



School of Law
Office of the Registrar

University of San Francisco  School of Law

Print

Law 619 Writing Requirement Enrollment Form

Additional information regarding writing requirement projects is listed on the back of this form.

THIS SECTION TO BE COMPLETED BY STUDENT

Student ID #: Legal Name: Term:

Indicate Year: 1L ☐ 2L ☐ 3L ☐ 4L ☐

Indicate Class Level: Part-time ☐ Full-time ☐

Identify Topic Briefly:

Identify Method of compliance: (i.e. class paper, stand-alone project, Directed Research:

Writing Requirement Information

1. The completion of the Writing Requirement must include at least the following:
 - a. Topic – Agreed upon by the student and supervising faculty member.
 - b. Outline – Submitted for professor's guidance on scope and/or direction.
 - c. First Draft – Submitted with footnotes for review and comment by instructor.
 - d. Final Draft – responsive to the comments, criticisms and suggestions of supervisor.
2. The paper must exhibit substantial, competent research and demonstrate articulate, well-structured analysis of the subject matter. It must also meet the following requirements:
 - a. 25 pages in length, including footnotes. Must be double spaced, using 12 point Times Roman font, with one inch margins all around.
 - b. Footnotes must comply with either ALWD or "Blue Book" citation as directed by faculty advisor.
 - c. Should rely on multiple sources and primary authority.
 - d. Overall tenor must be legal.
3. Completion of the project requires the student to simultaneously submit a copy of the final draft to the Law Registrar's Office.

Student Initial to acknowledge above statement:

Writing Requirement for Certificate Program Information:

To earn the certificate, a student must complete a substantial research paper analyzing a relevant issue or problem related to the certificate area of study. The paper must demonstrate the ability to identify, describe and analyze issues or problems in the area and should, where possible, propose a resolution. The paper must meet the standards for an Upper Level Research and Writing Requirement project and may be used to satisfy that requirement and/or the requirements of a course taken for credit. The paper must these standards even if not used to satisfy the Upper Level Research and Writing Requirement

Student Initial to acknowledge above statement:

Are you completing this Writing Requirement through Law Review? ☐ YES ☐ NO

THIS SECTION TO BE COMPLETED BY FACULTY

1. **Faculty signature required:** I have agreed to supervise the above student in his/her Upper Level Research & Writing Requirement.

Faculty Name- Print: Faculty Signature Req'd.

2. Is this paper going to be applied to fulfill a certificate requirement? **Faculty Indicate:** ☐ Yes ☐ No

If yes, please indicate which certificate:

☐ Business Law Certificate ☐ Intellectual Property Law Certificate ☐ Int'l & Comparative Law Certificate ☐ Public Interest Law Certificate ☐ Tax Law Certificate

THIS SECTION TO BE COMPLETED BY REGISTRAR STAFF ONLY (A copy of this form must be sent to the professor for their record.)

Writing Req't Law 619, CRN #:

Date Received:

Staff initials (indicating that you sent a copy of this completed form to the professor): Date (sent copy to Prof.):

DUE DATE: Submit to the Law Registrar's office by the *Last Day to Add Classes*.

Upper Level Research & Writing Requirement

Each faculty member may establish particular procedures and technical requirements for an Upper Level Writing Requirement to be completed under his or her supervision, provided that the following minimum standards set forth here are met:

1. Preparation of a paper used to satisfy the Upper Level Research and Writing Requirement must include a topic, outline, first and final draft as explained on the first page of this form.
2. The paper must exhibit substantial, careful and competent research, and it must demonstrate articulate, thoughtful, and well-structured analysis of the subject matter. It must also comply with the length, formatting and citation instructions explained on the first page of this form.
3. Completing the Upper Level Research and Writing Requirement involves a substantial amount of work and effort. It is often difficult to complete the project in a single semester, and extensions are available in appropriate circumstances with approval of the supervising faculty member and the Assistant Dean for Academic Services. (An extension may be obtained through the Incomplete petition procedure.) **Because the project must be completed before a degree is granted, failure to finish the project in a timely fashion may delay graduation and certification of eligibility to sit for a bar examination. Students should be mindful that the supervising faculty member needs time to review the final submission before the project is certified to satisfy the requirements. For that reason, students are advised to begin and complete the requirement prior to the semester in which they plan to graduate.**
4. No units or credits are earned by completing the Upper Level Research and Writing Requirement. (If the upper level writing requirement is fulfilled in conjunction with a course, including Directed Research, units may be earned for the course.) When satisfactorily completed, the upper level writing requirement will be noted on a student's transcript with the designation of "credit" ("CR").
5. At the time a student begins an Upper Level Research and Writing Requirement, he or she must formally "enroll" in the project (in addition to any course or program in conjunction with which the project is undertaken). To enroll, the student must complete and submit a "Writing Requirement Enrollment Form" to the Law Registrar's office. Upon completion of the project, the student must turn in the final paper to the professor. **To notify the Law Registrar's office of completion, the student must submit a copy of the final paper via email to lawregistrar@usfca.edu.**