

DIRECTED RESEARCH POLICY

- **A student may earn academic credit for a research paper completed under the direct supervision of a full-time faculty member. An adjunct faculty member is unable to supervise a directed research paper.**
- **A directed research paper normally may be approved for two (2) units only. Under extraordinary circumstances and upon the recommendation of the faculty member, the Associate Dean of Academic Affairs may approve a one (1) unit paper.**
- **A student normally may receive credit for only one (1) directed research paper while at Loyola. Under extraordinary circumstances and upon the recommendation of the faculty member the Associate Dean of Academic Affairs may waive this rule.**
- **Credit will be granted for a directed research paper only upon compliance with the following requirements:**
 - **The paper must reflect substantial research in areas that do not duplicate the student's preexisting knowledge.**
 - **The student must complete a draft, receive the professor's comments thereon, and submit a revised final paper for approval.**
 - **The total length of the final paper must be no less than 7,500 words of the main body text, exclusive of footnotes, bibliography, and any appendices.**
- **A student may not repeat a directed research paper.**
- **Approval of a directed research paper must be obtained according to the following procedure:**
 - **The student shall submit Directed Research Request form to a member of the full-time faculty who has agreed to supervise the paper. This form requires a 250-word description of the paper and the citation of at least five (5) sources (which may include cases, law review articles or monographs) the student expects to be relevant to the paper. Under extraordinary circumstances and upon recommendation of the faculty member, the Associate Dean may permit a student to submit the 250-word description and the list of five sources no later than one (1) week after the Associate Dean's approval of the Directed Research Request.**
 - **After the student receives the signed proposal from the faculty member, the student must take it to the Office of the Registrar. The form must be submitted together with an Add/Drop petition supplied by the Office of the Registrar**
 - **The Office of the Registrar will then forward a copy of the signed proposal to the Associate Dean for Faculty. The Associate Dean will ordinarily approve or disapprove the proposal within five (5) working days after the student has submitted it to the Office of the Registrar**
- **Ordinarily, a faculty member may not supervise more than four (4) directed research papers any academic year.**