

THE UNIVERSITY OF AKRON  
SCHOOL OF LAW

**REQUEST FOR PERMISSION TO TRANSFER GRADUATE COURSES**

**Maximum Transfer Credits for Joint Degree Students:**

Master of Taxation .....	10 graduate credits
Master of Business Administration .....	10 graduate credits
Masters of Science in Management/Human Resources .....	10 graduate credits
Master of Public Administration .....	11 graduate credits
Master of Applied Politics .....	12 graduate credits

**Maximum Transfer Credits for Non-Joint Degree Students ..... 6 graduate credits**

**I hereby request permission to transfer the following graduate level courses to the School of Law:**

College	Semester	Course Title	Course Number	Course ( Ex: 6200:600:001 )	Credit Hours

**I have determined that each course I have listed above follows the rules for requesting transfer as follows:**

- course is not considered a bridge-up course (400-500 catalog number)
- course is graduate level (600+ catalog number)
- course is not an internship or externship
- course is not web-based; special permission required (can change term to term and section to section)
- course is letter graded (credit/no credit not accepted)
- course content is not similar to course content of a law course
- course is not cross-listed with a law school course (if so, 9200 course must be taken) such as:
  - 6200:633 Estate and Gift Taxation
  - 6200:693; 6400:690 Mergers and Acquisitions
  - 6200:631 Corporate Taxation I
  - 6200:647 Qualified Pensions and Profit Sharing
  - 3700:655 Campaign and Election Law

**I am aware that if any of these rules is later found not to have been met by a course listed above, the approval for transfer credit can be revoked.**

**I understand the following stipulations regarding this request:**

- My request is to be made prior to actual enrollment or I run the risk of any course not transferring.
- I assume responsibility for securing the proper permission from any other department or college.
- I understand that approval does not guarantee that the course(s) will be open, available or require prerequisites for which I may not qualify.

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Student's Printed Name: \_\_\_\_\_ ID#: \_\_\_\_\_  
 Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## DEAN'S APPROVAL

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### GRADUATE PERMISSION APPROVAL for JOINT DEGREE STUDENT

The graduate course(s) listed on the preceding page is/are approved to apply toward the J.D. degree in accordance with the policies & procedures in the student handbook and on the web.

Date: \_\_\_\_\_  
Lauri Thorpe, Assistant Dean of Admissions, Financial Aid and Student Services

#### INSTRUCTIONS for JOINT Degree Students:

1. Complete all portions the first page of form, including term, course name, course number and credits.
  2. Submit to Assistant Dean Lauri Thorpe of Law Student Services, School of Law Dean's Office. It will be reviewed and then placed in your law school mailbox with Dean Thorpe's decision.
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~OR~

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### GRADUATE PERMISSION APPROVAL for NON-JOINT DEGREE STUDENTS

We recommend the approval of the student's request to enroll in the graduate course(s) listed on the preceding page.

Date: \_\_\_\_\_  
Lauri Thorpe, Assistant Dean of Admissions, Financial Aid and Student Services

Date: \_\_\_\_\_  
Dean, Graduate School

#### INSTRUCTION for NON-JOINT Degree Students: *Read Carefully*

1. Complete the first page of form, including term, course name, course number and credits.
  2. Submit to Assistant Dean Lauri Thorpe of Law Student Services, School of Law Dean's Office. It will be reviewed and then placed in your law school mailbox with Dean Thorpe's decision.
  3. If approved, take the approved form to the Graduate School, Polsky Building, 4<sup>th</sup> Floor. It may be signed while you wait.
  4. Once the Graduate School has processed this form and created your graduate file in the University's PeopleSoft system, you should be able to register via Zipline on the web. If the course is controlled, take fully approved form to The Office of the University Registrar, Simmons Hall Room 120, to register in person.
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#### Distribution of Copies:

Graduate School (+2101)  
Law School (+2901)  
University Registrar (+6208)