



TRANSFER POLICY

I. Transfer policies related to J.D. Program

A. General Provisions

1. Circumstances under which the College of Law may accept transfer credits into the J.D. Program.

Subject to the specific provisions in this section and the sections below, J.D. candidates and students are permitted to transfer academic credits to the College of Law J.D. program in the following circumstances:

- a) Transferring into Stetson University College of Law's J.D. program following matriculation at another ABA-approved law school. See Section B.
- b) Transferring into Stetson University College of Law's J.D. program following matriculation at a state-approved law school. See Section B. The College of Law defines state-approved law school as a law school in the United States that is not approved by the ABA if the unapproved law school has been granted the power to confer the J.D. degree by the appropriate governmental authority in the unapproved law school's jurisdiction, or if graduates of the unapproved law school are permitted to sit for the bar examination in the jurisdiction in which the unapproved law school is located, provided that:
 - (1) the courses were undertaken as a J.D. degree student; and
 - (2) the law school would have granted credit toward satisfaction of J.D. degree requirements if earned at the admitting school.

- c) Matriculating into Stetson University College of Law's J.D. program after earning a foreign law degree from an accredited foreign institution. See Section C.
- d) Visiting as a transient student at another ABA-approved law school following matriculation at Stetson University College of Law, if approved in advance by Stetson University College of Law. See Section D.
- e) Attending another ABA-approved law school's study-abroad program, if approved in advance by Stetson University College of Law. See Section E.
- f) Completing one of Stetson University College of Law's approved dual-degree programs. See Dual Degree policy; J.D./M.B.A. Dual-Degree Program policy.
- g) Enrolling in the J.D./LL.M. in Advocacy Joint Degree program. See J.D./LL.M. in Advocacy Joint Degree policy.
- h) Absent extraordinary circumstances as determined by the Associate Dean for Academic Affairs, except under the J.D./LL.M. in Advocacy Program Joint Degree policy, students are not permitted to transfer J.D. credits into any of Stetson University College of Law's LL.M. programs.

2. Cumulative effect of transfer credits

The credits transferred into the College of Law by any of these means are cumulative. A student will be limited to the maximum transfer credits stated in the applicable section below, even if the student has earned more than that number at the transferring institution and those credits otherwise meet Stetson University College of Law's standards.

3. Limitations on transfer credits

The following limitations apply to the transfer of credits into the J.D. program, regardless of the means of transfer:

- a) No credit will transfer unless the student earned at least a 2.0, C, 70, Satisfactory or equivalent grade in the course.

- b) No credit will transfer for credits earned in a program from a non-law program (e.g., an M.B.A. or other graduate program), except for a dual-degree program offered by Stetson University College of Law, even if the transferring law school would have awarded credit toward a law degree or dual-degree for those courses.

- c) Except in accordance with Section 505 of the American Bar Association's *Standards for Approval of Law Schools*, no credit will transfer from a non-J.D. program at another law school.

- d) No credit will transfer if the Associate Dean for Academic Affairs, in his or her sole discretion, determines that the course does not meet the academic standards of Stetson University College of Law. Alternatively, the Associate Dean for Academic Affairs may determine that partial credit for a particular course may transfer based on the College of Law's academic standards.

- e) A final decision regarding the transfer of credits will not be made until an official transcript is received by the College of Law.

4. Required courses

Absent extraordinary circumstances as determined by the Associate Dean for Academic Affairs a transfer student must complete the College of Law's required curriculum as it exists at the time that the student matriculates at the College of Law. A transfer student must also complete all College of Law graduation requirements to earn a J.D. degree.

Based on a review of the student's transcript from the transferring school, and a comparison of the transferring school's curriculum with the College of Law's curriculum, the Associate Dean for Academic Affairs will determine which required courses and area requirements a student must take at the College of Law. The Associate Dean for Academic Affairs may request that the transferring student provide course descriptions, syllabi, professor contact information, or other information deemed necessary to determine whether a student has successfully completed the courses in the College of Law's required curriculum.

If the Associate Dean for Academic Affairs determines that a transfer student has satisfactorily completed a course in the required curriculum, he or she has the discretion to waive a particular course for the student, even if transfer credits are not awarded for that course. The Associate Dean for Academic Affairs may require that a student take a particular course, such as multi-state strategies or Advanced Legal Research, should a transfer student demonstrate deficiencies

5. Transcripts

Transfer credits will appear by semester on a student's transcript; a student who needs an official transcript of the courses taken and grades earned in courses transferred to the College of Law should request that information from the institution that awarded the credit initially.

B. J.D. Students Transferring from Another U.S. Law School

1. Section applicability:

This section applies to a student who is accepted into the College of Law's J.D. program as a transfer student and seeks to transfer credit from his or her prior program at a U.S. law school. This section does not apply to a student who may have matriculated at another U.S. law school but applied to the College of Law to restart as an entering student.

2. Eligibility for transfer:

The College of Law accepts a limited number of transfer students for the fall, spring, and summer semesters. Except in extraordinary circumstances, a student may transfer to the College of Law only after completing one year (typically, fall and spring) of full-time or part-time study at another ABA- or state-accredited law school.

3. Application for transfer:

A student interested in transferring to the College of Law should complete and submit an application to the Office of Admissions and Student Financial Planning. Admissions decisions are made by the Associate Dean for Academic Affairs, in consultation with the Admissions Committee and the Assistant Dean of Strategic Enrollment Management. A student who applies for transfer may also apply for transient student status; applications for transient student status are filed with the Office of the Registrar. Although an admissions decision typically will be made after the College of Law receives two semesters of grades from the applicant, on occasion, admission may be conditionally awarded to exceptionally well-qualified applicants after only semester of

law- school grades. For additional details on the application process, please consult the Admissions section of the College of Law's website.

a) Maximum number of transfer credits:

(1) The College of Law ordinarily will accept up to 38 credits and two semesters of residency for a student transferring from another ABA-accredited law school. In extraordinary circumstances, the College of Law may accept up to 44 credits and up to three semesters of residency for a student transferring from another ABA-accredited law school. In any such extraordinary case, factors to be considered in awarding additional credits will include the quality of the educational institution from which the student is transferring, the student's academic performance while in law school, and the student's entering credentials.

(2) Students transferring from a state-accredited law school may not transfer more than 29 credits to the College of Law

b) Determining transfer credits: The College of Law will provide the transferring candidate with an analysis of the credits that will or will not transfer before the deadline for the student to accept the College of Law's offer of admission.

C. J.D. Applicants with a Foreign Law Degree

1. **Section applicability:** This section applies to a J.D. candidate who has earned a law degree from a foreign law school accredited in that country before matriculating into Stetson's J.D. program. Any credits transferred under this section must be consistent with Section 505 of the Standards American Bar Association's *Standards for Approval of Law Schools*.

2. **Accelerated J.D. for Foreign Attorneys:** As part of the admissions process, the Associate Dean for Academic Affairs may grant an admitted J.D. applicant who holds a foreign law degree advanced standing and up to 29 transfer credits toward a Stetson J.D. degree. This program is commonly referred to as the “Accelerated J.D. for Foreign Attorneys” or the “2-Year J.D.” Applicants for the Accelerated J.D. for Foreign Attorneys must meet the same rigorous standards as domestic applicants. The (1) LSAT or GRE and (2) the TOEFL or IELTS are required. Waiver of the LSAT or GRE requirement may be requested in writing to the Assistant Dean for Admissions and may be granted only in exceptional circumstances based on a review of the totality of the candidate’s application materials. Waivers of the TOEFL or IELTS requirement may also be requested in writing to the Assistant Dean for Admissions. Candidates may be asked to participate in an interview process to assess English language mastery. For additional details on the language requirement, please consult the Admissions section of the College of Law’s website.

3. **Determining transfer credit:** The College of Law will endeavor to provide the candidate for the Accelerated J.D. for Foreign Attorneys with an analysis of the credits that will or will not transfer before the deadline for the candidate to accept the College of Law’s offer of admission. The candidate may be required to submit a translation and/or analysis of his or her transcript, and must pay for that service.

4. Students in the Accelerated J.D. for Foreign Attorneys program must complete all College of Law graduation requirements to earn a J.D. degree. They must complete the College of Law’s required curriculum, as it exists at the time that the student matriculates at the College of Law. Transfer credits may be used to satisfy any of the College of Law’s “area requirements,” or may count as elective credits, but may not be used to satisfy required courses in the J.D. curriculum.

5. Transfer credits may be awarded if the Associate Dean for Academic Affairs determines, after reviewing the candidate’s transcript, that specific course work completed for the foreign law degree is equivalent to course work needed to satisfy one or more College of Law “area requirements,” or is substantially equivalent to courses in the elective curriculum. Candidates may be asked to secure a course description or syllabus and may be invited to interview to discuss the home school curriculum as part of credit determination.

6. **Further Required Curriculum:** During the first year at Stetson, if a transfer student with a foreign law degree is ranked in the bottom 25% of their class and/or has a cumulative grade point average at or below 2.4, the student will be required to participate in the Further Required Curriculum. Such students will be evaluated based exclusively on their academic performance at the College of Law after their first fall semester and again after their first spring semester. A student's grade point average at the student's previous institution will not be a factor for determining the student's grade point average at the College of Law. Note that a transfer student with a foreign law degree who must participate in the Further Required Curriculum may be required to complete an additional semester to fulfill the Further Required Curriculum requirements.

D. Stetson J.D. Students as Transient Students

1. **Section applicability:** This section applies to any current Stetson University College of Law J.D. student who seeks to transfer credits taken as a transient student at another ABA-accredited institution. These credits must have been earned after the student matriculates at Stetson University College of Law. This section does not apply to credits taken at another law school's study-abroad program; those programs are addressed in Section E. This section also does not apply to Stetson-sponsored exchange programs; credits earned in these programs are not transfer, but exchange, credits. Stetson offers several exchange programs. See the International Programs website for program lists and descriptions.

2. **Eligibility for transfer credit:** Under limited circumstances, the College of Law may accept toward the J.D. degree credits taken at another ABA-accredited law school. Absent exceptional circumstances, such as military service, a student may not visit at another law school until after he or she has completed 31 credits. In addition, absent exceptional circumstances, a transient student may not transfer more than 31 credits to the College of Law.

3. **Application to visit at another school:** Students seeking permission to visit away at another ABA-approved law school must petition the Associate Dean for Academic Affairs. Approval will be granted only when the student's continued presence in the Tampa/St. Petersburg area places an exceptional hardship on the student. An example of a qualifying circumstance would be the onset of a severe illness of a close family member that requires the student's presence outside of the Tampa/St. Petersburg area. For further information and assistance contact the Associate Dean for Academic Affairs.

E. Credits from Another Law School's Study-Abroad Program

1. **Section applicability:** This section applies to any current Stetson University College of Law J.D. student who seeks to transfer credits from another ABA- accredited institution's study-abroad program. These credits must have been earned after the student matriculates at Stetson University College of Law.

2. **Eligibility for transfer credit:** Under limited circumstances, the College of Law accepts toward the J.D. degree credits taken through another ABA- accredited law school's study-abroad program. A student may not attend another law school's study-abroad program until he or she has completed at least 31 credits at the College of Law.

3. **Application to visit at another school:** A student interested in attending a study-abroad program at another institution must receive the approval of the Director of International Programs and the Associate Dean for Academic Affairs before enrolling at the other institution; application forms for approval to visit at another school are available through the Office of Graduate and International Programs. The application for summer-abroad programs must be submitted no later than March 1 of the year in which the student intends to study abroad. The application for semester abroad- programs must be submitted no later than two months before the date on which the program begins. Considerations of whether to allow attendance at another school's study-abroad program may include, among others:

a) The length of the program: generally, a student may earn no more than one credit per week of studies in a summer-abroad program. Thus, a program offering four credits should last at least four weeks.

b) The location of the program: generally, a student may not attend a program if Stetson has a program in a similar location.

c) The educational content of the program: whether the program offers unique classes not available through Stetson's standard or study abroad programs.

4. Maximum number of transfer credits:

a) The College of Law will accept up to four credits for a student attending summer-abroad programs with other institutions.

b) The College of Law will accept up to 17 credits and one semester of residency for a student attending a semester-abroad program with another institution.

c) These totals are cumulative for all study-abroad programs attended at other institutions over the student's J.D. program; thus, a student may not earn more than 21 study abroad credits from other institutions, of which no more than 4 may be in summer-abroad programs and no more than 17 may be in a semester- abroad program.

5. **Determining transfer credits:** Before the student enrolls in the other law school's program, the Associate Dean for Academic Affairs will determine the maximum number of credits and semesters of residency that may transfer for the specific program(s) the student intends to complete. No credit will transfer to the College of Law for credit earned in programs outside of the visited law school's study-abroad program, even if the visited law school would have awarded credit toward a law degree for those courses.

6. **Required courses:** A student may not transfer credit toward the College of Law's required curriculum through participation in a study-abroad program, except for area requirements with the advance approval of the Associate Dean for Academic Affairs.

II. Transfer policies related to Master's programs and LL.M. programs

A. General Provisions

1. Circumstances under which the College of Law may accept transfer credits in the Masters and LL.M. programs.

a) Subject to the specific provisions of this section, candidates for a Masters' degree or LL.M. degree are permitted to transfer academic credits to the College of Law in the following circumstances:

(1) The student is in good standing and currently enrolled in their institution, which must be either a law school or a university that includes a college of law.

(2) The student must submit an application for admission, along with an official transcript, resume, and course descriptions for each of the courses for which the student is seeking credit.

b) The Associate Dean for Academic Affairs, in consultation with the director of the applicable M. Jur. or LL.M. program, will review the application and will approve or deny the transfer, and decide the amount of credits transferred for completed courses.

2. Limitations on transfer credits

a) In no instance will a student be awarded more than one-half of the credit hours needed for the specific LL.M. or M. Jur. program.

b) Transfer credit will not be given for any course in which the student achieved a grade of 2.25 or lower (or the equivalent thereof).

c) No credit will transfer if the Associate Dean for Academic Affairs, in his or her sole discretion, determines that the course does not meet the academic standards of Stetson University College of Law. Alternatively, the Associate Dean for Academic Affairs may determine that partial credit for a particular course may transfer based on the College of Law's academic standards.

d) A final decision regarding the transfer of credits will not be made until an official transcript is received by the College of Law.

3. Required courses

a) Absent extraordinary circumstances as determined by the Associate Dean for Academic Affairs, a transfer student must complete the College of Law's required curriculum as it exists at the time that the student matriculates at the College of Law. A transfer student must also complete all College of Law graduation requirements for the degree sought.

b) Based on a review of the student's transcript from the transferring school, and a comparison of the transferring school's curriculum, the Associate Dean for Academic Affairs will determine which required courses a student must take at the College of Law. The Associate Dean for Academic Affairs may request that the transferring student provide course descriptions, syllabi, professor contact information, or other information deemed necessary to determine whether a student has successfully completed the courses in the College of Law's required curriculum for the degree.

c) If the Associate Dean for Academic Affairs determines that a transfer student has satisfactorily completed a course in the required curriculum for the degree, he or she has the discretion to waive a particular course for the student, even if transfer credits are not awarded for that course. The Associate Dean for Academic Affairs may require that a student take a particular course, should a transfer student demonstrate deficiencies based on lack of content coverage in the home school curriculum or sub-par performance.

4. Transcripts: Transfer credits will appear by semester on a student's transcript; a student who needs an official transcript of the courses taken and grades earned in courses transferred to the College of Law should request that information from the institution that awarded the credit initially.

Cross-references: Further Required Curriculum; Required Courses; Minimum Number of Classroom Credits Required for Graduation; Requirements for Degree and Maximum Time to Complete J.D. Curriculum; Residency Requirement; Dual Degree Program; J.D./LL.M. in Advocacy Joint Degree; J.D./M.B.A. Dual Degree Program; Maximum and Minimum Credit Hours for Elder Law LL.M. Program and Maximum Time to Complete Degree; Maximum and Minimum Credit Hours for International Law LL.M. Program and Maximum Time to Complete Degree; Study Abroad Programs at Other Law Schools.

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