

# TRANSFER OF CREDITS POLICY



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### **Transfer of Credits Earned Prior to Admission**

The academic record of a transfer student accepted by the College of Law will be reviewed by the Registrar. The transfer student will be notified in writing of the courses accepted in transfer and the College of Law courses satisfied by the acceptance of transfer credits. The number of credits a student may transfer from a state-accredited school may not exceed twenty-nine (29) units.

The Registrar may allow the student to apply credit(s) for such course(s) toward the satisfaction of the College of Law's graduation requirements, subject to the following conditions:

- a) The studies were "in residence" or qualify for credit under a program approved for credit outside the classroom;
- b) The student must have achieved a grade of "C" or better in the course; and
- c) The content of the studies was such that credit awarded would have been granted towards satisfaction of degree requirements at the College of Law.

The number of credits transferred for each course will be equal either to the credits awarded by the other institution or the credits awarded by the College of Law for the equivalent course, whichever is lower. The total number of units transferred shall not exceed the total allowed under the policies of the American Bar Association.

A transfer student is subject to the same graduation and residence requirements as any other matriculated College of Law student.

### **Transfer of Credits Earned After Admission to the College of Law**

A student enrolled and in good academic standing at the College of Law who wishes to take a non-required course at another College of Law approved by the American Bar Association must receive prior approval in writing from the Registrar. The Registrar may award credit for such courses, subject to the same conditions described in section 5.14 in the Student Handbook. A student may not take required courses at another College of Law. A student enrolled in any semester as a full-time or part-time student at the College of Law may not receive credit for non-required courses taken at another College of Law during the same semester.

### **Summer Abroad Programs:**

Summer Abroad programs are available through many ABA accredited Colleges of Law. Eligible students are encouraged to explore this avenue of completing academic credits applicable to the degree program. Students must be aware, however, that Summer Abroad programs may not be given any residence credits (see section 3.5 in the Student Handbook for additional information) as most Summer Abroad Programs do not meet the ABA minimum instructional days requirement for granting such credit. If you choose to participate in a Summer Abroad program, please follow the steps outlined below in order to be approved for your program of choice. *No transfer credit will be accepted for work taken without prior approval granted by the College of Law.*

1. Investigate the Summer Abroad Programs. The ABA has a wonderful website for researching the wide variety of programs available to law students. Here's the URL: <http://abanet.org/legaled/studyabroad/foreign.html>. Remember that you need to check prerequisites carefully. Most programs are open to students who have completed the first year, but some are open to students who have completed the first year full time curriculum. That means second year part time students are eligible, first year part time students are not. You must be in good academic standing to participate.

2. Complete a petition form, available in the Student Services office. Your petition must provide the following information:
  - a) Name of the Institution
  - b) Address of the Institution
  - c) Contact Person
  - d) Courses you plan to take
  - e) Course description
3. Your petition will be approved provided you are in good standing, eligible to participate in the program you have selected and you are not duplicating any course work.
4. A letter of good standing and permission will be sent upon approval.
5. Make certain you request an official transcript to be sent to Western State.
6. You must earn grades of C or better. A C- (or the numerical equivalent) or below will not be accepted in transfer.
7. Summer Abroad credits do not qualify for residence credits. For a detailed explanation of the ABA's residency requirement. Please see section 3.5 in the Student Handbook.

#### **Internal Transfer (Between Programs of Study)**

Except in extraordinary circumstances and with the Registrar's written permission, a full-time student may not transfer into the part-time program until he or she has completed one (1) year of law study, and a part-time student may not transfer into the full-time program until he or she has completed two (2) years of law study. Thereafter, a student may transfer between programs with written permission of the Registrar. Students should contact the Financial Assistance Office for counseling prior to changing their enrollment status. Students who transfer between programs should be aware that by transferring between programs they might not be able to take courses during a particular semester. *Internal transfers may create future scheduling conflicts.*

When a student transfers between programs of study, his or her grades, units, and residence credits earned in the first program become part of the student's permanent record in the second program. Students may transfer between programs once during their studies. The Registrar may grant an exception to these rules in extraordinary circumstances.