

Petition

Petitions due by Wednesday, September 4th, 2019 to allow for processing

Fill in *all* relevant information below, check appropriate category, and use the space provided on page 2 of this petition, or a separate sheet, to explain further what you want to do, and why, in a clear and thoughtful manner.

Submission of this Petition does not guarantee approval. It will be reviewed and you will be informed of the final decision.

Name: _____ UNI: _____
Last First

Date: _____ Class: ☐ 2L ☐ 3L ☐ LL.M. ☐ J.S.D Term: _____ Year: _____

- ☐ **Permission to cross-register:** Statement explaining relation of non-Law course to your legal training and a printed course description must be included if you are requesting Law credit. Non-language courses must be graduate level to receive J.D. credit (Course number > 4000). Courses in other divisions of the University may not carry full academic point value toward the J.D. degree. Credit *cannot* exceed the number of scheduled class hours per week.

So that your registration records are correct, you must make sure to notify the Law School's Registration Services if you drop a non-Law course, or decide not to register for a non-Law course for which you petitioned successfully.

J.D. candidates: The total number of non-Law School points that may be used toward the J.D. degree is 12.

LL.M. candidates: The total number of non-Law School points that may be used toward the LL.M. degree is 6.

(See Rules on page 2 and refer to rules pertaining to your degree candidacy for further details.)

Do you wish to apply the academic credit of this course towards your Law School degree requirement? ☐ YES ☐ NO

(See Columbia University Directory of Classes, www.columbia.edu/cu/bulletin/uwb/, for all information.)

Course Number: _____ Title: _____ Section Number: _____

Call Number (5 digits): _____ Points: _____ Course Schedule (Day and Time): _____

Department: _____ Instructor: _____

Instructor's Signature (if necessary): _____

- ☐ **Permission to register for more than the 15 maximum allowable points this semester OR permission to register for fewer than the 12 minimum allowable points.**

J.D. candidates: Programs of fewer than 12 or more than 15 points require special permission. Permission to register for 11 points, the minimum point load, may be approved **only once** during your Law School career. Sixteen (16) points is the maximum allowed in any term.

LL.M. candidates: Programs of fewer than 11 points or more than 15 points require the permission of the Dean or Director of Graduate Legal Studies.

Permission to take more than 15 points: Number of points: _____

Permission to take fewer than the minimum points (11 for J.D.s; <11 for LL.M.s): _____

- ☐ **Other, please specify:** _____

Student's Signature _____ Date Submitted _____

Approval by Registration Services or designated official(s) _____ Date _____

Office Use Only

Number of LAW points
approved by the Law School

Rules Regarding Courses in Other Divisions of Columbia University

Law students may take courses in other Columbia University divisions. J.D. candidates may apply up to 12 non-Law credits towards the 84 minimum required for the J.D. degree (see Rule 1.8). (EXCEPTION: Students who first matriculated at the Law School in 2018 must earn a total of 83 Law credits.) All non-law courses count toward the 19-point maximum for non-course offerings allowed for the J.D. Degree. LL.M. students may apply up to 6 non-Law credits toward the 24 minimum required for the LL.M. degree. Please read carefully the information below, and contact the Law School's Office of Registration Services if you have any questions. With the exception of some language courses, only graduate level classes may be considered for J.D. credit.

1. Law students must petition for permission to register for work in other divisions of the University. The Rules Committee or its designated representative will consider your petition and make the determination if the course will be used in completion of your degree requirements. Permission to enroll in the course is required even if you are not seeking to apply the credit toward your degree requirements. All petitions for permission to register for non-Law courses will remain in your academic file.
2. The Rules for application of credit for the degree are very specific: Law School credit cannot exceed the number of scheduled class hours per week or the point value assigned by the offering faculty. (For example, a 3-point class that meets for two hours will be worth 2 Law points; a 4-point class that meets for 5 hours will be worth 4 Law points.) Each academic point earned for non-Law courses must represent at minimum a 50-minute classroom meeting each week throughout the term, as is similarly required of Law offerings. Such study must be evaluated by written examination or term paper. Therefore, studio classes and conversational language courses will not be approved for point credit toward the J.D. degree. Students may register for zero (0) law points.
3. Your Official University transcript will reflect both the point value of the course and the points used towards the Law degree, if they are different. Law points will be indicated in a footnote.
4. By University regulation, all cross-registered courses are graded on the A-B-C-F scale. **Grades lower than C will not be accepted towards the Law degree although they will remain on your academic record.** All courses, whether for Law credit or not, must be graded on this scale. Pass/Fail or other non-evaluative grades are not permitted. Non-Law grades are not taken into account in determining the student's academic standing at the Law School, nor in determining eligibility for Law School honors. Formal registration as an Auditor is not permitted for Law students. Some instructors allow informal auditing of a class, but this information will not appear on any official records.
5. Registration for all cross-registered courses is initiated and completed in the Law School's Office of Registration Services, (except for courses taken at the Business School—see Item 6, below). Prior to submitting your petition, please make sure to obtain any required signatures of permission (i.e., if a course requires permission of the faculty member, department or other office) or take any required language placement exam. LL.M. students also must obtain the approval of the Dean or Director of Graduate Legal Studies to take a non-Law course at the University.
6. There is a separate registration process for Law students wishing to take a course at the Graduate School of Business, and information is distributed at the beginning of each term.
7. So that your registration records are correct, you must make sure to notify the Law School's Registration Services if you drop a non-Law course, or decide not to register for a non-Law course for which you petitioned successfully.
8. Examinations in your non-Law courses may conflict with your Law examinations. Please review the Law School's examination regulations, and/or come to Registration Services to discuss rescheduling options.

Use this space to explain the nature of your petition. If you are petitioning to take a non-Law course, explain how it is related to your legal training. If needed, please attach your explanation on a separate piece of paper and include a printed course description.