

University of Michigan Law School

Registration Instructions: Non-Law Graduate Students

Requesting Enrollment in a Law School Class for Non-Law Graduate Students

Steps:

1. Consult with the Law School professor to make sure that it is advisable and appropriate to enroll in the course.
2. Complete an External Enrollment request form for each law class you wish to take. This form provides a record of requests and it also provides automatic email notifications when requests have been approved or rejected.
 - a) Go to this site:
<https://www.law.umich.edu/currentstudents/registration/registration/Pages/ExternalEnrollmentNonLawStudents.aspx>
 - b) Read the points to note before requesting enrollment in a Law School class. Click the “Request Enrollment” button, log in, and submit the form.
 - c) Forward email communications with the professor stating their enrollment approval (contingent on seat availability) to lawrecords@umich.edu.

Notes:

- Credit received for a Law School class can never be used toward a law degree from the University of Michigan Law School.
- Non-law graduate students are **not** permitted to take or audit first-year required Law courses (e.g., 510 Civil Procedure; 520 Contracts; 530 Criminal Law; 540 Intro to Constitutional Law; 580 Torts; 593 Legal Practice Skills I; 594 Legal Practice Skills II; and 598 Legal Practice: Writing & Analysis).
- Undergraduate students are **not** eligible to enroll in Law School classes.

Processing External Enrollment Forms for Non-Law Graduate Students

Overview: External Enrollment request forms that non-law graduate students complete are reviewed during the Law School’s Drop/Add period [in January, for the Winter Term // in August, for the Fall Term]. Students will receive the decision via email.

Notes:

- For upper class courses or seminars (**not** first-year required courses, practice simulations, or clinics) that have plenty of seats available, the *External Enrollment Form* will be approved. You will receive a “class permission” email with an enrollment deadline.
- If the number of seats in a course is very limited, the request will be rejected as Law School students cannot be shut out during the Law School’s Drop/Add period. If seats are still available at the beginning of the term, non-law students can reapply to take the course.
- Law professors have the discretion to allow non-law graduate students to audit upper-class (but **not** first-year required) Law School classes on a *formal* (enrolled) “Audit” or “VI” basis (or *informal* basis providing there is a seat in the class). (This does not apply to law students as they cannot audit Law School classes.)
- The Law School’s Drop/Add period after the start of classes is nine days long and it often ends earlier than the University’s Drop/Add period. *External Enrollment* requests which are submitted after the Law School’s Drop/Add period ends will be reviewed, but are not likely to be approved.

Exceptions for Seminars:

- If a non-law graduate student requests a seminar that is not full/closed and there are no Law School students on the waitlist, the Office of Student Records will contact the professor for an enrollment decision.
- If the seminar is full/closed and there are Law School students on the waitlist, the non-law graduate student request will be rejected. The non-law graduate student can reapply at the beginning of the term.
- If a seminar is full/closed but the room's maximum seating capacity has not been reached and the professor wants to take a particular non-law graduate student as an additional student (up to an enrollment maximum of 20 for a seminar), the professor must email (lawrecords@umich.edu) so that the student's *External Enrollment Form* can be processed.

Law School Grading

Final Exams: Final grades for many, but not all, Law School courses are determined by a final exam. The Law School's final exam period is usually different than the rest of the university. Therefore, students must make arrangements to be available to take the final exam at its scheduled time. Therefore, before enrolling in a Law School course, note the day/time of the final exam. Non-law students will be held to the same rules for scheduling special exams as Law School students. No special exceptions will be made. For more information about exams, visit this link:

<http://www.law.umich.edu/currentstudents/registration/exams/Pages/default.aspx>.

Grade Curves: Law School courses that have 30 or more students enrolled in them are required to stay within a target mean GPA. For more information, speak with an administrator in the Law School's Office of Student Records (lawrecords@umich.edu).

Grading Deadline: Law School professors have **4-weeks** after the last day of the Law School's final exam period to submit their final grades. Note that this is the professors' grading deadline – students can expect to receive their grades **no later than 6-weeks** after the last day of the Law School's final exam period. Non-law graduate students who are graduating or require their grades earlier than this deadline should reconsider enrolling in a Law School course. If the Law School course is crucial to your program, speak to an administrator in the Law School's Office of Student Records before enrolling in the course. Be aware that your home department/school may need your final grades before the Law School's grade posting deadline. As a result, taking a Law School class in your final term could delay the date that your degree is awarded.

Taking Law School Classes as Pass/Fail (Satisfactory/Unsatisfactory)

Overview: A non-law graduate student may add the Satisfactory/Unsatisfactory (SUS) "modifier" to their enrollment in an eligible Law School class. However, there may be restrictions on modifiers and specific grades may be required, so check with an academic advisor in your home department/school before starting the process.

Steps:

1. Fill out a University course election form in the Law School's Office of Student Records (416 Hutchins Hall). A Law School administrator must review and sign the form.
2. Take the form (signed by a Law School administrator) to an adviser in your home department/school for an administrator's review and signature.
3. Take the completed form (with administrator signatures from the Law School and your home department/school) to the University Registrar's Office (Student Services-Central Campus, 2200 Student Activities Building) for processing.

Deadline: The last day of classes for the University. However, we suggest that all students check with their home department/school in case they have an earlier deadline.

Updated September 27, 2018 JRO