**REQUEST FOR PERMISSION TO ENROLL IN COURSES FOR TRANSFERRED CREDIT**

Please complete the greyed-out boxes by filling in text in the spaces or selecting the applicable response from the drop-down menus. The available space will expand as necessary to accommodate your response.

**Background Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** | | **Memphis Email:** | |
| **Date:** | **Year:** | **FT/PT:** | **Cum GPA:** |
| **Credit Hours Completed Before Current Semester:** | | | |
| **Credit Hours Enrolled in Current Semester:** | | | |

**Governing Academic Regulation:**

Academic Regulation 17 governs the availability of credit for law school work completed at schools other than Memphis Law. Please read Academic Regulation 17 in full before submitting this request.

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| **Initial here to affirm you have read Academic Regulation 17:** |
| **Initial here to affirm that you understand that Memphis Law will not transfer credit for any course in which the grade earned is less than a C:** |

**Visiting School Information:**

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| **Name of School at Which Course(s) Will Be Taken:**  **Is this school ABA accredited?** |

**[Continued on Next Page.]**

**Course Information:**

Each course for which you intend to seek transfer credit needs approval. Please provide the information for each course below. Additionally, please **attach documentation** supporting the method of assessment, the grading system, and the course description for each course. The course syllabus or online course description (printed and attached) may be sufficient. If necessary, you should contact the school offering the course to obtain appropriate documentation.

**Course 1**

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| **Name of Course:**  **Credit Hours for Course:**  **Method of Assessment (e.g., paper, final examination):**  **Grading System:**  **Course Description:** |

**Course 2**

*Leave Blank if Not Applicable*

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| **Name of Course:**  **Credit Hours for Course:**  **Method of Assessment (e.g., paper, final examination):**  **Grading System:**  **Course Description:** |

**Course 3**

*Leave Blank if Not Applicable*

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| **Name of Course:**  **Credit Hours for Course:**  **Method of Assessment (e.g., paper, final examination):**  **Grading System:**  **Course Description:** |

**Course 4**

*Leave Blank if Not Applicable*

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| **Name of Course:**  **Credit Hours for Course:**  **Method of Assessment (e.g., paper, final examination):**  **Grading System:**  **Course Description:** |