

**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>

THIS FORM MAY NOT BE USED FOR STERN COURSES.

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: _____ Date of last class: _____ Meeting Days/Times: _____

Listed Credits for Course: _____

Law School Allocation of Credits (see instructions on page 3 for calculating): _____

Prerequisites (if any): _____

Approval of instructor or department (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: _____ Date of last class: _____ Meeting Days/Times: _____

Listed Credits for Course: _____

Law School Allocation of Credits (see instructions on page 3 for calculating): _____

Prerequisites (if any): _____

Approval of instructor or department (if required): _____

Approval Signature of Office of Academic Services Date

Submit all required materials to the **LAW REGISTRAR'S SERVICE DESK.**



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 2 main sections: COURSES DROPPED and COURSES ADDED. Each section has columns for Subject Area, Catalog #, Section #, Class #, and Units.

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

Special Processing Authorized Signature Print Name Date

Special Processing Authorized Signature Print Name Date

REGISTRAR'S OFFICE USE ONLY

Date processed:

Processed by:

INSTRUCTIONS

Carefully read the following instructions before submitting your request.

Complete the request form, the add/drop form, and attach a petition.

If department consent is required, please provide a permission code in your form. You can use [Albert's Public Course Search](#) to check if department consent is required for a course.

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, the add/drop form, and your petition to the Office of Academic Services for approval via the [Law Registrar's Service Desk](#).

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

According to ABA Rules, a "credit hour" is an amount of work that reasonably approximates: (1) not less than one hour of classroom or direct faculty instruction and two hours of out-of-class student work per week for fifteen weeks, or the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work as required in subparagraph (1) of this definition for other academic activities as established by the institution, including simulation, field placement, clinical, co-curricular, and other academic work leading to the award of credit hours. For purposes of this Standard, fifty minutes suffices for one hour of classroom or direct faculty instruction. An "hour" for out-of-class student work is sixty minutes. The fifteen-week period may include one week for a final examination.

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 COURSES (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.