



## Valparaiso University School of Law

### REQUEST BY PART-TIME STUDENT WHO WILL HAVE ATTEMPTED FEWER THAN 30 CREDIT HOURS TO TAKE AN ADDITIONAL COURSE

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

I request permission to take \_\_\_\_\_ for \_\_\_\_\_ credit hours  
(number and name of course)  
prior to my having completed the first-year curriculum.

My cumulative GPA is: \_\_\_\_\_.

My outside commitments include: \_\_\_\_\_

I want to take the course mentioned above during the \_\_\_\_\_ semester of my residency or during the \_\_\_\_\_ Summer session.

The faculty policy pertaining to additional courses taken by part-time students prior to their having completed the first-year curriculum is that any such student may take one summer course, and a student with a cumulative GPA of 2.250 or greater will be allowed to take summer courses up to 7 credit hours after the completion of the first two semesters of part-time residency with the permission of the professor and the Associate Dean for Academic Affairs. The primary consideration will be whether the courses taken prior to the summer session provide a sufficient background for the summer course.

And, the faculty policy concerning additional courses for part-time students in the third and/or fourth semester is that students with a cumulative GPA of 2.250 or greater will be allowed to take two courses in addition to the first-year curriculum courses, provided the total number of hours per semester does not exceed 11 credit hours. The primary consideration will be whether the courses previously taken provide sufficient background for the additional course, but the student's outside commitments will be considered also.

Number of credit hours approved: \_\_\_\_\_

\_\_\_\_\_  
Signature of Professor

\_\_\_\_\_  
Signature of Associate Dean for Academics

Date: \_\_\_\_\_

**Return this form to the law school Registrar's Office after securing approval. Part-time students may not register for additional courses without the completion of this form.**