

PETITION TO TAKE LAW CLASSES OUTSIDE THE SCHOOL OF LAW

Name _____ Date _____

Phone _____ Email _____

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 _____

Contact No. _____ Web site address _____

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

Course	Number of Credit Hours
_____	_____
_____	_____
_____	_____
_____	_____

Total Credit Hours for Transfer _____

Attach following documentation as verification:

_____ Course Description(s)

_____ Number of Credit Hours for Each Course

_____ Dates Course(s) is/are Offered From: _____ To: _____

_____ Proof of Grading System using A,B,C,D,F [Pass/Fail Not Accepted]

_____ I have attached to this petition all documentation as requested above.
(Omitting these attachments 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 in 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 outside law school to the following person:

**Ms. Trudy Green, Law School Registrar
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. Green 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, Article V Section 3 C).

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

http://www.tsulaw.edu/student_affairs/docs/2016-2017_Rules_Regulations.pdf

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

Printed Name _____ Date _____

Signature _____ Phone _____

Date _____ Email _____

Office Use Only:

_____ Approved _____ Not Approved Administrator’s

Signature _____ Date _____