



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 from the Assistant Dean for 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 will 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 Assistant Dean for 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 who visits away must pay a "transient student fee" to cover administrative expenses.
- 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. you will not graduate on time.)

Students interested in visiting another law school must fill out a visiting away request form; attach a copy of the program and /or course description, and the reason for visiting away for review by the Assistant Dean of Academic Affairs.

For more information, please contact the office of the Assistant Dean for Academic Affairs at (202) 319-6478. Information is also available in the Law School Announcements (Academic Rule XI-XIII).



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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 Assistant Dean 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): (Please attach a copy of the program and /or course description)

Course Title	Credit Hours
_____	_____
_____	_____
_____	_____

I have read and understand Academic Rules XI-XIII 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, will count towards the 84 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: _____
