

**REQUEST TO TAKE COURSES AS A VISITOR
AT ANOTHER LAW SCHOOL**

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

Use this form if you are requesting permission to spend an entire semester at another law school.

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 _____
Course Title and Number _____ Credits _____
Course Title and Number _____ Credits _____

Name of Law School at Which You will Visit _____

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 VI., below.
- IV. _____ (initial) I have read the information regarding transfer of credits on reverse, including the special timing requirements for graduating seniors (VII.4).
- V. _____ (initial) I have met with Dean Krinsky or Ms. Hayes to discuss my plans to visit (if not, please schedule a meeting before submitting this form).
- VI. 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 _____

VII. 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.

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 in the paragraph above. 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. Students may be given permission to visit at another law school for one or two semesters due to a compelling personal situation. Students granted permission to visit another law school must obtain advance permission for each course they wish to take. In this case, the student may be awarded up to 17 transfer credits per semester for work completed with grades of C- or higher, but no more than 32 credits total.
4. 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>).
5. 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).

6. 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.