

Request to Take a Course in Another Division of GW

Semester (indicate year):

(rev.04/06/2005)

Fall _____

Spring _____

Summer _____

Last Name: _____ First Name: _____ M.I.: _____

ID #: _____ - _____ - _____ Daytime phone: _____ Email _____

Your student status in the semester for which you are registering: 2L 3L 4L LL.M. Day Eve

<u>CRN</u>	<u>Dept.</u>	<u>Course #</u>	<u>Sect.</u>	<u>Credit Hrs.*</u>	<u>Grading Status[†]</u>	<u>Course Title</u>
_____	_____	_____	_____	_____	<input type="checkbox"/> Credit <input type="checkbox"/> Audit	_____

* Due to ABA regulations, in most cases a three credit course will only count for two when transferred to the law school.
[†] You must receive permission from the Dean of Students to elect the credit option.
 Student must attach supporting documentation: The relevant Academic Calendar and the specific meeting days and times from the Schedule of Classes. Also, calculate the total number of minutes the course meets during the semester: (_____ minutes per week multiplied by the total of _____ weeks).
 The total number of minutes the course meets during the semester equals _____.

- If you are taking the course for credit, please state its relationship to your legal studies:

- If you are taking the course for credit, please read the following regulations carefully. Your signature below indicates that you have read and accepted the regulations.

I understand that I may only take a maximum of six credit hours of graduate-level courses outside the law school. I further understand that I will receive a grade of *Credit/No Credit*, and that I must receive a grade of *B-* or better to receive credit for the course.

Student's Signature: _____ <i>(graduating students must also read and sign the notice below)</i>	Date: _____	Date Registered: _____
Dean's Signature: _____ <i>(if applicable)</i>	Date: _____	Registered By: _____
Credits approved for transfer: _____		

Graduating Students Must Read and Sign

I understand that it is my responsibility to ensure that the grade I earn in any course taken outside the law school is promptly entered into the system and made available to the law school. I further understand that if a grade for me is not entered, and I need those credits to graduate, **I WILL NOT BE CLEARED TO GRADUATE.**

Student Signature