

**REQUEST TO TAKE COURSES AT
A GRADUATE SCHOOL**

(use separate form for each school and for each semester)

TO: Office of Registration & Enrollment (Suite 280)

FROM: _____ Year/Class _____ Mailbox # _____
(print name)

- I. A. Course Title and Number _____ Credits _____
Course Title and Number _____ Credits _____
Course Title and Number _____ Credits _____
Course Title and Number _____ Credits _____
Course Title and Number _____ Credits _____

Name of Graduate School _____

Semester and Year in which course(s) will be taken _____

- B. Are any of these courses classified as distance education or continuing education? Yes _____ No _____
(See VIII.2)

- II. Number of credits previously approved to transfer toward JD requirements: another Law School _____
Graduate School _____

This request is part of a dual degree Yes _____ No _____. (If yes, inter-institutional registration and its financial benefit do not apply.)

If yes, degree program _____ Expected Degree Date: _____

- III. _____(initial) I have attached a catalog course description of each course in which I am requesting permission to enroll and on the reverse have stated the reason(s) for this request.

- IV. _____(initial) I am requesting to take courses outside of the United States, other than through another ABA approved program, and have completed and emailed the "Travel Release" forms to Crystal Edwards cedwards@law.umaryland.edu, Room 260M. (See Crystal Edwards, Room 260M, for forms.)

- V. _____(initial) I have read the information regarding transfer of credits on reverse, including the special timing requirements for graduating seniors (VIII.3).

- VI. _____(initial) I understand that courses taken at a graduate school count toward the maximum number of credits allowable during any semester or summer session.

Student Signature Date

(CONTINUED ON REVERSE)

Office Use Only

Approval: Yes _____ No _____ Special Provisions of Approval, if any:

Signature _____ Date _____ Copy to Student _____

VII. Reason(s) for Request

VIII. Guidelines

1. For students first enrolling at UM Carey Law prior to August 2014:

No more than 9 graduate level credits or 32 credits taken at another ABA-accredited law school (or combination of graduate level and other law school credits totaling 32) may be applied toward Juris Doctor degree requirements.

For students first enrolling at UM Carey Law in August 2014 or later:

Students may be awarded up to 9 transfer credits for work completed with grades of C- or higher at another law school OR completed satisfactorily at a non-law graduate school.

Students in approved dual degree programs may receive up to 9 credits toward the JD for non-law graduate work completed at the other school. Students in approved dual degree programs who are receiving 9 credits toward the JD for non-law graduate work completed at the other school may in addition receive up to 6 credits for work completed with grades of C- or higher at another law school, subject to the conditions described on our website and on the Request to Take a Course at Another Law School form. In other words, the total transfer credit for which a dual degree student is eligible is 15 credits (9 non-law credits and 6 law credits).

2. What courses qualify for approval? Only graduate level courses that are eligible to be applied to a Master's level or higher degree at the institution through which they are offered will qualify for credit toward the Juris Doctor degree requirements. Courses will not qualify if they are on-line courses, distance education courses, continuing education courses or courses designed to meet in-service, certification or re-certification requirements.

Students must obtain advance permission from the Associate Dean for Students and Student Services for each course they wish to take. Students must demonstrate that the course is not comparable to one regularly offered at UM Carey Law and that the course will significantly contribute to the student's legal education by providing a unique experience specific to the student's program of study.

3. Before credits will be accepted on a transfer basis, an official transcript must be sent directly from the Registrar's Office of the school attended to the Office of Registration & Enrollment (OR&E), Attn: Steven W. Boggs, Law Registrar, Suite 280, 500 West Baltimore Street, Baltimore, MD 21201, showing that the grade achieved in the graduate-level course signifies satisfactory completion of the course(s); many graduate schools do not consider "C" work satisfactory; credits transfer, the grade does not. **If the student is a graduating senior, the grade must be received in OR&E no later than the date on which all graduating senior grades are due** (See Academic Calendar: <http://www.law.umaryland.edu/calendar/academic.html>).

4. Except for courses to be taken as part of a dual degree program, if course(s) will be taken at another University of Maryland System School (except University College) on an Inter-Institutional Enrollment (IIE) basis, the student must complete an IIE form, available in Suite 280, and submit it with this form to the Office of Registration & Enrollment. If approved, the student must take the IIE form to the host institution for registration. (You will be registered for the course(s) both here at the School of Law and at the host institution.)

Courses registered through IIE will be listed on your law school academic record. The grade earned in the IIE course is required to be entered on the academic record as such by the University of Maryland, Baltimore Office of the Registrar in consequence of the inter-institutional registration process. However, when the Office of Registration and Enrollment receives an official transcript showing the grade earned in the course, a change of grade form will be submitted to the Office of the Registrar. If the transcript states that the grade signifies satisfactory completion of the course (see Guideline 1 above), the change of grade form will direct the Registrar to change the grade to a "CR" (Credit); if the grade earned is not satisfactory, the grade form will direct the Registrar to change the grade to an "NC" (No Credit).

5. Courses for which the student is not requesting a transfer of credit toward law school degree requirements do not require approval. However, students registering for courses through IIE, must submit this form and the IIE form to the Office of Registration & Enrollment and, after obtaining the appropriate signature, the IIE form must be taken to the host institution for registration.

Courses registered through IIE for which credits will not be accepted on a transfer basis will be listed on your law school academic record. The grade earned in the IIE course is required to be entered on the academic record as such by the University of Maryland, Baltimore Office of the Registrar in consequence of the inter-institutional registration process. However, when OR&E receives an official transcript showing the grade earned in the course, a change of grade form will be submitted to the Office of the Registrar directing the Registrar to change the grade to "NA" (Not Applicable).

6. Students registered through IIE pay only their home school tuition. Students taking courses outside the University System of Maryland (or within the System but without benefit of Inter-institutional enrollment, including courses taken at University College) should discuss cost/payment with the law school's financial aid coordinator.

ORE 11/15

FURTHER INSTRUCTIONS NOTED BELOW

Taking Courses at a Non-USM School during the Fall, Spring, or Summer

1. Complete the appropriate form—e.g., “Request to Take Courses at Another Law School” or “Request to Take Courses at a Graduate School.” These forms are located on the law school website under “Forms” and on the Forms Shelves outside of Suite 280. Submit the form, along with a course description and the reason you wish to take the course outside of UM Carey Law, to the Office of Registration & Enrollment for approval. Students must demonstrate that the course is not comparable to one offered regularly at the Carey School of Law and that the course will significantly contribute to the student’s legal education by providing a unique experience specific to the student’s program of study.
2. Once approved, follow the host school’s application process, and pay that school’s tuition and fees.
3. Upon completion of your studies, you must arrange for an official transcript from the host school to be mailed directly to the Office of Registration & Enrollment at UM Carey Law in order for the transferrable credits to be applied to your record at UM Carey Law. Please be aware that if you take a course at another school during your final semester, you may not be able to graduate if we do not receive the official transcript by our deadline.

UM Carey Law Office of Registration & Enrollment
410.706.2045 / registration@law.umaryland.edu