

FLORIDA STATE UNIVERSITY
COLLEGE OF LAW

Instructions for Requesting Graduate Level Credits

Please read carefully:

1. Complete permission and registrar tracking forms. The Tracking Form should be detached from this packet and submitted to the Office of Admissions and Records before enrolling in graduate courses.
2. Once you have decided on a graduate course, obtain a copy of the course syllabus to be attached to the permission.
3. Attach written approval of enrollment from the instructor of the graduate course.
4. Faculty Sponsorship: Identify a College of Law faculty sponsor to review and certify course work. The faculty member's signature is required in the Faculty Sponsorship section of this form.
5. Administrative Authorization: Submit completed form to the Associate Dean for Academic Affairs, along with required attachments, for approval and signature under the Administrative Authorization section of this form.
6. Upon completion of the Graduate Course, obtain signatures from your Faculty Sponsor and the Associate Dean of Academic Affairs to certify satisfactory completion of graduate course work.
7. Submit completed form to the Office of Admissions and Records. **Credit for graduate course work will not be recorded until signed form certifying completion of graduate course work is on file with the Director of Admissions and Records.**

Outside Credit Requirements:

1. **General.** Although students may take courses offered by other departments and schools of Florida State University, such courses may not be taken for credit towards the JD degree except as part of a recognized joint degree program or as consistent with Section 2, below.
2. **Graduate Course Registration.** A student enrolled in the College of Law may register in a graduate-level course at Florida State University or Florida A & M University, and receive College of Law credit, provided:
 - (1) the grade received for the course will not be used in the computation of the student's cumulative GPA;
 - (2) no credit of any kind will be recognized unless the student receives at least a grade of "B" or its equivalent;
 - (3) all outside course credits shall be counted as Pass/Fail hours for graduation requirement purposes, even though the course is graded;
 - (4) no student may enroll under this policy for more than six (6) semester hours of credit during his/her entire period of matriculation at the College of Law;
 - (5) each student seeking credits under this policy must receive prior approval from the Associate Dean of Academic Affairs or his/her designee.
 - (6) the course covers material outside the College's curriculum; and
 - (7) the course is reasonably necessary and material to the applicant's curricular program for the entire period of expected matriculation at the College.

FLORIDA STATE UNIVERSITY
COLLEGE OF LAW
Graduate Level Credits Permission Form

Name: _____
(Print)

SSN: _____

Expected Date of Graduation: _____ Cumulative College of Law GPA _____ Residency Credits Completed _____
(Semester / Year)

Joint Degree or Certificate Program? Yes / No If yes, please specify which Program: _____

I am requesting permission to enroll in course number _____, titled _____
in the Department of _____ at () Florida State University () Florida A & M
University. The Course is offered for _____ semester hours of graduate degree credit during the
_____, 20__ term.

Explain how the graduate is reasonably necessary and material to your curricular program at the College of Law:

STANDARD 306

If the law school has a program that permits or requires student participation in studies or activities away from the law school or in a format that does not involve attendance at regularly scheduled class sessions, the time spent in such studies or activities may be included as satisfying the residence and class hours requirements, provided the conditions of this section are satisfied.

- A. The residence and class hours credit allowed must be commensurate with the time and effort expended by and the educational benefits to the participating student.
- B. The studies or activities must be approved in advance, in accordance with the school's established procedures for curriculum approval and determination.
- C. Each such study or activity, and the participation of each study therein, must be conducted or periodically reviewed by a member of the faculty to insure that in its actual operation it is achieving its educational objectives and that the credit allowed therefore is, in fact, commensurate with the time and effort expended by, and the educational benefits to, the participating student.
- D. At least 900 hours of the total time credited towards satisfying the "in residence" and "class hours" requirements of this Chapter shall be in actual attendance in regularly scheduled class sessions in the law school conferring the degree, or, in the case of a student receiving credit for studies at another law school, at the law school at which the credit was earned.

Please read and sign:

1. I have read standard 306 of the ABA Law School Accreditation Standards, attached to this application, and I certify that my enrollment is in compliance with all of its provisions.
2. I understand that the requested graduate course will be counted along with other pass / fail courses in calculating the College limit upon graduation credit for non-graded academic work.
3. I understand that I must attain a grade of "B" or above (or equivalent) in order to receive credit towards graduation at the College of Law for the requested course. The grade will be recorded as S/U in computing my class standing and law school grade point average.

SIGNED: _____

DATED: _____

FLORIDA STATE UNIVERSITY
COLLEGE OF LAW
Faculty & Administrative Authorization Graduate Credit

COLLEGE OF LAW FACULTY SPONSORSHIP

I have reviewed this application and the attached course syllabus. I have counseled the applicant regarding the role of the requested course in a larger program of professional study. I agree to review the applicant's submitted coursework and to certify to the registrar at the completion of the course that the effort required and the educational benefits received by the student were or were not commensurate with the effort for and benefits from a course of the same number of credits offered at the College of Law.

SIGNED: _____

DATED: _____

**COLLEGE OF LAW FACULTY CERTIFICATION
OF SUCCESSFUL COMPLETION**

I have reviewed the student's submitted coursework and I hereby certify that the requirements of the course have been completed and the effort required and the educational benefits received by the student () were () were not commensurate with the effort and benefits from a course of the same number of credits offered at the College of Law..

SIGNED: _____

DATED: _____

**ADMINISTRATIVE AUTHORIZATION
(Associate/ Assistant Dean for Academic Affairs)**

Enrollment Approved:

SIGNED: _____

DATED: _____

Grant of Credit Approved:

SIGNED: _____

DATED: _____

FLORIDA STATE UNIVERSITY
COLLEGE OF LAW
Registrar Tracking Form for Graduate Level Credits

Name: _____
(Print)

SSN: _____

Graduate courses will be taken at: FSU FAMU
(Check One)

Graduate Course Title: _____

Graduate Course # _____

Credit Hours _____ Semester / Year _____

Name of Faculty Sponsor: _____

I have read all instructions for requesting graduate level credit. I understand that credit for graduate course work will not be recorded until the signed form certifying completion of graduate course work is on file.

SIGNED: _____

DATED: _____