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# Request to Take Non-Law Graduate Courses

## **Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last first middle

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 street city state / zip

**NSU ID:** **N**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**JD Program:**  Day  Evening

 1L  2L  3L  4L

**Indicate status:**  **\_\_\_\_ Course in Dual Degree Program (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**

 **List Program**

 **\_\_\_\_ Other Non-law Graduate Course**

**Name and address of other school:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**The other school uses:**  Semester hours  Quarter hours

**Number of credits you plan to take: \_\_\_\_\_\_\_\_\_\_\_**

**Term to attend:** Fall Winter/Spring Summer

**Dates of attendance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**To receive College of Law credit for a non-law course, the student must obtain written approval from the Associate Dean for Academic Affairs before taking the course.**

**List non-law graduate courses, as well as the number of credits for each course you are interested in taking:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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## **Emergency contact information:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Name FirsT Name relationship

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address Email phone

Dual Degree Students: The College of Law will approve no more than nine (9) non-law credits. The non-law credits earned are included in the overall 30-credit limit on courses taken other than at the College of Law.

Checklist of items to submit with petition:

* A copy of the other school’s academic calendar for the term for which the student wishes to take classes. It must clearly show both the exact days classes are regularly scheduled, and all the holidays and any other days when classes are not scheduled.
* Grading system used by the other school.
* Complete course description for desired courses, including the number of credit hours for each course. NSU may request additional information on specific courses.

#  You must also read and agree to the following terms and conditions:

1. No student whose cumulative GPA is 3.1 or below may simultaneously take courses in another program as part of a dual degree program. Students who wish to take such courses may take them in a term during which they are not taking any Law School courses. It is the student’s responsibility to ensure that GPA requirements are met while taking dual degree courses.
2. A GPA of 2.25 or higher is required to take non-law graduate courses. All grade point averages will be checked at the time of application, and again at the end of the semester prior to your taking non-law graduate courses.
3. In the event that your GPA disqualifies you from attending the dual degree program or taking any other nonlaw graduate courses, NSU will not be held responsible for the loss of any monies or deposits paid.
4. It is the student’s responsibility to request official transcripts from the host school and have them sent to the Office of Student Services, Nova Southeastern University, Shepard Broad College of Law, Office of Student Affairs, 3305 College Avenue, Ft. Lauderdale, FL 33314-7721. After transcript has been ordered, please contact 954-262-6131 to advise that transcript has been requested.
5. Credits will be transferred to the student’s College of Law record using a Transfer of Credit Form, after the Law School receives an **official transcript showing the student received at least a B (or a P in a P/F course).**

Applicant’s Signature Date (mm/dd/yyyy)

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**For Office Use Only**

Student’s Cumulative GPA \_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval given by Associate Dean-Academic Affairs: \_\_\_\_\_\_ Yes \_\_\_\_\_\_ No

Additional Information Requested \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature of Associate Dean-Academic Affairs

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Date