

INDEPENDENT STUDY CONTRACT

Student Information

Name: _____ AU ID#: _____

Email: _____ Date: _____

Registration Information

Course: LAW-799 Academic Year _____

Semester: Fall
 Spring
 Summer

Is this independent study an additional credit for an existing registered course, added to make the course assessment satisfy the ULWR?

Yes

Course Title: _____

Course Number: LAW _____

Please initial the ULWR Acknowledgement on page 2.

No

Please check the amount of credits for your Independent Study:

	Credit(s)	Number of Words in Final Paper
	1	3,500 words (approx. 15 pages)
	2	7,000 words (approx. 30 pages)
	3	10,500 words (approx. 45 pages)
	4+	3,500 additional words per credit hour

Brief description and master timetable of the research project:

All aspects of this proposal must conform to the policy statement included on page 3. No student may register for more than 3 hours of independent study or externship field credits per semester without permission of their academic advisor. JD students may register for no more than 12 hours of non-contact credit, including but not limited to, independent study, during their law school careers. LLM students are limited to 6 hours of non-contact credit. Some state bars may have stricter limitations.

I understand that I must comply with the academic regulations and Honor Code set forth by American University Washington College of Law.

Student Signature: _____ Date: _____

Approval of Contract

Faculty Sponsor (Print) _____ Date: _____

Faculty Sponsor (Signature) _____ Date: _____

Academic Advisor (Signature) _____ Date: _____

JD students: advisor signature required for 3 or more credits

LLM students: advisor signature required for 1 or more credits.

Please Initial and Sign - Upper Level Writing Requirement Acknowledgment

This independent study is for 2+ credits and therefore is intended to satisfy my Upper Level Writing Requirement.

I have read [the Upper Level Writing Requirement policy](#), and agree to produce a document or series of documents totaling a minimum of 7,000 words, for which I am aware I must earn a grade of B or better.

I have explicitly discussed this intention with my faculty sponsor, and s/he has agreed to supervise this independent study for the purposes of fulfilling the Upper Level Writing Requirement.

I understand that at the conclusion of the semester, it is my responsibility to complete and submit, with my professor's signature, [the ULWR Certification Form](#), to the Office of the Registrar, to officially notate my fulfillment of the Upper Level Writing Requirement.

Student Signature:

Faculty Signature:

INDEPENDENT STUDY CONTRACT

This contract must be completed by you and approved by your faculty advisor and your academic advisor. Please deliver the completed contract to the Office of the Registrar to complete registration, either electronically to registrationservices@wcl.american.edu or by hand to the Office of the Registrar (Suite C107). The course number for an independent study is **LAW-799**.

Approval Procedure

1. Student completes independent study contract.
2. Student secures faculty advisor.
3. Faculty advisor and student determine:
 - a. Nature and outline of project;
 - b. Schedule for completion; and
 - c. Number of credits.
4. Student obtains faculty advisor's signature on independent study contract.
5. Student prepares a one-page topic proposal and attaches it to this contract. If the student is increasing the credits of a course through an independent study, s/he must include in the brief description the number of additional words that are required for the credits for the independent study contract.
6. JD students must secure signature approval from [a JD academic advisor](#) for independent studies of 3+ credits. LLM students must secure signature approval from an academic advisor within the LLM program for all independent studies.
7. If student is adding credit(s) to a course, the student is required to follow the word requirements for the independent study program, in addition to the required word length for the seminar or course. For example, if the course requires 3,500 words (15 pages), the student must write an additional 3,500 words to the required course or seminar paper for one **additional independent study credit**, for a total of 7,000 words (30 pages).
8. Once approved by all parties, the student delivers the completed contract to the Office of the Registrar, either electronically to registrationservices@wcl.american.edu or by hand to the Office of the Registrar (Suite C107). The Office of the Registrar will add the credit(s) to the student's schedule within three business days.
9. Students must meet all academic requirements set out by their faculty advisor and the law school, including that students must submit an hours log accounting for all time spent on the independent study. Students must work and log at least 42.5 hours per credit hour to receive credit, and must log all hours, even if the total hours worked exceeds 42.5 hours.
10. Students must submit their independent study work product and the hours log to their faculty advisor for grading before the end of the exam period for the current semester, or earlier as directed by their faculty advisor. Requests for extension beyond the current semester must be approved by the faculty advisor and the Office of the Registrar, and will result in an Incomplete for the current semester. Any credits that are not completed by the end of the following semester will automatically be converted to a failing grade.
11. Independent study projects involving research and writing are graded on the A-F scale. Independent studies for participating in competitions are graded on a pass/fail basis.