

## OUT OF FACULTY COURSE REQUEST FORM

The Faculty of Law, University of the West Indies,  
Cave Hill Campus

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**Faculty of Law (Cave Hill) Regulations 16(c)[full time] and 20(c) [part time] provide:**

“(c) The List of Optional Courses comprises such of the following courses as are offered in the relevant Semester and any Optional Course subsequently approved, including not more than 6 credits offered in a Faculty other than the Faculty of Law (Cave Hill) and approved by the Dean of the Faculty of Law (Cave Hill). Courses taken in a Faculty other than the Faculty of Law (Cave Hill) must be Level III courses.”

### **Criteria for Approval:**

- 1) Is the proposed course a Level 3 course complementary to the Law programme? Note that, subject to the above, the course can be from any Faculty and in any subject area.
- 2) Is the academic record of the student strong enough to support approval of the request?

**Please note that you are responsible for satisfying the pre-requisites of any out of Faculty course. If you do not, the Law Faculty’s approval cannot override the other Faculty’s pre-requisite standards and you will not be admitted into the course.**

### **Notes and Instructions:**

- 1) **Please complete all sections of the form below and submit to the Dean of Law, through ([lawdean@cavehill.uwi.edu](mailto:lawdean@cavehill.uwi.edu)) before the close of the first week of Registration for the relevant Semester or Summer period. Applications after that date will not be accepted. If you do not complete a section of the form your request will not be processed.**
- 2) Please be certain to check to make sure that the out of Faculty course is actually being offered in the desired semester and that it does not clash in terms of class or tutorial times with any other class you intend to take. Permission will not be granted to take courses involving a time clash. Please also check pre-requisites, as above.
- 3) If you are granted permission to take an out of Faculty course your name will be sent on a list to the relevant Faculty and Admissions and you will be manually registered in the course. **For this reason you must specify the CRN numbers for the lectures and tutorials.** If you are already registered in five (5) Law courses then you must drop one to be able to take the out of Faculty course. Please also check your registration status on Cave Hill Online (CHOL) during the second week of Registration to ensure proper registration.

*Revised 03 May 2018*

# Out of Faculty Course Request Form

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<b>Student Name</b>		
<b>Student ID Number</b>		
<b>Law Course(s) to be Dropped</b> <i>(in which currently registered, including course code and title)</i>		
<b>Proposed Non-Law Level III Course</b> <i>(course code and full course title)</i>		
<b>Lecture and Tutorial CRN numbers for Proposed Course</b>	Lecture CRN	Tutorial CRN
<b>Full Course Description</b> <i>(from relevant Faculty Handbook or website)</i>		
<b>Reasons for seeking to take the course</b>		