

FAMU College of Law Transient Student Steps

FAMU College of Law Transient Students are students who are completing their law degree at FAMU College of 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 College of Law.

Steps to complete your transient student process:

1. Review the Student Handbook regarding courses taken elsewhere.
2. Gather course information (e.g., schedule of classes, course descriptions) from the host institution.
3. Complete the Transient Student Form that can be found on the College of Law Registrar's webpage at law.famu.edu/current-students/registrar/forms/.
 - A new *Transient Student Form* must be completed for each semester of course work as a transient student (i.e. Fall, Spring, or Summer).
 - 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. Consult with the Financial Aid Office regarding financing your courses at the host institution and complete any other documentation required by the FAMU College of Law Financial Aid Office.
5. Submit completed Transient Student form with all course information 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 College of Law.
6. Consult with the host institution regarding enrollment verification and registration information.
7. After completing the courses at the host institution, please submit your official transcript to the FAMU College of Law Registrar's Office. Students must earn at least a C in courses completed as a transient student to have the credits transfer back to FAMU.
8. You may contact the Registrar's Office for questions regarding the transient student steps.



Florida A&M University College of Law

Transient Student Form

Date submitted: _____

This form enables you to transfer credits of pre approved courses (ONE TERM) to FAMU Law School

Last Name:		First Name:	
Student ID Number:			
Address:			
City, State and Zip:			
Phone Number:		FAMU E-Mail Address:	

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 SCHOOL with an OFFICIAL TRANSCRIPT from the Receiving School and authorized the release of such records accordingly. I further understand that credit will not be transferred if I fail to achieve a minimum 2.00 grade at the Receiving School.

Signature of Student: _____	Date: _____
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RECEIVING University/College _____ <small>(Institution you will be attending)</small>	TERM /YR: Fall _____ Spring _____ Summer _____
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Section B: To be completed by Associate Dean of Academic Affairs

COURSE APPROVAL: The above named student is hereby authorized to take the following course(s) during the term specified above. Transfer credit for the course(s) will be evaluated upon receipt of an official transcript.

PREFIX	COURSE TITLE	SEM/HRS

Associate Dean of Academic Affairs: _____	Date: _____
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Section C: To be completed by Registrar's Office

This student is regularly enrolled in a degree program and is eligible to re-enroll. Yes___ No___

This student's residency classification for tuition purposes is:

___Florida Resident ___Non Florida Resident ___Resident Alien ___Documented Alien

Registrar's Signature: _____ Date: _____



Transient Student Request - Supplemental Form

For Graduating Students ONLY

Date submitted:

REQUIRED CONFERENCES AND SIGNATURES FOR STUDENTS REQUESTING APPROVAL FOR TRANSIENT STUDENT STATUS IN THEIR GRADUATING YEAR

Students are advised that enrolling as a transient student during the year of graduation limits access to the resources of the College of Law’s 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 College of 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 these issues.

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 the College of Law staff. These meetings must take place before the request is reviewed by the Associate Dean for Academic Affairs.

Director of Academic Success & Bar Preparation

Date

Assistant Director of Student Financial Aid

Date

Registrar

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:	<input type="text"/>	Date:
Student ID #:	<input type="text"/>	