Checklist for USC students visiting another law school

1. **Complete all upper-level degree requirements listed below at USC. If not, then the student must receive written approval from the Associate Dean for Academic Affairs to take a course at a visiting school.**
   a. Professional Responsibility or Problems in Professional Responsibility (grade of "C" or better)
   b. Perspective Course
   c. Six credit hours of experiential courses (grade of "C" or better)
   d. Writing Requirement (grade of "C" or better)
   e. Students must complete at least 60 credit hours at USC School of Law, not to include coursework in independent research and co-curricular activities such as law review, journals, moot court, mock trials, or any other trial competition.
2. **USC law application for permission to study abroad/visit**
   a. The student must provide program information and course descriptions with the application.
   b. Application is completed and submitted to the Law Registrar/ Director for Academic Services (DAS). A tentative schedule is entered on the application.
   c. Student must contact the Associate Dean and copy the Law Registrar/DAS via email after registering for final approval of courses. NOTE: Student must register for at least 12 credit hours to meet the residency requirement.
   d. Students are limited to two externship courses, regardless of whether one is taken at another law school. The second externship course will count against the allowable upper-level pass/fail credits.
3. **Release for study abroad/visit**
   a. Student must sign a release authorizing the Associate Dean and Law Registrar/DAS to send letter(s) to the requested institution(s). The student will be provided a copy of the letter(s).
4. **Law school grade reporting procedures**
   a. Fall law grades are due on the first day of class. Spring grades are due on the last Friday in May.
   b. Student must have an official transcript forwarded to the Law Registrar/DAS. Credit hours will be posted if the student earns the grade of "C" or better in their courses, or a grade of "pass".
   c. Study abroad/visiting last semester (graduating semester) – the Law Registrar/DAS must receive an official transcript when USC law grades are due to certify the student for graduation.
5. **Graduation**
   a. Student must contact the Law Registrar/DAS in early September for December graduation or late January for May graduation to receive a graduation application.
   b. Student must contact Student Affairs early September for December graduation or late January for May graduation to receive information about the ceremony and regalia.

Print Name _____ **Signature** _____

Date _____