



UW Law School Course History Report

What is it?

An official UW-Madison transcript contains all courses and grades ever earned by a student at UW-Madison. Thus, if you previously attended UW-Madison as an undergraduate or graduate student, it is *not* possible to get an official transcript that contains only your Law course information. To some students, however, the older course information is dated and irrelevant to one's Law studies and current employment prospects. The Law School is sensitive to this concern and, consequently, will make available upon request a "Course History Report" reflecting only the courses and grades from your present matriculation as a Law student.

Will only Law courses appear on the Course History Report?

All courses from your current matriculation will appear on the Course History Report. This includes all Law courses, as well as any courses taken in other departments of UW-Madison while you have been a Law student.

Is the Law School Course History Report an official transcript?

No. The Course History Report is issued in the form of a letter from a UW Law School official, typically the Law School Registrar. The letter indicates that it is not an official transcript and that prospective employers who wish to view an official UW-Madison transcript should ask the student to provide an official transcript. The Course History Report letter is issued directly to the student. Only one original will be provided; the student may thereafter make as many copies as may be needed for employment-search purposes, etc.

Can any UW Law student get a Course History Report?

No. To be eligible for a Course History Report, **you must have been enrolled previously at UW-Madison as a non-Law student, at either the undergraduate or graduate level.**

Are there any other requirements?

Yes. The Request Form (see next page) must be **completed fully**. Requests must be timely. (One week's processing time is required; last-minute requests will not be honored.) The student submitting the Request Form must also certify that there are **no current "holds" on his/her University record** (such as those resulting from unpaid tuition, fees, library fines, etc.).

How do I request a Course History Report?

Complete the Request Form on the next page and submit it to the Law School Registrar in Room 5107. Once produced, the Course History Report will be placed in the requesting student's hang-file.

Request Form

UW Law School Course History Report

Student Name: _____
(last) (first)

Student ID Number: _____

UW email: _____

Year in Law School: 1L 2L 3L

Date Request Submitted to Law School Registrar: _____

(Important Note: indicate date *actually submitted*. Request Forms bearing inaccurate dates will be returned. One week's processing time is required; last-minute requests will not be honored.)



I certify that I have been enrolled previously at UW-Madison as a non-Law student, at either the undergraduate or graduate level: _____
(initials)

I certify that there are no current "holds" on my University record (such as those resulting from unpaid tuition, fees, library fines, etc.): _____
(initials)

(Signature of Requesting Student)

Return signed form to the Law School Registrar, Room 5107