George Mason University School of Law Records Office

Transfer Request / Permission to Visit Another Law School

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/Permission to Visit

□ Photocopy of LSAT Report stamped “COPY”

□ Other __________________________________________________________

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

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

□ Please mail letter(s)

□ Letter(s) to be picked-up

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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  Over →→→→
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: _________

Academic Regulation 3-12 provides the terms which allow Mason Law students to visit another law school.

AR 3-12  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 Director, Student Academic 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 Assistant Dean, Student Records prior to the start of the visiting semester. To receive preapproval students must submit a course description for each course they wish to take. Course descriptions should 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, syllabus 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 Assistant Dean, Student Records.

2. An official transcript must be sent to the Assistant Dean, Student Records at the conclusion of each semester at the visiting institution. Transfer credit will only be awarded at the School of Law 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 can provide a written certification that a grade of Pass on their grade scale is equivalent to a C or better. A maximum of 30 credits can be accepted for coursework completed outside of the School of Law. Such credits will be considered ungraded for purposes of computing the student’s GPA in the School of Law, 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 our established School of Law 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 3-12.

Student Signature: ____________________________________________ Date: ________________

☐ Visit Approved  ☐ Visit Denied

__________________________  _______________________
Director, Student Academic Affairs  Date