

**JD STUDENT REQUEST FOR TRANSFER OF UNITS**

JD students may request permission to enroll in one course per fall/spring semester at a participating consortium school or up to six units in any term at a non-consortium school. See policies governing the transfer of units on the back of this form for more information. **Attach course descriptions to this form prior to submission.**

**STUDENT AND COURSE INFORMATION:**

\_\_\_\_\_  
Student's name

\_\_\_\_\_  
GGU ID# or SS#

\_\_\_\_\_  
Day telephone/Message #

\_\_\_\_\_  
E-mail address

Academic Program:  Full-time/HLP  Part-time Evening  Joint Degree Program

Cumulative GPA: \_\_\_\_\_ Required Courses GPA: \_\_\_\_\_

Permission is sought to take the following course(s) at an ABA law school during the term noted.

Name of law school: \_\_\_\_\_

Consortium School  Non-Consortium School Semester/Term:  Fall  Spring  Summer 20\_\_\_\_\_

<b>COURSE TITLE</b>	<b>UNITS</b>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

List courses you have previously taken at other law schools.

<b>COURSE TITLE</b>	<b>UNITS</b>	<b>NAME OF SCHOOL</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

I have read, understand, and agree to abide by the policies and procedures governing the transfer of units to Golden Gate University School of Law. I have **attached course description(s)** for the course(s) for which I am requesting permission to transfer.

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

Approved  Denied Comments: \_\_\_\_\_

Associate Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Policies & Procedures for Transfer of Units to JD Program

1. Golden Gate University School of Law will accept a maximum of twelve (12) units towards a JD degree from other ABA-accredited law schools. Students may receive credit for a maximum of six (6) units for courses taken at other non-consortium ABA-approved law schools. In addition, students may receive credit for a maximum of six (6) units from participating members of the Northern California Law School Consortium (Boalt, Davis, USF, Santa Clara). For information about courses offered by other law schools, students should contact the law schools in which they are interested.
2. Prior to registering for courses at another law school, students must submit this form, along with course descriptions for all courses they wish to take, to the associate dean for law student services. A request to take a course at another law school will be denied if:
  - a. The course is required for the student's degree program at Golden Gate University (except in rare cases), or;
  - b. The course is an elective course offered at Golden Gate University that same semester, or;
  - c. The course is not a law school course.
3. All courses taken at other schools must be taken for a letter grade. If permission is given to take a clinic seminar combination, where the clinic component is not letter-graded, transferability of all units will be determined by the grade received for the letter-graded component. Transferable courses will be recorded with grades of "CR" (Credit) and the units will be counted toward the total number of units required for graduation. Non-transferable courses will **not** be recorded at GGU. Credit grades are not included in students' GGU Law School GPA calculations.
4. For courses to be transferable, students must receive grades equivalent to a "C" or better, as determined by the law registrar at GGU. Grades equivalent to a "C-" or lower are not transferable and the units will not count toward graduation. Students who receive grades equivalent to a "C-" or "D" may petition the associate dean for student services be allowed to receive credit for these courses at GGU.
5. Students must ensure their host institutions send official transcripts of all courses taken for transfer credit directly to the GGU Law Registrar's Office. The transcripts must include or be accompanied by the other law school's grading policy or system. Failure to provide an official transcript in a timely manner may delay graduation and/or certification for bar exams.