

J.S.D. Candidate's Handbook

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

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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. 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. Admission to the J.S.D. Program

1. Dissertation Director

Upon admission to the J.S.D. Program, a J.S.D. candidate will have been assigned a Dissertation Director from among the members of the tenured or tenure-track faculty of the Law School. The Dissertation Director will serve as the candidate's principal academic advisor throughout the program. The candidate's Dissertation Director may be changed, with the approval of the Director of the J.S.D. Program, as may be necessary for the successful completion of the degree.

2. Relationship to LL.M Program

A candidate may be admitted simultaneously to the LL.M Program and to the J.S.D. Program at Notre Dame Law School. In such cases, admission to the J.S.D. program would be conditional on the candidate's satisfactory completion of the LL.M. degree.

C. 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. If the J.S.D. candidate has previously pursued a J.D. or LL.M. degree at Notre Dame Law School, the period of residency may be shortened to one year.

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 candidate's Dissertation Director. The plan of study shall include a minimum of twelve (12) semester credit hours of courses relevant to the candidate's proposed dissertation topic, 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 candidate's Dissertation Director, taking into consideration the particular needs and prior studies of each candidate.

3. Dissertation Proposal

At the end of the first year of study, the candidate shall submit a proposal describing his or her proposed dissertation topic, including the principal theses of the dissertation, an abstract of the dissertation's overall argument, a preliminary outline of the chapters, and a preliminary bibliography of works to be consulted in the preparation of the dissertation. This dissertation proposal must be approved by the candidate's Dissertation Director and by the Director of the J.S.D. Program before the candidate can continue to the second year of study. The Dissertation Director shall convey that approval in writing to the International and Graduate Programs Office.

4. Dissertation Committee

After approval of the dissertation proposal, the candidate will, in consultation with his or her Dissertation Director, arrange for at least two other Dissertation Committee members, who may be from relevant disciplines other than law. Dissertation Committee members may be chosen from the regular teaching and research faculty of the University of Notre Dame or another university. Candidates are encouraged but not required to seek one Dissertation Committee member from another university, but at most only one Dissertation Committee member may be chosen from the faculty of another university. The Dissertation Committee must be approved by both the Dissertation Director and the Director of the J.S.D. Program. Where the Dissertation Director and the Director of the J.S.D. Program are the same person, the proposed Dissertation Committee must also be approved by the Associate Dean for International and Graduate Programs.

5. 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 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 has become ineligible to continue in the J.S.D. program.

6. 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 no later than the end of the second year of residency, the candidate shall submit a detailed dissertation outline and an annotated bibliographic review to the Dissertation Director and the other members of 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 and to the International and Graduate Programs Office.

Once the dissertation outline and annotated bibliography have 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 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.

In the case of a Dissertation Committee member from another university, typically the expectations for review of the draft dissertation are more limited than they would be for a member of the Notre Dame faculty. An appropriate honorarium should be offered to the external Dissertation Committee member, at the Law School's expense and in coordination with the International and Graduate Programs Office.

7. 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 approved for defense by at least two thirds of the members of the Dissertation Committee may be defended. When the dissertation has been approved for defense, the Dissertation Director will inform the Director of the J.S.D. Program and the International and Graduate Programs Office.

8. Dissertation Defense

The International and Graduate Programs Office will schedule the dissertation defense for the earliest feasible date after receiving word from the Dissertation Director that the Dissertation Committee members have 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 Director of the J.S.D. Program, if the director is not a member of the Dissertation Committee. If the Director of the J.S.D. Program is a member of the committee, or is otherwise not available, the defense is chaired by the Associate Dean for International and Graduate Programs or another member of the tenured or tenure-track faculty of the Law School. 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.

9. 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. The Dissertation Director shall also convey that such revisions have been completed satisfactorily in writing to the International and Graduate Programs Office.

10. Copies of Dissertation

After a successful defense and the completion of post-defense revisions, if any, the candidate

presents a copy of the dissertation, signed by the Dissertation Director, to the International and Graduate Programs Office, which shall deposit it with the library.

11. 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 in the J.S.D. Program, the doctoral candidate is required at the end of each subsequent semester until completion of the doctorate to submit a brief report on the progress made on his or her dissertation as well as any other significant academic activities or achievements during that semester. 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, and to the Office for International and Graduate Programs, 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 should 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 an additional two years, at the discretion of the Dissertation Director and the Director of 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. Any further extensions of time can only be made by the Dean of the Law School, in exceptional circumstances. Failure to complete any requirements within the prescribed time period results in forfeiture of degree eligibility.

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

The following formatting requirements in this section may be amended from time to time at the discretion of the Director of the J.S.D Program.

Part One: General Guidelines for Formatting

For all matters not covered by this Guide, the candidate's Dissertation Director acts as arbiter. Format questions not answered in this Guide should be submitted to the Dissertation Director after first consulting the most recent editions of:

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

The Modern Language Association of America, MLA Handbook. New York: MLS.

Turabian, Kate L. A Manual for Writers of Term Papers, Theses, and Dissertations (Chicago Style for Students and Researchers). Chicago: University of Chicago Press.

1. Word Processing and Printing

The dissertation should be prepared in 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.

5. Spacing

The text of your dissertation should use 1.5 line spacing, 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 (. . .).

11. 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.”

12. 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] 2021
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).