

REQUEST FOR TRANSFER OF CREDIT

1) Name: _____ Student ID#: _____ Phone: _____

Full-time or Part-time: _____ Anticipated date of graduation: _____

2) At which ABA approved institution will the courses be offered? _____

What location? _____ Which semester? _____

3) Below, list the courses for which you seek transfer credit for the next semester. Complete a separate form for future semester(s). If your list of classes is not yet available, complete this form now and submit the list later. It is your responsibility to receive prior approval from Dean Faught or Dean Santibanez-Bania for the courses for which you seek transfer credit. Please note the various requirements for Transfer of Credit below.

<u>Course Name</u>	<u>Credits</u>
_____	_____
_____	_____
_____	_____
_____	_____

4) Have you previously received credit for any subject matter covered in any of the courses listed above?

Yes _____ No _____

5) Requirements for Transfer of Credit

- a. You must have compelling reasons for seeking credit from another school. A detailed letter explaining these reasons and a recent transcript must accompany this form.
- b. All requests for transfer credit should be approved prior to registration for that credit at another institution. Loyola retains the right to deny credit toward a Loyola degree for academic work that is not pre-approved for transfer credit. Any questions should be referred to Dean Faught at (312) 915-7131 or jfaught@luc.edu, or to Dean Santibanez-Bania at (312) 915-58606 or gsantibanez@luc.edu.
- c. As part of your application, the host law school will require a "Letter of Good Standing" (sometimes called a "Dean's Letter") from the Law Registrar Office, (Room 1203). You must go there (Room 1203) and complete a request form for the letter.
- d. You must complete all required courses at Loyola. Required courses include Property, Civil Procedure, Torts, Constitutional Law, Criminal Law, Contracts, Advocacy, Legal Writing I and II, a "perspective course" as approved by Loyola, and Professional Responsibility.

In addition, Loyola University Chicago School of Law requires that all students complete a skills course, and a minimum of 6 semester hours of experiential learning, only 3 of which can be completed through a comprehensive simulation.

- e. Courses that you wish to be counted toward your Loyola degree must be approved prior to the beginning of each semester. You must complete and submit this form prior to the time that you register for courses at another school. You will be notified if a course is not approved.

- f. Loyola will not grant credit for ungraded, pass/fail or credit/no credit courses from another law school. Only courses in which all students receive a grade will be permitted to transfer to Loyola. (As a result, credit for externships, independent research projects and similar ungraded courses will not transfer back to Loyola.)
- g. 86 semester hours are required for graduation from Loyola University Chicago School of Law. You must receive a grade of “C” or better (or its equivalent) for each course for which you seek transfer credit. You will not be granted credit at Loyola for transfer courses with a grade of less than “C” or its equivalent. (The grade of “C-” will not transfer and be credited toward your Loyola degree.)
- h. Transfer grades will not be used to calculate your cumulative grade point average at Loyola, but will be used to calculate the denial or lowering (not achievement or improvement) of honors status at graduation. In other words, low grades at the host school will be used to deny or lower honors status based on Loyola grades only, and high grades will not be used to bring you into or improve honors status.
- i. You are responsible for having your host school forward an official transcript of your record each semester. Credit will not be granted without receipt of an original transcript. Loyola will not submit the proof of legal studies document to bar examination authorities without an official transcript listing all transfer credits.
- j. Before transfer credit will be awarded toward your Loyola degree, you must submit a check in the amount of \$250 per semester payable to “Loyola University Chicago School of Law” to the Law Registrar’s Office, (Room 1203).
- k. If you plan to sit for a bar exam other than the Illinois bar exam, you are responsible for sending the proof of legal studies form from that state’s bar examiners to the Loyola School of Law Registrar in order to have it completed and submitted to bar examination authorities.

Please signify that you understand these provisions by checking yes or no below.

Yes No (See Dean Faught if you do not understand the above provisions.)

If you will be a visiting student at another university for a semester or more and you have taken out loans, you must complete a Consortium Agreement with Loyola’s Financial Aid Office (FAO). This form is located under verification forms at www.luc.edu/finaid/forms. If you have questions about how this will affect your financial aid, please contact FAO at lufinaid@luc.edu or 773-508-7704 for more information.

6) A letter explaining in detail the reasons for this request is attached.

Student’s Signature _____ Date _____

Approved Denied Subject to the following conditions:

Official: _____

Date: _____