# 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: __________________________________________

Phone: __________________________ Email: __________________________

Home Dept: __________________________________________

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

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Law Course #</th>
<th>Class #</th>
<th>Units</th>
</tr>
</thead>
</table>

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

**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 Registrar Approval:**

Carol Rachwald, Registrar 

Date

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

________________________________________
Signature of Student 

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 Registrar.
   * 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. You may not apply to enroll in a law class that has a time conflict with another class you are enrolled in. No exceptions will be made. If you apply for a class that conflicts with another class on your schedule, your request will not be processed.

5. 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.

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

7. 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.

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

9. 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.

10. If your application is approved, we will contact you by email once we have a final decision. If you are approved to take the course, we will enroll you in the class. This will not occur until two weeks after Berkeley Law classes start. 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.

11. 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.

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

13. 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.