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

NYU Law 06/15
INSTRUCTIONS

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

Complete this request form and attach a petition. Your petition must include:

1. An explanation of your reasons for seeking to receive law school credit for the course. If you are able to show that the course is directly related to the study of law, the law school administration will usually grant the request to allow law school credit as long as the course is appropriately rigorous. If the course is not directly related to the study of the law, the law school generally will not allow law school credit unless you are able to make a detailed, persuasive showing that taking the course will further the career that you intend to pursue and/or enhance the value of law school courses that you plan to take. Basic courses in foreign languages will not qualify but a course conducted in a foreign language that is directly related to the study of law may be permitted upon petition, and you can petition to take one course conducted in a foreign language that is not directly related to the study of the law by showing that the course will further the career that you intend to pursue or enhance the value of law school courses that you plan to take.

2. The syllabus for the course that you are seeking to take at the other division of the University for law school credit.

3. Information about the teacher of the course that you are seeking to take at the other division of the University for law school credit.

Submit the request form and your petition to the Office of Academic Services for approval.

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, once you have calculated the credits, if you have any questions about the number of credits to be awarded.

**Students are responsible for checking ABRA (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.**