

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

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

TO: Lowell Wilson, Director of Registration and Enrollment
Office of Registration & Enrollment (Suite 280)

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 _____

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 _____

III. _____(initial) As described in paragraph VIII.1A 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. I have read the information regarding transfer of credits on reverse, including the special timing requirements for graduating seniors (VIII.2).

VI. _____(initial) I have met with Dean Cobb or Mr. Wilson to discuss my plans to take a course at another law school (if not, please schedule a meeting before submitting this form).

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) 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 Director of Registration & Enrollment, to take the grade earned in the course instead of 'no credit'.

B) 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** (see Academic Calendar for the date: <http://www.law.umaryland.edu/calendar/academic.html>).
3. If course(s) will be taken at the University of Baltimore School of Law 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 UB Law for registration. (You will be registered for the course(s) both here and at UB Law.)

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.
6. **The course to be taken (or a substantially similar course) must not be offered at the University of Maryland School of Law at any time during the academic year in which the student wishes to take it, or, the student must be unable to register for the course (or a substantially similar course) at the University of Maryland School of Law at any time during the academic year in which the student wishes to take it because the course is fully enrolled. If these circumstances apply, explain them to either Mr. Wilson or Dean Cobb during your meeting.**