



THE JOHN MARSHALL LAW SCHOOL

JMLS J.D. Students Visiting at Another ABA-Accredited Law School

1. **Credits in residence:** The final 45 hours of course credit toward the J.D. degree requirements at The John Marshall Law School must be taken in residence at the law school. This policy does not pertain to (a) students participating in the Chicago Consortium program, (b) students studying at a foreign institution with which JMLS has an official exchange program, or (3) students taking classes at an institution of higher education with which JMLS has an official dual-degree program.
2. **Exceptions:** Exceptions to this policy may be granted upon petition, as described in Section 4 below. Approval to earn law-school credit at another ABA-accredited law school may be given only for extraordinary circumstances. Examples of extraordinary circumstances include the following:
 - a. A significant change in a student's family situation (e.g., spouse/partner transfer to another state, serious illness of a close family member that requires the student's ongoing presence as caretaker);
 - b. A student's serious medical condition that requires treatment at another location;
 - c. For a part-time student, a work transfer to location more than 100 miles from Chicago;
 - d. Extended military assignment in a location more than 100 miles from Chicago; or
 - e. For one semester only, a student demonstrating he or she will sit for the bar examination in another jurisdiction and wishes visit at a law school in that jurisdiction to take state-tested bar examination topics.
3. **Prohibitions:** Although there will be a strong presumption against allowing a student to visit at another law school, the burden increases for students who:
 - a. Are on probation or in the mandate program;
 - b. Are attempting to take required courses at another law school;

- c. Have a history of discipline or conduct issues while enrolled at JMLS;
- d. Propose to attend another law school in Illinois;
- e. Have already transferred 30 or more credit hours from another law school to JMLS.

4. Petition process:

- a. A student who wishes to visit at another law school should submit a written petition to the Vice Dean for Academic Affairs.
- b. A student should file the petition at least two months before the deadline to apply at the other school to guarantee a timely response.
- c. The petition should:
 - i. Identify the other law school.
 - ii. Describe the student's reasons for visiting the other law school.
 - iii. Identify the courses the student intends to take at the other law school.
 - iv. Provide course descriptions from the other school's course catalog and indicate the number of credit hours for each course.
 - v. Provide a copy of the other school's grading system.
 - vi. Include any other information the student wishes JMLS to consider.
- d. The Vice Dean will review the petition in consultation with the Chair of the Academic Affairs Committee. The Vice Dean and Chair may grant the petition in whole or in part, deny the petition in whole or in part, request additional information from the student or other law school, or send the petition to the full Committee for consideration.

5. Accepting transfer credits: For students who are approved to visit another law school, JMLS will accept up to 30 transfer credit hours on the following conditions:

- a. The student's schedule is approved in advance and in writing by the Vice Dean for Academic Affairs. This approval includes not only the original registration, but also any changes after the initial approval. Courses taken without prior written authorization may not be considered for transfer to JMLS. JMLS will not approve journal work,

participation on competition teams, internships, externships, or clinics taken at another law school.

- b. The student earns at least a “C,” 2.0, or the equivalent in a graded class, or a “Pass,” “Satisfactory,” “Credit,” or the equivalent in a credit/no credit class.
 - c. The credits must have been earned after the student matriculated as a student at JMLS and satisfactorily completed at least 30 credit hours.
 - d. The student did not take more than 16 credit hours in any fall or spring semester or more than 9 credit hours during a summer term.
6. **Transcript:** Transfer credits will appear on the student’s transcript using the “TR” code and will not be included in the student’s GPA. Students should ask the other school’s registrar when grades for the semester will be posted and how long it will take to prepare and transmit an official transcript to JMLS. Students visiting away must arrange to have grades and an official transcript sent to the JMLS Academic Services Office at the end of each semester they are away. JMLS cannot certify a student for graduation or the bar until all credits have been posted officially.
7. **Applying as a visiting or transient student at another law school:**
- a. A student who is approved to visit at another law school must contact the other law school and apply as a visiting or transient (not transfer) student. Students are responsible for conducting their own research on the other law school. During the application process for visiting student status, the other law schools will require our student to provide a letter from JMLS stating that the applying student is a student in good standing and that the JMLS will accept credits from the other law school. Students who need these letters must provide the name, address, deadline, and specific form (if any) to JMLS Registrar, who will initiate the process to have the letter sent directly to the other law school. The student must also provide the JMLS Registrar with written approval from the Vice Dean to visit.
 - b. Students are responsible for ordering from JMLS any official transcript the other school may require.
 - c. Students should be aware that visiting students often are not permitted to register for classes at the other school until all of that school’s students have registered. Popular and small-enrollment courses, therefore, may not be available. The student should speak with the Registrar or Associate Dean for Academic Affairs at the other

school to determine the likelihood that the student will be able to register for the classes he or she has been approved by JMLS to take.

- d. Visiting students pay the tuition and fees at the other law school and should research those amounts before applying.

8. Scholarships and financial aid:

- a. Scholarships awarded by JMLS will not apply to credits taken at another law school and transferred to JMLS.
- b. If a student depends on federal financial aid for tuition, fees, or living expenses, the student must visit with JMLS Financial Aid before registering at the other law school so that the student and JMLS may determine what steps must be taken, and on what timeframe, so that you qualify for financial aid for any time you are visiting at another law school. The student must also contact the Financial Aid office at the other law school to determine that school's policy concerning financial aid for visiting or transient students.

- 9. Status at JMLS:** A student who is visiting at another school during a fall or spring semester will be placed on inactive status at JMLS and will not be permitted to participate on a journal, in an honors program, hold office in a student organization, or apply for any travel or similar funding to be used during the period the student is away. A student visiting at another school remains subject to the JMLS Student Code of Conduct.

- 10. Returning to JMLS:** A student who visits at another ABA-accredited law school for a fall or spring semester (or both) and then intends to return to JMLS must submit a statement to the Vice Dean of Academic Affairs updating answers to the character-and-fitness questions on the student's original admissions application, or must affirm in a signed writing that the answers to those questions remain complete and accurate. The answers must be submitted to the Vice Dean at least two weeks before the student seeks to register for classes at JMLS.

Faculty policy adopted September 11, 2017; effective immediately.