



# Elisabeth Haub School of Law

PACE UNIVERSITY

## **REQUEST FOR VISITING ANOTHER ABA APPROVED LAW SCHOOL**

### Request for Letter of Good Standing

Name: \_\_\_\_\_ U #: \_\_\_\_\_

Phone #: \_\_\_\_\_

Cum GPA: \_\_\_\_\_

Registrar's Verification of

Cum GPA: \_\_\_\_\_

\_\_\_\_\_ Please mail letters \_\_\_\_\_ To be picked up

Letter(s) to be Addressed To:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### For your information:

- 1) Please complete BOTH sides of this form in their entirety
- 2) If you plan to visit at another law school, you must get *permission* and *course approval* from the Associate Dean of Academic Affairs.
- 3) Academic Rule 7H allows students, with the prior written approval of the Academic Dean, to take courses at other ABA accredited law schools and apply the credits toward graduation from Pace. The Academic Dean may approve such a transfer of credits "only under extenuating circumstances." The rule gives 2 examples of such circumstances, "illness of a family member" and "work transfer." No more than an aggregate of 30 credits can be transferred from another law school. Credits may be transferred only for courses in which the student earned a grade of "D" or better. The Academic Dean also examines the submission of intended course descriptions to determine that the courses for which credit is proposed for transfer are law courses equivalent in rigor to courses taught at Pace and whether the course or its equivalent is offered at Pace. No required courses will be approved.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date



REQUEST FOR VISITING ANOTHER ABA APPROVED LAW SCHOOL

Course Description Approval

Name: \_\_\_\_\_ U#: \_\_\_\_\_

Phone #: \_\_\_\_\_

Cum GPA: \_\_\_\_\_

Registrar's Verification of

Cum GPA: \_\_\_\_\_

Anticipated Date of Graduation: \_\_\_\_\_

Reason for Request to Visit at Another School: \_\_\_\_\_

Law School you will be attending: \_\_\_\_\_

Program Abroad? \_\_\_Yes\* \_\_\_No Where? \_\_\_\_\_

\*If school abroad is NOT ABA sponsored, ONLY 29 credits will be transferrable.

Effective Semester (separate sheet for each semester): \_\_\_\_\_

# of Credits Expected to be Taken: \_\_\_\_\_ Is the course taught in an distance format? \_\_\_\_\_

Please Note:

- 1) Please complete both sides of this form in their entirety and return to the Registrar's Office.
2) Descriptions of all courses you are planning to take at another school must be approved by the Associate Dean for Academic Affairs for them to be transferred.
3) A maximum of 30 credits, with a grade of "D" or better, will be transferred to Pace.
4) It is the student's responsibility to have an official transcript sent to PACE from the visited school.

Student's Signature \_\_\_\_\_

\_\_\_\_\_ Date

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For Office Use Only

Course Descriptions Initialed And Approved By: \_\_\_\_\_

Signature of Associate Dean for Academic Affairs

\_\_\_\_\_ Date

# of credits approved for transfer by Associate Dean for Academic Affairs: \_\_\_\_\_