

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 courses. Do not pay a deposit or make and other commitments to a program until you have received a response to your request. An official transcript must be sent to Mitchell Hamline in order to receive credit. Grades are listed on your MHSL transcript, but are not calculated into your cumulative GPA. Credit is granted only when a grade of at least C (not C-) or its equivalent is earned. Courses must be letter-graded.

Name: _____ ID#: _____

Current Program: _____ Email Address: _____

Name of law school you will attend: _____ ABA approved: _____

Semester: _____ Dates attending: _____ to _____

Do you plan to attend MHSL during the same term, or will the dates of the course overlap with any portion of a Mitchell Hamline session in which you are enrolled? YES NO

If yes, you must first obtain advance permission from the Vice Dean for Academic and Faculty Affairs.

Students are limited to 15 credits earned through visiting away and 7 credits earned visiting away during summer and JTerm.

Total cumulative credits earned and proposed through visiting away: _____ During J-Term and summer sessions: _____

List proposed courses below and attach course descriptions. Transfer credit will not be considered without course descriptions.

Course Name	Course Number	Credits	Grade Mode	Classification*

*Choose one or more of the following classifications for each course: study abroad, online, elective, and/or experiential. Required courses must be taken at MHSL. Online courses taken at other schools are counted against the ABA-mandated limit on distance education credits.

Student Signature: _____ Date: _____

Electronic signatures can be accepted only if form is sent through the Mitchell Hamline email system **Return completed form to the Registrar's Office (registrar@mitchellhamline.edu or Room 120).**

Office use only

Total credits approved for transfer: _____

Dean of Students signature: _____ Date: _____

If course dates/session overlaps: Vice Dean Signature: : _____ Date: _____

If Blended Program Student: Blended Director : _____ Date: _____