

# **ADVANCED WRITING REQUIREMENTS AND SKILLS TRAINING**

In addition to completing the course requirements for graduation, students must complete all other Chase College of Law academic requirements including two Advanced Writing Requirements, a Skills Requirement, and a Pro Bono Service Requirement.

## **Description of the Advanced Writing Requirements**

The Advanced Writing Requirement is a graduation requirement which does not generate any separate credit hours. The requirement consists of a research component and a drafting component and can be met as follows:

**Research Component:** Completion of a research paper prepared in conjunction with (A) a designated small-enrollment (twenty student maximum) elective or seminar (B) an elective or seminar which, in fact, has twenty or fewer students. The research paper shall be prepared under the supervision of the full-time professor teaching that course or seminar. Enrollment in courses designated as satisfying the AWR-Research requirement is not necessarily capped. A professor may cap AWR availability in a particular course, but that cap can be no fewer than 15 students; Supervised Independent Study; or Law Review. A student who writes a research paper as a member of the Northern Kentucky Law Review may receive credit for AWR-Research under the supervision and approval of a full-time professor in consultation with a faculty advisor for the law review.

**Drafting Component:** Completion of a substantial drafting assignment prepared as part of (A) an advanced skills course, or (B) a designated elective or seminar which, in fact, has fifteen or fewer students. The drafting assignment shall be prepared under the supervision of the full-time or part-time professor. The professor must offer the AWR opportunity to no fewer than 15 students and no more than 20 students.

Students must have successfully completed Basic Legal Skills Research and Basic Legal Skills Writing before undertaking the Advanced Writing Requirement. The research component and drafting component must be satisfied in separate courses.

For a student who entered or re-entered Chase in fall of 2022 or thereafter to receive Advanced Writing Requirement certification, the quality of the student's AWR work must be of at least 'B' quality. For a student who entered or re-entered Chase prior to the fall of 2022 to receive Advanced Writing Requirement certification, the quality of the student's AWR work must be of at least 'B-' quality. To meet this requirement, the paper shall demonstrate substantial research and original analysis. AWR-Research papers must be at least 6000 words, inclusive of footnotes."

## **Requirements for Satisfactory Completion of the Research Component**

The student must notify the supervising professor at the beginning of the term in which he or she will be undertaking the project. To this end, the student should fill out the appropriate form and have the supervising professor sign the form. Both the student and the professor shall retain a copy. The form shall include a schedule for the submission of the (A) abstract, (B) outline, (C) bibliography, (D) first draft, and (E) final draft. The appropriate form is available on line at the NKU Chase Registrar's web page.

A paper submitted to satisfy the research component must be a minimum of 6000 words inclusive of footnotes. The paper must contain footnotes appropriate to the subject matter of the paper. Compliance with the citation form set out in the BLUEBOOK is mandatory.

The student must also obtain the supervising professor's written certification of satisfactory completion of the paper at the end of the term when the paper has been completed. To this end, the student should make sure that the supervising professor fills out and signs the appropriate form. Both the student and the professor shall retain a copy. On or before the last day when grades are submitted for the semester, the professor shall supply the Registrar with copies of the appropriate form. Rules applying to "Incomplete" for courses shall apply to completion of the Advanced Writing Requirement. The appropriate form is available on line at the NKU Chase Registrar's web page.

If the student completes the research paper as a member of the Northern Kentucky Law Review, the faculty advisor for the law review must have no objection, based on the quality of the research paper, to the student using the paper to satisfy the AWR-Research component. The student must have the faculty advisor for the law review sign the form in the appropriate space and return the form to the supervising professor. If there is more than one faculty advisor for the law review, only one of them needs to sign the form.

Advanced Writing Requirement is a graduation requirement which does not of itself generate any separate credit hours; satisfactory completion of the research component does not necessarily constitute satisfactory completion of the course. At the professor's discretion, compliance with the aforementioned research component may satisfy all, part, or none of the requirements for satisfactory completion of the course.

### **Requirements for Satisfactory Completion of the Drafting Component**

The student must notify the supervising professor at the beginning of the term in which he or she will be undertaking the project. To this end, the student should fill out the appropriate form and have the supervising professor sign the form. Both the student and the professor shall retain a copy. The form shall include a schedule for the submission of at least one preliminary draft and a final draft. The appropriate form is available on line at the NKU Chase Registrar's web page.

A submission to satisfy the drafting component must be a minimum of 15 double-spaced 8 ½ x 11 paper, with one-inch margins, exclusive of footnotes. A submission may take the form of a brief, motion with supporting memorandum, set of pleadings, or documents of record (will, deed, contract, settlement agreement) or some combination thereof consistent with the professor's class project. The professor may accept marginally fewer pages if he or she certifies that the submission is of an extraordinary and compensating degree of complexity. Compliance with the rules of a specified state or federal jurisdiction is mandatory. A submission must be of a quality conforming to exemplary professional standards in the practice of law. The appropriate form is available on line at the NKU Chase Registrar's web page.

A drafting submission must receive the written certification of the supervising faculty in order to satisfy the Advanced Writing Requirement. To this end, the student should make sure that the supervising professor fills out and signs the appropriate form. Both the student and the professor shall retain a copy. On or before the last day when grades are submitted for the semester, the professor shall supply the Registrar with copies of the appropriate form. Rules applying to "Incomplete" for courses shall apply to completion of the Advanced Writing Requirement. The appropriate form is available on line at the NKU Chase Registrar's web page.

Advanced Writing Requirement is a graduation requirement which does not of itself generate any separate credit hours; satisfactory completion of the drafting component does not necessarily constitute satisfactory completion of the course. At the professor's discretion, compliance with aforementioned drafting component may satisfy all, part, or none of the requirements for satisfactory completion of the course.

**NOTIFICATION AND CERTIFICATION  
OF SATISFACTORY COMPLIANCE WITH  
THE ADVANCED WRITING REQUIREMENT RESEARCH COMPONENT**

**Form 1**

**NOTIFICATION**

\_\_\_\_\_, will submit a research paper which is intended to  
(student printed name)

satisfy the Research Component of the Advanced Writing Requirement. The undersigned student has familiarized himself/herself with all requirements attendant to the Advanced Writing Requirement and will submit a research paper which comports with those requirements. The undersigned professor has explained any additional requirements beyond those expressly stated in the Research Component as adopted by the faculty at its March 2006 meeting. The student further agrees to comply with the following schedule for submission of assignments to satisfactorily comply with the Research Component. Failure to comply with any of these assignments may result in failure to satisfactorily meet the Research Component.

<u>Assignment</u>	<u>Agreed Date</u>	<u>Date Submitted</u>
Abstract	_____	_____
Outline	_____	_____
Bibliography	_____	_____
First Draft	_____	_____
Final Draft	_____	_____

\_\_\_\_\_  
Supervising Professor Signature                      Date                      \_\_\_\_\_                      Date  
Student Signature

**CERTIFICATION**

I hereby certify that \_\_\_\_\_ has satisfactorily completed the Research  
(student name)

Component in \_\_\_\_\_  
(course name)

\_\_\_\_\_  
Supervising Professor Signature                      Date

**Submit this form to the Chase Registrar's Office along with a copy of the Advanced Writing Requirement project.**

**NOTIFICATION AND CERTIFICATION  
OF SATISFACTORY COMPLIANCE WITH  
THE ADVANCED WRITING REQUIREMENT DRAFTING COMPONENT**

**Form 2**

**NOTIFICATION**

\_\_\_\_\_, will submit a drafting exercise which is  
(student printed name)

intended to satisfy the Drafting Component of the Advanced Writing Requirement. The undersigned student has familiarized himself/herself with all requirements attendant to the Advanced Writing Requirement and will submit a drafting assignment which comports with those requirements. The undersigned professor has explained any additional requirements beyond those expressly stated in the Drafting Component as adopted by the faculty at its March 2006 meeting. The student further agrees to comply with the following schedule for submission of assignments to satisfactorily comply with the Drafting Component. Failure to comply with any of these assignments may result in failure to satisfactorily meet the Drafting Component.

<u>Assignment</u>	<u>Agreed Date</u>	<u>Date Submitted</u>
Mandatory Preliminary Draft	_____	_____
Additional Drafts or Other Assignments	_____	_____
Final Draft	_____	_____

\_\_\_\_\_  
Supervising Professor Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**CERTIFICATION**

I hereby certify that \_\_\_\_\_ has satisfactorily completed  
(student name)

the Drafting Component in \_\_\_\_\_.  
(course name)

The submission is (check one) \_\_\_\_\_ fifteen pages or longer  
\_\_\_\_\_ fewer than fifteen pages in length but of  
extraordinary and compensating complexity.

\_\_\_\_\_  
Supervising Professor Signature

\_\_\_\_\_  
Date

**Submit this form to the Chase Registrar's Office along with a copy of the Advanced Writing Requirement project.**