

**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 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

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.