

E. Admission of Students Transferring from Other Law Schools

1. Requirements

Students transferring from other ABA- or state-accredited law schools must:

- a. File an application for admission to Cooley Law School;
- b. Register (or renew their subscription) for the Credential Assembly Service (CAS) and order an official CAS report to be sent to Cooley Law School. The CAS report must include the present law school matriculation. Cooley will not accept a copy of the student's CAS report on file with and sent from the student's present law school;
- c. Have an official law school transcript sent directly from the law school to Cooley Law School's Admissions Office;
- d. Submit a letter of good academic standing and of good character from the Dean of the law school the student is presently attending;
- e. Submit a completed Transfer Credit Determination Form;
- f. Copy and submit course descriptions from the law school catalog of the school attended, as well as a course syllabus, for each course for which transfer is requested; and
- g. State the reasons for transfer.

2. Transfer of Credit from Other Law Schools

- a. Only credits completed in a J.D. program as an admitted student at an ABA- or state-accredited law school can be considered. Credits earned in conditional programs will not transfer.
- b. Students attempting to transfer credits from a non-ABA-accredited, but state-accredited law school must meet the requirements set out in ABA Standard 506:
 - i. the credits must have been earned in residence as provided in ABA standard 304, or qualify for credit under standard 305;
 - ii. the credits transferring must have been earned in courses that would satisfy degree requirements at Cooley;
 - iii. a maximum of 30 credits may transfer.

c. The student's admission criteria must indicate eligibility for admission to Cooley Law School at the time such credits were earned.

d. Credit cannot be given for work in which the grade received was less than "C" or its equivalent, or the work in which either the course content or credit hours do not reasonably conform to the curriculum at Cooley Law School.

e. Transfer credit for course work in which only a "pass" or "credit" was given at the transferring law school will be given only if the law school transcript or a separate statement from the law school clearly indicates that the work performed was equivalent to a "C" or above.

f. Acceptance for transfer shall be by written approval by the Associate Dean of Students and Professionalism or her or his delegate. The letter of approval for transfer shall state the credit hours and courses for which transfer credit is being given and any additional semesters of matriculation.

g. Credit shall normally be given for the equivalent of the first year (30 credits or less) only, and only for credits two years old or less at the time of matriculation. Special approval may be granted by the Faculty Admissions Committee on a case-by-case basis for the transfer of up to 45 credits from ABA-accredited law schools.

h. Only credit hours, not the actual grades, are transferred. The student shall receive a notation of CR (credit) on the transcript for those credits transferring.

i. An official law school transcript should be submitted directly to the Admissions Office from the former law school. An official undergraduate transcript posting the baccalaureate degree and the date conferred must be sent directly from the degree-granting school to the Admissions Office.

j. A student accepted for admission with advanced standing shall be subject to all regulations of Thomas Cooley Law School, including provisions on academic performance, curriculum, Honor Code, and Disciplinary Procedures.

3. Transfer of Credit Under Special Circumstances

a. A student who seeks to transfer to Thomas Cooley Law School from an ABA-accredited law school may transfer more than 30 credit hours under the following circumstances:

i. The school from which transfer is sought has announced its intention to cease operations prior to the student's graduation; or

ii. The school from which transfer is sought has announced its intention to move its

campus to another state or a location more than 50 miles from its current site; or

iii. The Accreditation Committee has determined that the school from which transfer is sought is not in compliance with the American Bar Association Standards for Approval of Law Schools.

b. A student seeking to transfer under this subsection will be permitted to transfer up to 60 credit hours. The conditions set forth above governing transfers shall apply except for E.2.g. The following additional conditions shall apply:

i. The student shall have been denied guest student status, where applicable, by the former school.

ii. Credit shall normally be given only for the first two years (60 credits), and only for credits three years old or less at the time of matriculation.

iii. The student must complete all courses required in the approved curriculum of Cooley Law School.

iv. A student transferring under this subsection shall be ineligible to graduate with honors. The awarding of other honors and prizes shall be at the discretion of the Dean.

4. Transfer of Former Cooley Students Back to Cooley

A former Cooley student may transfer back to Cooley under the following conditions:

a. The student filed a permanent withdrawal from Cooley.

b. The student applies through the Admissions Office and follows all admission procedures.

c. All conditions for transferring credits from other law schools are met.

d. Cooley course grades, cumulative grade point average, and academic status will be reinstated for credits earned at Cooley.

e. Honors Scholarships will be calculated using the grade point average earned for Cooley credits and determining class rank based on total credits earned at Cooley and the other school(s).

F. Admission of Guest Students From Other Law Schools

Qualified guest students from other ABA-accredited or state-accredited law schools are permitted to take courses for credit at Cooley Law School, provided the school at which they are permanently enrolled agrees in advance to accept the credits earned as a guest. Guest students are subject to all Cooley Law School policies while enrolled here. Guests apply through the Admissions Office.

Guest student applicants to Cooley Law School should follow the guidelines below:

1. Submit a completed application to the Cooley Admissions Office, indicating guest student application status.
2. A letter from the Dean of the applicant's current law school must be sent to the Cooley Admissions Office advising Cooley Law School that the applicant has permission to attend as a guest student and permission to take a particular class or classes.
3. The applicant must be in good academic standing at his or her law school. Cooley's Admissions Office requires a letter from the Dean verifying good academic standing and good character.
4. An official law school transcript must be sent directly from the current law school to the Cooley Admissions Office.
5. The Dean may waive any of the above requirements or deny admission to anyone who meets them, if, in the exercise of sound discretion, he or she believes that it is in the best interest of the law school to do so. A written statement of the reasons for such action shall be retained in the student's file.
6. No class that was previously failed at any ABA- or state-accredited law school may be re-taken at Cooley Law School under guest or visiting status.

G. Taking Courses at Other Law Schools for Cooley Credit Prohibited

Cooley students are not permitted to take courses as guest students at other law schools for credit at Cooley except through the international study abroad programs as approved by the faculty.