



# Transfer Credit Petition

## REGISTRAR'S OFFICE

200 McAllister Street • San Francisco, CA 94102 • office (415) 565-4613 • registrar@uclawsf.edu

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

1. A Letter of Good Standing and Permission will be generated with this form. Choose one:

- Mail letter to institution indicated below.
- Hold letter for pick-up by student

2. Name of institution: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

a. Calendar System:  Semester  Quarter  Trimester

b. Is this part of a concurrent /joint degree program?  Yes  No

3. Indicate term(s):  Fall 20\_\_\_\_  Spring 20\_\_\_\_  Summer 20\_\_\_\_

4. Are you applying to institution named above as a full-time visitor?  Yes  No

5. Is this part of a study abroad program?  Yes  No Location? \_\_\_\_\_

a. Name of Faculty Advisor \_\_\_\_\_

6. Will you be enrolled at UC Law SF during term(s) indicated in Question #3?  Yes  No

7. Are you planning to enroll in Distance Education\* courses?  Yes  No

\*Note: Distance Education courses are those in which more than 1/3 of the instruction is via online instruction or other distance learning type components.

a. If yes, which courses: \_\_\_\_\_

8. Proposed Course(s)*	Units
_____	_____
_____	_____
_____	_____
_____	_____

\*Copies of course descriptions are required.

*Certification: I have read and understand the section of the Academic Regulations regarding transfer units. I hereby request to enroll in course work as outlined above and request that the units be transferred back to UC Law SF and be credited toward my Juris Doctor (JD) degree.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Office Use Only:*

<input type="checkbox"/> Approved for _____ units	<input type="checkbox"/> Good Standing	<input type="checkbox"/> Needs Writing Requirement
<input type="checkbox"/> Denied	<input type="checkbox"/> Not Good Standing	<input type="checkbox"/> Needs Prof. Ethics
<input type="checkbox"/> Provisionally Approved for _____ units	<input type="checkbox"/> 1L	<input type="checkbox"/> Needs Experiential Learning

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

## TRANSFER CREDIT INFORMATION

Second- or third-year students may attend other ABA accredited institutions and have the units earned applied toward their UC Law SF degree. Please refer to the current Academic Regulations for information regarding transfer units as well as the information below.

To ensure your request is processed on time, please submit your petition (and all related documents) **no later than 3 weeks prior** to the start of the semester you are planning to enroll.

**Forms:** Students must submit a Transfer Credit Petition to the Registrar's Office for approval to transfer units prior to enrolling at another institution. A Letter of Good Standing and Permission is required to apply to visit another institution. That letter will be generated only when a Transfer Credit Petition is submitted and approved.

**Course Descriptions:** Students must attach a copy of course descriptions for the classes they plan to take. If the classes are not known at the time of this petition, courses descriptions should be forwarded upon enrollment.

**Grades:** Students must earn the equivalent of a D grade or better to transfer coursework back to UC Law SF. All transfer work with a grade of C or better will be listed with a grade of "Credit" (CR) on the student's UC Law SF transcript. Grades of C- or D will be listed with a grade of "Substandard Credit" (SCR). Transfer units will not be included in the calculation of the student's grade point average (GPA).

**Units:** Students may transfer up to 30 units toward the 86 units required for graduation. Four (4) additional units may be transferred with the Provost & Academic Dean's approval bringing the total up to 34. Students may transfer up to 16 units (or 17 for students with GPA of 2.8 or better) during a semester; a maximum of 8 units during a summer session. No more than 12 units may be transferred from a foreign law school. Transfer credit for clinics, internships, and externships may be possible when the proposed experience meets UC Law SF requirements for approval. This determination is made by the Associate Dean for Experiential Learning.

**Transcripts:** We can only apply the units approved by this petition upon receipt of an official transcript. Please arrange for an official transcript to be mailed directly to the Registrar's Office from the school listed on this petition at the end of the semester/term.

**Health Insurance:** Students who are not paying fees or tuition at UC Law SF are not eligible for UC Law SF Student Insurance. Students studying abroad should consult with the Health Service Office about immunizations and health care concerns before leaving.

**Boalt:** UC Law SF students who want to take a course at Boalt may do so under certain circumstances. Boalt will allow non-Boalt students to enroll in a maximum of 8 units during their law school careers. In addition to everything listed above, students must also complete Boalt's "Non-Boalt Law Student Application" available in the UC Law SF Registrar's Office.

**Writing Requirement:** Students cannot fulfill their writing requirement at another institution. It must be completed at UC Law SF.

**Enrollment Verification/Student Loan Deferment:** While you are studying away full-time at another institution, UC Law SF cannot verify your enrollment. For purposes of your Federal Perkins and/or James O'Neill loan, you will be considered on an approved Leave of Absence from UC Law SF and your last date of attendance will be the most recent term during which you took classes. As a result, your loan(s) will go into repayment. To continue your deferment eligibility, you must have the school at which you are attending classes certify your enrollment. For Perkins and O'Neill loans, you will receive further information from the Office of Fiscal Services. For your Stafford and other student loans, contact your lender directly for information related to confirming your deferment eligibility.