



**University of Connecticut School of Law**  
**Office of the Associate Dean**  
**55 Elizabeth Street**  
**Hartford, Connecticut 06105**  
**860/570- 5130**  
**860/570- 5128 (fax)**

**Course Outside the School of Law**

With the written approval of the associate dean, a student, after completing the first year of the J.D. program, may enroll in courses offered by other schools of this University or other accredited institutions of higher learning. For credit toward graduation from the School of Law, courses generally should be at the graduate level and should contribute to the student's education in law or particular professional interests. A maximum of six credits in such courses may be allowed. Grades received in such courses are not included in the determination of the student's grade point average. Credit at the Law School for approved courses is given on the same basis as if the School of Law had provided that program itself. Additional selected guidelines governing courses outside the School of Law are listed on the reverse of this form.

**PLEASE PRINT:**

\_\_\_\_\_  
 Last Name                      First                      Middle

\_\_\_\_\_  
 Social Security Number (Optional)

\_\_\_\_\_  
 Student Signature - **REQUIRED**

\_\_\_\_\_  
 Student Admin ID Number (Current Students Only)

**SEMESTER:**

\_\_\_\_\_ Fall  
 \_\_\_\_\_ Spring  
 \_\_\_\_\_ June Term  
 \_\_\_\_\_ July Term

**YEAR:**

\_\_\_\_\_

**CURRENT QUINTILE:**

\_\_\_\_\_ 1<sup>st</sup>  
 \_\_\_\_\_ 2<sup>nd</sup>  
 \_\_\_\_\_ 3<sup>rd</sup>  
 \_\_\_\_\_ 4<sup>th</sup>  
 \_\_\_\_\_ 5<sup>th</sup>

**STUDENT YEAR/DIVISION:**

\_\_\_\_\_ 1                      \_\_\_\_\_ FT Day  
 \_\_\_\_\_ 2                      \_\_\_\_\_ PT Day  
 \_\_\_\_\_ 3                      \_\_\_\_\_ Evening  
 \_\_\_\_\_ 4

**COURSE INFORMATION:**

\_\_\_\_\_  
 Course Title

\_\_\_\_\_  
 Instructor

\_\_\_\_\_  
 School Where the Course Will be Taken (*Host School*)

\_\_\_\_\_  
 Course Catalog Number (Ex: MGMT 319)

**\*\*\*\* PLEASE ATTACH COURSE DESCRIPTION FROM CATALOG \*\*\*\***

**REASON FOR REQUESTING COURSE:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SIGNATURES:**

\_\_\_\_\_  
 Associate Dean for Finance and Administration

\_\_\_\_\_ Approve Request      \_\_\_\_\_ Oppose Request

**For Office Use Only:**

\_\_\_\_\_  
 Processor's Initials

\_\_\_\_\_  
 Date Received

\_\_\_\_\_  
 Date Processed

## **Courses Outside the School of Law**

### **Selected Guidelines**

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It is the responsibility of the student to contact the host school directly after receiving the approval of the associate dean of the School of Law to familiarize themselves with the host school's registration procedures.

For credit for a course taken outside the School of Law to be eligible for transfer, the grade received for the course must be equal or greater than the minimum grade required for graduation by the host school.

Students must, as of their last ranking, be in the first three quintiles to be granted the privilege of taking a course outside the School of Law.

The rules of the host institution apply as they relate to the course. Students should also pay particular attention to all course deadlines.

In the case of withdrawal from a course, students must notify both the host school and the School of Law.

It is the student's responsibility to ensure that documentation regarding successful completion of the course is forwarded to the attention of the Office of the Registrar at the School of Law. Students who take courses within the University of Connecticut do not need to submit a transcript, they should notify the Office of the Registrar at the School of Law when the course grade has been received. For students who take courses outside the University of Connecticut, a transcript must be submitted before credit can be awarded. Transcripts should be sent to: Office of the Registrar, University of Connecticut School of Law, 55 Elizabeth Street, Hartford, CT 06105. It is the responsibility of the student to ensure that their transcript request is made in a timely fashion and to pay any applicable transcript request fees.

The School of Law will accept no more than six (6) credits of transfer coursework from another institution. This does not apply to students who transfer to the University of Connecticut School of Law from another law school provided these credits are taken prior to matriculation at the University of Connecticut School of Law. These limits also are not applicable to students who have been approved for dual degree study. (See the Student Handbook for the policies regarding the number of transfer credits permitted for each dual degree program). It should be noted, however, it may be necessary for students to amend transfer credit courses if they do become dual degree students as not all courses taken outside the School of Law are approved transfer courses for dual degree students.