

Student ID # _____
Grad Year _____



Office of the Registrar/Student Records
Room 2027
(919)613-7027
Registrar_Office@law.duke.edu

AD HOC SEMINAR PROPOSAL FORM

Law School Rule 3-12 (2), Ad Hoc Seminars: *A group of five or more students other than first-year students may plan, conduct, and take for not more than two credits their own ad hoc research and seminar program. The sponsoring students shall submit to the Dean, at least two months before the end of the semester preceding the semester for which the proposed program is projected, a written prospectus containing a syllabus and a list of required readings for such a program. The Dean shall then seek from a knowledgeable member of the Faculty an assessment of the academic merit and the feasibility of the proposal, and if that assessment is favorable, the Dean may, at his or her discretion, approve the proposal and designate a member of the Faculty to observe and supervise the conduct of the program and to grade student performance. Each participating student must submit a paper of the kind generally produced in seminars. The papers shall be evaluated by the supervising faculty, at his or her discretion, either according to the Law School's numerical grading scale or on a credit/no credit basis. [See [Rule 3-1\(3\)\(b\)](#).]*

1. **Course Proposal:** Please attach to this form a proposal containing the following components:
 - a. Statement of Course Goals/Description of the Course
 - b. Draft Syllabus/Reading List
 - c. Writing Requirements (generally one seminar-length paper at the culmination of the course or an equivalent number of shorter weekly papers)
 - d. List of Students Intending to Organize and Enroll in the Course.

2. **Credits:** Circle the number of credits the seminar will offer: ONE TWO

Will the seminar be GRADED _____ or CREDIT/NO CREDIT _____?

3. **Faculty Supervisor:** Although Rule 3-12(2) suggests the Dean will designate a faculty supervisor for an approved ad hoc seminar, it is now customary for students proposing such seminars to identify the interested faculty member as part of the proposal. The faculty member must sign here, indicating his/her agreement to supervise the ad hoc seminar, grade the required written products, and otherwise ensure that the seminar is of the appropriate academic rigor for the number of credits awarded.

Name: _____

Signature: _____

Date: _____

4. **Responsible Student:** The student proposing the ad hoc seminar must sign here, affirming that the seminar will conform to the attached Course Proposal and will otherwise satisfy Rule 3-12(2).

Name: _____

Signature: _____

Date: _____

Please return this form to the Office of Student Affairs, Room 2007.