

**REQUEST TO TAKE COURSES AT
ANOTHER LAW OR GRADUATE SCHOOL**

(use separate form for each school and for each semester)

TO: Office of Registration & Enrollment (Suite 280) or
Alice A. Brumbaugh, Director of Academic Advising

FROM: _____ Year/Class _____ Mailbox # _____
(print name)

- I. A. Course Title and Number _____ Credits _____
Course Title and Number _____ Credits _____
Course Title and Number _____ Credits _____
Course Title and Number _____ Credits _____
Course Title and Number _____ Credits _____

Name of Law School/Graduate School _____
(circle one)

Semester and Year in which course(s) will be taken _____

B. Are any of these courses distance education? Yes _____ No _____

II. Number of credits previously approved to transfer toward JD requirements: another Law School _____
Graduate School _____

This request is part of a part of a dual degree Yes _____ No _____. (If yes, inter-institutional registration and its financial benefit do not apply.)

If yes, degree program _____ Expected Degree Date: _____

III. _____ (initial) As described in paragraph VII.1A and B on the reverse, if I receive a grade in the 'D' range in the course and failure to receive 'credit' for the course, whenever taken, would prevent my graduation, I elect, by initialing above to take the grade earned in the course instead of 'no credit.'

IV. _____ (initial) I have attached a catalog course description of each course in which I am requesting permission to enroll and on the reverse have stated the reason(s) for this request.

V. _____ (initial) I am requesting to take courses outside of the United States, other than through another ABA approved program, and have completed and emailed the "Travel Release" forms to Crystal Edwards cedwards@law.umaryland.edu in the Office of Student Affairs. (See Crystal Edwards, Suite 280 for forms.)

VI. I have read the information regarding transfer of credits on reverse, including the special timing requirements for graduating seniors (VIII.2).

Student Signature Date

(CONTINUED ON REVERSE)

Office Use Only

Approval: Yes _____ No _____ Special Provisions of Approval, if any:

Signature _____ Date _____ Copy to Student _____

VII. Reason(s) for Request

VIII. Guidelines

1. No more than 9 graduate level credits or 32 credits taken at another ABA-accredited law school (or combination of graduate level and other law school credits totaling 32) may be applied toward Juris Doctor degree requirements. Before credits will be accepted on a transfer basis, an official transcript must be sent to the Office of Registration & Enrollment (OR&E), Suite 280, 500 West Baltimore Street, Baltimore, MD 21201, showing that:
 - A) Graduate Level courses – the grade achieved must signify satisfactory completion of the course(s); many graduate schools do not consider “C” work satisfactory; credits transfer, the grade does not. Consistent with ABA Standard 306, graduate level distance education courses are not eligible for transfer.
 - B) Law School courses – the grade achieved is a C- or better; credits transfer, the grade does not. If a grade below C- is achieved, the student will be notified and he/she can elect, in the time and manner prescribed by the assistant dean, to take the grade earned in the course instead of ‘no credit’.
 - C) Academic credits accepted on a transfer basis earn residency credits as if the credits were taken at Maryland. See the Residency Chart at online under Graduation Requirements/Residency.
<http://www.law.umaryland.edu/academics/program/curriculum/requirements/residency.html>
2. The student is responsible for having an official transcript sent directly from the Registrar’s Office of the school attended to the Office of Registration and Enrollment and, **if the student is a graduating senior, the grade must be received in OR&E no later than the date on which all graduating senior grades are due.**
3. Except for courses to be taken as part of a dual degree program, if course(s) will be taken at another University of Maryland System School (except University College) on an Inter-Institutional Enrollment (IIE) basis, the student must complete an IIE form, available in Suite 280, and submit it with this form to the Office of Registration & Enrollment. If approved, the student must take the IIE form to the host institution for registration. (You will be registered for the course(s) both here at the School of Law and at the host institution.)

Courses registered for through IIE will be listed on your law school academic record. The grade earned in the IIE course is required to be entered on the academic record as such by the University of Maryland, Baltimore Office of the Registrar in consequence of the inter-institutional registration process. However, when the Office of Registration and Enrollment receives an official transcript showing the grade earned in the course, a change of grade form will be submitted to the Office of the Registrar. If the transcript states that the grade signifies satisfactory completion of the course (see Guideline 1 above), the change of grade form will direct the Registrar to change the grade to a “CR” (Credit); if the grade earned is not satisfactory, the grade form will direct the Registrar to change the grade to an “NC” (No Credit).

4. Courses for which the student is not requesting a transfer of credit toward law school degree requirements do not require approval. However, students registering for courses through IIE, must submit this form and the IIE form to the Office of Registration & Enrollment and, after obtaining the appropriate signature, the IIE form must be taken to the host institution for registration.

Courses registered through IIE for which credits will not be accepted on a transfer basis will be listed on your law school academic record. The grade earned in the IIE course is required to be entered on the academic record as such by the University of Maryland, Baltimore Office of the Registrar in consequence of the inter-institutional registration process. However, when OR&E receives an official transcript showing the grade earned in the course, a change of grade form will be submitted to the Office of the Registrar directing the Registrar to change the grade to “NA” (Not Applicable).

5. Students registered through IIE pay only their home school tuition. Students taking courses outside the University System of Maryland (or within the System but without benefit of Inter-institutional enrollment, including courses taken at University College) should discuss cost/payment with the law school’s financial aid coordinator.