

RECORDS OFFICE

200 McAllister Street • San Francisco, CA 94102 • office (415) 565-4613 • records@uchastings.edu

Name: _____ ID#: _____

Instructions: Complete, sign and attach a copy of course descriptions for the classes you indicate below. Please refer to the back of the page for more information about transferring credit from another institution.

1. Name and address of institution: _____

2. Indicate term(s): Fall 20____ Spring 20____ Summer 20____

3. Proposed Course(s): _____ Units: _____

4. Provide a brief explanation on how the above course(s) fit in with your career goals.

Certification: I have read and understand the section of the Academic Regulations regarding transfer units. I hereby request to enroll in course work as outlined above and request that the units be transferred back to Hastings and be credited toward my Juris Doctor (JD) degree. I understand that copy of my Hastings academic transcript will be forwarded to the Associate Academic Dean for review.

Signature: _____ Date: _____

<i>Office Use Only:</i>		
<input type="checkbox"/> Approved for _____ units	<input type="checkbox"/> Good Standing	<input type="checkbox"/> Needs Writing Requirement
<input type="checkbox"/> Denied	<input type="checkbox"/> Not Good Standing	<input type="checkbox"/> Needs Prof. Ethics
<input type="checkbox"/> Provisionally Approved for _____ units	<input type="checkbox"/> 1L	<input type="checkbox"/> Needs Prof. Skills
Assoc. Acad Dean: _____		Date: _____

TRANSFER CREDIT INFORMATION

Hastings students may enroll in graduate level courses at non-law school institutions and have the units earned applied toward their Hastings degree. Students must submit a *Transfer Credit Petition for Non-Law School* to be approved by the Associate Academic Dean prior to enrolling at another institution.

Grades: Students must earn the equivalent of a “D” grade or better to transfer coursework back to Hastings. All transfer work with a grade of “C” or better will be listed with a grade of “Credit” on the student’s Hastings transcript. Grades of C- or D will be listed with a grade of “substandard Credit”. Transfer units will not be included in the calculation of the student’s grade point average (GPA).

Units: Students may transfer up to a maximum of 6 units from a non-law school toward the 86 units required for graduation. You are limited to transfer in no more than 30 units.

Transcripts: Units can only be transferred upon receipt of an official transcript. Please arrange for a transcript to be forwarded to the Records Office at the end of the semester/term.

Health Insurance: Students who are not paying fees or tuition at Hastings are not eligible for Hastings Student Insurance.

Enrollment and Fees: If, by enrollment in non-law school courses, a student falls under full-time enrollment at Hastings, the student will be required to fill out an *Authorization Form for Part-Time Attendance* and pay part-time enrollment fees. Contact Fiscal Services for more information on tuition and fees for the current academic year.

If you have other questions, please review the Academic Regulations or contact the Office of the Academic Dean at (415) 565-4682.