



OFFICE OF THE REGISTRAR  
**YALE LAW SCHOOL**  
 127 Wall Street  
 New Haven, CT 06511

# Reading Group Proposal Form

**PURPOSE:** Request to create reading group.  
**INSTRUCTIONS:** 1) Review Reading Group Guidelines and Checklist.  
 2) Complete form and attach a statement describing the law-related topic, including a complete syllabus, and send to sponsoring faculty member for review and approval upon required revisions.  
 3) Send final approved form, statement, and syllabus to the Registrar ([registrar.law@yale.edu](mailto:registrar.law@yale.edu)).  
**DEADLINE:** See important dates.

<b><u>Proposed Reading Group</u></b>	<b>Term:</b> _____
Short Title (23 Character limit): _____	
Full Title: _____	
All reading groups are 1 unit, CR/F.	
<b>Note: No funding is available for reading groups.</b>	
<b>Note: Meeting Day/Time must be arranged through Associate Dean Mike Thompson.</b>	

<b><u>Primary Student Organizer</u></b>		
Last Name: _____	First Name: _____	Student ID#: _____
Class Year: _____	Net ID: _____	
Student Signature: _____	Date: _____	

Sponsoring Professor (please print name): _____
As the sponsor of this reading group, I will award credit to each student consistent with the Law School's grading policy. I will evaluate each student's educational achievement in the course, and the student's grade will be commensurate with the time and effort the student devoted to the course and with the quality of the student's educational experience in the course.
Professor Signature: _____ Date: _____

<b><u>Additional Student Organizers: (Optional)</u></b>	
Name: _____	Net ID: _____
Name: _____	Net ID: _____
Name: _____	Net ID: _____

<b>Status of Petition:</b>
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Signature: _____
Date: _____

**OFFICE USE**  
 Course#: LAW 50100-      CRN: \_\_\_\_\_      Date Processed: \_\_\_\_\_      Staff \_\_\_\_\_

# Reading Group Guidelines & Checklist

Term: \_\_\_\_\_

Students at YLS have a unique opportunity to design courses called “reading groups” on topics outside the regular curriculum. Students who are interested in organizing a reading group should work with a faculty member to design a syllabus that covers the topic and includes sufficient readings to merit one academic credit.

*NOTE: Approval by the Deputy Dean is necessary for Lecturers or Visiting Lecturers to supervise reading groups. If you are considering asking a Lecturer or Visiting Lecturer to supervise your reading group, please consult the Deputy Dean first.*

During the course of the semester, participants must attend at least 750 minutes of a reading group’s meetings to earn one ungraded credit. Student organizers are responsible for monitoring and certifying participation. Students may count up to four reading group units towards the 83 units required for the JD degree.

To obtain approval for a reading group, the student(s) organizing the group must submit a written proposal to the Registrar by the deadline (See important dates). The proposal must (1) describe the law-related topic to be examined, (2) provide a complete syllabus, and (3) be reviewed and approved by the sponsoring faculty member.

## Checklist for Reading Group Approval:

- ✓ Title of reading group describes the topic to be addressed (not the name of a student organization)
- ✓ Proposal addresses a topic not covered in the regular curriculum and syllabus includes a statement describing the purpose of the reading group
- ✓ Syllabus includes sufficient meeting times and notes how long each meeting session is scheduled to be.
  - **Note:** the semester is 13 weeks long and the group must meet for at least 750 minutes)
- ✓ Syllabus explicitly states attendance policy
- ✓ Students must attend at least 750 minutes of meetings to receive credit
- ✓ Syllabus lists sufficient readings for each meeting to merit one academic credit
  - **Note:** Readings assigned should take at least 30 hours to complete over the course of the reading group
- ✓ Readings listed for each week include the page length for each assignment
- ✓ Proposal is approved by a faculty supervisor with a current teaching appointment at YLS
- ✓ Proposal is submitted to the Registrar before the deadline (See important dates)

## Reading Group Guidelines:

1. Reading groups should focus on reading and discussing articles, books and other materials. Reading groups should not engage in campaigning, lobbying, providing legal research or advice, or clinical activities.
2. All meetings must be held before the end of classes. Meetings may not be held during reading or exam periods.
3. Reading groups cannot provide credit for participation in student organizations or journals and must be open to all law students. First-term J.D. students cannot enroll in or receive credit for reading groups.
4. You may not promote your reading group until it is approved by the Assistant Dean of Academic Affairs.
5. Once your group is approved, please contact Dean Mike Thompson about reserving a meeting room.

If you have other questions, please contact the Registrar’s Office ([registrar.law@yale.edu](mailto:registrar.law@yale.edu)).