



Law School Credit for Courses Taken in Other Departments of the University

****This form must be submitted to the Registrar's Office before the end of drop/add to receive Law School credit.****

Student's Name: _____ Last 4-digits of SSN #: _____ Semester: Fall Spring

Class of : _____

Course Information:

School/Department: _____ Course & Section Number: _____ - _____ - _____
(Example: Wharton/Annenberg) (Example: MGM 622 001)

Course Title: _____

Instructor(s): _____ Credits: _____ (note: 1 c.u. at the University = 3 law school semester hours)

Does this course qualify for the Certificate of Study at the Wharton School in Business Policy and Management?

Yes No (circle one)

Note: Effective Spring 2007: Courses taken toward the Wharton Certificate may NOT be taken Pass/Fail; GRADE ONLY.

Do you wish to take this course on a pass/fail basis, as opposed to a letter grade (see note above for courses taken toward the Wharton Certificate)? GRADE PASS/FAIL (circle one)

*If you do not indicate P/F, a letter grade will be assigned.

*Changes in your grading option will be made UP TO 1 WEEK prior to the start of LAW SCHOOL EXAMS.

List all non-Law courses previously taken for Law School credit:

Non-Law School/Department	Course Title	Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Explain how the course you are requesting to enroll in will contribute to your professional legal education.

Attach the course description to this form. Applications will not be considered without the course description.

Guidelines for enrolling in non-law courses and the approval procedures are found on the back of this form.

Student Signature: _____ **Date:** _____

I approve this course for credit toward the student's law degree:

Associate Dean's Signature Date

Guidelines for enrolling in non-Law courses:

- J.D. candidates may receive credit for up to 12 semester hours of graduate level courses taken at the University during their combined 2L and 3L years. **[Note: approved Joint Degree students do not need to complete this form when enrolling in courses required for their non-Law degree. Ad hoc joint program students DO need to complete this form for approval of non-Law courses.] We will permit one-course outside of the Law School per semester; 2 courses may be permitted with the permission of Associate Dean, Gary Clinton.**
- LL.M. candidates may take up to six semester hours of grad-level course work in another department of the University.
- Courses must be relevant to your legal education and must be of sufficient academic rigor to meet the exacting standards of law school
- The course must be a graduate level course (normally 500 level or higher). The Law School does not grant credit for undergraduate language study.
- The course must not be duplicative of a course offered at the law school.

Attach a copy of the complete course description for the course you wish to take.

Course schedules can be found in the Course Timetable or Course Roster at www.upenn.edu/registrar.

Approval Procedure:

1. Submit the completed form to the Registrar's Office. **Be sure to include a copy of the course description. Requests without these items will NOT be considered.**
2. Once the Associate Dean has reviewed the application and either approved or denied the request to enroll in a course outside of the Law School, the Registrar's Office will place a copy of this form in your mail folder. *Please note this approval means that the Law School will accept the credit to be applied toward your law degree. **It does not ensure that you will actually be enrolled in the course.*** Enrollment is determined by the University department controlling the course and is subject to availability.
 - Should you not receive approval to receive Law School credit for this course, please direct your inquiries to Associate Dean, Gary Clinton.
3. In most instances, the other University department will enter a "permit" into Penn InTouch, reserving a seat for you in the course. After the "permit" has been entered, please be in touch with our office (the Law School Registrar's Office) and request that we claim the "permit" – this will complete your enrollment in the course. Most permits will remain active for 24 hours.

Useful Information as You Review Courses around the University:

University Registrar's Office (list of ALL courses, by department) – <http://www.upenn.edu/registrar/timetable/index.html>

Wharton Courses: review MBA course descriptions at: <http://www.wharton.upenn.edu/mbaresource/curriculum/>

- Wharton Certificate questions – Julia Kang – juliay@wharton.upenn.edu
- Registration dates for Wharton Courses will be announced (registration opens for non-Wharton students sometime during drop/add).
 - To register for courses at Wharton, go to: 300 Huntsman Hall, 38th & Walnut Street

1 credit (c.u.) = 3 Law School semester hours!