WOLVERINE ACCESS--NON-LAW COURSES TAKEN AT THE UNIVERSITY OF MICHIGAN AND A COURSE TAKEN AT ANOTHER UNIVERSITY

If approved, foreign graduate students (LL.M) may take up to six credits and second- or third-year J.D. students may take up to twelve credits outside of the Law School and apply these credits to their J.D. degree. (Ordinarily, only graduate-level non-law courses at the University of Michigan will be approved for credit. Exceptions are made for foreign language courses.) For J.D. students, a maximum of six out of these twelve may be taken at another ABA approved law school. Permission must be obtained from Assistant Dean Baum (dbaum@umich.edu) PRIOR to enrolling in the class!

APPLICATION PROCESS TO TAKE A NON-LAW COURSE AT THE UNIVERSITY OF MICHIGAN
You can look up non-law course information using the University’s Schedule of Classes online document. The link is: http://ro.umich.edu/schedule/.

NOTE--Foreign Language Course: Before requesting law degree credit for a foreign language course, please consult with the appropriate foreign language department in order to ascertain the appropriate course for your skill level. Sometimes foreign language departments will make you take a placement test; sometimes they will be able to recommend the proper course after speaking with you about your background with that language, and then what you need to do to make it equivalent to a graduate level course.

The Law School’s External Enrollment Form is found on the Law School Student Records Office home page, (http://www.law.umich.edu/currentstudents/registration/Pages/default.aspx ), Registration (left column), External Enrollment [log in], Law Student Forms, and New Request for permission to take a non Law course at U of M. Complete and submit the online form. Assistant Dean Baum will review the form and render his decision by e-mail. His approval is required for the requested non-law credit to count toward your JD degree.

IMPORTANT--If the requested non-law course or foreign language course is approved, you will wait until your law appointment is activated at the start of the Law School’s Drop/Add period (NOT before that time) and use Wolverine Access to add the class to your term schedule.

If you need permission to enroll in a non-law course or foreign language course (e.g., Permission of the Instructor, Department Consent, class is full, etc.) work with the department that supervises the non-law class or foreign language course. Tell the non-law department staff that your law appointment time for Wolverine Access activates at the start of the Law School’s Drop/Add period! For example, to take a course at the Stephen M. Ross School of Business, it is mandatory that you must first obtain permission from the professor by following this procedure:

1. First, contact the instructor by email. (Please do not call the instructor). Email addresses can be found by searching the MCommunity Directory at: mcommunity.umich.edu. In your email to the instructor, be sure to: (1) introduce yourself and state what degree program and school you are enrolled in (e.g. Law School, J.D. program); (2) include the Business School course name, number, and section (e.g. FIN 623.001) you are interested in taking; (3) explain why you are interested in the course.
• Second, if permission is granted by the instructor, please forward the email with the instructor's approval to Ross Academic Services at rossacadservices@umich.edu (although, ideally, this would be forwarded directly from the instructor to Academic Services).

• If seats are available in the class, Academic Services will issue you a permission through Wolverine Access, and you will automatically receive an email notification. You may then officially register for the course through Wolverine Access. Please note that this procedure applies to Business School electives, whereas core classes are only open to non-Business students after the first day of classes if seats are available.

For questions, please contact Ross Academic Services (701 Tappan Ave., Room W3700, tel: 734.647.4933, email: rossacadservices@umich.edu).

For other departments/schools in the University, you must contact that department/school to find out the procedure for obtaining permission.

“NDC” (NOT FOR DEGREE CREDIT)
When a law student enrolls in a non-law class, a default grade basis of NDC (Not for Degree Credit) is automatically assigned until the final grade is posted by the non-law department and reviewed by the Law School. Until the Law School confirms receipt of a B- or better grade in an approved non-law class, the grade basis you will see is NDC (Not for Degree Credit).

“S” (MANDATORY LIMITED GRADE OPTION PASS) GRADE VS. LETTER GRADE
If you complete an approved non-law course with a B- or higher grade, you will receive credit toward your law degree; less than B- grade, no credit toward your law degree and the letter grade earned is posted on your transcript. The default grade for a non-law course is the letter grade earned. Law students can elect to have an "S" (mandatory pass) grade posted on their transcript for a non-law course. If this election is made and a B- or higher grade is earned, the "S" will be posted by the Law School at the time that degree credit for the course is applied. This election is made in the Law School’s Office of Student Records and it must be made in advance. To request this change, you must come to the Law School’s Office of Student Records, 300 Hutchins Hall, and file a Limited Grade Option (Pass/Fail) Form by the beginning of the exam period for the department, school, or college offering the course. NOTE-- whether or not you opt to have a letter grade or an “S” grade appear, this credit will not be factored into your Law School GPA and will be counted as mandatory limited grade option (pass) credit.

APPLICATION PROCESS TO TAKE A COURSE AT ANOTHER UNIVERSITY:
Students must complete and submit a Request for Approval of Course Taken at Another University Form for the class requested. The form resides on the Law School Student Records Office Web site, Registration (located in the left-hand column), External Enrollment (located in the middle of the blue colored box), and the required form is among the items listed. The link is: http://www.law.umich.edu/currentstudents/registration/registration/Pages/default.aspx. This detailed form provides a record of the student's request and is the vehicle through which the enrollment decision is e-mailed to the student. Assistant Dean Baum must review and approve the non-law course BEFORE credit can be counted toward the JD degree.

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