



Seattle University

School of Law
901 12th Avenue, Sullivan Hall
P.O. Box 222000
Seattle, WA 98122-1090

Independent Study Contract

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

Supervising Faculty:			
	Credit <i>(Please check one):</i>	1 credit	2 credits
	Grade option <i>(Please check one):</i>	Pass/Fail	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>
Topic development.	--	--	
Consultation with assigned Librarian.	--	--	
Bibliography (a list of possible sources on the topic).	--	--	
Thesis statement.	--	--	
Research plan.	--	--	
Outline	--	--	
Draft(s)			

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

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

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

Research Librarian's Signature: _____ **Date:** _____

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

Please see back of this form for Independent Study policy. GPA Check: _____ Credits Completed: _____ Registrar Initials: _____

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. No student may take more than 2 credits of IS during the entire course of law school. This could be one 2-credit IS, or two 1-credit IS.
3. A student must engage in at least 42 hours of research and writing for each IS credit, and to produce a high quality paper in the range of 15-20- pages for 1 credit, and 20-30 pages for 2 credits. The resulting product must be a paper of professional quality.
4. Students and the supervising faculty members will complete a form contract that contains:
 - Topic statement and description of the project
 - A statement of the student's objective in pursuing the IS
 - A mutually agreed upon weekly meeting schedule (regular day and time)
 - Presumptive deadlines for completion of:
 - topic development
 - consultation with assigned librarian
 - bibliography (a list of possible sources on the topic)
 - thesis statement
 - research plan
 - outline
 - draft(s)
 - final paper deadline
 - Credit allocation and grade or pass/fail designation
 - Signature of the research librarian who will work with the student (to be assigned by the Executive Law Librarian)
 - Signatures of student, supervising faculty member, and Associate Dean (if necessary)
4. 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 will need approval from the Associate Dean for Academic Affairs.
5. The supervising faculty member shall have the option of assigning a letter grade or a pass/fail grade and indicate such on the contract.
6. The student must meet with the instructor regularly, normally once a week at a fixed time, to discuss the week's work and problems; time and day to be noted on the contract.
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 Affairs 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. (ASC 8.8.2)
8. Where appropriate, failure to meet the guidelines may result in a grade of "F" or withdrawal.
9. **Students must be in the top 75% of the class in order to register for an Independent Study.**