

**Marquette University Law School
Letter of Good Standing
For Studies Conducted at Another Law School**

PLEASE READ THE SECOND PAGE OF THIS FORM CAREFULLY BEFORE COMPLETING.

Name _____ MUID# _____
(Please print clearly)

MU Email _____ Telephone (____) _____ - _____

I request permission to take courses at _____ during the
_____ 20__ Fall _____ 20__ Spring _____ 20__ Summer semester.

PLEASE NOTE: If you are applying to visit another school during the fall or spring semester, you must obtain approval from the Academic Regulations Committee (see p. 2 of this form for details).

Please address letter of good standing to:
(Include Title, Name, & Complete Address)

Letter should include:

_____ Dates of Attendance
_____ Full/Part-time Status
_____ Cumulative GPA
_____ Percentile Information*
_____ Other (please specify)

Courses requested for transfer:

Credit Hours:

Tentative number of credit hours approved: _____

**PLEASE ATTACH A COPY OF THE COURSE DESCRIPTIONS FOR THE
COURSES YOU INTEND TO TAKE.**

(Please Check ONE)

To be mailed _____

To be picked up _____
(we will notify you via email)

Signature

Date

Office Use Only

Date Completed _____ *Date Mailed* _____ *Initials* _____

Law School Academic Regulations

SECTION 203 - Academic Credit for Courses Taken At Other Schools

(1) Academic Credit for Regular Semesters or Intersessions at Other Law Schools

A student may earn academic credit for courses taken during regular semesters or intersessions while visiting at a law school approved by the American Bar Association. Grades received in courses taken at another law school are not included in the computation of a student's cumulative grade point average at the Marquette University Law School. No more than eighteen (18) credits earned in these courses may be applied toward fulfillment of the requirements for the law degree. No credit will be awarded by the Law School unless the following conditions have been met:

- (a) Prior to commencing a visitorship at another law school, the student must obtain the approval of the Law School Academic Regulations Committee. A student shall seek approval by filing a written petition with the chair of the Committee, detailing the student's plans and the reasons for the request to visit elsewhere.
- (b) Prior to the commencement of a semester or intercession away, the student must request a letter of good standing from the Associate Dean for Administration and must obtain that dean's approval of course work to be taken at the other school.
- (c) A student requesting visitor status must demonstrate good cause. Students are subject to the 56-credit rule articulated in Section 201(1) of these regulations.
- (d) After the visitorship is completed, the Law School must receive an official transcript from the law school at which the student visited in order for credits earned at that institution to be recognized by the Law School. Academic credit may be awarded at the Law School for courses that the student passed with a grade above a C or its equivalent.

(2) Academic Credit for Summer Semesters at Other Law Schools

A student may earn academic credit for courses taken during the summer semester at other law schools approved by the American Bar Association. Grades received in courses taken at another law school are not included in the computation of a student's cumulative grade point average at the Law School. Credits earned in these courses may be applied toward partial fulfillment of the requirements for the Marquette University law degree when each of the following conditions has been met:

- (a) Prior to commencing summer studies at another law school, the student must request a letter of good standing from the Associate Dean for Administration. The student must further obtain that dean's approval of course work to be taken at the other school.
- (b) After the summer semester is completed, the Law School must receive an official transcript from the school at which the course was taken indicating that the student passed with a grade above a C or its equivalent in order for the Law School to recognize credits earned in that course.
- (c) No more than nine credits may be earned in a summer semester at another Law School.
- (d) Students are subject to the 56-credit rule articulated in Section 201(1) of these regulations.

***SECTION 205 - Class Rank**

The Law School calculates class rank after every regular semester for students who have completed 27 or more credits and who have completed the entire 1L curriculum. A student's initial class rank is exclusively based on the cumulative grade point average achieved in 1L courses. Thereafter, students who have completed between 27 and 53 credits inclusive are ranked as one group; students who have completed more than 53 credits are ranked in a second group. In May, all graduates are ranked as a single group.

After each regular semester, the Law School individually ranks students in the top 10% of each group. The Law School also calculates the cut-off averages for the top 10%, 15%, 20%, 25%, 33%, 50% and 75% of each group.

Students who graduate in May are given final class rank information as described above. Students who graduate in August and December of that year are given final class rank information on the basis of the prior May graduating class percentiles.

Once the program is completed, please make sure that an official transcript is sent to Marquette Law School's Associate Dean of Administration so that we can apply the transfer credits. Please note that the grades do not transfer – your GPA is based solely on the grades you earn at Marquette.

Please return the completed form to the Student Services Office, Eckstein Hall, Room 238. Please allow one full business day for processing.