



THE CATHOLIC UNIVERSITY OF AMERICA
Columbus School of Law

REQUEST TO TAKE COURSE(S) AT ANOTHER LAW SCHOOL FOR CUA/CSL CREDIT

All matriculated students are ordinarily expected to take all law school courses while in residence at this law school. Students may be allowed to take courses for credit at another law school with the advance permission of the Office of Academic Affairs.

All students requesting permission to visit another law school should keep in mind that:

- A student may be permitted to visit away for no more than one semester to participate in a structured program of unusual academic and professional enrichment at another institution, on condition that the program for which leave is taken is not available at this law school.
- Approval may not be given for students to take courses elsewhere that are required courses here or that will be offered here during the remainder of the student's program of studies.
- In extraordinary circumstances related to family, health, and other unusual personal situations, the Office of Academic Affairs may permit a student to visit at another law school for a total leave for any reason of not more than two semesters.
- A student will receive credit only for courses in which a satisfactory grade of C+ or better has been received. Pass/Fail courses will not receive credit.
- No grades will be entered on the student's permanent record and, therefore, the grades received will not be included in the calculation of the student's cumulative average and class rank.
- Students are responsible for seeing that official transcripts of work are forwarded promptly to the Office of the Registrar.
- Students in their last semester of studies are encouraged NOT to visit away as it may interfere with the conferral of their degree. Official transcripts must be received prior to submission of names to the faculty for graduation certification. Failure to do so may result in the postponement of the conferral date and denial of commencement participation. (i.e. it is possible you may not graduate on time.)

Students interested in visiting another law school must fill out the below request form and return the completed copy to the Law School registrar.

For more information, please contact the office of the Office of Academic Affairs at (202) 319-6478. Information regarding this process is also available in the Law School Announcements.



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Name: _____ Student ID #: _____

Contact Number: _____ Email Address: _____

Academic Level: Full- time 2nd year 3rd year Part- time 2nd year 3rd year 4th year

Have you previously transferred credits for courses taken outside of the law school? Yes No If so, # of credits _____

I am requesting permission from the Office of Academic Affairs to visit the following ABA- approved law school:

*** Please attach a statement on the reason for visiting away.**

I am interested in taking the following course(s): (If you are not yet sure which courses you will be taking, please leave this section blank and seek course approval from the registrar prior to the beginning of the semester in question)

| Course Title | Credit Hours |
|--------------|--------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

I have read and understand the pertinent academic rules as outlined in the Law School Announcements. I also understand that I must take the approved course(s) for a letter or numeric grade and that pass/fail courses will not receive credit. It is clear that a grade of C+ or better is required to transfer credit to CUA/CSL and that the grade(s) will not count in computing my grade point average. However, these credits will count towards the 84/87 hours required to graduate.

In order to receive credit for the course(s) taken outside of the law school, it is my responsibility to request an official transcript mailed to the Office of the Registrar as soon as my grades are posted. Failure to do so may result in the postponement of my conferral date and denial of commencement participation.

Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Student approved to visit away for the Fall Spring Summer _____ semester.
 Denied

Notes: _____
