With the written approval of the assistant 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 throughout the student's law study may be counted towards degree progress. 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

__________________________________________________  Contact Phone Number

Student Signature - REQUIRED

__________________________________________________  Net ID

SEMESTER:  YEAR:  CURRENT QUINTILE:  STUDENT YEAR/DIVISION:

Fall  1st  1  FT Day

Spring  2nd  2  PT Day

June Term  3rd  3  Evening

July Term  4th  4

5th

COURSE INFORMATION:

Course Title

Instructor

School Where the Course Will be Taken (Host School)

Course Catalog Number (Ex: MGMT 319)  No.# of Credits

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

REASON FOR REQUESTING COURSE:

______________________________________________________________________________________________________________________

______________________________________________________________________________________________________________________

SIGNATURES:

Assistant Dean for Finance and Administration or Designee /Date

___Approve Request  ___Oppose Request
Courses Outside the School of Law  
Selected Guidelines

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. The Registrar’s Office of the law school cannot enroll students in courses at other UConn campuses nor at other universities and colleges.

Approval on this form does not guarantee enrollment in the course(s) requested. This determination is made by the host school.

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 over the course a student’s law study towards their degree process. 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.