Request to Take Course at the Law School (Graduate/Professional Students Only)

Purpose: Request to take a course at the Law School. Non-Law students may take only one law course per term.

Instructions: Complete and obtain the instructor’s signature. Complete and obtain the signature of your school registrar. Return this form with the two signatures to the Law School Registrar’s Office. Once we have authorized your enrollment, a copy of this form will be sent to your school’s registrar. Your registrar will finalize your record to reflect your enrollment in the course.

Student Information

Last Name: __________________________ First Name: __________________________ Student ID#: __________________________

Class Year: __________________________ Department/School: __________________________ Email: __________________________

Course Information

Term: __________________________ Title of Course: __________________________

Course#: __________________________ Section: __________________________ CRN: __________________________

I understand the following:

- If I decide to drop the course, I will obtain permission from the instructor and inform the Law School registrar’s office. If an examination is required in the course, no drop forms will be accepted once the examination period has begun.
- I must file any necessary forms with my school’s registrar by the stated deadlines for my school. My school will determine fees for dropping courses.
- My school registrar will determine whether I may take this course for credit and my school registrar will determine the number of credits that I may earn for the course.
- The Law School’s calendar may differ from my school’s calendar; exams may be held after the end of my school’s term; grades may not be available by the deadline for my school.
- The schedule of class meetings, the administration of the final examination for the course, the course requirements, and the submission of final grades follow the Law School rules, calendar and deadlines, and are not subject to change to accommodate my school’s rules or calendar.

Student Signature: __________________________ Date: __________________________

Instructor (please print name): __________________________

Instructor Signature: __________________________ Date: __________________________

Graduate/Professional School:

- ☐ Approved
- ☐ Not Approved

Units/Course Credits: ________

DGS or PS Registrar’s Signature: __________________________ Date: __________________________

Status of Petition:

- ☐ Approved
- ☐ Not Approved

Law School Registrar’s Signature: __________________________ Date: __________________________