NYU SCHOOL OF LAW – JD DIVISION
NON-LAW SCHOOL GRADUATE LEVEL COURSE REQUEST FORM

PLEASE SEE REGISTRATION CALENDAR FOR DEADLINE
http://www.law.nyu.edu/recordsandregistration/registrationcalendar

NOTE: THIS FORM MAY NOT BE USED FOR STERN COURSES.

*** Please review instructions on the reverse side of this form ***

Student ID: N __ __ -__ __ - __ __ __ __ Date: _____

_____ _____
Last Name First Name

Email Address: _____ Phone: _____

Course Level: 2L __ 3L __ _____
(Semester) (Year)

First Choice:

School:_____ Course Number: _____ Section: _____

Course Title:_____

Instructor: _____ Adjunct? Yes___ No___

Date of first class: _____Last Date of Class_____ Meeting Days/Times:_____

Listed Credits for Course:_____
Law School Allocation of Credits (see reverse for instructions for calculating):_____

Prerequisites (if any): _____

Approval of instructor (if required): _____

_____ _____
Approval Signature of Office of Academic Services Date

Alternate Choice:

School:_____ Course Number: _____ Section: _____

Course Title:_____

Instructor: _____ Adjunct? Yes___ No___

Date of first class: _____Last Date of Class_____ Meeting Days/Times:_____

Listed Credits for Course:_____
Law School Allocation of Credits (see reverse for instructions for calculating):_____

Prerequisites (if any): _____

Approval of instructor (if required): _____

_____ _____
Approval Signature of Office of Academic Services Date

INSTRUCTIONS:

*** Carefully read the following instructions before submitting this form. Thank you. ***

Complete this request form and attach a copy of: (1) the appropriate course description; (2) syllabus; and (3) a statement of 1-3 paragraphs explaining how the course in question will enrich your knowledge of the law. (See the Evaluation Parameters below for guidance when writing your statement.) Then submit all of the above to the Office of Academic Services for approval.

Evaluations Parameters

A prospective lawyer can benefit from study of any kind in any field. This does not, however, imply that any course is suitable for law school credit. 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.

Students will be permitted to enroll for non-law school graduate courses within the University **only** if they have permission from the Office of Academic Services. 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.

Tuition:

Students will be required to pay tuition at the law school rate for the designated credits assigned by the graduate school.

Allocation of Credits:

Please note according to ABA rules, 700 minutes of class instruction (excluding breaks) is equal to one Law School credit. To calculate the allocation of credits, divide the total number of class meeting minutes in the semester by 700 (round down to the nearest quarter credit). Therefore, the number of credits received will differ despite the actual credits assigned by the graduate school. You are responsible for calculating the number of credits you will receive and include your calculations in the form as required. You can check with the Office of Academic Services if you have any questions about the number of credits to be awarded.

*****Students are responsible for checking Albert (3 - 4 business days after the form is submitted) to learn whether or not they have been registered.*** All students are responsible for dropping any non-law course within the stated non-law drop deadline.