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 Assistant Dean

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.