. (F.M. January 24, 1978.)

6.3 Examinations

6.3.1 When a written examination is given in a Law School course, it should be administered and graded anonymously. Numbers will be assigned to individual students by the Law School administration. No
indication of a student’s identity by name or class status shall be on the examination paper. (F.M., April 15, 1991.)

6.3.2 A locked box will be used for examination numbers. The box will be locked before any numbers are put in it. The only key to the box will be kept by the Coordinator of Admissions, Registration, and Records. In London the key will be kept by the Director, who will supervise the number assignment system. Numbers may be assigned during the semester to accommodate special examination schedules.

6.3.3 The boxes will remain locked in the custody of the person holding the keys before and during the examination period. Those people are responsible for the security of the numbers to insure strict anonymity until the grades are officially deposited with the University Registrar.

6.3.4 Examinations may be either handwritten or typed. Computers or typewriters with more than one line of memory cannot be used on law-school examinations. (F.M., February 14, 1992.) Examinations must be typed if a student’s handwriting is (1) illegible or (2) so distinctive as to betray the student’s identity.

6.3.5 No examinations are to be scheduled for Sundays. (F.M., November 12, 1976.)

6.3.6 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 only during the study period or during the officially scheduled examination time. (F.M., February 8, 1988.)

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 first cleared with the professor. (F.M., October 11, 1971.)

6.5 Trial Advocacy Jurors. First-year students are required to serve, when summoned, as jurors in the Trial Advocacy Comprehensive and Trial Practice courses. Failure to respond to a summons renders the student ineligible to enroll for the Trial Advocacy Comprehensive and Trial Practice programs. (A.R., March 16, 1972.)
ARTICLE VII
7 GRADING, ACADEMIC GOOD STANDING, HONORS, PROBATION, AND DISMISSAL

7.1 Grading. Grading in the Law School is governed by the Hoynes Code. (A.C.M., spring 1987.)

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. (University Registrar, June 26, 1987.)

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Value</th>
<th>Letter Grade</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>C+</td>
<td>2.333</td>
</tr>
<tr>
<td>A-</td>
<td>3.667</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>B+</td>
<td>3.333</td>
<td>C-</td>
<td>1.667</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.667</td>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

(F.M., April 9, 1986.)

7.1.2 Within the grading system described in section 7.1.1, an "A" is superior, "B" is good, "C" is satisfactory, "D" is unsatisfactory with credit, "F" is failure. (F.M., February 14, 1992.)

7.1.3 Other grades

7.1.3.1 "I" (Incomplete). The grade of "I" is a temporary grade indicating failure to complete work in a course. The course work must be completed and the "I" changed prior to the end of the next semester's final examination period; otherwise the "I" will be changed to an "F." (F.M., May 14, 1981.)

7.1.3.2 Satisfactory/Unsatisfactory. The Law School will use a grade of Satisfactory or Unsatisfactory for selected courses. (F.M., May 7, 1976.) (See also section 7.1.5.)

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 courses may not be taken in the same semester. (F.M., March 3, 1977.)
7.1.4 Audits. Law students may audit courses in the Law School without administrative permission. Auditors must obtain the permission of 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. (F.M., March 20, 1973.)

7.1.5 Co-Curricular Credit. Academic credit, on a "satisfactory-unsatisfactory" basis, may be awarded to students participating in co-curricular activities which 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 director of activity, (3) the extent and manner of periodic evaluation and review of the performance of students participating in the activity, (4) the amount of time required to earn the credit. (F.M., April 3, 1970; F.M., February 25, 1971; F.M., May 8, 1972.)

7.1.5.1 No more than 4 credit hours may be applied toward the minimum credit hours required for graduation as provided in section 4.2.

7.1.5.2 No more than 2 hours per semester can be applied to the minimum semester-hour requirement as provided in section 4.5.

7.1.5.3 Additional regulations relating to section 7.1.5 are in Appendix A of this Code. (A.R., February 1973).

7.1.6 Reporting and Finality of Grades

7.1.6.1 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. (A.R., July 13, 1971.)

7.1.6.2 Each faculty member, upon finishing grading, will submit a grade report (by examination numbers) to the Coordinator of Admissions, Registration, and Records or to the London Director, who will immediately make a photocopy of the report and post it.
7.1.6.3 All grades will be final when filed with the Coordinator of Admissions, Registration, and Records, 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 7.1.6.4, there shall be no right of appeal from the faculty member’s decision on a grade. (F.M., April 15, 1991.)

7.1.6.4 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, or an Associate or Assistant 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 shall then 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. (F.M., April 15, 1991.)

7.1.7 Grade Reports

7.1.7.1 Only the University will provide individual grade reports to students. The Law School will not make grade reports directly to the students, except in cases of probation or dismissal for academic deficiency. (F.M., March 23, 1981.)

7.1.7.2 An official grade point average will be computed for each student’s record. (F.M., May 14, 1981.)

7.1.7.3 The Law School will not publish an individual’s grade point average or rank in class. (F.M., March 24, 1969.)

7.1.7.4 The Law School does not rank students, either internally or externally. (F.M., November 20, 1991.)

7.1.7.5 For each class, the Law School will publish the grade point average on a semester basis and on a cumulative basis. (F.M., November 20, 1991.)
Good Standing

Determination of academic good standing will be based on grade point average. (F.M., May 14, 1981.)

In calculations for standing, honor roll, graduation, 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.

Course credits graded satisfactory/unsatisfactory and course credits taken pass/fail do not enter into the calculations.

For determining standing the grade of "I" (incomplete) 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" really should be treated as "NR" (not reported) and in the latter case may find that the first semester of probation has been eliminated. (A.R., February, 1984.)

To maintain academic good standing:

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

Second- and third-year students must achieve minimum semester GPA of 2.000. (F.M., November 23, 1981.)

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

Probation will result:
7.2.3.1.1 From failing to maintain academic good standing as defined above but maintaining better than dismissal semester GPA as defined below.

7.2.3.1.2 In 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 totalling six or more semester hours in any one semester after the first semester of the first year. (F.M., November 23, 1981.)

7.2.3.3 A student may be dismissed for academic reasons at the end of the first semester. (F.M., May 14, 1981.)

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. (F.M., May 14, 1981.)

7.3 Honors

7.3.1 Dean’s Honor Roll. A Dean’s Honor Roll, based on semester grade point average, will be published each semester.

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. (F.M., November 23, 1981.)

7.3.1.3 A student must enroll in at least ten semester hours of graded, Law School courses. (A.R., January 24, 1994.)

7.3.1.4 London J.D. students are eligible only at the end of the full year based on the year’s grade point average.

7.3.2 Graduation Honors. Graduation honors will be based on grade point average. (F.M., May 14, 1981.)

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. (F.M., November 23, 1981.)

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. (A.R., September, 1983.)

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. (F.M., March 25, 1969.)

7.4.2 A failure in any required first-year course shall require retaking the course, except that the professor shall have the discretion to waive the requirement if the second semester of the course is passed. This waiver shall not change the student’s record and shall not give any credit hours toward graduation.

7.4.3 A student who fails an elective course need not retake it; however it earns no credit for graduation. (F.M., March 25, 1969.)

7.4.4 If a student fails a course, whether or not it is a required course, the student may, if otherwise eligible to continue, retake the course, and 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 required courses must be passed. (F.M., November 22, 1971.)

7.4.5 A retaken course shall be registered for by the proper name of the course and its regularly assigned credit hours. (A.R., May 23, 1972.)

7.4.6 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. (A.R., June 30, 1984.)

7.4.7 Failure in a pass/fail or in an ungraded course shall be computed in the grade point average like failure in a graded course. (F.M., November 21, 1988.)

7.5 London

7.5.1 No student is eligible to participate in the full-year London Program without having successfully completed all first-year courses. (F.M., September 29, 1970.)

7.5.2 The Dean may waive one first-semester failure, for purposes of eligibility for the full-year London Program. (F.M., March 20, 1972.)

7.5.3 The London Summer Program, while using the same grading system, shall not be subject to the rules for dismissal, probation, or Dean’s Honor Roll. (A.R., February 8, 1983.)

7.5.4 The entire year in London, in both the J.D. and the LL.M. programs, will be treated as a unit. That means that the entire year will be treated as one semester under the grading system for purposes of dismissal, probation, and semester honor roll. (A.R., February 16, 1983.)
ARTICLE VIII

FINANCIAL AID

8.1 Need. No scholarship will be granted to students who cannot demonstrate need. (F.M., March 10, 1970.) The exception will be for those scholarships for which need is not one of the established criteria (e.g., Lardy Scholarship, White Scholarships). (A.R., July 31, 1984.)

8.2 Tuition Grants. The purpose of tuition grants is to provide opportunity for the educationally disadvantaged. The retention of such a grant is based upon the student’s ability to maintain a minimum passing average.

8.2.1 The faculty will annually determine the number of tuition grants which are to be awarded for each succeeding year.

8.2.2 Approximately one-third of all individual allocations of aid shall be given as tuition grants, but not to exceed one half. (F.M., March 10, 1970.)

8.3 Retention.

8.3.1 The scholarship retention standard is a mid-point between B and C, determined cumulatively at the end of each academic year. (F.M., April 10, 1972.)

8.3.2 For tuition grants the standard shall be acceptable progress toward the J.D. degree. (A.R., February 13, 1992.)

8.4 Duration of Scholarship or Grant.

8.4.1 Scholarships and tuition grants will normally be awarded for a one-year period with renewal for succeeding years subject to review for satisfactory progress toward the law degree considering sections 8.2 and 8.3, and also subject to the availability of funds.

8.4.2 Renewal of the scholarship award or tuition grant will normally be limited to cover a maximum of six semesters of law-school study. (A.R., July 31, 1984.)

8.5 Size of Scholarship or Grant. In determining the amount of a scholarship or tuition grant, any other scholarships or tuition grants being received by the student will be taken into account. Scholarship awards and tuition grants will not normally exceed full tuition. The exception is for those which carry a
subsistence stipend in addition to and separate from the tuition award. (A.R.,
July 31, 1984.)
ARTICLE IX.

READMISSION AND TRANSFER ADMISSION

9.1 Standards and Procedure for Readmission.

9.1.1 Readmission to the Law School after exclusion for academic failure will be allowed only when that failure was caused by unavoidable and non-recurrent circumstances of an extraordinary nature. (See A.B.A. standard 305.)

9.1.2 The standards for readmission after dismissal for academic deficiency provide that no student may recommence studies until one full academic year after the end of the semester in which the student was dismissed. (F.M., May 10, 1977.) 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. (F.M., May 14, 1981.)

9.1.2.1 The Dean has the authority to waive section 9.1.2 of the Hoynes Code. (F.M., April 5, 1979.)

9.1.3 The Dean will decide all questions of readmission, guided by the following policy of allowing readmission only if:

9.1.3.1 the circumstances set out in sec. 9.1.1 are applicable, and

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

9.1.3.2.1 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.

9.1.3.2.2 It will ordinarily 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 sponsor.

9.1.3.2.3 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. (A.R., April 26, 1982.)

9.1.4 A readmitted student will ordinarily have to repeat the entire semester for which the student was dismissed. A student who fails out in the first year, whether in the first or second semester, will ordinarily 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 for the semester in which the failure occurred.

9.2 Transfer Admission.

9.2.1 Applicants seeking transfer from other law schools must make a written statement of previous attendance in law school. Usually transfers will be accepted only from schools accredited by the American Bar Association or members of the American Association of Law Schools. Exceptions may be made in extraordinary cases. (A.B.A. standard 305, interpretation 3; A.A.L.S. Exec. Comm. Reg., sec. 1.5; F.M., September 17, 1974.)

9.2.2 Students in the London all-year program who are from schools other than Notre Dame and who desire to transfer to Notre Dame for their third year must have taken a minimum of 28 credits during the London year (see section 4.5.1.2) and must be in good standing, i.e., have a cumulative grade point average of 2.000 or better. (A. R., February 16, 1983.)
ARTICLE X.

10 DEGREE REQUIREMENTS FOR THE LL.M. PROGRAM IN LONDON

10.1 Accreditation. The LL.M. Program in London was approved by the Section on Legal Education of the American Bar Association on August 9, 1986. It was approved by the University of Notre Dame Academic Council on October 15, 1986.

10.2 Credit Hours

10.2.1 The minimum total credit hours required for the LL.M. degree is 24. Up to four credits of this total may be awarded for completion of a written work of substantial quality done under the supervision of a member of the Notre Dame law faculty. (A.R., January 11, 1988.)

10.2.2 The credits must be earned on the basis of the J.D. grading system (see Article VI). The pass-fail option (see section 7.1.3.3) and "satisfactory-unsatisfactory" grading (see section 7.1.3.2) do not apply to LL.M. students; neither do the co-curricular activity credit provisions of section 7.1.5. Audits are permitted as stated in section 7.1.4. (A.R., January 11, 1988.)

10.3 To graduate, an LL.M. student must achieve a minimum cumulative GPA of 2.000. (A.R., January 11, 1988.)

10.4 Semester and Course Requirements

10.4.1 The academic calendar in London consists of three terms and a five-week summer term; each followed by an examination period of approximately one week. (A.R., January 11, 1988.)

10.4.2 To qualify for the LL.M. degree a student must engage in study for a minimum of three terms. A maximum of eight credits may be earned in the summer term. (A.R., January 11, 1988.)

10.4.3 All courses must be taken at the Notre Dame program in London, except that, with the special permission of the Dean, some credits may be earned at the home campus. No credit may be earned by taking courses at another institution.

10.4.4 Because of the option to earn credits through a thesis (see section 10.2.1) the Directed-Readings Program described in section 4.4.2 does not apply to LL.M. students.
10.4.5 The London Internship Program (see section 4.4.6) is for J.D. students only and is not available for LL.M. students. (A.R., January 11, 1988.)

10.4.6 No particular courses are required for the LL.M. degree except that every student who does not have an American J.D. degree is required to take the course "Introduction to the American Legal System." Those students with an American J.D. degree may not receive credit towards the LL.M. for courses which duplicate similar courses taken as part of the student’s J.D. curriculum. For other students, whether a particular course may be duplicative of previous work shall be decided by the Director. (A.R., January 11, 1988.)

10.4.7 Any course may be dropped or added routinely during the first five class days of the semester. A course may be dropped without penalty only during the first five full weeks of a term with the Director’s permission. Upon such withdrawal the student is to receive the grade "W" (withdrawal). After the first five weeks a drop requires the Director’s permission and the Director shall determine the manner in which the drop shall be treated. Discontinuance of a course after the first five class days of a term without the Director’s permission will result in the grade of "F". (A.R., January 11, 1988.)

10.5 Applicability of Earlier Articles

10.5.1 The provisions of Article VI re Attendance, Honor Code, Examination, and Grading are applicable to the LL.M. program unless otherwise stated or unless clearly inapplicable (see, e.g., section 6.5). (A.R., January 11, 1988.)

10.5.2 The provisions of Article VII generally do not apply to the LL.M. program but sections 7.4.1, 7.4.3, 7.4.4, and 7.4.5 shall apply in respect to course failures and section 7.3.2 shall apply in respect to graduation honors. (A.R., January 11, 1988.)

10.5.3 The provisions of Article VIII in respect to Financial Aid and of Article IX in respect to Readmission and Transfer Admission do not apply to the LL.M. program. (A.R., January 11, 1988.)
ARTICLE XI.

11 APPENDICES

Appendix A. Regulations for Awarding Academic Credit for Co-Curricular Activities

Appendix B. London Internship Program

Appendix C. Notre Dame Law School Honor Code

Appendix D. Notre Dame Law Review Statutes and Bylaws

Appendix E. Alcoholic Beverage Policy
APPENDIX A

Regulations for awarding academic credit for co-curricular activities approved by the Faculty.

Legislative Research

Up to two hours credit per semester may be given for satisfactory participation in Legislative Research. The Faculty Advisor shall certify at the close of each semester the names of students entitled to credit, and the amount of credit to which each is entitled. A student desiring to be considered for credit for Legislative Research work in a particular semester shall submit to the Faculty Advisor actual research, draft statutes, specific memoranda, or other work products that demonstrate a significant intellectual and professional accomplishment of that student acting alone or actively with others.

Legal Aid Clinic

1. Students who have completed two semesters of participation in the Legal Aid Clinic, and have completed Legal Aid I and Legal Aid II for academic credit, are eligible to register for the Legal Aid Clinic as a co-curricular activity.

2. Legal Aid Clinic interns will be required to work an average of three hours per week over the period of a semester in order to attain one hour of co-curricular credit. Should the intern elect to participate in the Clinic for two co-curricular credits, that intern would be required to work an average of six hours per week over the semester. Students may only register for two credits per semester.

3. Work, as used in the preceding paragraph, is inclusive of attendance at any Clinic seminars required by the Faculty Directors, and carrying out all responsibilities required to effectively represent clients assigned to the student interns.

4. The time put in by the student interns in actual clinical work and attendance at seminars will be recorded weekly by the interns and submitted to the Faculty Directors. The awarding of credit to the student interns at the termination of a semester, when the student has elected to participate for credit, will be determined by the Faculty Directors of the Clinic.

5. Each intern will have one or more supervising attorneys, who shall be kept apprised of the work being done by the students on a weekly basis. If, after reasonable notification and warning, the supervising attorney considers that the intern has not fulfilled the requirements, credit may not be awarded to the student intern. It shall be the ultimate responsibility of the supervising attorney to supervise the work of the student interns and to report to the Associate Dean for Academic Affairs at the conclusion of each semester the

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names of the participants who are entitled to academic credit, and the amount of credit to which each is entitled.

Notre Dame Law Review

1. A second-year member of the Notre Dame Law Review staff may earn four hours of academic credit for satisfactory participation during the second year. The student may allocate these credits to either semester of the year in which they are earned, or to either semester of the following year if satisfactory participation continues during that year. A third-year member of the Notre Dame Law Review may earn two hours of academic credit applicable to either semester for satisfactory participation during the third year—provided, that not more than two credits may be allocated to any one semester and not more than four may be considered in fulfillment of requirements for graduation.

2. Satisfactory participation shall consist of one of the following:

   (a) writing one case comment and one note, or the equivalent, plus performing research, proofreading, etc., as assigned.

   (b) writing one note and performing substantial editorial work; or the equivalent.

   (c) performing the duties of the Editor-in-Chief, or one of the four principal assistants.

3. The Editor-in-Chief shall determine and report in a manner satisfactory to the Faculty Advisor what members of the staff are participating satisfactorily. The Faculty Advisor shall report to the Law School Coordinator of Admission, Registration, and Records what members are entitled to academic credits.

Thomas J. White Center on Law & Government

Students selected as White Scholars may earn three (3) units of graded academic credit (one in the fall semester and two in the spring semester of their second year) by:

1. satisfactory completion of a student article of publishable quality for the Journal of Law, Ethics & Public Policy;

2. the performance of satisfactory staff work for the Journal; and

3. regular and satisfactory attendance, participation, and preparation for White Center seminars, lectures, and other events.
The determination as to whether a student’s performance has been satisfactory as well as a student's grade shall rest exclusively with the Director.

Those White Scholars who satisfactorily complete the above will be invited to participate in the White Center in their third year and serve as an editor of the Journal for which they may earn one unit of S/U co-curricular credit during each of the fall and spring semesters of their third year.

At the end of each semester, the Director shall submit, in writing, to the Dean of the Law School the names of those students eligible for academic or co-curricular credit under the foregoing criteria.

Moot Court-Trial

The Moot Court-Trial is a co-curricular program designed to provide greater exposure to all aspects of courtroom trial practice for students interested in litigation. It is an option available to all third-year students who desire to more fully acquaint themselves with the subtleties of trial practice. It is offered as a co-curricular for one or two credit hours per semester. (F.M., April 4, 1978.)

Moot Court-Trial is directed to third-year students and thus complements the Moot Court-Appellate program for first- and second-year students. It permits a student to participate in a comprehensive and integrated courtroom advocacy program; it enables the student to develop thinking and speaking skills in the first-year Moot Court-Appellate program, to further develop and refine appellate advocacy skills in the second-year Moot Court-Appellate program, and then to develop and refine the trial advocacy skills in Moot Court-Trial. The Moot Court-Trial is not meant to compete or conflict in any way with the Moot Court-Appellate program but rather is designed to complement the advocacy skills developed in the Moot Court-Appellate program.

The Moot Court-Trial approach is to utilize all available learning tools, while emphasizing actual practices through simulated courtroom sessions, as the most effective. To that end, the program requires actual participation in the National Mock Trial Competition through the Notre Dame intra-school competition and selection of the national team. Also the students have the opportunity to learn by observation through the organization and monitoring of the practice court trials.

The intent of the Moot Court-Trial program is to complement the classroom segment of the Trial Advocacy program for those students who have an interest in litigation. Accordingly, participation is the hallmark of this co-curricular activity. In the fall semester the student members of the program will have direct responsibility for the administration of the practice court trials. They will also serve in an advisory capacity for one trial. It will be incumbent upon the student advisor to monitor the four attorneys in their litigation preparation. This will provide an excellent vantage point to oversee the development of trial
strategy, which must necessarily be the pervasive concern in litigation preparation. In addition, the student in conjunction with the faculty advisor will have full administrative responsibility for the development of the record and the materials for the actual trial, for the revision and implementation of the Practice Court Rules, for the resolution of any controversies among counsel, and for contact with the presiding judge. The theory behind these requirements is to enable the student to participate in a trial and to review trial strategy in addition to presenting the student’s own case. It allows each person to critique the trial performance and then to implement the analysis and learning in the presentation of the person’s own case, thereby utilizing the informational process and the practical application in a setting other than the classroom.

The last requirement for the fall semester is participation in a series of "mini-trials" which will provide the determinative basis for the selection of the Regional Mock Trial teams. This competition will involve the basic preparation for a trial, concentrating on direct and cross examination, impeachment, exhibits, opening statement and closing argument. The mini-trials will be judged by members of the South Bend Bench and Bar, who will critically evaluate the performance of trial counsel. These evaluations are meant to be an educational benefit to the students serving as trial counsel and also to form a basis for the selection of the Regional Mock Trial teams for the National Mock Trial Competition.

In the spring semester those selected to be the Notre Dame Law School’s representatives will continue to prepare for the National Mock Trial competition, while the remaining students will assist in the organization and operation of the practice court trials, utilizing their experience from the preceding semester.

In summary, the student members of the Moot Court-Trial will be required in the fall semester to participate in the general administration of practice court, monitor one trial, and compete in the mini-trials. In the spring semester each member will again participate in the general administration of practice court, assist and possibly participate as a member of the Regional Mock Trial Competition team, and conduct a practice court trial.

In addition to this primary responsibility, members of the Moot Court-Trial will have the opportunity to work with raw case files to develop future practice court cases. The student will have the chance to review the actual trial transcript as well as all pleadings to review the performance and strategy of the practicing attorney who handled the case. The primary focus here is to enable the student to more fully develop an appreciation of trial preparation and to discuss the student’s analysis with that of other students and the faculty advisors.

To utilize the valuable experience of those members of the trial bar who generously contribute their time, they will have an active policy of presenting trial related movies and encouraging speakers to appear and provide insights into the trial practice. The intent here is to allow the speaker to provide its own techniques for examination and to allow the students to inquire into strategy and various approaches.
The structure of the Moot Court-Trial will consist of a Director and Executive Committee, as well as faculty advisors. The Director will have the general responsibility for the smooth functioning of the program, and for the operation of the participation levels in the co-curricular. The Executive Committee will cover responsibilities in such areas as judges, witnesses, attorneys, jurors, and speakers. The faculty advisors will provide overall direction and supervision for the program.

The Moot Court-Trial will provide the resources necessary to implement the practice court curriculum as well as satisfy the educational goals of those students interested in litigation by focusing on the courtroom skills, the techniques and the professional responsibility of the competent trial lawyer.

The Journal of College and University Law

A law student who is a member of the staff of the Journal of College and University Law may earn up to four hours of academic credit per year for satisfactory participation in the work of the Journal. No more than two credits may be allocated to any one semester and no more than four credits may be considered in fulfillment of the requirements for graduation.

Satisfactory participation consists of one of the following:

(a) writing one case comment and participating in the writing of one note, or the equivalent, plus performing research, proofreading and the like, as assigned.

(b) participating in the writing of one note and performing substantial editorial work, or the equivalent.

(c) performing the duties of Student Editor-in-Chief or those of a principal assistant to the Student Editor-in-Chief.

The Faculty Editor shall determine which members of the staff have participated satisfactorily and report to the Law School Coordinator of Admission, Registration and Records which members are entitled to academic credit, and the number of credits to which each is entitled. (F.M., June 30, 1986)

Journal of Legislation

1. A law student who is a member of the Journal of Legislation must register for academic credit each semester for which that law student is a member of the Journal. No more than two credits may be allocated to any one semester and no more than four credits may be considered in fulfillment of the requirements for graduation.
2. Academic credit for satisfactory participation will be awarded on a "satisfactory-unsatisfactory" basis to Journal members. Satisfactory participation shall consist of one of the following:

(a) for first-semester, second-year students, making substantial progress (as defined by the Executive Notes Editor) toward completion of one note, or the equivalent, plus performing research, proofreading, editing, etc., as assigned.

(b) for second-semester, second-year students, completing one note, or the equivalent, plus performing research, proofreading, editing, etc., as assigned.

(c) first-semester, for third-year students, making substantial progress (as defined by the Executive Note Editor) toward completion of a second note and performing substantial editorial work, or the equivalent.

(d) for second-semester, third-year students, completing a second note and performing substantial editorial work, or the equivalent.

(e) performing the duties of Editor-in-Chief, Executive Articles Editor, Executive Notes Editor, or a member of the Editorial Board.

3. The Editor-in-Chief shall determine which members have participated satisfactorily and report to the Faculty Advisor which members are entitled to academic credit. The Faculty Advisor shall report to the Law School Director of Admission, Registration and Records which members are entitled to academic credit, and the number of credits to which each is entitled.
APPENDIX B

The Notre Dame London Law Centre Internship Programme

1 The Internship Program is administered by the Director of the Law Centre with the assistance of the Student Placement Director. Credit for an internship may only be obtained by following the interview procedures set up by the Placement Director. The Director of the Law Centre may waive this rule in exceptional circumstances. Internships may be served only with a firm or organization that has been recognized as a part of the internship program by the Director of the Law Centre.

2 The program is a cooperative effort between the Law Centre and legal employers which allows students to do meaningful work for the employers in exchange for academic credit. The Director of the Law Centre will recognize as participants in the program only those legal employers who have signified their willingness to abide by the obligations set forth below in respect to student services and employer supervision.

3 It is central to the concept of this program that the students do work with a recognized educational benefit. This may include all the tasks a lawyer normally performs, such as research, interviewing clients, taking notes in court, etc. Firms are given great flexibility in deciding what sort of work students are to perform. Students should not be used as mere runners, and should not be continually given work without a substantial educational value.

4 The student may, with the approval of the employer, choose to work for either one or two credits. For each credit the student must work a total of sixty hours. The student and the employer are allowed flexibility in tailoring the number of hours the student works per week. The number of hours the student works may include hours worked at home or in a library. There is no requirement that the student work in the employer’s office for a certain number of hours.

5 The employer will designate an attorney as a supervisor for the student’s internship.

5.1 At the beginning of the internship, the intern and the supervisor will together produce a statement describing the work the intern will be doing. The Director of the Law Centre will review this statement and indicate whether it is satisfactory.

5.2 At the end of the internship, the supervisor will certify whether the student has worked to a satisfactory level.
6 Neither the employer nor the student is required to keep a precise record of every minute the student spends on the internship. Students should, however, keep a general log work done each week and of the approximate time involved.

6.1 The Student Placement Director shall review with each intern this log at least once a week to make sure that a sufficient quality and quantity of work is being performed, and that the student intern is referred promptly to the Director if there are any problems.

6.2 The Director shall meet with each intern separately once a month to review the intern’s log and experiences. The Director shall make informal contact from time to time with each attorney supervisor to be assured that all is well or that any problems are promptly and prudently dealt with. Each attorney supervisor shall be encouraged to bring any problems promptly to the Director’s attention.

7 Employers should keep in mind the number of hours per credit mentioned above in deciding how much work to assign the student. Students should not feel that they may not be assigned more than the absolute minimum number of hours; but firms should remember that the student has other commitments, and should not expect many more hours than the minimum.

8 Internships will be graded by the Director of the Law Centre on a Satisfactory/Unsatisfactory basis. A student may receive a maximum of two credits for internships during the academic year. These shall not reduce the amount of co-curricular credit a student may earn.

9 The Interns shall meet together with the Director and the Student Placement Director for orientation and explanation of the rules and standards of this program at the beginning of each term in which they participate, and shall meet twice more each term for the purpose of comparing clinical experience and receiving instruction as to points of law and practice relevant to their common clinical experience.

10 The attorney supervisor has the authority to terminate any internship that is unsatisfactory. The Director shall also have power to terminate any unsatisfactory internship, whether it is unsatisfactory from the point of view of the experience provided, the effort of the intern, or otherwise. The Director has such other lesser and included disciplinary powers over the internship as are necessary and proper.

11 No internship shall be approved nor academic credit given for intern positions which are in their general character merely mechanical and repetitive. To be approved and receive academic credit the internship position must require intellectual work calling for the exercise and strengthening of the intellectual, academic, analytical, and
practice skills of the intern. The Director shall make this determination in approving internship and certifying credit.
Chapter One: Statement of Purposes

1.01 We, the students of the Law School of the University of Notre Dame, enrolled as candidates for admission to the privileges and responsibilities of the practice of law, do ordain and establish this honor code. This code is based upon the assumption that students at the Notre Dame Law School aspire to enter an honored profession, and that their character and conduct while attending this Law School will at all times be a favorable reflection upon their future profession, his School and themselves.

Chapter Two: Scope and Jurisdiction

2.01 This honor code shall become effective immediately upon its adoption by a majority of those law students voting in a ratification election held under Student Bar Association (SBA) auspices. A one-week period of notice shall elapse between the original presentation of the code to students and the ratification election. The polls shall be open six hours, the polling place will be in the main hallway or lounge of the Law School.

2.02 This honor code applies to any academic matter pertaining to the Law School as defined in Sec. 2.03. The Dean retains jurisdiction over all matters not explicitly covered by this code.

2.03 "Academic matter" means any activity which may affect a grade or in any way contribute toward the satisfaction of the requirements for graduation, without reference to the locus of such activity. Academic matters shall include but not be limited to the following:

a. Any examination.

b. Any research or other assignment to be done for a course outside of class.

c. Any work which is in whole or partial satisfaction of requirements to receive credit for participation in any activity for which credit is given.
d. Any misappropriation of another law student's, the university's or another faculty member's notes, papers, books, tapes or other materials.

Chapter Three: Prohibited Conduct Affirmative Duties.

3.01 It shall be a violation of the honor code to engage in any of the following:

a. To use materials or to consult with any other person:
   1. In an exam, except as expressly authorized by the instructor.
   2. In research or other writing assignment, in any manner expressly forbidden by an instructor.

b. To submit as one's own work the work of another.

c. To make any material misrepresentation as to work toward satisfaction of the minimum requirements for grade or credit in any activity for which credit is given.

d. To misappropriate another law student's, the university's or any faculty member's notes, papers, books, tapes or other materials.

3.02 It shall not be a violation of the honor code to give or receive information or assistance unless expressly forbidden by the instructor or except as provided in 3.01 (a)(1).

3.03 Every law student has the duty to report promptly either to the Dean or to the President of the Student Bar Association all circumstances which he believes to constitute a clear violation of the Code. Intentional breach of this duty shall be a violation of the honor code.

3.04 It is the duty of every law student, faculty member, staff member and employee to give testimony or evidence relevant to the alleged violation(s) of the honor code if requested by the student facing disciplinary charges, the person appointed to present evidence in support of the charge, or the honor code board. A person may refuse to testify in order to protect himself from incrimination in a violation to the honor code board. A person may refuse to testify in order to protect himself from incrimination in a violation to the honor code or a public penal law. The honor code committee may excuse anyone from testifying for just cause.

Chapter Four: Administration of the Code.

4.01 There shall be an Honor Council chosen as follows:
a. Each class member shall be entitled to complete one ballot; no proxy voting is permitted.

b. 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 impartial decision concerning my guilt or innocence and (3) determine sanction.

First Choice __________________________________________
Second Choice _________________________________________
Third Choice __________________________________________

c. The two law students in each class receiving the highest number of votes shall be Honor Council representatives; the third highest vote recipient shall be an alternative representative.

d. Election of the council members for the second- and third-year class shall be administered by the S.B.A. before April 1 of the school year before the term to be served.

e. The initial first year council representatives shall be appointed by the Dean before the beginning of classes for the school year of the term to be served. These representatives shall serve until representatives can be elected by the first-year class. This election shall be held by the S.B.A. before November 1.

4.02 Term

a. The term of the council shall begin with class registration for the school year, and terminate on graduation day in the spring; however, the council shall have continuing jurisdiction over any matter it has under formal consideration by the end of its term.

4.03 There shall be an Honor Code Board, to be appointed on a case-by-case basis as follows:

a. Three (3) students as appointed from the Honor Council by the S.B.A. President.

b. Three (3) faculty members as appointed by the Dean.
4.04 Prehearing Procedures

a. Violations of the code as outlined in Chapter Three shall be reported to the S.B.A. President or the Dean; any violations reported to the Dean shall be referred to the S.B.A. President.

b. The S.B.A. President shall have the responsibility of investigating all complaints of honor code violations.

c. Unless the S.B.A. President determines that the complaint is without merit, he shall

1. Deliver to the accused student a copy of the honor code together with a written notice of the specific section(s) of the code allegedly violated, and the specific act(s) constituting the alleged violation(s).

2. Appoint three (3) students from the Honor Council as outlined in 4.03(a) and notify the Dean to appoint three (3) faculty members as outlined in 4.03(b).

3. Select a member of the Law School student body to gather and present evidence in support of the charge.

4. Meet with the accused and compile a list of the names of all persons having information pertinent to the charge, and submit this list to the board.

d. The accused shall select two (2) students and two (2) faculty members from the Honor Code Board to sit in deliberation of the charge.

4.05 Rights of the Accused

Upon receipt of the written charge and during the course of the hearing, the accused shall have the following rights:

a. To select a member of the Law School student body to gather and present evidence in support of the accused.

b. To be personally present during any hearing, provided, however, if the accused refuses to appear or fails to appear without just cause, the board may proceed to hear and determine the matter.

c. To confront and across-examine witnesses.
d. To testify and present evidence and witnesses.

e. To decline to testify. Such declination shall not be considered as evidence in support of the charge.

f. To an open hearing upon written request to the S.B.A. President. It remains within the discretion of the Honor Code Board to exclude witnesses from the open hearing or to close the hearing by a majority vote.

g. In the case of private hearing, to a non-participating student observer.

h. Should the accused decide not to have his case brought before the board, he may waive all hearings and submit to the jurisdiction of the Dean. The Dean then shall, using such procedure as he shall in his discretion decide, determine if there has been a violation of the honor code and in the case of a violation determine the appropriate sanction.

4.06 Procedure of the Hearing

a. The S.B.A. President shall set the date, time and place of the hearing and give written notice to the accused, members of the board and the student presenting evidence in support of the charge.

b. The board shall summon, no later than 48 hours before the hearing, all persons initially selected to be witnesses at the hearing.

c. All board members must be present at the hearing. The S.B.A. President shall have the power to appoint an alternate if a board member or his alternate cannot attend for just cause.

d. Any member of the board shall disqualify himself from a hearing if, in his opinion, he shall be unable to make an impartial decision.

e. Chronological Procedure:

1. Evidence of the charge,

2. Accused student’s evidence in rebuttal,

3. Arguments,

4. Decision on whether the student has committed the violation charged,
5. If found guilty, the board shall hear evidence in mitigation and/or aggravation,

6. Arguments on sanction,

7. Decision on sanction. Such sanction may be as severe as expulsion,

8. Notify the accused and the Dean of the decision.

f. All decisions of the board shall be made in private deliberations by a majority vote based upon a standard of reasonable doubt. Decisions shall be based only upon evidence received at the hearing.

g. The Dean shall review the decision of the board and take final action as follows:

1. Where the accused is found innocent the matter is closed.

2. Absent unusual circumstances, the Dean will act within fourteen (14) days to approve or modify the decision.

h. The board shall keep an audio record of the hearing which shall be the property of the Notre Dame Law School.

1. This tape shall be made available to the Dean for purposes of mitigation.

2. The accused may make, at his own expense, an audio recording of the hearing which shall remain his own property.

i. Charges brought after the Academic Year:

In the event that a charge of a violation of the honor code is brought forth after the graduation day of the Spring semester and before the registration day of the following semester, the accused student may at his option:

1. wait until the registration day of the following fall semester and proceed under the jurisdiction of the Honor Code Board of the next academic year, or

2. the accused student may elect to have the Dean resolve the matter before the term of the new Honor Code Board begins. The Dean, then, shall determine if there has been a violation of
the honor code and in the case of a violation determine an appropriate sanction.

j. Upon formal notice from the Dean of the final determination, the S.B.A. President shall immediately post in appropriate public places in the law building a notice containing:

1. the specific section of the code alleged violated,

2. Board decision,

3. final disposition.

All other matters involving names of any person in any way involved in the proceeding shall not be disclosed.
APPENDIX D.

Alcoholic Beverage Policy

The laws, rules and regulations of the State, the University, and the Law School with regard to alcoholic beverages are summarized as follows:

1. Indiana Law
   a. It is unlawful for a person under the age of 21 to purchase or consume alcoholic beverages.
   b. Alcoholic beverages cannot be sold without a license. (The Law School does not have such a license.)

2. University Regulations. (The complete policy is contained in Du Lac: Student Life Policies and Procedures, University of Notre Dame. The policy is supplemented by a letter from Professor Patricia O’Hara, Vice President for Student Affairs, January 29, 1992.)
   a. No alcoholic beverages may be in the possession of a student inside the Stadium, the JACC, or in any non-residence building on campus, including LaFortune Student Center, all academic buildings, and the dining halls, and on the campus ground. Any exception must be approved by the Assistant Vice President for Residence Life or the Vice President of Student Affairs.
   b. When a student is transporting containers of alcoholic beverages on campus, such containers must be closed and in suitable packaging, e.g., a bag or box.
   c. Kegs are not allowed on campus except in places that are duly licensed by the State of Indiana.
   d. The serving of alcoholic beverages in academic buildings is prohibited.
   e. At all events where the University serves as a host, alcohol may be provided only when it is possible to ensure moderation of consumption through reasonable measures as follows:
      i. alcohol is dispensed by licensed bartenders;
      ii. all participants are of majority age;
iii. at events where admission is charged, the cost of the alcoholic drinks shall be borne by individual consumers and will not be included in the admission fee;

iv. the bar will be open for a limited time (brief) and either before or after a meal; and

v. those who are hosting will provide non-alcoholic beverages as an alternative to alcohol.

3. Law School Rules (A.R., August 31, 1984) (adopted with the approval of the University Vice President for Student Affairs.)

a. The Dean (or an authorized representative) must approve in advance any function where alcoholic beverages are dispensed.

b. Approval will be limited to beer and wine and will not extend to hard liquor. Non-alcoholic beverages and something in the way of food must be served as well.

c. Functions where alcoholic beverages are dispensed will be held in the student lounge only.

d. The request for approval shall be on a form provided by the Dean, with a copy of these Rules attached. It shall be signed by a representative of the organization sponsoring the function and shall state: (1) the times of beginning and termination of the function; (2) that these rules are understood by the sponsoring organization; and (3) the members of the sponsoring organization undertake the obligation to comply with these rules.

e. The sponsoring organization will display signs for the duration of the event which advise that alcoholic beverages are confined to the lounge, and may be consumed only by those at least 21 years old. The signs shall also caution on the dangers of driving and drinking.

f. Alcoholic beverages brought into the Law School for an approved function will be kept under lock and key. The storerooms in the SBA office are available for that purpose.

g. The group arranging the function has full responsibility for compliance with State, University, and Law School regulations, and shall supervise the dispensing of the alcoholic beverages.
h. The Law School is authorized to request a flat-rate donation for the entry into the lounge. There can be no charge by the drink (either cash or ticket).

i. Alcoholic beverages will not be taken into the classrooms or outside the building. They must remain within the lounge.

j. Posters indicating availability of alcoholic beverages will not be posted outside the Law School.
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