

**NYU SCHOOL OF LAW—J.D. DIVISION**  
**LANGUAGE COURSES IN THE COLLEGE OF ARTS AND SCIENCE**

**Please see the University Academic Calendar for deadlines.**

<http://www.nyu.edu/registrar/calendars/university-academic-calendar.html>

Each semester, fifty **full-time** students will be able to register for a foreign language course in the College of Arts and Science. **These language classes are limited to beginning, intermediate and advanced classes in the College of Arts and Science.** The program is not open to language and literature courses or other types of disciplines combined. These courses are not offered for credit towards the degree. Law students enrolling in a language class are allowed to take a total of 18 credits with a credit increase request form and will not be charged additional tuition. For language course offerings and schedules, consult the [Albert Course Search](#).

You are permitted to select only one course and one alternate course. You should not register unless you are sure you will be able to complete the course work in conjunction with your Law School program. **Make sure your language course does not conflict in time with your other courses. Please contact the language department to see if permission is required.**

Many language departments require that you take a placement examination in order to register for foreign language courses beyond the "Elementary I" level. **Placement examinations will be given before the CAS semester begins.** If you submit a language request form before taking the placement exam, we will keep your request on file. Once we receive written confirmation that you have passed the exam, we will process your request. **For more information and the placement examination schedule, see the Placement Exams web page:** <http://cas.nyu.edu/page/placementexams>.

Students selected do not have to pay additional tuition for the language course.

Please note the following:

- If registration for a language course increases your credit total for the semester beyond your maximum allowance, you must obtain permission from the Office of Academic Services. Students may not be registered for more than 18 credits.
- Language course credits do not count toward the minimum of 12 law school credits for J.D. students.
- Students will not be permitted to take the course on a credit/fail basis, even if permission to do so is received from the professor teaching the course.
- **Language courses cannot be added other than during the language request time period.**
- Credit received for completion of the course will not count toward the J.D. The course and the grade received in the course will be recorded on your transcript, along with the statement "not applicable to current program."
- The College also offers free, non-credit, informal language classes. More information is available at [www.nyu.edu/pages/speaking.freely](http://www.nyu.edu/pages/speaking.freely).

**REQUEST TO REGISTER FOR A LANGUAGE COURSE  
IN THE COLLEGE OF ARTS AND SCIENCE**

Student ID	Date
Last Name	First Name
Email Address	Phone
Degree and Course Level: J.D. ( 2L ) ____ ( 3L ) ____	
(Semester)	(Year)

List the CAS language course you are interested in along with an alternative choice:

**First Choice**    COURSE NO. \_\_\_\_\_    CREDITS: \_\_\_\_\_  
COURSE TITLE: \_\_\_\_\_  
MEETING DAYS AND TIMES: \_\_\_\_\_

**Alternate**    COURSE NO. \_\_\_\_\_    CREDITS: \_\_\_\_\_  
COURSE TITLE: \_\_\_\_\_  
MEETING DAYS AND TIMES: \_\_\_\_\_

**Contact the language department for the permission code to register for the requested course:**

Permission Code: \_\_\_\_\_

Your planned total credits for requested semester, including language course: \_\_\_\_\_

If this number exceeds your maximum allowance, fill out the form to request an increase in your credit load (see <http://www.law.nyu.edu/academic/services/forms/index.htm>).

If this course requires permission, you must obtain a signature from Director of Undergraduate Studies of language department: \_\_\_\_\_

I understand that these language course credits will not apply to the J.D. degree. The courses I have selected do not conflict with my other course selections.

Student Signature: \_\_\_\_\_

**RETURN TO THE OFFICE OF ACADEMIC SERVICES VIA THE LAW REGISTRAR'S SERVICE DESK. OBTAIN ALL APPROVAL SIGNATURES BEFORE SUBMITTING YOUR REQUEST.**



This form is for drop/add transactions that cannot be processed via Albert for exceptional reasons. This form is not intended for requesting "term withdrawals" (withdrawing from all courses within a term) or a leave of absence. Advisor and/or department signatures are required; forms will not be accepted without required/authorized signatures. Deliver completed form to a StudentLink Center (Manhattan: 383 Lafayette Street; Brooklyn: 5 MetroTech Center, 201). Questions can be directed to registration@nyu.edu

STUDENT INFORMATION

Form fields for Student Information: LAST/FAMILY NAME, FIRST NAME, MIDDLE, SCHOOL OF NYU ATTENDING, CAMPUS ID, TERM, YEAR. Includes sub-sections for Fall/Spring/January/Summer and Graduate/Undergraduate/Non-degree/Professional.

Table with 10 columns: Subject Area, Catalog #, Section #, Class #, Units (for Courses Dropped and Courses Added).

Term Units BEFORE change: \_\_\_\_\_ Term Units AFTER change: \_\_\_\_\_

Notice of Responsibility: I hereby accept financial responsibility for all charges (including collection of fees) associated with the above schedule adjustments according to the University refund/liability schedule. I acknowledge that it is my responsibility to familiarize myself with University policy and procedure regarding registration, drop/withdrawal, and refunds. I further understand that dropping/withdrawing below full time status may jeopardize my financial aid eligibility and/or immigration status (for students on F1 or J1 Visas).

STUDENT SIGNATURE X \_\_\_\_\_ DATE \_\_\_\_\_

REQUIRED: ADVISOR/DEPARTMENTAL APPROVAL

ADVISOR/DEPARTMENTAL SIGNATURE X \_\_\_\_\_ DATE \_\_\_\_\_

ADMINISTRATIVE USE ONLY

Administrative Use Only section with fields for Special Processing, Authorized Signature, Print Name, and Date.

REGISTRAR'S OFFICE USE ONLY

Registrar's Office Use Only section with fields for Date processed and Processed by.