



## Florida A&M University College of Law Transient Student Information

Florida A&M University College of Law (FAMU Law) Transient Students are students who are completing their law degree at FAMU Law but would like to take courses at another ABA Accredited law school on a temporary basis. Upon completion of the courses at the host institution, the credits are transferred back to FAMU Law. **Students must take all required courses at FAMU Law.**

To receive credit for transient courses, students must receive prior approval from the Associate Dean of Academic Affairs. All grades received for courses at another law school will appear on the FAMU Law transcript as a grade of "S" without any quality points and will not be used to compute the student's grade point average. **Note: It is the student's responsibility to document that the student has earned a grade of "C" or better for all transient courses. A grade of "P" or "S" is not sufficient to satisfy this requirement. Credits will not be granted without official documentation that the minimum grade was earned.**

### Steps to complete your transient student process:

1. Review the College of Law Student Handbook regarding transfer credits.
2. Gather course information (e.g., schedule of classes, course descriptions) from the host institution.
3. Complete the FAMU Law Transient Student form included with this document.
  - A new transient student form must be completed for each semester of course work as a transient student.
  - A new transient student form must be completed if any information is not correct or if additional classes are taken that have not been approved.
4. Submit a completed transient student packet (**transient student form with all course information listed on the form and visiting school course descriptions are to be attached with your FAMU transient form**) to the Associate Dean for Academic Affairs for approval. Credits may be awarded for courses taken at another law school only if those courses are not available at FAMU Law.
5. Consult with the College of Law Financial Aid Office regarding financing your courses at the host institution and complete any other required financial aid documentation.
6. Consult with the host institution regarding the enrollment and registration process.
7. After completing the courses at the host institution, please submit your official transcript to FAMU Law Registrar's Office.
8. Students in transient status in their graduating semester must complete the transient student supplemental form and set-up a conference with the Academic Success & Bar Preparation Office and the Financial Aid Office. **Being a transient student in the anticipated graduating semester has financial ramifications as well as ramifications about grades, class rank and graduation certification and bar preparation.**

Contact the FAMU Law Registrar's Office at [RegistrarCOL@famu.edu](mailto:RegistrarCOL@famu.edu) for questions regarding the transient student process.



## TRANSIENT STUDENT FORM

### STUDENT INFORMATION

Student Last Name		Student First Name	
Student ID Number		Student Phone Number	

Student Address:

City and State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Student FAMU Email Address: \_\_\_\_\_ Expected Graduation Semester and Year: \_\_\_\_\_

I understand that if I register for courses not approved on this form, they will not transfer. If, for any reason, I cannot enroll in these specified courses, I will submit a new form for approval to the Associate Dean of Academic Affairs. I also understand that this application is for the one term specified and that a new form with approved courses must be submitted in order to continue my transient status. I also understand that I must provide FAMU Law with an official transcript from the host institution and authorized the release of such records accordingly. I further understand that credit will not be transferred if I fail to achieve a minimum "C" (2.00) grade at the host institution.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### HOST LAW SCHOOL INFORMATION

Institution Name: \_\_\_\_\_

**Semester and Year:** Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

### HOST LAW SCHOOL COURSE INFORMATION

PREFIX	COURSE NO.	COURSE TITLE	CREDIT HOURS

### FAMU LAW ASSOCIATE DEAN FOR ACADEMIC AFFAIRS

**Approval of course(s):** The named student is authorized to take the above course(s) during the specified semester and year listed on this form. Transfer credit for the course(s) will be evaluated upon receipt of an official transcript from the host law school.

Associate Dean for Academic Affairs Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FAMU LAW REGISTRAR'S OFFICE

This student is currently enrolled in a degree program and is eligible to re-enroll. Yes \_\_\_ No \_\_\_

The student's residency classification for tuition purposes is Florida \_\_\_ Non-Florida Resident \_\_\_

Registrar's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**If this is your final year of law school, please fill out page 2**



## **TRANSIENT STUDENT SUPPLEMENTAL FORM**

### **Graduating Students ONLY**

#### **IMPORTANT INFORMATION**

**Required conferences and signatures of approval are applicable for students requesting transient student status in their graduating year. Important information is detailed below for your attention.**

Students are advised that enrolling as a transient student during the year of graduation limits access to the resources available at Florida A&M University College of Law's Academic Success and Bar Preparation Program, prevents enrollment in the College of Law's bar preparation courses, and prevents participation in the recommended bar preparation workshops offered throughout the year for FAMU Law students in their final year of study. In addition, enrolling as a transient student in the final year has financial ramifications as well as ramifications with regard to grades, class rank, preparation for graduation and other matters related to registration and graduation.

Accordingly, a student who contemplates enrolling as a transient student and not being in residence during his or her final year should consider the issues indicated in the above paragraph.

To assist students in evaluating these issues, each student requesting transient student status during their graduation year must meet and obtain signatures from the following members of FAMU Law staff. These meetings must take place before the request is reviewed by the Associate Dean for Academic Affairs.

#### **CONFERENCE AND COLLEGE OF LAW APPROVAL SIGNATURES**

Director of Academic Success & Bar Preparation Signature:

Date:

Assistant Director of Financial Aid Signature:

Date:

Registrar Signature:

Date:

#### **STUDENT ACKNOWLEDGEMENT**

I have met with the designated College of Law staff members, and I understand the ramifications of enrolling as a transient student during the year of my expected graduation.

Student Signature:

Date:

Student FAMU ID Number:

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