

PETITION TO TAKE CLASSES OUTSIDE THE SCHOOL OF LAW

I _____ (printed name) petition the Dean of the School of Law to take course(s) at another ABA accredited law school.

Name of ABA accredited law school _____

Title and name of contact person _____

Address _____

Web site address _____

Contact Phone Number _____

Title(s) of Course(s) and number of credit hours requested for transfer.

Dates Course(s) is/are Offered

From: _____ To: _____

I have attached to this petition a description of the course(s) I am requesting to take. (Omitting this attachment will result in your petition being denied.)

I UNDERSTAND THAT I MAY NOT: (Please initial each blank after reading)

1. ____ Transfer any course designated as “Required” by Texas Southern University Thurgood Marshall School of Law (Student Rules and Regulations IV, Sections 1 and 2.)
2. ____ Transfer more than nine (9) credit hours earned at another ABA accredited law school.
3. ____ Transfer any course where the grade earned is below “C”.
4. ____ Transfer any course that is taught at Texas Southern University Thurgood Marshall School of Law for either the annual fall and/or spring regular semester at the time of the request.

Please read and initial each after reading:

____ I understand that any course taken outside the law school shall be counted as credit hours towards the graduation requirement, but shall not be counted for purposes of determining my law school cumulative average.

____ I understand that after I have completed the course(s) outside the law school, I must provide Texas Southern University Thurgood Marshall School of Law with an official transcript mailed directly from the other law to the following person:

Ms. Kathy McClendon, Records Coordinator
Texas Southern University
Thurgood Marshall School of Law
3100 Cleburne
Houston, TX 77004

____ I understand that within eight weeks after I have completed the course I must verify with Ms. McClendon that she has received the official transcript. Failure to do so may result in my not receiving a grade or credit for the course(s) taken outside the law school. I will then be notified of whether the course(s) transferred to Thurgood Marshall School of Law, and if so, the number of credit hours transferred.

____ I understand that if I will be a rising 3L at the time of this petition, I must petition the Dean and the Academic Standards Committee to waive the last thirty hours rule (Student Rules and Regulations, V Section 3 C).

____ I verify that I have read and understand the Student Rules and Regulations, IV, Section 3 A and B and V, Section 3 C pertaining to this petition. (The rules and regulations are posted on the law school web site under Student Affairs, Rules and Regulations.)

INSTRUCTIONS TO STUDENT

SUBMIT TWO ORIGINAL COPIES OF THIS PETITION TO MRS. RITA JOHNSON, DEAN'S SUITE. GET BOTH COPIES STAMPED AND INITIALED BY MRS. JOHNSON. FILE ONE ORIGINAL WITH MRS. JOHNSON AND RETAIN ONE FOR YOUR RECORDS.

Printed Name _____
Signature _____
Date _____

Office Use Only:

____ Approved _____ Not Approved
Reason _____
____ List
____ McClendon