

# Non-Law School STERN Graduate Level Course Request Form For LLM students

Please see the registration calendar for deadlines:  
[www.law.nyu.edu/recordsandregistration/registrationcalendar](http://www.law.nyu.edu/recordsandregistration/registrationcalendar)

## SPECIAL NOTE regarding Stern courses with prerequisites:

**Finance Courses:** Many Stern Finance courses maintain course prerequisites/co-requisites.

If you seek a waiver for a prerequisite course, you must pass the Stern Proficiency Exam for the relevant course subject. Please note that you can take each proficiency exam only once. Exam grades may not be appealed. If you do not pass the exam, you have not satisfied the prerequisite waiver, and you cannot register for the course in question. You may not take more than one proficiency exam per session.

Proficiency exams are offered four times a year (August, October, January, and March).

- Information regarding proficiency exams can be found at: <http://www.stern.nyu.edu/AcademicAffairs/>
- Law School students interested in taking the exam should email: [advising@stern.nyu.edu](mailto:advising@stern.nyu.edu)
- Upcoming Exam dates are listed at: <http://www.stern.nyu.edu/AcademicAffairs/>

**Non-Finance Courses:** For a prerequisite waiver in a subject area other than Finance, you should obtain permission to waive out of the relevant prerequisite course from the Office of Graduate Affairs ([law.graduateaffairs@nyu.edu](mailto:law.graduateaffairs@nyu.edu))

DATE: _____	NYU STUDENT ID #: N - _____
LAST NAME: _____	FIRST NAME: _____
FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/>	SPECIALIZATION: _____

### First Choice:

Subject/Area (Ex: MGMT-GB): \_\_\_\_\_ Catalog #: \_\_\_\_\_ Section #: \_\_\_\_\_ Class #: \_\_\_\_\_  
Title: \_\_\_\_\_ Credits: \_\_\_\_\_  
Instructor: \_\_\_\_\_ Semester: \_\_\_\_\_  
Date of first class: \_\_\_\_\_ Date of last class: \_\_\_\_\_ Meeting days/times: \_\_\_\_\_  
Prerequisites (if any): \_\_\_\_\_

### Alternative:

Subject/Area (Ex: MGMT-GB): \_\_\_\_\_ Catalog #: \_\_\_\_\_ Section #: \_\_\_\_\_ Class #: \_\_\_\_\_  
Title: \_\_\_\_\_ Credits: \_\_\_\_\_  
Instructor: \_\_\_\_\_ Semester: \_\_\_\_\_  
Date of first class: \_\_\_\_\_ Date of last class: \_\_\_\_\_ Meeting days/times: \_\_\_\_\_  
Prerequisites (if any): \_\_\_\_\_

(see following pages for instructions)

## 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 Graduate Affairs ([law.graduateaffairs@nyu.edu](mailto:law.graduateaffairs@nyu.edu)) for approval at least **10 days before the start of the class**. Cross-registartion requests often take additional time to process.

Students will be permitted to enroll for non-law school graduate courses within the University **only** if they have permission from the Office of Graduate Affairs. 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 Graduate Affairs, once you have calculated the credits, if you have any questions about the number of credits to be awarded.

***\*\*Students are responsible for checking Albert (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.

### Important Notice Regarding Preferential Stern Courses

**You may NOT use this form to request Stern Preferential Courses listed.** The Stern courses offered for preferential cross-registration are identified by the footnote "Prf" and the course type "Stern Preferential Course" for bidding and add/drop purposes only. After add/drop, the courses will be identified by the Stern course numbers on the records of students whose bidding or add/drop requests are successful and they will count towards your total of non-law credits.