



GRADUATION WRITING REQUIREMENT FORM

(See opposite side for writing requirement policies)

STUDENT INFORMATION

DATE: _____

NAME: _____

ID#: _____

EMAIL: _____

PHONE NUMBER: _____

GRADUATION DATE (semester/year): _____

ACADEMIC INFORMATION FOR WRITING REQUIREMENT

COURSE NUMBER (LAW xxx): _____

*COURSE NAME: _____

SEMESTER/YEAR OF COURSE REGISTRATION: _____

**FACULTY SUPERVISOR: _____

NUMBER OF CREDITS: _____

PAPER INFORMATION

TOPIC: _____

OUTLINE DUE DATE: _____

FIRST DRAFT DUE DATE: _____

FINAL DRAFT DUE DATE: _____

Student Signature

Date

Faculty Signature

Date

APPROVE: _____	DENY: _____
_____ Assistant Dean for Academic Affairs	_____ Date

* Independent Study, Law Journal, Jurimetrics, or Externship courses must be approved by the Assistant Dean for Academic Affairs

** Adjunct Faculty (Faculty Associates and Visiting Faculty) cannot supervise the Graduation Writing Requirement.

F. Graduation Writing Requirement

Each student must satisfactorily complete at least one substantial writing project to qualify for graduation (the "Graduation Writing Requirement").

1. Procedure. The Graduation Writing Requirement must be undertaken as part of a second-or third-year offering for which academic credit is available. To determine if a class will fulfill the Graduation Writing Requirement consult, for the semester of enrollment, the course description associated with the class. Course descriptions are posted on the College of Law website. This paper may be produced through a designated writing seminar or may also be satisfied through an Independent Study, writing done for Law Journal or Jurimetrics, or the academic component of an Externship, in which case, the initial form shall specify the nature of the substantial faculty involvement and be subject to the approval of the Assistant Dean for Academic Affairs. Moot Court briefs cannot be used to satisfy the Graduation Writing Requirement. In all cases, prior to undertaking the writing project, the student shall complete an initial "Graduation Writing Requirement Form" identifying the topic, the faculty editor, and dates for submission of a research outline and the first and final drafts. At the conclusion of the project, a member of the faculty must certify that the writing is of reasonable quality and satisfies the requirements set forth below. This certification must be filed with the Registrar no later than the last day of the term in which the student will graduate. The initial approval form titled "Graduation Writing Requirement Form" and the certification of completion form titled "Graduation Writing Requirement Certification Form" can be found on the College of Law website or in the Student Services office.
2. Dates. A student who has not completed the major writing requirement prior to the last semester before graduation is subject to the following deadlines. The first draft of the paper must be submitted no later than two weeks prior to the end of classes for the semester or such earlier date set by the supervising faculty member. The supervising faculty member may grant an extension of this deadline in appropriate cases. The work necessary for completion of the writing requirement must be finally submitted and certified as completed by the faculty member by the final scheduled day of the examination period. Exceptions to this final deadline (Graduation Writing Requirement) can be granted by the Assistant Dean for Academic Affairs.
3. Substantial Faculty Involvement. Satisfaction of the Graduation Writing Requirement requires substantial faculty involvement in the student writing project. Substantial faculty involvement means that the supervising faculty member should be involved in the selection of the topic and the editing process. The latter contemplates that a faculty member will (1) make detailed comments on both the outline and first draft of the paper, (2) meet with the student to go over the first draft, and (3) review the subsequent draft.
4. Other Requirements.
 - a. Format. The final version of the paper must be at least 25 double-spaced typewritten pages long, and there must be at least an initial and a final draft.
 - b. Registration Priority. Registration for writing requirement seminars shall be administered so as to give priority to third-year students who have not had an opportunity to fulfill their writing requirement. In descending order of priority, registrants shall be classified as follows: (i) third-year law students who previously had not registered for academic credit which would satisfy the writing requirement (including third-year visiting students with a required substantial writing requirement for the degree-granting school); (ii) other third-year students; (iii) second-year students; and (iv) visiting students.