REQUEST TO REGISTER FOR NON-LAW SCHOOL GRADUATE LEVEL COURSES

PLEASE NOTE: This form is NOT for *STERN PREFERENTIAL COURSES

Please see the registration calendar for deadlines:
http://www.law.nyu.edu/recordsandregistration/registrationcalendar/index.htm

DATE: _____

NYU STUDENT ID #: N - __ __ __ __ __ __ __ __

LAST NAME: _____

FIRST NAME: _____

EMAIL: _____

PHONE: _____

DEGREE: LL.M. F/T__ P/T__ J.S.D.__

PROGRAM: _____

First Choice:
Course #: _____ Section #: _____ Instructor:_____ Semester:_____

Title: _____

Date of first class: _____ Date of last class: _____ Meeting days/times: _____

Course listed credits: _____ Law School allocation of credits: _____

Prerequisites (if any): _____

Approval of instructor: _____

Alternative:
Course #: _____ Section #: _____ Instructor:_____ Semester:_____

Title: _____

Date of first class: _____ Date of last class: _____ Meeting days/times: _____

Course listed credits: _____ Law School allocation of credits: _____

Prerequisites (if any): _____

Approval of instructor: _____

_____ _____
Approval Signature of Faculty Director (or email) Date

FOR OFFICE USE ONLY:

_____ _____
Approval of Vice-Dean Approval of Office of Graduate Affairs

Instructions for LL.M. Students

1. If you are interested in registering for a Stern Preferential Course, **STOP**. This is not the correct way to request registration for such courses. You must register for all Stern Preferential Courses through ABRA.

2. Complete this request form and attach a copy of the appropriate course description, syllabus, and a statement explaining how the course is related to your program of study.

3. If the course in question has pre-requisites, you may request to waive out of such pre-requisites (*See below:* "**Special Note re: Stern Courses with Pre-Requisites"**).

4. Obtain the signature or email approval of the course's instructor (if necessary) and the Faculty Director of your LL.M. program. *Note*: Please refer to the individual course listings at the relevant graduate school to determine whether the professor's permission is required.

5. Submit this form with attachments to the Office of Graduate Affairs for approval.

Students will be permitted to enroll in non-law school graduate courses within the University only if they have permission from the Faculty Director of their program and the Vice-Dean has approved. For law school credit, a case must be made that a course advances interdisciplinary understanding and one of those disciplines must be the law. That is, for a course to receive law school credit, a case must be made that the course will enrich a student's knowledge of the law itself. Permission to enroll, in all cases, will be subject to the availability of space in the class after registration at the particular department within the University is complete. Grades for non-law courses are not computed in the student's grade point average. Students may take up to 6 credits in graduate non-law school courses that are related to the study of law. Please note that LL.M. students must comply with requirements of the particular program in which they are enrolled and should be aware of requirements for bar examinations in U.S. jurisdictions. For example, New York requires as one route to qualification for taking the bar examination "a minimum of 20 semester hours of credit…in professional law subjects…in an approved law school in the U.S." Section 520.6 (b) (1) (ii), Rules of the New York Court of Appeals. Please note that non-law graduate courses, including Stern Business classes, do not qualify within the 20 credits.

Special Note re: Stern Courses with Prerequisites:

Finance Courses: Many Stern Finance courses maintain course pre-requisites/co-requisites. If you seek to waive out a pre-requisite course, you will need to pass the Stern Proficiency Exam for the relevant course subject. Please note that you can take each proficiency exam only once. Exam grades may not be appealed. If you do not pass the exam, you have not satisfied the pre-requisite waiver, and you cannot register for the course in question. You may not take more than one proficiency exam per session. Proficiency exams are offered four times a year (August, October, January, and March).

Information regarding proficiency exams can be found at:
http://www.stern.nyu.edu/AcademicAffairs/Policies/ProgramProcedures/WaivingandSubstituting

Law School students interested in taking the exam should email: advising@stern.nyu.edu

Upcoming Exam dates are listed at: http://www.stern.nyu.edu/AcademicAffairs/

Non-Finance Courses: For a pre-requisite waiver in a subject area other than Finance, you should obtain permission to waive out of the relevant pre-requisite course from the Director of Graduate Affairs (law.graduateaffairs@nyu.edu) via the form found at:
http://www.law.nyu.edu/graduateaffairs/LL.M.Forms/ECM_PRO_068988

Tuition:
Students will be required to pay tuition at the law school rate for the designated credits assigned by the graduate school (i.e., a Wagner 4-credit course may only count for 2 law school credits, but the student is still responsible for payment of 4 credits at the law school rate). Please contact the Office of Financial Services for more detailed information.

Allocation of Credits:
Please note according to ABA rules, 700 minutes of class instruction (excluding breaks) are equal to one Law School credit. Therefore, the number of credits received will differ despite the actual credits assigned by the graduate school. For example, if a 4-credit GSAS course meets for two hours per week, it will be valued at 2 credits for law students. You are responsible for calculating the number of credits you will receive and should check with the Office of Graduate Affairs if you have any questions about the number of credits to be awarded.

Registration for the Course:
Once you have submitted this completed form and attachments to the Office of Graduate Affairs, we will notify you if you have gained the requisite permission from the Vice-Dean. If so, we will notify the Records Office on your behalf that you are eligible to enroll in the desired course. Even if permission has been granted by the Vice-Dean, there is no guarantee that you will be enrolled in this course (e.g., if the course has reached enrollment capacity).

*****Students are responsible for checking ABRA (3 - 4 days after you are notified of the status of your request from the Office of Graduate Affairs) to learn whether or not they have been registered.*** If there is no space available, they will notify students of the failed registration attempt. All students are responsible for dropping any non-law course within the stated non-law drop deadline.