Quick Guide
for
Law Students Attending Law School Outside of LSU and the LSU Law Center
(Summer, Fall or Spring Terms)

1. Submit a petition to the Associate Dean for Academic Affairs for permission to study outside of LSU Law School and receive transfer credit.
   - This petition should be emailed to the Assoc. Dean and outline the reason(s) for the request, as well as an outline the coursework the student intends to pursue.
   - Students may not take more than 15 hours in a fall or spring term or 9 hours in a summer term.
   - Students may not earn more than a total of 31 hours of credit from a visiting institution.
   - The visiting institution must be accredited by the American Bar Association.

2. If you are expecting any coursework taken elsewhere to substitute for required coursework at LSU Law (other than general law credit LAW ****), you must get approval from Assoc. Dean for Academic Affairs.
   - Email the course name and description (taken from the visiting school’s catalog) to AD and request approval for substitution.
   - If approved, email this info to the Assistant Registrar (jennifer.harland@law.lsu.edu). A note will be made on the degree audit reflecting this substitution approval.

3. Obtain a Letter of Good Standing and transcripts from the Office of Student Records.
   - Letters of Good Standing can be requested via email to jennifer.harland@law.lsu.edu and can be mailed directly to the visiting institution or picked up at the Office of Student Records (Room 202).
   - Transcript requests can be made via myLSU and sent electronically to the visiting institution.

4. Students are not eligible for financial aid through the visiting institution, unless approved through a Consortium Agreement. Students should contact the Office of Undergraduate Admissions and Student Aid for more information about this program.

5. Once enrolled, notify the Office of Student Records of hours carried at the visiting institution.

6. Official transcripts must be sent from the visiting institution at the completion of the term.
   - PLEASE NOTE: Only grades of C or better (not C-) will be accepted by the Law Center. This credit will be posted as a P grade at LSU and no quality points will be awarded.

GRADUATING SENIORS - If a graduating senior is taking coursework outside of the LSU Law Center during their last semester, they must be registered as “Degree Only” (paying the diploma fee and any accounts receivable with the University). Also, the Law Center operates by the grade deadlines set forth by the Paul M. Hebert Law Center. Any grades received after the deadline will delay graduation until the following semester. If a graduating senior intends to take coursework outside of the Law Center during the fall term, the student must still complete the Law Center’s Trial Advocacy program.