

Student ID # _____
Grad Year _____



Office of the Registrar/Student Records
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AD HOC SEMINAR PROPOSAL FORM

Ad Hoc Seminars are governed by [Law School Rule 3-12 \(2\)](#). Additional information is available [here](#).

Course Proposal Checklist:

<input type="checkbox"/>	1. Meeting with academic advisor to discuss ad hoc seminar process. Date: _____
<input type="checkbox"/>	2. Consultation with reference librarian to develop reading list. Name of reference librarian: _____ Date: _____
<input type="checkbox"/>	3. Attach to this form a complete syllabus including the following information: <input type="checkbox"/> Statement of course goals/description; <input type="checkbox"/> Identification of the learning outcomes relevant to the course; <input type="checkbox"/> Reading list; <input type="checkbox"/> Writing requirements consistent with credit allotment; <input type="checkbox"/> Breakdown showing compliance with the credit hours requirement in Law Policy 3-3 ; and <input type="checkbox"/> List of students intending to organize and enroll in the course (please note any prior ad hoc credits earned by each enrolling student).

2. **Credits:** The number of credits the seminar will offer: ONE TWO
Will the seminar be GRADED or CREDIT/NO CREDIT ?

3. **Faculty Supervisor:** Students must identify and propose a faculty member to supervise the seminar.

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 submit this form as part of your ad hoc proposal materials.