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.**

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<th>Course</th>
<th>Number of Credit Hours</th>
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**Total Credit Hours for Transfer**

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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:  

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 ______________________