

**LL.M. Seminar Substitution Approval Form**

I hereby request that the paper submitted for the following seminar be substituted for the thesis requirement:

Student \_\_\_\_\_ PeopleSoft I.D. \_\_\_\_\_

Email \_\_\_\_\_ Phone(s) \_\_\_\_\_

Seminar Name \_\_\_\_\_

Course and Section Number \_\_\_\_\_ Semester \_\_\_\_\_

Instructor \_\_\_\_\_

*I understand that the paper prepared for the requested seminar must meet all technical requirements for the thesis as outlined in the Master of Laws Student Handbook and that the paper must receive a grade of at least a "B."*

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

**Approvals:**

(1) **SEMINAR INSTRUCTOR** (As the instructor, I understand that the paper must meet all thesis requirements and that there are additional requirements for the submission of supporting documents.)

\_\_\_\_\_  
 Name Signature Date

(2) **FACULTY ADVISOR:** \_\_\_\_\_  
 Name Signature Date

(3) **GRADUATE LEGAL STUDIES:** \_\_\_\_\_  
 Name Signature Date

- Return completed form to LL.M. office by 12<sup>th</sup> day of classes. (Student should retain a copy.)
- Final draft should be submitted on the last day of classes of the semester in which the seminar is taken.
- Submit one copy of the final draft to the Graduate Legal Studies Office.
- **Remove attached sheet for your reference.**

### **LL.M. Masters Thesis – Seminar Substitution**

All LL.M. students have the option of writing a thesis. The thesis can be submitted through:

- Masters Thesis Course
- A Seminar Course

In order for a seminar paper to be allowed to substitute for a thesis, the following requirements must be met:

- The student must inform the Seminar instructor that she/he is going to use the seminar paper as a thesis.
- The seminar instructor must be tenured or tenure track.
- The student must obtain the approval of the seminar instructor, her/his faculty advisor and; the Director of the LL.M. Program and turn in the Seminar Substitute approval form with all three previously mentioned signatures to the LL.M. program office by the 12<sup>th</sup> class day.
- The paper must meet all of the technical requirements for the thesis (see below).
- The student must meet the seminar instructor's deadlines for turning in:
  1. A written statement of the research issue, with a preliminary bibliography
  2. A research agenda showing what additional research will be done
  3. An outline of the paper
  4. A first draft
  5. A final draft
- The student must receive a grade of at least a "B."

#### **Thesis Technical Requirements**

1. The thesis should be:
  - Double spaced
  - Typewritten or computer-generated
  - 12 point font
  - One-inch margins
  - Letter-size paper (8 ½" x 11")
  - In a protective cover
2. It should have a title page including: the title of the paper, student's name, date submitted (month and year), the type of degree sought (LL.M. and area), the name of the degree-granting institution (University of Houston Law Center), and the names of the three committee members (specifying the principal advisor).
3. Following the title page, there should be a one-page abstract (summary description) of the thesis.
4. There should be a table of contents on a separate page following the abstract.
5. The minimum length for the text of the thesis is 50 page of text, exclusive of footnotes.

Overall, the thesis should present a relatively original idea or ideas, should demonstrate mastery of research skills appropriate to the field, and should be analytical and/or critical, as opposed to merely descriptive and of publishable quality.