

TRANSFER REQUEST/PERMISSION TO VISIT ANOTHER LAW SCHOOL

RECORDS OFFICE

PHONE: 703-993-8015 FAX: 703-993-8019 EMAIL: lwrecord@gmu.edu

Name:

G #:

GMU email:

Telephone #:

Home/Work/Cell)

Student Status: 1D 1E 2D 2E 3E 3D 4E

I am seeking: Transfer Application Materials

Permission to Visit another Law School

(Must complete back of form)

Items Requested:

Official Transcript – Do you need class rank indicated? Yes No

Letter of Good Standing

Photocopy of LSAT Report stamped “COPY”

Other

Please Address Items Requested To: (If multiple schools please attach additional sheet.)

Student Signature:

Date:

Please complete the following survey. All answers will be kept confidential and will not affect your ability to transfer or visit elsewhere.

1. What is your main reason for transferring from Mason Law or visiting another law school? (Academic preference, family responsibilities, financial, job transfer, military, etc.)
2. Overall, how would you rank your Mason Law experience? Excellent Good Fair Poor
3. What qualities appeal to you at the prospective transfer/visiting destination that you did not find at Mason Law?
4. Among law schools to which you originally applied, was Mason Law your:

First Choice

Second Choice

Third Choice or lower

For Permission to Visit Requests Only:

If you are applying to visit more than one school, please provide the below information for each school on a separate form or attach an additional sheet with this information.

Law School you wish to visit:

Is this a study-abroad program? Yes No

If yes, where is this program being held?

Semester(s) you would like to visit:

Term dates for semester: To:

Number of credits expected to be taken:

Refer to Academic Regulation 3-11 regarding enrollment in course at another law school, and AR 3-13 for visiting a foreign Institution for academic credits.

AR 3-11 Enrollment in Courses at another Law School

Any student desiring to attend another law school, including a summer law program offered by another law school, must make a written request and receive written approval from the Associate Dean for Administration and Student Affairs using a permission to visit request form available from the Law Records Office.

- (1) All courses a student wishes to take at another law school must be pre-approved by the Law School's Associate Registrar prior to the start of the visiting semester. To receive pre-approval students must submit a course description for each course they wish to take. Course descriptions must include a summary of the course content, the credit value of the course, and information about how the course is graded (i.e., letter grade or pass/fail credit). In some cases, syllabi information may also be required. If the course is needed to fulfill a graduation, concentration, and/or track requirement, the student must note this with the course description(s) submitted to the Law School's Associate Registrar.
- (2) An official transcript must be sent to the Law School's Associate Registrar at the conclusion of each semester at the visiting institution. Transfer credit will only be awarded at the Law School for pre-approved courses in which the student receives a grade of C or better. In cases where the grade awarded is on a pass/fail basis, transfer credit will only be accepted if the visiting school provides a written certification that a grade of Pass on their grade scale is equivalent to a C or better. A maximum of 30 credits will be accepted for coursework completed outside of the Law School. (The 30-credit maximum includes advanced standing credits accepted under AR 2-5.2.) Such credits will be considered ungraded for purposes of computing the student's GPA in the Law School, but do not apply against the "CR" cap articulated in AR 3-3.1.
- (3) Students visiting elsewhere during their final semester must complete their coursework and examinations prior to the established Law School graduation date for that semester. Completion of the coursework and/or exams later than that date will result in the delay of graduation until the following semester.

I have read and understand the requirements within Academic Regulation 3-11.

Student Signature: _____ Date: _____

Annamaria Nields, Associate Dean for Administration and Student Affairs: _____ Date: _____

Visit approved Visit denied

Kimberly Sneed, Assistant Dean and Associate Registrar: _____ Date: _____

Visit approved Visit denied