

REQUEST TO TAKE A COURSE AT ANOTHER LAW SCHOOL

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

Use this form if you are requesting permission to take a single course at another law school during the fall or spring, or multiple courses during the summer.

TO: 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 _____

Name of Law School at Which You Will Take Course(s) _____

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) I have attached a catalog course description of each course in which I am requesting permission to enroll and have stated the reason(s) for this request at VII., below.
- IV. I have read the information regarding transfer of credits on reverse, including the special timing requirements for graduating seniors (VIII.3).
- V. _____(initial) I have met with Dean Hayes to discuss my plans to take a course at another law school (if not, please schedule a meeting before submitting this form).
- VI. _____(initial) I understand that courses taken at another law school count toward the maximum number of credits allowable during any semester or summer session.
- VII. Reason(s) for Request

Student Signature

Date

(CONTINUED ON REVERSE)

Office Use Only

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

Signature _____ Date _____ Copy to Student _____

VIII. Guidelines

1. For students first enrolling at UM Carey Law prior to August 2014:

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 the grade achieved is a C- or better. Please be aware that while credits transfer, the grade does not. During a fall or spring semester, students may take one course at another law school. During a summer session, students may take up to 9 credits at another law school.

For students first enrolling at UM Carey Law in August 2014 or later:

Students who did not transfer to the School of Law after one or more semesters at another law school and who have not been granted permission to visit at another law school for one or two semesters may be awarded up to 9 transfer credits for work completed with grades of C- or higher at another law school or completed satisfactorily at a non-law graduate school. Students must obtain advance permission from the Associate Dean for Students & Student Services for each course they wish to take. Students must demonstrate that the course is not comparable to one offered regularly at the School of Law and that the course will significantly contribute to the student's legal education by providing a unique experience specific to the student's program of study. The 9-credit limit encompasses both law courses and non-law graduate courses.

Students in approved dual degree programs may receive up to 9 credits toward the JD for non-law graduate work completed at the other school. Students in approved dual degree programs who are receiving 9 credits toward the JD for non-law graduate work completed at the other school may in addition receive up to 6 credits for work completed with grades of C- or higher at another law school, subject to the conditions above and in 6., below. In other words, the total transfer credit for which a dual degree student is eligible is 15 credits.

2. Absent extraordinary circumstances, students may not take required courses at another law school. Under no circumstances will permission be granted to fulfill the Advanced Writing Requirement ("cert requirement") at another law school.
3. 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>).
4. 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 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 Carey Law 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).

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 Carey 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 Carey 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 Dean Krinsky or Ms. Hayes during your meeting, and in your response to item VII on the reverse.**

Taking Courses at a Non-USM School during the Fall, Spring, or Summer

1. Complete the appropriate form—e.g., “Request to Take Courses at Another Law School” or “Request to Take Courses at a Graduate School.” These forms are located on the law school website under “Forms” and on the Forms Shelves outside of Suite 280. Submit the form, along with a course description and the reason you wish to take the course outside of UM Carey Law, to the Office of Registration & Enrollment for approval. Students must demonstrate that the course is not comparable to one offered regularly at the Carey School of Law and that the course will significantly contribute to the student’s legal education by providing a unique experience specific to the student’s program of study.
2. Once approved, follow the host school’s application process, and pay that school’s tuition and fees.
3. Upon completion of your studies, you must arrange for an official transcript from the host school to be mailed directly to the Office of Registration & Enrollment at UM Carey Law in order for the transferrable credits to be applied to your record at UM Carey Law. Please be aware that if you take a course at another school during your final semester, you may not be able to graduate if we do not receive the official transcript by our deadline.

UM Carey Law Office of Registration & Enrollment
410.706.2045 / registration@law.umaryland.edu