

# Request to Study Elsewhere for AUWCL Credit

Permission to study as a visiting student at another ABA-accredited law school will be granted **only on the basis of extraordinary, compelling personal circumstances** and for no more than one academic year. Maximum of 28 credits can be taken at another law school. Only JD students may apply to study elsewhere. JD and LLM students are allowed up to 6 credits of AU main campus graduate level courses (taken during WCL matriculation) to be applied to their degree. **All courses must be pre-approved** (except for dual degree students).

Semester:  Fall  Spring  Summer Year: \_\_\_\_\_

Last Name		First Name		M.I.	AU ID
Academic Level (1L, 2L, 3L, 4L)	PT JD	FT JD	LLM	AU Email	I Am On An F-1 or J-1 Visa

Request to study at another ABA-accredited law school for WCL JD credit \_\_\_\_  
OR  
Request to receive law credit from an AU main campus graduate level course

1 Course(s) Courses must be at the graduate level, pertinent to your course of study, and not offered at AUWCL. Courses that are not pre-approved will not be eligible to transfer.				
Course # / Section	Course Title	Credit Hours	Credit/Audit?	Notes

2 Reason for Request to Study Elsewhere
<p>Attach to this application the following:</p> <ul style="list-style-type: none"> <li>-Course descriptions for each course that you are hoping to take</li> <li>-A statement of purpose</li> </ul> <p><i>Students also must include a statement of purpose and demonstrate how this law program and the courses offered therein meet their goals and are not duplicative of any WCL program or how extremely compelling personal circumstances require that they leave the Washington Metropolitan Area.</i></p>

3 Student Signature						
<p>I understand the AUWCL policy on credits/courses taken at another (law) school. I am aware of the residency policy and that courses taken elsewhere (if approved) are for credit only - grades I receive do not calculate into my GPA. These course title will not appear on my WCL transcript. I understand that I may take no more than 1/3 of required JD credits at other (law) school(s). At the completion of the program I will have an official transcript sent to the WCL Office of the Registrar.</p>						
<table border="1"> <tr> <td>Student (Please Print)</td> <td>Student Signature</td> <td>Date</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	Student (Please Print)	Student Signature	Date			
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\* AU credits do not count toward AUWCL unless approved (a maximum of 6 AU credits can be applied to a degree. Grades for AU courses are not calculated in the AUWCL cumulative grade point average.

\*\*Students wishing to take a language course at AU must go through a different process. Please review that here: [www.wcl.american.edu/academics/academicsservices/registrar/academic-policies/credit-from-other-schools/](http://www.wcl.american.edu/academics/academicsservices/registrar/academic-policies/credit-from-other-schools/)

Signed form must be submitted to WCL Office of the Registrar via email at [registrationservices@wcl.american.edu](mailto:registrationservices@wcl.american.edu)

## Permit to Study Another ABA-Accredited Law School (JD only)

Any WCL student who seeks approval to study at another law school must submit a completed form to the WCL Registrar's Office (Suite C107). Such programs must be ABA approved and offered for credit.

Students also must include a statement of purpose and demonstrate how this law program and the courses offered therein meet their goals and are not duplicative of any WCL program or how extremely compelling personal circumstances require that they leave the Washington Metropolitan Area. Supporting documentation, e.g., copies of military orders, must be included with the request. Not only the law school program, but also specific courses must be approved.

After completion of the program, an official transcript must be sent to the WCL Registrar's Office, at [registrationservices@wcl.american.edu](mailto:registrationservices@wcl.american.edu) or Suite C107, 4300 Nebraska Ave., NW, Washington, DC 20016-2132.

Degree credit and grades: Students will receive credit only for those classes in which they earn passing grades. These grades will not be included in the calculation of cumulative grade point average and course titles will not appear on law school transcripts.

Limitations: No more than 1/3 of the credits required for the degree at WCL may be taken at another law school or combination of schools. Students must satisfy WCL graduation and residency requirements.

No student registered at the law school will be given any credit toward the JD degree for courses taken prior to law school matriculation. Students will not receive credit for courses taken at another law school, unless it is an approved law school, specific written permission is obtained in advance from the registrar, and the student earns a passing grade in any such work. Only the credit hours earned and not the grade will be transferred and noted on the student's permanent transcript. A student is not permitted to take for credit at another school a required course or any course in which he or she received a grade of F at the Washington College of Law. Permission to study as a visiting student at another law school will be granted only on the basis of extraordinary, compelling personal circumstances and for no more than one academic year.

## Credit for Courses in Other Schools of the University (JD and LLM)

Law students may take up to 6 credits of work toward their degree requirements in other schools of the university. Before undertaking such work the student must demonstrate the appropriateness of the particular course and obtain the written permission from the Office of the Registrar. In determining whether a course is "appropriate," consideration is given to the relationship the course bears to the study of law and to the student's intended area of practice. The schedule of classes can be found at [www.american.edu/provost/registrar/schedule/](http://www.american.edu/provost/registrar/schedule/). Please review descriptions carefully!

Only the credit hours earned and not the grade are accepted for credit toward degree requirements. Generally, non-law courses taken under this policy must be graduate-level courses. Law students enrolled in one of the college's dual degree programs may only transfer non-law courses for credit in accordance with the regulations of those programs. Credits for non-law classes are included in the 12 non-classroom credits (18 for students enrolled in the law school's dual degree programs within American University) allowed toward the JD degree.

## Language Course Approval Process (JD and LLM)

In order to qualify, students must review the information below and submit the necessary documents to the AUWCL Office of the Registrar for approval.

To receive approval for language coursework, students must:

1. Take an online placement exam and place into the intermediate or advanced level of one of the languages currently offered at AU. The exams can be found at [www.american.edu/cas/wlc/placement.cfm](http://www.american.edu/cas/wlc/placement.cfm) and are administered through the Center for Language Exploration, Acquisition & Research (CLEAR)
2. Select an intermediate or advanced level course (no "topics" or elementary courses are allowed) from the AU Schedule of Classes [www.american.edu/provost/registrar/schedule/](http://www.american.edu/provost/registrar/schedule/)
3. Submit the following to [registrationservices@wcl.american.edu](mailto:registrationservices@wcl.american.edu).
  - a. Language placement results
  - b. Preferred class from the class schedule, and
  - c. Brief statement as to how this language course will complement your overall course of study at the law school.

The email should include the student's name and AU ID number with the subject line "Language Course Approval Request" for review by the Deputy Registrar and Associate Director of Academic Advising and Policy Development.

If approved, you must:

1. Register for 1 credit of CAS-600 Tool of Research and pay the associated 1 credit of WCL tuition. This process will be done manually by the College of Arts and Sciences. If you are a full time student, tuition for the language course will be included in the 12-17 credit flat rate. Part-time students will pay the current AUWCL credit rate.
2. Take the class Pass/Fail.
3. Abide by all posted American University drop and withdrawal dates.
4. Participate in class meetings, assignments, and final assessments for the class section selected.

Important Information:

- The course cannot be taken for a letter grade or audited
- The course will not count towards your JD, LLM, or SJD degree requirements nor will it factor into your GPA
- This course is charged at the WCL tuition rate
- The required documentation can be submitted any time after pre-registration begins but MUST be finalized before the start of classes
- Students are limited to 2 semesters of language coursework per student
- Students who place beyond the intermediate or advanced level may be eligible for advanced level individual tutoring through the CLEAR program. If approved, students will be registered for CAS-025 Tool of Research for 0 credits. These tutoring sessions are charged a flat rate of \$500 for the semester and are limited to three 30-minute sessions of tutoring per week starting the 3rd week of classes and continuing through the last date of classes.
  - Availability of seats in any given section or through the CLEAR tutoring program are not guaranteed and are subject to availability each semester.