

Policy on Individual Study I and II

A student may enroll in Individual Study I (Law 615), for Z credit, and in Individual Study II (Law 715), for letter-graded credit, by complying with the following procedures. The required Application for Individual Study Forms and Completion of Individual Study Forms shall be maintained in the Law Registrar's office and made available to students.

To the extent possible, the rigor, quantity and quality of work shall be the same for Individual Study I and Individual Study II.

Students and faculty advisors should be aware that, despite the possibility of receiving 3 hours of credit in one semester for one project in Individual Study I and in Individual Study II, there is a presumption that 2 or less hours of credit will normally be approved for one project and that 3 hours of credit will be approved only in rare and exceptional circumstances.

The research and other work that a student does to earn credit hours for an Independent Study I project and an Independent Study II project must be uncompensated work.

Individual Study I

I. COURSE DESCRIPTION

A. Individual Study I is available for students who wish to conduct research or writing, or both, on an assigned topic under the supervision of a faculty member, or participate on a mock trial team, or other competition team, at a regional or national competition under the supervision of a faculty member.

B. The student may receive from 1 to 3 Z credit hours for each Individual Study I project provided that he or she does not exceed the total number of allowable Z credit hours.

C. The student must perform a minimum of 40 hours of work for each hour of Z credit earned.

D. Prior Course Credit Already Received Or Will Be Received.

A student shall not receive credit by doing research or by turning in a paper for which the student has already received or will receive credit in another course or for another project (in any academic program), such as a moot court brief, a research paper for a course, or a law journal paper. If a student intends to use research and/or a paper for which the student has already received credit, the student may use such as a part of his or her current Individual Study I project if the student: (1) fully discloses that he or she will use the research and/or paper from another course or project and that (2) a substantial

amount of additional research and work will be done for the credit he or she will receive for the current Individual Study I project. The substantial additional research and work must meet the same number of work hours, rigor and quality as would a project that does not include research and/or a paper from another course or project for which the student has already received credit; and, the substantial additional research and work must be uncompensated.

E. Prior Non-Course Related Research and Work Products.

A student may use prior research and work products, performed in a non-course related setting, including employment work (whether compensated or uncompensated) provided that such prior research and work products are used only as a part of the student's current Individual Study I project. The student must: (1) fully disclose that he or she will use prior research and work products from another project and that (2) a substantial amount of additional research and work will be done for the credit he or she will receive for the current Individual Study I project. The substantial additional research and work must meet the same number of work hours, rigor and quality as would a project that does not include prior research and work products from a non-course related project; and, the substantial additional research and work must be uncompensated.

II. PROCEDURE & REGULATIONS

1. Submission of Application for 2 or Less Z Credit Hours in One Semester or Term

A. The student must obtain a faculty member advisor to supervise the project.

B. The student must submit to the Law Registrar an Application for Individual Study I Form indicating: (1) the specific nature of the proposed project in sufficient details to identify the scope and rigor of the project; (2) the number of Z credit hours requested; (3) whether the student will use prior research and prior work products from a course or other project for which the student has already received credit, with a copy of all prior research and work products attached to the Application; (4) whether the student has or will receive compensation for the prior research and prior work products; (5) that a substantial amount of additional research and work will be done for the credit the student will receive for the proposed project, if the student will use prior research and prior work products; (5) that the student has not and will not receive other law school credit for the work done on the proposed project; (6) that the student has not and will not receive compensation for the work done on the proposed project; (7) the semester in which the project will be completed and the credit awarded; (8) the student's signature attesting to items 1 through 7 above; and (8) the faculty advisor's signature showing his or her approval of the project and the number of credit hours for the project.

C. On completion of the proposed project, the student must submit to the Law Registrar a Completion of Individual Study I Form indicating: (1) that the proposed project has been satisfactorily completed; (2) the number of hours of work performed on

the project; (3) a statement that the research and other work the student did to earn credit for the project were uncompensated; (4) that the student has not and will not receive other law school credit for the work done on the project; (5) that the student has met all of the relevant requirements of this policy; (6) the student's signature attesting items 1 through 5 above; and (7) the faculty advisor's signature indicating his or her opinion that the student has completed all necessary requirements and that the requested number of Z credit hours be awarded to the student.

D. The awarding of 2 or less Z credit hours is based solely on the faculty advisor's approval as indicated on the Application for Individual Study I Form and on the Completion of Individual Study I Form. No other approval is required.

2. Guidelines for Faculty Advisors

A. The faculty advisor shall (1) review the student's research or other acceptable proposal for Individual Study I credit and give his or her approval or disapproval of the proposal and (2) affix his or her signature to the Individual Study I Form showing his approval or disapproval of the proposal.

B. For an approved proposal, the faculty advisor shall monitor the student's work to ensure, to the extent possible, that the student completes at a minimum 40 hours of research or other work required to obtain each hour of Z credit and that the quality of work performed is acceptable and consistent with the quality of work expected in a comparable letter-graded course.

C. After the student's completion of the project, the faculty advisor shall affix his or her signature to the Completion of Individual Study I Form, indicating his or her opinion that the student has completed all necessary requirements and that the requested number of Z credit hours be awarded to the student.

3. Submission of Application for 3 Credit Hours in One Semester or Term

A. A student desiring 3 Z credit hours for one project must submit the Application for Individual Study I Form to the Curriculum and Practices Committee (the Committee) for its approval or disapproval of the number of Z credit hours.

B. Guidelines for the Curriculum and Practices Committee

The Committee shall evaluate the merits of the proposed project including: (1) the number of hours of work required to complete the project; (2) the rigor of the project when compared to a 3 or more hour letter-graded course; (3) whether the project will advance the academic and/or skills training mission of the Law School; and (4) the impact of the project on the Law School's curriculum as a whole.

C. The Committee's approval or disapproval shall be promptly communicated to the student, the faculty advisor, and the Law Registrar.

4. Guidelines for the Law Registrar

A. The Law Registrar shall not record 2 or less hours of Z credit unless (1) the Application for Individual Study I Form and (2) the Completion of Individual Study I Form have been fully completed with the requisite information and submitted to the Law Registrar.

B. The Law Registrar shall not record 3 Z credit hours for one project unless (1) the Application for Individual Study I Form and (2) the Completion of Individual Study I Form have been fully completed with the requisite information and submitted to the Law Registrar; and (3) the Curriculum and Practices Committee has approved the project for that number of Z credit hours.

INDIVIDUAL STUDY II

I. COURSE DESCRIPTION

A. The course entitled Individual Study II, for letter-graded credit, is available for students who wish to undertake in-depth research under faculty supervision. The student must secure (1) a topic and (2) a faculty advisor for the project. Generally, a single Individual Study II project, if approved, will be awarded 1 hour of credit upon satisfactory completion. However, a student may receive as many as 3 hours of credit either through approval and successful completion of multiple research projects under these provisions or through approval and successful completion of a single substantial research project which merits, in the opinion of the Curriculum and Practices Committee, the award of more than one hour of credit. The course is not intended as a casual method of picking up graded credit hours

B. The research must result in the production by the student of a substantial, written work product, including law review article, research paper, or other written document(s) of similar rigor. After it has been graded, the paper will be retained by the Curriculum and Practices Committee and may be available, with appropriate indexing, in the Law Library.

C. The course will be graded using the same standards applicable to other letter-graded law school courses.

D. A student shall not receive credit by doing research or by turning in a paper for which the student has already received or will receive credit in another course or for another project (in any academic program), such as a moot court brief, a research paper for a course, or a law journal paper. If a student intends to use research and/or a paper for which the student has already received credit, the student may use such as a part of his or her current Individual Study II project if the student: (1) fully discloses that he or she will use the research and/or paper from another course or project and that (2) a substantial amount of additional work will be done for the credit he or she will receive for the current Individual Study II project. The substantial additional work must meet the

same number of work hours, rigor and quality as would a project that does not include research and/or a paper from another course or project for which the student has already received credit; and, the substantial additional work must be uncompensated.

E. Prior Non-Course Related Research and Work Products.

A Student may use prior research and work products, performed in a non-course related setting, including employment work (whether compensated or uncompensated) provided that such prior research and work products are used only as a part of the student's current Individual Study II project. The student must: (1) fully disclose that he or she will use prior research and work products from another project and that (2) a substantial amount of additional research and work will be done for the credit he or she will receive for the current Individual Study II project. The substantial additional research and work must meet the same number of work hours, rigor and quality as would a project that does not include prior research and work products from a non-course related project; and, the substantial additional research and work must be uncompensated.

II. PROCEDURE & REGULATIONS

1. Submission of the Application

A. A student must submit to the Law Registrar and the Curriculum and Practices Committee an Application for Individual Study II Form which contains the following: (1) an approximately one thousand-word description of the proposed research; (2) an outline of the proposed research; (3) a complete bibliography of the sources used during the preliminary research of the project; (4) the number of requested graded hours for the project; (5) a statement that the student will or will not use prior research and prior work products from a course or other project for which the student has already received credit, with a copy of all prior research and work products attached to the Application; (6) a statement that the student did or did not receive compensation for the prior research and prior work products; (7) a statement that a substantial amount of additional work will be done for the credit the student will receive for the proposed project, if the student will use prior research and prior work products; (8) a statement that the student has not and will not receive other law school credit for the work done on the proposed project; (9) a statement that the student has not and will not receive compensation for the work done on the proposed project; (10) the student's signature attesting to items 1 through 9; and (11) the faculty advisor's signature showing the advisor's approval of the project and the number of credit hours for the project.

B. The Application for Individual Study II Form shall be submitted at least six weeks prior to the beginning of the semester in which the research will be done and the credit will be granted. The Curriculum and Practices Committee may waive this requirement for good cause shown.

C. On completion of the proposed project, the student must submit to the Law Registrar a Completion of Individual Study II Form indicating that: (1) the proposed

project has been satisfactorily completed; (2) the number of hours of work performed on the project; (3) the research and other work the student did to earn credit for the project were uncompensated; (4) that the student has not and will not receive other law school credit for the project; (5) the student has met all of the relevant requirements under this policy; (6) the student's signature attesting the above items 1 through 5; and (7) the faculty advisor's signature indicating his or her opinion that the student has completed all necessary requirements, and that the requested number of letter-graded credit hours and the assigned grade be awarded to the student.

D. On completion of the project, the student must also submit to the Curriculum and Practices Committees the following: (1) a copy of the Completion of Individual Study II Form and (2) a copy of the student's written work product in a format requested by the Committee.

2. Guidelines for the Curriculum and Practices Committee

A. The primary function of the Committee is to approve or disapprove a student's application for enrollment in Individual Study II (Law 715) and to approve or disapprove the number of credit hours for the research project. The Committee's action, although it follows the faculty advisor's approval, is not to be a rubber stamp. The committee shall make an independent decision as a matter of the law school curriculum as a whole.

B. The Committee shall notify the student, the faculty advisor and the Law School Registrar of the disposition of the application.

C. The Committee has these additional responsibilities: (1) keeping records of requests made to it, its action upon those requests, and the final conclusion of the project. These records should be kept in such a way as to be easily usable by the faculty in learning the status of projects applied for and in undertaking an audit of the program; (2) making certain that the student's application for enrollment contains the information needed for consideration of the application; (3) inquiring about research projects for which the Committee has no records of their conclusions, including the grades assigned and receipt of copies of the students' work products; and (4) recommending to the faculty any desirable changes to the procedures and guidelines for Individual Study II.

3. Guidelines for Faculty Advisors

A. Because it is anticipated that the faculty advisor will spend more than minimal time in the supervision of an Individual Study II project, a faculty advisor should ordinarily supervise no more than three such projects in any semester.

B. In deciding upon the appropriate scope and depth of a research project, a faculty advisor shall keep in mind that the scope, depth, rigor and effort required of the student shall be roughly equal to that of a letter-graded course for an equal number of

credit hours. A minimum of 40 hours of work shall be required for each one hour of credit for an Individual Study II project.

C. The faculty advisor shall (1) review the student's research or other acceptable project for Individual Study II and give his or her approval or disapproval of the project and (2) affix his or her signature to the Individual Study II Form showing his approval or disapproval of the project.

D. After the Curriculum and Practices Committee's approval of the project, the consultation and supervision provided by the faculty advisor shall be continual during the project and will be more than minimal. During the project, there shall be several conversations and conferences between the student and the faculty advisor. The student is required to submit to the faculty advisor a first draft of the paper at least four weeks before the end of classes for the semester and then arrange a conference for a review and critique of the first draft. In some instances, more than one interim draft may be necessary. The final draft will be due on the last day of classes for the semester, unless the faculty advisor specifies another date.

E. The faculty advisor shall not automatically assign a high grade to the research project. Instead, the normal grading standards for letter-graded courses apply; and, a high grade shall be given only for excellent work.

F. After the student's completion of the project, the faculty advisor shall affix his or her signature to the Completion of Individual Study II Form, indicating his or her opinion that the student has completed all necessary requirements and that the requested number of letter-graded credit hours and the assigned grade be awarded to the student.

4. Guidelines for the Law Registrar

A. The Law Registrar shall not enroll a student in Individual Study II for credit unless he or she has received written notice from the Curriculum and Practices Committee of its approval of the research project and the number of letter-graded credit hours allowable for the project.

B. The Law Registrar shall not record credit for an Individual Study II project unless (1) the Application for Individual Study II Form and (2) the Completion of Individual Study II Form have been fully completed and submitted to the Law Registrar, and (3) the Curriculum and Practices Committee has given notice to the Law Registrar that it has received (1) a copy of the Completion of Individual Study II Form and (2) a copy of the student's work product. The Curriculum and Practices Committee may designate that the Law Registrar receive the above-stated items on behalf of the Committee, thereby satisfying the requisite notice requirement.

Additional Provisions

A. A student on a law journal or on Moot Court Board must comply with that organization's policies regarding the permissibility of Independent Study credit for a matter related to the student's work for that organization, and must comply with all relevant law school policies regarding the awarding of such credit.

B. Definition of Faculty: "Faculty" means resident instructors (tenured faculty, tenure-track faculty and other full-time instructors).

C. A non-resident instructor who wishes to sponsor an Independent Study I (Law 615) project for 2 or less Z credit hours must obtain approval of the Associate Dean for Academic Affairs and must submit the same Application for Independent Study I Form and Completion of Independent Study I Form that are required by the relevant provisions of this policy, and must follow the other relevant rules and procedures of this policy.

To obtain more than 2 Z credit hours for one project, the non-resident instructor must obtain the approval of the Academic Dean of Academic Affairs, and the supervised student must obtain the approval of the Curriculum and Practices Committees by following the procedures outlined in Section II (3) above. The student must also follow the other relevant rules and procedures of this policy.

D. A non-resident instructor who wishes to sponsor an Independent Study II (Law 715) project for letter-graded credit must obtain the approval of the Associate Dean for Academic Affairs, and the sponsored student must obtain the approval of the Curriculum and Practices Committee by following the rules and procedures under the subheading "Independent Study II."

Approved by Law Faculty on March 9, 2012