

Submit both the Course Description Approval form and List of course titles, course descriptions and credit hours to the Office of International Affairs and Graduate Programs, Preston Hall 216 or email dzipf@law.pace.edu.

PACE UNIVERSITY SCHOOL OF LAW  
Course Description Approval Form for  
Pace Law Students Participating in a Study Abroad Exchange Program

Name: \_\_\_\_\_ U#: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Cumulative GPA:** \_\_\_\_\_

Registrar's Verification of

Cumulative GPA: \_\_\_\_\_

**Division:** \_\_\_ Full-time \_\_\_ Part-time

**Anticipated Date of Graduation:** \_\_\_\_\_

**Reason for Request to Visit at Another School:** \_\_\_\_\_

**Law School you will be attending:** \_\_\_\_\_

**Where?** \_\_\_\_\_

**Effective Semester** (separate sheet for each semester): \_\_\_\_\_

**# of Credits Expected to be Taken:** \_\_\_\_\_

- Please complete this form in its entirety (Cumulative GPA will be verified in Banner).
- Courses you are planning to take at another school must be pre-approved for credits to be transferred to Pace Law School.
- Please attach a list of course titles, descriptions and credits (calculated per ABA rule: 700 minutes of classroom time = 1 credit).
- Subsequent course changes, including add/drop must also be pre-approved by the Associate Dean for Academic Affairs.
- A maximum of 30 credits from another law school will be transferred to Pace. Please remember to have an official transcript sent from the host institution to the Registrar's Office.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

For Office Use Only

**Course Descriptions Initialed**

**And Approved By:** \_\_\_\_\_

Signature of **Associate Dean for Academic Affairs**

\_\_\_\_\_  
Date

# of Credits Approved for Transfer: \_\_\_\_\_