



## Permission to Transfer Back Non-USD Credit

Name: _____	ID#: _____
Email: _____	Phone: _____
Degree Program: <input type="checkbox"/> JD <input type="checkbox"/> LLM Business <input type="checkbox"/> LLM Comparative <input type="checkbox"/> LLM General <input type="checkbox"/> LLM International <input type="checkbox"/> LLM/Dip Tax	

I request permission to take courses for credit to be transferred back to the USD School of Law. I have attached an official course description for each course. I plan to take:

LAW or  GRADUATE coursework

During: Fall \_\_\_\_\_ Intersession \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ / \_\_\_\_\_  
                   Year                    Year                    Year                    Year                    Dates of Program

If Summer Abroad:      Country \_\_\_\_\_

Institution Offering Course \_\_\_\_\_ Contact Person \_\_\_\_\_

Institution Address: \_\_\_\_\_

Name of Course	Units	Name of Course	Units

I understand that I will receive law school credit only for approved graduate courses which are graded for all students enrolled in the course. JD credit can only be granted for grades of C or better in law classes or B or better in non-law, graduate classes. LLM credit can only be granted for grades of B or better, whether law or non-law. Courses successfully completed will be credited on my transcript, but the grade will not be entered and will not affect my cumulative average.

I also understand that the total number of credits, both law and non-law, may not exceed 17 in any Fall or Spring semester and that for summer sessions I can only transfer a maximum of one credit per instructional week.

**I also understand that if I intend to receive law school credit for graduate non-law course work, by signing this form I indicate that I have read the rules on the reverse of this form and agree to comply with the requirements so outlined to be eligible for the transfer of academic credit. Additionally, I am responsible for requesting an official transcript to be sent to the Law Registrar's Office upon completion of the final grades.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Request Approved       Total Units       Request Not Approved

Comments: \_\_\_\_\_

Date: \_\_\_\_\_ Dean/Director Signature: \_\_\_\_\_

## Paper Requirement If Transfer Credit Is Non-Law

In order to receive transfer credit for non-law coursework, all students must:

- ◆ Submit a statement to the Dean, attached to the signed permission form, outlining how the proposed course contributed significantly to the student's legal education and how the student plans to integrate the course with his/her legal education and how the course satisfies the other requirements set forth in sections b through d below; and
- ◆ Write a paper, which can be done within the context of the course itself, interrelating the subject matter of the course with the law. **A copy of this paper must be submitted to the Dean of the Law School by the last day of law school classes for the semester in which the course is taken.**

### LAW SCHOOL ACADEMIC RULES (I.P.)

P. Credit for Non-Law Courses. A law student may enroll in and complete a course offered by another school of this university or another accredited institution of higher learning other than a law school and will receive credit for such course toward graduation from the School of Law provided:

1. He or she has received the prior written approval of the Dean or his or her designate (hereinafter "Dean"). In deciding whether to grant approval, and in addition to such other conditions that the Dean may generally or specifically impose, the Dean shall consider whether the proposed course is likely to contribute significantly to legal education and shall emphasize that the student integrate the course with the rest of his or her legal education. The student may request or the Dean may authorize the transfer of less credits for law school purposes than the other school or institution awards to its students for successful completion of the course.
2. The course is a graduate level course. If special circumstances are shown, the Dean may authorize the granting of law school credit for the undertaking of an upper division undergraduate course.
3. The course or its substantial equivalent is not offered currently by the Law School, nor is it likely to be offered by the Law School while the individual is a student at the Law School.
4. The student has successfully completed all of the courses which are required in the first-year full-time program before enrolling in the approved course.
5. The student received a grade of at least B, or its equivalent, in the approved course. The grade received will not be included in the determination of the student's law school average.
6. The student satisfactorily reports to the Dean, in a manner prescribed by the Dean, the ways in which the course contributed and interrelated to the student's legal education. Whenever feasible within the confines of the course, the Dean shall require that the student write a paper interrelating the law and the subject matter of the course, and submit a copy to the Dean. If not feasible, the Dean, in his or her discretion, may require a written report or a student-led seminar interrelating the course to the law.
7. The maximum number of credits transferable pursuant to this policy is six.