

Request to Add Publication

Please use this form to register for publication. **A registration form must be submitted each term in order to confirm credit allocation and good academic standing. This form should be submitted by the add deadline for the selected term.** The credits must be awarded in the academic year in which the work is completed and cannot be added to or dropped from a term after the term has ended. MHSL's credit hour policy for co-curricular activities is as follows:

Academic credit will be awarded for work on a law review, journal, competition team, internship with a professor, or other co-curricular activity upon determination that the student has completed at least 45 hours of work per credit hour awarded. Students are responsible for tracking their time according to the policies and procedures that apply to the activity involved. Prior to submitting grades for co-curricular activities, faculty advisors, competition coaches, or supervising faculty members are responsible for verifying that each student has logged sufficient hours to justify the award of academic credit to that student.

Effective Fall 2018, students must be in good academic standing to participate in a publication.

The faculty supervisor or publication Editor-in-Chief must sign to verify eligibility to enroll in the credits indicated.

Full name: _____ ID# _____

Indicate Publication By Making A Check Mark Below (Please select one publication per registration form)	Course Number	Course Title
☐	PUB 1005	Intellectual Property - Law Review Staff (up to 3 credits: 1 credit per 45 hours of work)
☐	PUB 3005	Intellectual Property - Law Review Editor (4 cr)
☐	PUB 1000	Law Review (3 cr)
☐	PUB 2000	Law Review Assistant Editor (up to 4 credits: 1 credit per 50 hours of work)
☐	PUB 3000	Law Review Editor (5 cr)
☐	PUB 3010	Law Journal of Public Policy and Practice Board of Editors (5 cr)
☐	PUB 1010	Law Journal of Public Policy and Practice Associate (writing: 2 credits/editing: 1 credit)

Academic Year Summary

Academic Year (i.e. 2020-2021) _____

Anticipated Graduation Term and Year _____

Total Number of Publication Credits Expected to be Completed During the Academic Year _____

Current Term Registration Confirmation

A registration form must be completed for each term in which publication credits are allocated.

Current Term and Year (i.e. Fall 2020) _____

Number of credits to be allocated to the current term _____ Students will earn a grade (P, F, I, WA) based on this number of credits at the end of the term.

☐ By checking this box, I confirm I am in good academic standing, as outlined in the MHSL academic catalog.

Student Signature: _____ Date: _____

Editor-in-Chief/Faculty Supervisor Name: _____

Editor-in-Chief/Faculty Supervisor Signature: _____

Electronic signatures can be accepted only if form is sent through the Mitchell Hamline email system

Return to registrar@mitchellhamline.edu or room 120

Office use only

Date Received: _____ Good Standing _____ Date entered: _____ Completed by: _____

Updated October 2025