The George Washington University Law School | Records Office

Request to Take a Course in Another Division of GW

For Office Use Only
Date Entered:
Registered by:

SEMESTER (indicate year): **Fall** _____ **Spring** _____ **Summer** _____

_____ / _____ / _____
Last Name First Name M.I.

_____ / _____ / _____
GW ID Email Daytime Phone

Your student status in the semester for which you are registering: ❑ 2L ❑ 3L ❑ 4L ❑ LLM ❑ Day ❑ Eve

CRN	DEPT.	COURSE #	SECT.	CREDIT HRS.*	GRADING STATUS+	COURSE TITLE
_ _ _ _ _	____	_ _ _ _	_ _	__	❑ Credit ❑ Audit	_____

*Law students receive 1 credit hour for each 700 minutes of scheduled class time in a semester; therefore, a law student may in some cases earn only 2 credits for a course offered by another school of the University for 3 credits

+ You must receive permission from the Dean of Students to elect the credit option.

Online coursework offered by another GW school may not be undertaken by a law student for credit toward the law degree.

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: _____ **Date:** _____
(graduating students must also read and sign the notice below)

Dean's Signature: _____ **Date:** _____
(Required)

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