



**THE UNIVERSITY OF THE WEST INDIES**  
CAVE HILL CAMPUS

**FACULTY OF LAW**  
**LL.B. PROGRAMME**

**OUT OF FACULTY COURSE REQUEST FORM**

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**Law Regulation 8(iii):** “The List of Optional Courses comprises such of the following courses as are offered in the relevant Semester, including not more than 2 one-semester courses offered in a Faculty other than the Faculty of Law and approved by the Dean of the Faculty of Law. **They must be Level 3 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 justify approval of the request?

**Please note in relation to (2), above, that courses in other Faculties do not have supplemental exams.** As a result, if you fail an out of Faculty course you will likely be required to return the next academic year to complete your degree.

**Please also 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. Applications after that date will not be accepted. If you delete a section or do not fill it out, your request will be denied.**
- 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 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.

# OUT OF FACULTY COURSE REQUEST FORM

*(This form is for use by the Faculty of Law students only)*

<b>Student Name</b>		
<b>Student UWI ID Number</b>		
<b>Law Course(s) to be Dropped</b> (in which currently registered, <b>including course code and title</b> )		
<b>Proposed Out of Faculty (Non-Law) Level III Course(s)</b> (course code and full title of course)		
<b>Lecture and Tutorial CRN numbers (ALL)</b>	<b>Lecture CRN</b>	<b>Tutorial CRN</b>
<b>Full Course Description</b> (from relevant Faculty Handbook or website)		
Reasons for seeking to take the course		
<b><u>OFFICIAL USE (DEAN'S OFFICE)</u></b>		
COMMENTS: _____		
Recommendations of Head of Department: _____		
Signature _____	Date:	_____