RETURN TO: Berkeley Law, Registrar's Office, 270 Simon Hall ◆ FAX: (510) 642-2277 ◆ EMAIL: registrar@law.berkeley.edu

Interdepartmental Application for UC Berkeley Graduate Students

Semester: Fall/Spring _____ *This form is due on Monday of the third week of Berkeley Law classes.*

Please PRINT clearly

Name: _____ SID: _____
Last First MI

CalNet User ID: _____ Gender: M or F
circle one

Phone:_____ Email:_____

Home Dept:_____

Berkeley Law course you wish to take: (**Give title, course number, class number and units**)

_____Law_____| _____| _____
Course Title Course # Class # Units

Please give substantive reasons for taking this course: _____

_____

_____

Have you taken a course at Berkeley Law before or are you petitioning to take other Berkeley Law courses? If so, list courses, number of units, semesters, and instructors: _____

Note: Four signatures are required in this section.

Home Department Approval:
I hereby attest that the student named above is a member of this graduate department, is in good standing, and the course(s) s/he would be taking will be counted toward their degree.

_____
Please PRINT NAME of Head Graduate Advisor

_____
Department & Title

_____ _____
Signature of Head Graduate Advisor Date

Student Signature:
I have read, understood, and will abide by the instructions on the reverse side of this form.

_____ _____
Signature of Student Date

Berkeley Law Instructor's Approval:
The above-named student has my approval to take my course if there is room after the add/drop period ends.

_____
Please PRINT NAME

_____ _____
Signature of Berkeley Law Instructor Date

Berkeley Law Dean of Students Approval:

_____ _____
Annik Hirshen, Dean of Students Date

Interdepartmental Application
UC Berkeley Graduate Students Only

1. Read these instructions before filling out and signing the reverse side.

2. UC Berkeley graduate students may take a law course at Berkeley Law if the course:

* is not oversubscribed;
* is related to your course of study and/or career goals;
* is approved by your home department, the course instructor, and the Berkeley Law Dean of Students.
* does not exceed the limit of **eight total units** taken at Berkeley Law as part of your graduate study.

3. The Berkeley Law calendar does not always match that of the main campus. You are responsible for knowing Berkeley Law dates and deadlines. The calendar can be found online at: https://www.law.berkeley.edu/php-programs/courses/academic_calendars.php

4. Check with your home department to insure that you may take a course at Berkeley Law and to clarify how the units will be treated.

5. Obtain the signature approval of your department head or advisor.

6. At the first class meeting, inform the instructor that you wish to take the class and obtain his/her signature approval. *Faculty approval does not guarantee admission to the class.

7. Bring this form with faculty signature to the Berkeley Law Registrar's Office, 270 Simon Hall, for signature of the Dean of Students. The deadline for filing this form is Monday of the third week of Berkeley Law classes.

8. If you are applying to take multiple courses at Berkeley Law, you must complete a separate application for each course you are applying for. **You cannot exceed the limit of eight total units taken at Berkeley Law**.

9. If your application is approved, we will send you the information needed to enroll by email. This will not occur until two weeks after Berkeley Law classes start. You must enroll in the course on Cal Central before the campus ADD Course deadline. If you decide to drop the course, you must notify the Berkeley Law Registrar's Office and drop the course on Cal Central before the Berkeley Law DROP deadline.

10. You must take the course for the grade option selected by the law school. Most courses at the law school are only offered for a grade. Refer to the Berkeley Law schedule of courses for exceptions to the standard Berkeley Law grading option.

11. You must take the final exam on the published date, time and place - NO re-scheduled exams will be allowed.

12. Law grades are posted to transcripts about six weeks after exams end. The Berkeley Law grading system will be converted to the campus system on your official transcript. Your unofficial transcript on Cal Central may show the Berkeley Law version of your grade.