



# DIRECTED RESEARCH APPLICATION

Registration into Directed Research or Law Review Note

## **Approval Email Due in Office of the Registrar by Semester Add/Drop Deadline (See Academic Calendar for date)**

**Students must keep a detailed log of time that demonstrates at least 90 hours (for 2 credits) of work on the project .**

- Class Rank and Dean's List are calculated in late January for the Fall semester and in mid-June for the Spring semester.
- Class Rank will not be re-calculated for late grades.
- Students with missing or incomplete grades are not eligible for Dean's List for that semester.
- Students should discuss completion date of this paper with professor to ensure that the grade is included in Class Rank and Dean's List.

If the professor agrees to supervise a paper for Directed Research, the student should

- 1) Copy the following template, add the required information, and paste into an email,
- 2) Send email from SJU email account to professor and copy [lawregistrar@stjohns.edu](mailto:lawregistrar@stjohns.edu) .
- 3) Email subject should be Directed Research Application.
- 4) Request that the professor "Reply All" to the email so that the Registrar's Office is notified of the approval.

### **Email to request Directed Research must contain the following information (Copy, complete and paste the following into email)**

Paper Topic:

This paper is for

- Directed Research  
 Directed Research Law Review

I intend to satisfy the scholarly writing requirement with this Directed Research. Yes  or No

If yes, criteria for Criteria for Scholarly Writing:

- Certificate of completion for online course submitted (not required of students in Law Review).
- First draft must be submitted and receive comments.
- Grade of C+ or better on paper.
- Paper must be a minimum of 6,700 words.

If registered in Directed Research, I would like to drop Course/CRN \_\_\_\_\_