REQUEST OF NON-LAW STUDENT TO TAKE
A LAW SCHOOL COURSE

Name ___________________________________________ Semester: __________________________

ID# ___________________________ Student=s Home Department _________________________________

Phone ____________________________________ Email _________________________________________

Check here if this is your last semester: ____ Check here if you are requesting from your Dept.
that the credit(s) transfer to your degree: ______

I am in a full-time ____ / part-time ____ program. Degree program: ________________________

Course Title: ______________________________________________________________________

Professor Name: __________________________________________ Credit Hours: _________

Professor Signature* _________________________________ Date _________________________

Department Approval To Accept Credit (Non-Engineering & Non-DBBS students in the Graduate A&S School do not
need to secure Departmental approval and can ignore this section.)

Dept Name/Title: _______________________________________ Email: _____________________

Dept Signature*: _________________________________________ Date: ____________________

STUDENT MUST READ THE FOLLOWING:
Current Washington University graduate/professional and upper-level undergraduate students are eligible to apply to take W.U. Law
School courses if the following conditions exist: a. there is space in the class after Law Students have had an opportunity to register; b. the
class instructor gives permission; and c. their advisor/department gives permission. It is the student's responsibility to confirm approval
for credit toward a degree from his/her school if such approval is being sought and to confirm whether or not they will be charged
additional tuition. After completing this form and obtaining the signature of the representative of your home school and the professor's
signature, you must turn this form in to the Law School Registrar's Office, Anheuser-Busch Hall, The Canavan Suite, Room 303 (by
email: Registrar@wulaw.wustl.edu; by fax: 314-935-6959; by mail: Office of the Registrar, Washington University School of Law, One
Brookings Dr., Campus Box 1120, St. Louis, MO, 63130). It is the student's responsibility to speak to the professor, his/her advisor and
Law School Registrar's Office to receive permission to take the course. Credit from Law School courses taken by non-law students cannot
later be retroactively applied to a law degree program at Washington University School of Law. Most Law School courses require
advance reading/preparation, which can usually be found a week or two before the start of the semester via MyLaw at
https://mylaw.wustl.edu (To login to MyLaw: first re-set your WUSTL Key password, then log in with your WUSTL Key ID and new
password.) And the Law School semester may not begin and end on exactly the same dates as the rest of the University – see the Law
School Academic Calendar at http://law.wustl.edu/registrar/pages.aspx?id=2182. FINAL EXAMS: exam administration questions
should not be directed to professors, as most classes are graded anonymously and the Law School Registrar’s Office administers the
exams. Non-law students are responsible for contacting Sue Halvorson, Director of Academic Services, halvorss@wulaw.wustl.edu,
314-935-4750, AB Hall, The Canavan Suite, Room 303, at least four weeks prior to the exam period to discuss exam administration.
Students are eligible to take some exams on their laptops, if they have complied with instructions (including deadlines which occur early
in the semester) on downloading a software called ExamSoft/SofTest onto their computers. (ExamSoft/SofTest questions should be
directed to Susan Eggemeyer, seggemeyer@wulaw.wustl.edu, 314-935-7458, AB Hall, The Canavan Suite, Room 303). Exam
instructions are posted on the website (http://law.wustl.edu/Registrar/) each semester, usually about a month before the exam period.
Questions? Contact Sue Eggemeyer at seggemeyer@wulaw.wustl.edu or 314-935-7458.

*An email indicating approval may be attached to this form in lieu of actual signature on the form.

Revised 8/22/2013