How To Register for a Directed Reading Course

You will need to print these forms; Part I and II require the instructor’s signature.

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Three items are needed to register for a directed reading:

1) **Part I**: You must take this form to the instructor and ask him or her to complete it and return it to the Law School Registrar’s Office by **4:00 p.m. Wednesday, February 3**.

2) **Part II**: You (and every other student who wants to take this directed reading) must complete this form and return it to the Law School Registrar’s Office by **12:00 Noon, Tuesday, February 2**.

**Please note** that the deadline for your form is **earlier** than the deadline for the instructor’s form, to give the Law School Registrar’s Office time to check the information you provide.

3) **Online registration**: Every student participating in this Directed Reading must also register online at the Registrar’s site for the course by **12:00 Noon, Tuesday, February 2**.

4) **A reading list**: The instructor must submit a reading list for the course **with the Part I form**. You should discuss this with the instructor because he or she may expect you to help compile this reading list.

The faculty has adopted several very specific rules governing directed reading courses. You must be certain that the directed reading you want to take satisfies each of these rules.

**Size Limitations**: No more than 8 students may participate, and the instructor can set a lower number. You should discuss this with the instructor early in your planning.

**Credit Limitations**: The number of directed reading courses and credits you may apply towards your J.D. is limited. You may take no more than 2 directed reading credits in one semester for a total of no more than 8 credits.*

**Topic Limitations**: The directed reading program may not be used as a substitute for taking a course in the regular curriculum. Therefore, you must determine, through discussion with the instructor, whether the proposed directed reading substantially overlaps with the coverage of a regularly-offered course.

For these purposes, a course is deemed “regularly offered” if it is listed in the “Description of Courses” published in the Law School course registration material, whether or not the course is invariably taught every year.

If there is **no** substantial overlap, there is no problem. If, however, there is **substantial** overlap, then your ability to take the directed reading depends on whether you are a second- or third-year student. The specific rules that govern in these circumstances are set out in the Part II form. (In general, second-year students will not be able to take the directed reading; they will have another opportunity to take the regularly-offered course or to set up a directed reading in the following year. The very limited exception involves the rare case in which the Associate Dean for Academic Affairs or the instructor knows in advance that the regularly-offered course will not be offered in
the student's third year.)

The instructor and students must meet every week for discussion of the assigned texts. Students must complete a single long paper (for a 2-credit reading, 15-20 pages) or an equivalent series of shorter papers. Grading is S/U only.

You are responsible for working with the instructor and making certain that:

(1) all three parts of the directed reading registration are completed and submitted to the Law School Registrar’s Office on time; and

(2) the directed reading satisfies all the rules.

(3) that you have registered online at the Registrar’s site for this course.

If you do not register for this course online and if the Registrar does not have a full set of completed materials that demonstrate compliance with all applicable rules by the close of the drop-add period, you will NOT be able to take the course.

Credit limitation:

Students may take no more than 20 credits outside of regularly scheduled law school classes. These twenty credits include full-term externships, part-time externships, directed readings, supervised writings, supervised teaching (including Lawyering Honors Fellows), courses taught in other university divisions, and clinics taught by instructors whose primary professional employment is not within the Law School. In the past, very few law students (if any) exceeded such an 20-credit limitation on nonregularly scheduled courses. However, particularly for those interested in doing a full-term externship, advance planning will be more critical to avoid disappointment. See ABA Standard 311 and Interpretation 311-1(b).


In connection with this change, the current limits on the total number of each category of credit will be removed, except that we will continue to allow a maximum of twelve credits from courses in other university divisions. We will also continue to apply the per course limits and the per semester limits on such courses as directed readings and supervised writings. For example, a student will now be able to do twelve credits of supervised writing (compared to the three-credit overall limit in the past). However, only one three-credit supervised writing course will be allowed per semester. As another example, directed readings are currently limited to two credits. Under the new approach, students would be able to take a two-credit directed reading each upperclass semester for a total of 8 credits. All externships and identified clinics and directed reading, supervised writing and supervised teaching will be graded S/U. (Note that students will continue to have the ability to take two graded upperclass courses S/U if that option is made available by the course instructor).
Spring 2016
Directed Reading Registration: Part I
[To be completed by the Instructor]

This form incorporates the criteria established by faculty legislation for directed reading courses.

Available with full-time law faculty members [adjuncts, visitors, and others who are not members of the permanent faculty may supervise such courses only with the written consent of the Associate Dean for Academic Affairs].

If your directed reading course will have several students, they may bring you multiple copies of this form. You need complete and return only one copy.

After completing and signing Form I, please:

1. Attach a reading list for the course, and
2. Send these materials to the Law School Registrar’s Office no later than 4:00 p.m. Wednesday, February 3.

Each student in the directed reading is being asked to complete a separate form, which requires your signature before it is turned into the Law School Registrar’s Office. This will enable you to keep track of the number, and names, of the students who want to take the directed reading.

Title/Topic: __________________________________________

Instructor: __________________________________________

Please print full name

Semester(s) and Year: ________________________________

[“A directed reading course may extend over one or two semesters.”]

Number of Credits: ( ) 1 ( ) 2 ( ) 1 for some students; 2 for others

Participating Students:

[“The instructor may limit the number of students in the directed reading; in no case may the size of the group exceed eight students”]

1. __________________________ 4. __________________________
2. __________________________ 5. __________________________
3. __________________________ 6. __________________________
7. __________________________ 8. __________________________
Criteria Checklist:

[Please be sure to check off each item or, where faculty legislation provides alternative choices, one item in each group.]

**Required Meetings.**

____ The instructor and students will meet **every week** for discussion of the assigned texts.

**Required Writing.** Students will complete:

____ a single long paper (for a 2-credit directed reading, 15-20 pp.)

or

____ an equivalent series of shorter papers.

**Relationship to the rest of the curriculum.**

____ This directed reading **does** substantially overlap with the coverage of a regularly-offered course.

Please identify the course: _______________________________

Or

____ This directed reading **does not** substantially overlap with the coverage of a regularly-offered course.

["A course is considered “regularly offered” if it appears in the ‘Description of Courses’ published in the Law School Catalog, whether or not the course is invariably taught every year. Directed Readings that **do** substantially overlap with regularly-offered courses are generally limited to third year students. See the Catalog for further details."]

Instructor’s signature: ________________________________

Please print instructor’s name ________________________________

Date: __________________________

**Please attach** the reading list for the course and return this form (Part I) to the Law School Registrar’s Office no later than by 4:00 p.m. **Wednesday, February 3.**
Spring 2016
Directed Reading Registration: Part II
[To be completed by each Participating Student]

This form helps you determine that your directed reading proposal satisfies the criteria established by faculty legislation for directed reading courses.

You must also register for the course and return this form (Part II) to the Law School Registrar’s Office by 12:00 Noon, Tuesday, February 2.

1. Title/Topic: _____________________
2. Instructor: ___________________
3. Semester(s) and Year: __________
4. Number of Credits: ( ) 1 ( ) 2

5. Does this directed reading substantially overlap with the coverage of a regularly-offered course?

[A course is considered "regularly-offered" if it appears in the 'Description of Courses" published in the Law School Catalog, whether or not the course is taught every year. You should consult the instructor if you have questions about overlap.]

_____ No. [Go immediately to item # 6.]

_____ Yes. Please identify the course: ____________________________________

[If you answered “yes”, you must fit into one of the following categories before you are eligible to take this directed reading. Please check the category that applies. If none fits your situation, you may not take this directed reading.]

_____ I am a third year student, and the regularly-offered course is not in fact being offered this year;

or

_____ I am a third-year student, and the regularly-offered course is a limited enrollment course from which I was excluded despite having properly registered for the course and having attempted to use any preference I have available;

or

_____ I am a second year student, and the regularly-offered course is not in fact being offered this year, and I have obtained verification (using the form below) that the course will not be offered in my third year;

or

_____ I am a second-year student, and the regularly-offered course is a limited enrollment course from which I have been excluded despite having properly registered for the course and having attempted to use any preference I have available, and I have obtained verification (using the form below) that the course will not be offered in my third year.
6. In addition, I meet the following conditions:

**Credit Limitations**: The number of directed reading courses and credits you may apply towards your J.D. is limited. You may take no more than 2 directed reading credits in one semester for a total of no more than 8 credits.

____ I will not have taken more than four directed readings, **including** this course.

Student’s signature: ________________________________

Please print your name: ____________________________

Instructor’s signature: ______________________________

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**Verification**

To be used only by second year students wishing to take a directed reading that substantially overlaps with a regularly-offered course.

[Note: **Students should be aware that the Associate Dean and/or the Instructor may be unable to give this verification because firm information about the contents of the following year’s curriculum is rarely available before April.**]

To the best of my knowledge at this time, ____________________________ [name of regularly-offered course] will **not** be offered in this student’s third year.

__________________________

Signature of the Associate Dean for Academic Affairs or the Instructor who teaches the regularly-offered course

__________________________

Date