

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)**

Course Title	Law 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 Registrar Approval:

Carol Rachwald, Registrar 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 full;
 - * 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 ensure 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. Obtain the signature approval from the instructor of the course. *Faculty approval does not guarantee admission to the class.
8. Email the form to the Berkeley Law Registrar's Office (registrar@law.berkeley.edu). The deadline for filing this form is Monday of the third week of Berkeley Law classes. Forms are processed in the order they are received after the deadline.
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.