

## Transfer of Credit Request

Advance Permission Required. The Dean of Students must grant permission for a student to earn credit at another law school and must pre-approve proposed courses prior to the student enrolling at the law school the student wishes to visit. Not all requests are approved and often requests are approved for fewer credits than requested. Do not pay a deposit or make any other commitments to a program until you have received a response to your request.

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

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

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name of law school you will attend: \_\_\_\_\_ ABA approved: \_\_\_\_\_

Semester: \_\_\_\_\_ Dates attending: \_\_\_\_\_ to \_\_\_\_\_

An official transcript must be sent to Mitchell Hamline in order to receive credit. Grades are recorded on your MHSL transcript, but are not used in the calculation of your cumulative GPA. Credit is granted only when a grade of at least C (not C-) or its equivalent is earned.

**You must attach a course description for all proposed transfer classes. Your request will be rejected without this documentation.**

Course	Credits	Classification*

\* Choose one or more of the following classifications for each course: study abroad, online, elective, and/or skills. Please note that all required courses must be taken at MHSL. Online courses taken at other schools are counted against the ABA limit of 15 distance education credits toward the JD.

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

**Please return your completed form to the Office of the Registrar at [registrar@mitchellhamline.edu](mailto:registrar@mitchellhamline.edu) or Room 119.**

Office use only

Total credits approved for transfer: \_\_\_\_\_

Dean of Students signature: \_\_\_\_\_

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

Last updated March 2017