NOTE: Except for unusual circumstances such as medical or family emergency, only 3L students may request fewer than 12 credits in a semester. If a student is approved for less than 12 credits in a semester, a full-time equivalency will be placed on the student's record and the student will be responsible for full-time tuition and may work no more than 20 hours per week in accordance with Law School rules.

NYU SCHOOL OF LAW
PERMISSION TO INCREASE/DECREASE CREDIT LOAD
J.D. STUDENTS

Students must register for a minimum of 12 hours to a maximum of 15 hours each semester. You must obtain approval for any exception to this policy before you select courses.

Student ID: N_____   Date: _____

Last Name: _____   First Name: _____

Address: _____

NYU Email: _____   Phone: _____

Class: 2L ____   3L ____

Please check one and complete the *Degree Progress Checklist* on the next page:

___ I would like to register for more than 15 credits in the _____ semester.

(Term)   (Year)

___ I would like to register for fewer than 12 credits in the _____ semester.

(Term)   (Year)

___ I would like to graduate in the _____ semester with more than 90 credits.

(Term)   (Year)

Students who are given permission to graduate with more than 90 credits will be charged on a per-credit basis for all credits in excess of 90. Courses not applicable toward the J.D. degree (e.g. language courses) do not count toward this cap.

Please indicate the reason for your request and the courses you plan to take:

_____

_____

_____

_____

Total number of credits planned for the semester: _____

RETURN THIS FORM TO THE OFFICE OF ACADEMIC SERVICES, FURMAN HALL, ROOM 400, VIA EMAIL TO: law.acadservices@nyu.edu, OR BY FAX TO: (212) 995-4535.

Rev. April 2018

Degree Progress Checklist

Please note it is <u>your responsibility</u> to make sure you have fulfilled all graduation requirements. (Please see the J.D. Academic Regulations & Requirements Guide for more details.)

Name_____ **NYU ID** _____

NYU Email: _____

1L Elective Course: _____ ☐ **I entered as a transfer student.**

Required Courses:

Experiential Learning (6 cr.) ____ (Beginning with the class of 2019)

Property ____

Professional Responsibility ____

Constitutional Law ____

Substantial Writing/Option A ____ (Course: _____)

Writing Option B ____ (Course: _____)

(Course: _____)

Adjunct & Non-Classroom Credits
(31 credits maximum / 19 non-classroom credits maximum):

Adjunct ____

Directed Research/Fellowships (cap = 8) ____

Journals/Moot Court (cap = 2) ____

RA credits (cap = 4) ____

TA credits (cap = 2) ____

Marden Competition (cap = 4) ____

Non-Law Graduate Credits
(which are not cross-listed)
Counted toward the J.D. (cap = 12) ____

Externship Fieldwork* ____ **=** ____ (total adjunct and non-classroom credits)

Credit/Fail Courses (2 course cap) = ____ (# of courses)

Credits Completed in 1L year (1st and 2nd semesters) = _____
(Check box if transfer student ☐)

Credits Completed in 2L year (3rd and 4th semesters) = _____

Credits Completed in 3L year (5th semester) = _____

Credits needed to graduate in 3L year (6th semester) = _____

TOTAL = _____ Credits for Graduation

I understand that I am responsible for ensuring the accuracy of the above information knowing that I have enough credits to graduate and that I have completed all graduation requirements.

Signature:_____ **Date:** _____

* Credits earned in the fieldwork component of a clinic qualify as in-class credits and do not count against the 19-credit maximum for "non-classroom credits" if (1) the clinic's fieldwork involves actual clients and includes opportunities to advise or represent a client and (2) a full-time or adjunct faculty member directly supervises the fieldwork. If the fieldwork does not satisfy these criteria, then credits earned in the fieldwork count against the 19-credit maximum for non-classroom credits.