

LLM STUDENT REQUEST FOR TRANSFER OR APPLICATION OF UNITS

LLM students may transfer up to 34 units of related courses from another law school into GGU School of Law. See the rules on the reverse side for more information. If seeking approval to transfer units from another law school, **course descriptions must be attached to this form.**

STUDENT INFORMATION:

 Name GGU ID# or SS#

Current Academic Program: LLM in Environmental Law LLM in Intellectual Property Law
 LLM in International Law LLM in Taxation Law
 LLM in U.S. Legal Studies NNO in Legal Studies

 Fwd NNO in Legal Studies

Academic Program GPA: _____

REQUEST (Check one):

- Permission to transfer courses taken at another law school into GGU School of Law.
- Permission to apply the following courses taken at GGU School of Law to the current LLM program.
- Permission to visit away and take the following course(s) at another ABA-approved law school during the term noted.

Name of Law School or prior Academic Program: _____

COURSE TITLE	UNITS
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

I have read, understand, and agree to abide by the policies and procedures governing the transfer (or reapplication) of units to Golden Gate University School of Law. I have **attached course description(s)** for the course(s) for which I am requesting permission to transfer.

Student Signature: _____ Date: _____

ADMINISTRATIVE ACTION: Approved Denied

Comments: _____

 LLM Program Director's Signature Date

Policies & Procedures for Transfer or Application of Units to LLM Programs

1. Students must obtain approval from their LLM program directors before any units/courses may be transferred into GGU from any law school. If seeking approval to visit away, students must submit this form prior to registering for courses at another law school, along with course descriptions for all courses they wish to take, to their LLM program directors.
2. Generally, LLM students may transfer in only courses completed prior to matriculating in the LLM program. Depending on the LLM program, the program director may grant permission to current GGU LLM students to visit away at another law school and transfer up to a maximum of 34 units of related courses into the LLM program.
3. For courses to be transferable, students must receive grades equivalent to a “D/” or better, as determined by the law school registrar at GGU. Grades equivalent to a “C- ” or lower are not transferable and the units will not count toward graduation. Students who receive grades equivalent to a “C- ” or “E” may petition their LLM program directors to be allowed to receive credit for these courses at GGU.
6. Students must ensure their host institutions send official transcripts of all courses taken for transfer credit directly to the GGU Law School Registrar’s Office. The transcripts must include or be accompanied by the other law school’s grading policy or system. Failure to provide an official transcript in a timely manner may delay graduation and/or certification for bar exams.
5. Courses must have been completed within the previous five (5) years from the term the student wishes to apply the transfer credit to.