



Elisabeth Haub School of Law

Request for Visiting Another ABA Approved Law School
Request for Letter of Good Standing

Name: _____ U #: _____

Phone #: _____

Cum. GPA: _____
Registrar's Verification of
Cum. GPA: _____ Please mail letters _____ To be picked up

Letter(s) to be Addressed To: _____

For your information:

- 1) Please complete BOTH sides of this form in their entirety
- 2) If you plan to visit another law school, you must get *permission* and *course approval* from the Academic Dean.
- 3) Academic Rule 7H allows students, with the prior written approval of the Academic Dean, to take courses at other ABA accredited law schools and apply the credits toward graduation from Pace. The Academic Dean may approve such a transfer of credits "only under extenuating circumstances." The rule gives 2 examples of such circumstances, "illness of a family member" and "work transfer." No more than an aggregate of 30 credits can be transferred from another law school. Credits may be transferred only for courses in which the student earned a grade of "D" or better. The Academic Dean also examines the submission of intended course descriptions to determine that the courses for which credit is proposed for transfer are law courses equivalent in rigor to courses taught at Pace and whether the course or its equivalent is offered at Pace. No required courses will be approved.

Signature of Student

Date



Elisabeth Haub School of Law

Request for Visiting Another ABA Approved Law School

Course Description Approval

Name: _____ U#: _____
Phone #: _____

Cum. GPA: _____
Registrar's Verification of
Cum. GPA: _____

Anticipated Date of Graduation: _____

Reason for Request to Visit at Another School: _____

Law School You Will Be Attending: _____

Program Abroad? ___ Yes* ___ No **Where?** _____

**If school abroad is NOT ABA sponsored, ONLY 29 credits will be transferrable.*

Effective Semester (separate sheet for each semester): _____

of Credits Expected to be Taken: _____ **Is the course taught in a distance format?** _____
Please Note:

- 1) Please complete both sides of this form in their entirety and return to the Registrar's Office.
- 2) Descriptions of all courses you are planning to take at another school must be approved by the Academic Dean for them to be transferred. Please attach descriptions to this form. If you change a course, it must also be approved by the Academic Dean.
- 3) A maximum of 30 credits, with a grade of "D" or better, will be transferred to Pace. Please remember to have an official transcript sent to the Registrar's Office once the credits have been completed.
- 4) ***It is the student's responsibility to have an official transcript sent to PACE from the visited school.***

Student's Signature

Date

For Office Use Only

**Course Descriptions Initialed
and Approved By:** _____

Signature of Academic Dean

Date

of credits approved for transfer by Academic Dean: _____