

TEXAS TECH UNIVERSITY SCHOOL OF LAW
REQUEST TO TRANSFER CREDIT FOR COURSES
FROM ANOTHER LAW SCHOOL

Attach an unofficial transcript which can be obtained from the front administrative counter.

NAME _____ STUDENT ID# R _____ DATE: _____ BOX# _____

I request permission to take courses at _____
during the following semester(s):

____ FALL 20 _____; ____ SPRING 20 _____; ____ SUMMER I 20 _____; ____ SUMMER II 20 _____; ____ OTHER

Actual Dates of Attendance: _____

<u>Course Title</u> (List all courses you anticipate to register for in the terms indicated above)	<u>Credit Hours</u>	<u>Online? (Circle)</u>
_____	_____	Yes / No
_____	_____	Yes / No
_____	_____	Yes / No
_____	_____	Yes / No
_____	_____	Yes / No
_____	_____	Yes / No

Web address of course listing: _____

Please send a letter of good standing to: _____

(Address of school)

If a course changes after approval, you must submit an amendment to the Associate Dean for Academic Affairs.

International Programs

Are these courses part of a study abroad program? _____ Yes _____ No

If yes, in what country? _____

Note: To be eligible to participate in such an international program, students must maintain a cumulative grade point average of 2.0 or higher for ABA-approved summer law programs or a 2.5 or higher for our semester abroad exchange programs. In addition, students may not be on scholastic probation. Enrollment in such programs is limited, so the Associate Dean for International Programs may impose additional academic requirements when necessary.

Students who participate in an international program must make an appointment to meet Stephen Black, Associate Dean for International Programs in person. This document must be brought with the student at the time of the appointment.

Stephen Black, Associate Dean for International Programs Date

Note: It is the responsibility of each student requesting approval of credits from another law school to see that a transcript is sent to the registrar at Texas Tech University School of Law as soon as courses are completed and grades are available in order that credit may be granted.

No credit will be given for pass-fail courses or any courses in which a student makes a grade below the average required for graduation at that school. Nor will transfer credit be allowed for any student who is placed on academic warning or who is disqualified from further attendance in law school prior to the term in which a student enrolls in another law school.

Granting of transfer credits will be subject to the terms and conditions set out in the Student Handbook.

Financial Aid

If you are requesting financial aid assistance to help cover the cost of the courses listed above, please provide the following contact information for the financial aid office at the law school you will be visiting.

Contact Name: _____

Contact Email: _____

Contact Address: _____

Phone Number: _____ Fax Number: _____

Permission granted _____ Hours approved _____ Permission not granted _____

Wendy-Adele Humphrey, Associate Dean for Academic Affairs

Date

This form should be returned to the law school Registrar after securing approval from the Associate Dean for Academic Affairs for tentative amount of credit to be granted. **NO CREDIT WILL BE GRANTED UNLESS APPROVAL IS SECURED PRIOR TO ENROLLMENT FOR COURSES.**