



Washington University in St. Louis

SCHOOL OF LAW

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

Name _____ ID# _____ Date _____

Address _____

Phone _____ Email _____

Student's Home Department _____

Check here if this is your last semester: _____ Check here if you are requesting that the credit(s) transfer to your degree: _____

I am in a full-time _____ / part-time _____ program.

Course Title _____

Professor Name _____ Credit Hours _____ Semester _____

Professor's 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.)

Departmental Signature* _____ Date _____

Departmental Name/Title _____ Phone# _____

Current Washington University graduate/professional and upper-level undergraduate students may take W.U. Law School courses for credit if the following conditions exist: a. there is space in the class after Law Students have had an opportunity to register; and b. the class instructor gives permission. Non-law student grades are converted from the Law School's numeric grades as follows: 70-73 = F, 74-76 = C, 77-78 = C+, 79-83 = B, 84-86=B+, 87-100 = A. The corresponding letter grade is reported to the student's home department (students with permission from their department to take the course pass/fail may do so). It is the student's responsibility to confirm approval for credit toward a degree from his/her school if such approval is being sought. 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. Non-law students are responsible for contacting Sue Halvorson, Director of Academic Services, Room 303, halvors@wulaw.wustl.edu , 935-4750, at least four weeks prior to the exam period to discuss the exam. Students with laptops 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 special software called ExamSoft onto their computers. (ExamSoft questions should be directed to Dru Bartos, dabartos@wustl.edu , 935-7458, Room 303). Exam information/instructions will be posted on the website (<http://law.wustl.edu/Registrar/>) each semester. The student may request a Law School mailbox from the Law School Registrar's Office, Room 303. After filling out this form and obtaining the signature of the Associate/Assistant Dean at your home school and the professor's signature, you must turn this form in to the Law School Registrar's Office, Anheuser-Busch Hall, Room 303 (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. Questions? Contact Dean/Registrar Colleen Erker at erker@wulaw.wustl.edu or 935-6466.

*An email indicating approval may be submitted/attached to this form in lieu of actual signature on the form.
Revised 1/3/2008