



Seattle University School of Law
 Office of the Registrar
 901 12th Ave, Sullivan Hall
 P.O. Box 222000, Seattle WA 98122-1090
 Phone: (206) 398-4150
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Independent Study Contract

Name of Student: _____		Term: _____
Seattle U ID: _____	SU Email: _____	

Supervising Faculty: _____			
	Credit <i>(Please check one):</i>	<input type="radio"/> 1 credit	<input type="radio"/> 2 credits
	Grade option <i>(Please check one):</i>	<input type="radio"/> Pass/Fail	<input type="radio"/> Letter Grade

Title of Project: _____
Topic Statement: _____
Description of Project: _____

We have each agreed to the above Independent Study. We have discussed and agreed upon the following deadlines:

		<i>1st Date</i>	<i>2nd Date</i>	<i>Due Date</i>
<input type="checkbox"/>	Topic development.	--	--	
<input type="checkbox"/>	Consultation with assigned Librarian.	--	--	
<input type="checkbox"/>	Bibliography (a list of possible sources on the topic).	--	--	
<input type="checkbox"/>	Thesis statement.	--	--	
<input type="checkbox"/>	Research plan.	--	--	
<input type="checkbox"/>	Outline	--	--	
<input type="checkbox"/>	Draft(s)			

Our weekly meeting schedule is as follows: _____ **Final Paper Deadline:** _____
 (Note day and time) (Date should be no later than last day of exams.)

Student's Signature: _____ **Date:** _____

Supervising Faculty Member's Signature: _____ **Date:** _____

Vice Dean's Signature: _____ **Date:** _____
 (Necessary only if supervising faculty not full-time)

Internal Use Only:

GPA Check: _____ Credits Completed: _____ Registrar Initials: _____

Please see back of this form for Independent Study policy.

Independent Study Policy

The following guidelines are provided for students interested in registering for an Independent Study:

1. **Independent Studies must be arranged with the faculty member prior to the beginning of term, and the completed *Independent Study Contract* submitted to the Office of the Registrar by the first day of the term.**
2. In order to register for Independent Study, students and supervising faculty members will complete a form contract that contains, but is not limited to:
 - a. Topic statement and description of the project;
 - b. Statement of the student's objective in pursuing the Independent Study;
 - c. Mutually agreed upon weekly meeting schedule (regular day and time); and
 - d. Presumptive deadlines for completion of:
 - Topic development
 - Consultation with assigned librarian
 - Bibliography
 - Thesis statement
 - Research plan
 - Outline
 - Draft(s)
 - Final Paper Deadline
3. The supervising faculty member has the option of assigning a letter grade or a pass/fail grade. Once the contract has been submitted, the grade option may not be changed. 3. Students will be expected to engage in at least 42 hours of research and writing for each 38 hour of Independent Study credit and to produce a high-quality paper in the range of 15-20 pages for one (1) credit, and 20-30 pages for two (2) credits.
4. No student may take more than two (2) credits of Independent Study during their entire law school career. This could be either one 2-credit Independent Study or two 1-credit Independent Studies. Exceptions to the 2-credit limit may be made by the Vice Dean for Academic Affairs upon a showing that the scope of the project justifies the awarding of one additional credit.
5. Normally, only career faculty, visiting faculty, and contract faculty are eligible to supervise independent study. Students wishing to complete independent study with an adjunct professor should see the Vice Dean for Academic Affairs for approval.
6. Faculty must have at least general expertise in a subject area in order to supervise an Independent Study. Faculty members may supervise a maximum of three (3) Independent Studies per semester.
7. The grade for the final paper must be submitted by the supervising faculty member to the Registrar no later than the end of one month following the last day of the examination period of the semester in which the student is registered for the Independent Study. If a grade has not been submitted at that time, the Registrar shall notify the Associate Dean for Student Development and the instructor, in writing, of this fact; a grade of "F" will be entered unless, within one week of that notice, the Registrar receives from the Associate Dean notification that the time for completion of the course has been extended. Such notification should include the reasons for such an extension. The time shall be extended no longer than to the end of the following academic period and only by agreement of both the instructor and the Associate Dean. An extension shall be granted only for extraordinary reasons.

Students on Academic Warning must have the approval of the Vice Dean for Academic Affairs in order to register for an Independent Study.