

# VISITING OFF-CAMPUS FORM

**Directions:** In order to take classes at another law school or participate in another law school's study abroad program, students must request and receive written permission from the Associate Dean of Student and Alumni Engagement, or the Dean's Designate. Students must indicate below the specific courses she/he wishes to take, including the number of units for each course. For more information on course restrictions, please see the reverse side of this document.

Student ID #: \_\_\_\_\_ Student Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Current Status:  Full Time  Part Time      Current Year:  1L  2L  3L  4L

Dates of Off-Campus Coursework: \_\_\_\_\_

Name of Visiting Institution: \_\_\_\_\_

Address of Visiting Institution: \_\_\_\_\_

Study Abroad Program?  Yes, location \_\_\_\_\_  No

Send a letter of Good Standing  Yes  No

Request Permission to Enroll in the Following Courses (**You must attach Course Descriptions**):

COURSE	UNITS	DEAN'S APPROVAL
1. _____		<input type="checkbox"/> Yes <input type="checkbox"/> No
2. _____		<input type="checkbox"/> Yes <input type="checkbox"/> No
3. _____		<input type="checkbox"/> Yes <input type="checkbox"/> No
4. _____		<input type="checkbox"/> Yes <input type="checkbox"/> No

I understand and agree to the terms enumerated in this document as they relate to the award of academic credit for off-campus courses. Furthermore, I understand that I remain subject to the Whittier Academic Rules and Regulations while taking courses off-campus. I understand that I should visit the Financial Aid Office if I have any questions regarding financial aid for off-campus coursework.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Dean of Student and Alumni Engagement  
(or Dean's Designate)

\_\_\_\_\_  
Date

**\*Reverse side must also be completed**

***The following policies apply to students who wish to take courses at another law school or through another school's study abroad program. Please sign and initial next to each item:***

- \_\_\_\_ 1. Student must be in good academic standing prior to and while enrolled in the off-campus course or program.
- \_\_\_\_ 2. Credit will be granted only for work that is officially reported by the host institution and recorded on an alpha-numeric grading scale. The grade must meet the minimum standard for a passing grade at Whittier Law School. For all courses taken at another school, the Whittier record will reflect that a student has "passed" or "failed" the course.
- \_\_\_\_ 3. Units earned while visiting at another school will not count as part of the Whittier grade point average.
- \_\_\_\_ 4. A student may not receive credit for a course at another law school that is substantially similar to a course the student has taken at Whittier Law School, nor may a student receive credit for a course at Whittier Law School that is substantially similar to a course the student has taken at another law school.
- \_\_\_\_ 5. Whether a course taken at another law school may be used to satisfy the requirements of Whittier Law School certificate program is within the discretion of the Director of the certificate program.
- \_\_\_\_ 6. Students visiting other law schools remain subject to the Whittier Academic Rules and Regulations.
- \_\_\_\_ 7. Students must still fulfill Whittier Law School residency requirements for graduation outlined in the Whittier Law School Policy Manual.