

**APPROVAL FOR COURSE TAKEN OUTSIDE OF LAW SCHOOL**

Name: \_\_\_\_\_  
*(Please print legibly)*

UNM Student ID #: \_\_\_\_\_  
*(9 digits, print legibly)*

Signature: \_\_\_\_\_  
*(Handwritten signature only!)*

E-mail: \_\_\_\_\_@law.unm.edu  
*(Please print legibly)*

Status (check one): ( ) 1L ( ) 2L ( ) 3L ( ) MSL

Non-law credits previously approved: \_\_\_\_\_

**Course Information** (Please print legibly):

Semester: \_\_\_\_\_ Year: \_\_\_\_\_ College: \_\_\_\_\_ Subject: \_\_\_\_\_  
*(Exp.: Anderson School of Mgmt.) (Exp.: ACC)*

Course Title: \_\_\_\_\_

CRN: \_\_\_\_\_ Course #: \_\_\_\_\_ Section #: \_\_\_\_\_ Credit Hours: \_\_\_\_\_  
*(5 digits)*

**Proposed Course** (short description or attached the course description to this document):

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Up to six (6) credits in **500 level** or higher (graduate level) courses in other colleges within the University or other fully accredited institutions of higher learning may be taken for elective law credit.

An approval request must be completed and submitted for approval in advance of any non-law course enrollment. **NOTE:** A Level Restriction Graduate Credit Authorization Form is also required. Contact the SOL Registrar’s Office for this form.

**Law Courses:** If a standard letter grade of “C” or better is received in an approved law course, **CR** (Credit) will be recorded on the UNM records. If grade is less than a “C” grade, the credits will not be accepted for transfer back to UNM.

**Non-Law Courses:** If a standard letter grade of “C” or higher is received in such a course, the grade of **CR** (Credit) will be entered on the law school academic record, and the appropriate number of credit hours will be counted toward the law school’s degree requirement of 86 earned credit hours. If a grade of C-, D+, D, D-, F is received, the grade will be entered on the academic record and calculated into the student’s grade point average.

Students must undertake the responsibility of resolving any conflict between law school class meeting(s) or examination schedules and the class meeting(s) or examination schedule in such an elective course. (See page 9 <https://lawschool.unm.edu/academics/common/docs/bulletin-handbook-policies.pdf> )

If a non-law course is taken at an institution outside of the University of New Mexico, it is the law student’s responsibility to have an official transcript sent (electronically or mailed) to the UNM School of Law Registrar once all final grades are available for the approved course, so they may be processed into UNM. Address to, “**ATTN: Registrar**” and use the below indicated mailing address.

**Submission Instructions:** submit the completed form to the UNMSOL Office of the Registrar at:

**Email (Preferred):** [LSRegistrar@law.unm.edu](mailto:LSRegistrar@law.unm.edu)

**Drop off:** SOL Administrative Suite, Room 2518

**NOTE:** If you do not have a scanner, print this document, sign it, take a clear photo with your cell phone, and attach it to the email.

**Approval by Law School Registrar:**

\_\_\_\_\_  
Registrar’s Signature  
*(Alternatively: MSL Director, as applicable)*

\_\_\_\_\_  
Date