USF
School of Law
Office of the Registrar

University of San Francisco School of Law

Petition for Visiting Status

Name _____ Class: 1, 2, 3, 4, LLM *(Circle One)* Division: Part-Time / Full-Time *(Circle One)*

Student ID Number: | | | | | | | | | Telephone number: (____) _____-_____

Email: _____ Address: _____

_____

I hereby request permission to spend the _____/ _____
semester year

As a visiting student at: _____, which is a law school approved by the American Bar Association.

Petitioners, please note: Permission to attend an ABA/AALS-approved law school as a visiting student may be granted only in extraordinary, unforeseen circumstances related to family, health or other unusual personal situations, and only for a student's final semester or year of law school. Permission will not be granted solely to reduce the costs of attending law school or to provide an opportunity for students to be enriched by experiencing another law school's general academic, cultural, or geographic environment.

To obtain approval, students must submit this form to the Associate Dean for Academic Affairs, accompanied by a petition identifying the school at which the student desires to visit, the student's proposed course of study, the unit value of the course of study, the dates of the visit, the student's reason for seeking approval, and any other information the dean deems necessary or appropriate. No student will be permitted to visit away unless he or she is in good academic standing, and the student's academic record will be considered in making the decision.

**** I understand and will comply with all regulations pertaining to visiting status at another institution as outlined on the bottom of this form.***

_____ _____
Student Signature ***Date***

Regulations Governing Visiting Status at Another Institution:

1. The institution attended must be approved and accredited by the American Bar Association;
2. No USF required courses or the Upper Level Research &Writing Requirement may be taken at another institution;
3. Credits earned during the visit will be accepted only if the earned in letter-graded "classroom" courses in which the student receives a letter grade of "C" or better. (Clinical programs, judicial externships, directed research, independent study and the like, are not classroom courses.)
4. Only the credit earned for a course taken at another institution will transfer. The actual grade received will not be reflected on the USF transcript, which will report only the course title and either "credit" or "no credit" for the course
5. The courses taken at another institution must not substantially duplicate any theretofore or thereafter taken for credit at USF;
6. The visiting student is responsible for making his/her own arrangements, including financial, with the other institutions;
7. It is the student's responsibility to insure that transcripts of grades are promptly submitted to the Law Registrar in a timely fashion. Students visiting away during their last semester must ensure that official transcripts are submitted to the Law Records Office as soon as possible to ensure that the JD degree is posted in time to certify the student for the bar exam
8. An administrative fee is charged to USF students who visit another institution

Received _____ Initials _____ Processed _____ Initials _____