



# Washington University in St. Louis

## SCHOOL OF LAW

### 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 WashULaw 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 Office of Student Life, Anheuser-Busch Hall, Suite 210 (or by email: [Registrar@wulaw.wustl.edu](mailto:Registrar@wulaw.wustl.edu); by fax: 314-935-6959; by mail: Office of Student Life, 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 WashULaw courses taken by non-law students cannot later be retroactively applied to a WashULaw degree program. Most WashULaw courses require advance reading/preparation, which can usually be found a week or two before the start of the semester via [Blackboard](#) or [Canvas](#). The Law School semester may not begin and end on exactly the same dates as the rest of the University – see the [WashULaw Academic Calendar](#). FINAL EXAMS: exam administration questions should not be directed to professors, as most classes are graded anonymously and the Office of Student Life administers the exams. Non-law students are responsible for contacting Amy Gravel, Office of Student Life Coordinator, [agravel@wustl.edu](mailto:agravel@wustl.edu), 314-935-4750, 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/Examplify onto their computers. (ExamSoft/Examplify questions should be directed to Jackie Thomas, [Thomas.j@wustl.edu](mailto:Thomas.j@wustl.edu). Questions? Contact Sarah Hellin at [Sarah.Hellin@wustl.edu](mailto:Sarah.Hellin@wustl.edu) or 314-935-7458.

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