



THE CATHOLIC UNIVERSITY OF AMERICA

Columbus School of Law

Office of Associate Dean for Academic Affairs

Washington, D.C. 20064-8005

202-319-6478

Fax 202-319-4004

MEMORANDUM

TO: Interested Students

FROM: Georgia A. Niedzielko, Assistant Dean for Academic Affairs

RE: Summer Abroad Programs

In addition to our own popular program in Cracow and our new program in Rome, many accredited American law schools conduct summer programs in overseas locations. The Institutes & Programs Office (Room 343) collects information about many of these programs.

If you wish to enroll in one of these programs you will find that all law schools require that you submit a letter of permission from the Dean of your home school. If you follow the required procedures of the other law school and this one, you can earn credits which will count toward your 84 credit requirement here. **No residence credit will accrue for courses taken at summer programs other than our own.**

The following rules and procedures apply:

- Required courses or staple courses may not be taken elsewhere.
- No credit will be given for courses which overlap into any other term (fall or spring semester.)
- Credit will accrue only if the grade earned at the other school is satisfactory, i.e., is at least equal to the average required for good standing at that school. In most cases this means that a “C” or better will transfer but a “D” will not.
- Courses graded on a Pass/Fail basis will not be accepted for transfer credit.

- A maximum of five credit hours will be granted for a summer program other than our own.
- Approval will not be granted for multiple programs with the exception of our own two abroad programs. Interested students may enroll in both the CUA Cracow and CUA Rome programs.
- Full-time students who take part in summer abroad programs offered through other law schools should keep in mind that attendance in such programs will **not** allow them to register for less than a full-time load in any subsequent semester. Part-time students should keep in mind that attendance at such programs will not allow them to accelerate graduation.
- You are responsible for having an official transcript of grades sent directly from the visited school to this office.
- You must contact Mr. Stuart Schept, Registrar, (202-319-5003 / Schept@law.edu) to register for a summer Abroad Program.
- Please note that, per the law school's "Announcements," the university is charging a "transient student" fee of **\$250.00**. This is payable by all students who receive permission to "visit" another accredited law school for one semester or one year.

Students must supply official course descriptions and program calendars along with their requests for permission to take courses in other programs. These materials must include complete class schedule information. Requests for a letter of good standing and permission to attend a summer program should be addressed to me and submitted to Mrs. Andrea McLean in Room 343. All requests should contain complete mailing addresses for all addressees. A copy of your letter of good standing will also be sent to you.

If you have any questions, please contact me.



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**REQUEST TO TAKE COURSE(S) AT ANOTHER LAW SCHOOL FOR CUA/CSL CREDIT
(SUMMER ABROAD)**

Name: _____ Student ID #: _____

Contact Number: _____ Email Address: _____

Academic Level: Full- time Part- time 1st year 2nd year 3rd year 4th year

Have you previously transferred credits for courses taken outside of the law school? Yes No
If so, # of credits _____

I am requesting permission from the Assistant Dean of Academic Affairs to visit the following ABA- approved law school:

*** Please attach a statement on the reason for visiting away.**

I am interested in taking the following course(s): (Please attach a copy of the program and /or course description)

Course Title	Credit Hours
_____	_____
_____	_____
_____	_____

I have read and understand Academic Rules XI-XIII as outlined in the law school Announcements. I also understand that I must take the approved course(s) for a letter or numeric grade and that pass/fail courses will not receive credit. It is clear that a grade of C or better is required to transfer credit to CUA/CSL and that the grade(s) will not count in computing my grade point average; however, will count towards the 84 hours required to graduate.

In order to receive credit for the course(s) taken outside of the law school, it is my responsibility to request an official transcript mailed to the Office of the Registrar as soon as my grades are posted. Failure to do so may result in the postponement of my conferral date and denial of commencement participation.

Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Student approved to visit away for the Fall Spring Summer _____ semester.

Denied

Notes:

