Out of Department Registration Authorization

For University of Alabama Criminology & Criminal Justice Graduate Students wishing to take course in another UA Department

The Department of Criminology and Criminal Justice expects that graduate students who are earning a Master's degree take all (or almost all) of their courses within the department. Occasionally, MS students in good academic standing who meet all student and course eligibility criteria may need to take up to two courses (maximum of 6 credits) in other departments at the University of Alabama.

For a course from another department to count toward the student's MS in Criminology and Criminal Justice, the student must complete this form and have it *approved by the CCJ Graduate Director* before registering for that course. You must also gain permission from the instructor of the course that you wish to take.

For a course from another department to be considered, the follow criteria must be met:
- The course cannot be available from the CCJ department.
- The course cannot be a duplicate of a course that the student has already taken.
- The course must directly relate to the student's academic and career goals.
- To submit this form, you **must** include the course syllabus. Forms submitted without the syllabus will not be reviewed.

NO ONLINE COURSES WILL BE APPROVED UNDER ANY CIRCUMSTANCES

STUDENT INFORMATION

Name:

CWID:

Email Address:

PROPOSED OUT OF DEPARTMENT COURSE INFORMATION

Department:

Name & Number:

Semester:

Year:

Professor:

Credit Hours:

EXPLANATION OF EXCEPTIONAL CIRCUMSTANCES FOR REQUEST

Please provide a detailed explanation for your request to take a course in another department. You must address all of the following points: (a) why this course is necessary to your area of study and career plans, (b) why this course is more appropriate than any of the CCJ electives offered in the same semester, (c) how this course will contribute to your overall CCJ education.

APPROVAL

Graduate Director Signature: _____   **Date:** _____