

PETITION FOR PRE-APPROVAL OF COURSES FOR STUDY ABROAD OR VISITING ANOTHER LAW SCHOOL

PRIOR TO CONSIDERING A PETITION, YOU MUST (1) SUBMIT A LETTER OF GOOD STANDING AND VERIFICATION OF STATUS REQUEST FORM TO THE REGISTRAR AND (2) BE ADMITTED INTO THE PROGRAM.

Student Information

Name: _____ T-Number: _____

Email Address: _____ Division: Full time Part time

Bowen Credit _____ Semester/Year _____
Hours Completed: _____ of Program: _____ Today's Date: _____

Type of Program

Study Abroad Visiting-Semester Program Visiting-Intersession Program

Visiting Institution Information

ABA-accredited school _____ Date admitted _____
sponsoring the program: _____ to program: _____

Mailing address of sponsoring school: _____

Web page (URL) with detailed course descriptions: _____

Location of the program: _____

Proposed Coursework

COURSE NAME	CREDIT HOURS	BOWEN EQUIVALENT (COMPLETED BY ASSISTANT DEAN)

(Please see the following page for instructions for completing this form)

Please read the following policies carefully.

1. Students wishing to take courses for credit toward our degree at another law school, either as part of a study abroad, visiting, or intersession program, must receive prior approval for all courses to be taken. Failure to receive prior approval may result in no credit being awarded towards your degree. In accordance with Part IV.D.1.a and b of the Academic Rules, a student is not permitted to enroll in more than one (1) credit hour in any single week during a one week intersession offered at another law school.

2. Pre-approval of courses is also required in order to be eligible for use of federal financial aid programs through the Office of Financial Aid and Scholarships. Bowen scholarships cannot be used for expenses associated with a study abroad, visiting, or intersession program offered by another law school. Please contact the Office of Financial Aid and Scholarships for more information.

3. Transfer credit will be granted only for courses in which the student earned a grade at or above the grade point average necessary to remain in good standing at the school where the course was offered. Credit will be granted for courses taken on a "credit/no credit" basis, only for courses in which the student earned a "credit." Part IV.I. of the Academic Rules applies to all

4. After finishing the program, arrange for an official transcript to be sent to UALR when you have finished the courses. Fill out the necessary forms from the host institution. Pay any bills and remove any "holds" on your account.

5. Upon completion of the program, your transcript will be reviewed by the Associate Dean for Academic Affairs who will make the final determination as to whether or not you will receive credit for the academic work performed at another law school.

I acknowledge that I have read and understand the above policies, as well as Rule IV.I of the Academic Rules relating to courses taken for credit at other institutions.

Signature: _____ Date: ___/___/20__

Consent of Assistant Dean for Student Affairs

Petition Granted

Petition Denied

Reason for Denial: _____

Signature: _____ Date: ___/___/20__

(Please see the following page for instructions for completing this form)

Instructions for Completing this Form

1. Complete a “Letter of Good Standing and Verification of Status Request” form and get admitted into the study abroad or visiting program at an ABA-accredited law school.
2. Complete all information on the “Petition for Pre-Approval of Courses for Study Abroad or Visiting Another Law School” form.
3. Schedule a time to meet with Assistant Dean for Student Affairs for academic advising and review of your petition.
4. After the petition is approved by the Assistant Dean for Students, submit the form via:

Hand Delivery to the Registrar’s Office, First Floor, Room 104

Mail UALR Bowen School of Law
 Attention: Registrar
 1201 McMath Ave.
 Little Rock, AR 72202

Fax (501) 324-9909

Email Note: You must submit a scan with your signature. Email to law-records@ualr.edu.