

WILLIAM & MARY LAW SCHOOL

VISITING STUDENT REQUEST GUIDELINES

Students, from time to time, request permission to visit another institution during their last year or semester of legal education. Students making such requests should consider carefully the attached guidelines. These guidelines must be signed and submitted with a written request to visit away.

The Academic Status Committee grants permission to visit away on a case by case basis. Only requests from students in good academic and judicial standing will be considered. Students must make such requests in writing to the Academic Status Committee in care of the Associate Dean for Academic Affairs/Registrar. In addition to a signed copy of the attached guidelines, such requests should contain the following:

1. Description of reason why the student desires to visit away. Requests usually fall into two categories.
 - A. Personal reasons such as family obligations.
 - B. Curricular reasons such as the host institution has a strong curriculum in a particular area of law that meets a student's career goals. Requests to visit away for curricular reasons must include a description of the curriculum and identification of particular courses in which the student intends to enroll. In such a request, explain how the projected institution will meet the student's goals better than William & Mary is able to do.
2. Identification of school(s) to which the student intends to apply.
3. A copy of your most recent unofficial William & Mary transcript.

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WILLIAM & MARY LAW SCHOOL

VISITING STUDENT POLICY

REQUIREMENTS

1. To earn a William & Mary degree, one must satisfy all William & Mary Law School graduation requirements which include: the entire first-year curriculum, the Legal Practice Program, (for those entering W&M Law prior to August 2016) the Writing Requirement, earning 65 W&M Law graded credits, and earning no fewer than 86 approved credit hours. Those requesting to visit for only one term in their third year must earn 65 W&M Law graded credits. Those requesting to visit away for the entire third-year of Law School are required to earn only 50 graded William & Mary Law credits. Students must earn at least 10 law credits per semester while in residence at the host university. Students attending a host law school may not accumulate non-law credits to apply to their William & Mary JD. All other Law School graduation requirements continue to apply.
2. If you have not completed all William & Mary graduation requirements prior to visiting away, you may seek permission from the William & Mary Law School Academic Advisory Committee to satisfy a requirement at the host school. Detailed course descriptions should be attached to the petition. NOTE; the Writing Requirement must be completed with a William & Mary Law School professor.
3. Credits from the host school will be accepted for all passing grades, provided the student remains in good academic and judicial standing. A standard letter passing grade is defined as “C” or higher (this means C-, D or F are not passing grades). The credit transfers to William & Mary; the grades do not.
4. Your grade point average is determined only by graded credits earned through William & Mary Law School. Your class rank will be determined by the cumulative William & Mary Law GPA. Students who visit away are eligible for William & Mary awards, such as Order of the Coif provided all requirements for this award are met at William and Mary Law School. Students are not eligible for W&M book awards in particular courses earned through work at the host school.

PROCEDURES

1. The Associate Dean for Academic Affairs/Registrar must be notified in writing of your enrollment status no later than the first day William & Mary Law classes of the semester for which the visit has been approved. Students who receive Academic Status Committee permission to visit away will be dropped from William & Mary class rolls on the Friday before the first day of the William & Mary Law School semester unless notice of intent to return to William & Mary is received.
2. You must seek approval to register in all courses at the host institution through the William & Mary Law School Associate Dean for Academic Affairs/Registrar. Approval must be given to for your intended courses prior to the end of the host school add/drop period.
3. An official transcript must be sent to the William & Mary Law School Registrar at the end of each semester of a visit. Official transcripts from William & Mary will not reflect your transfer hours and **neither a final William & Mary transcript nor your diploma** will be released prior to receipt by the William & Mary Law School Registrar of an official transcript from the host school that reflects all credits earned from the host school.
4. It is your responsibility to provide the William & Mary Law School Associate Dean for Academic Affairs/Registrar with a current mailing address, telephone number and email address.

5. You will pay tuition to the host school. Please contact the W&M Financial Aid Office to clarify whether you can apply your loans and the procedure for applying your loans to the host school tuition and fees.
6. You are not eligible to receive W&M Law School scholarships or fellowships or grants when you are attending another university as a visiting student.

GRADUATION

1. **If you wish to have a May graduation date, spring grades on an official transcript issued by the host school must be received by the William & Mary Law School Associate Dean for Academic Affairs/Registrar by noon, the Wednesday prior to W&M Law graduation.** If an official transcript is not received by this date but the transcript is received by July 1, you will have a September 1 graduation date. **THERE ARE NO EXCEPTIONS TO THESE DEADLINES.**
2. If you meet the May deadline, you will be permitted to participate in the Law School diploma ceremony and graduate with and be ranked with your class. If you do not meet this deadline, you will be considered and ranked as part of the following graduation class year. However, you may participate in May graduation ceremonies provided you affirm in writing that you believe you will complete all degree requirements at the close of the host school's spring semester grading period. You must contact the Associate Dean for Academic Affairs/Registrar for complete instructions in order to participate in the May graduation activities.

BAR EXAMINATIONS

1. Check the requirements of the bar examination you intend to take. Be certain to ascertain whether they require a *Certificate of the Completion of Courses* or a *Confirmation of Graduation*. There is a difference. The date of your graduation could affect the date you will be eligible to sit for the bar examination.
2. Keep in mind that many Bars require official transcripts prior to certification to practice law. You will need to obtain official transcripts from both William & Mary and the host school. (This may also be true of prospective employers.)

I have read, understand, and will comply with this policy.

(Signature)

(Print Name)

(Date)