

**MSU COLLEGE OF LAW
J.D. VISITING STUDENT PERMISSION FORM**

Last Name First Name Middle Initial PID Number

has permission to attend: [Name of law school, with full address to which the letter should be sent.]

*Important: Please list visited institution's **contact person**:*

*Important: Please list visited institution's **email address**:*

*Important: Please list visited institution's **FAX number**:*

as a visiting student for the (circle one): Summer / Fall / Spring 20__ term. (If requesting to visit out in the fall or spring semester(s), a reason for the request must be provided/attached.)

I am requesting permission to enroll in a maximum of _____ credits, **OR** to enroll in the following course(s):

Course(s)/program description(s) must be attached.

_____ Credits _____
_____ Credits _____
_____ Credits _____

Since the Family Educational Rights & Privacy Act of 1974 does not permit MSU College of Law to request transcripts of students from other institutions, it is the responsibility of the student to assure that an official transcript from the visited institution is sent to the MSU College of Law Registrar's Office at the completion of the semester of visitation. Upon receipt of an official transcript, credits for any course taken at another law school will be recorded as "Pass" when transferred back to MSU College of Law, provided a grade of "C" or better has been earned.

Rules Governing Class Rank and Class Honors

Students should be aware that, for purposes of determining your MSU Law cumulative grade point average, class rank, or graduation honors, **only MSU Law graded credits (A, A-, B+, B, etc.) will be factored in.**

To receive a final class rank when you graduate, you must have earned at least 70 graded credits at MSU Law. This excludes credits awarded as pass/fail or credit/non-credit, and also excludes credits awarded at other schools. To receive an interim class rank (i.e., a rank after a semester other than your last one), your first year must have been completed at MSU Law. Students who do not receive class ranks can nevertheless receive MSU Law grade comparisons with their MSU Law classmates for the same time period. The Registrar will generate semester reports of the GPAs of those students included in class-rank calculations, indicating decile cutoffs. In lieu of a class rank, those students excluded from class rank calculations can see what decile their GPA from their time at MSU Law falls into.

To be eligible for Class Honors (cum laude, magna cum laude or summa cum laude) you must have received at least 53 graded credits at MSU Law. As with class rank, this excludes credits awarded as pass/fail or credit/non-credit, and also excludes transfer credits.

I hereby acknowledge that I have read the above and understand the conditions for which credit will be given, and authorize MSU College of Law to forward a Letter of Permission to be a visiting student at the above named school(s).

(It is the responsibility of the student to obtain the approval and signature of the Assistant Dean for Student Engagement.)

Student: _____ Date: _____

Asst. Dean for Student Engagement: _____ Date: _____

Original to Registrar Cc: Assistant Dean for Student Engagement
Cc: Financial Aid Cc: Student Copy