

Checklist for USC students studying abroad or visiting another law school

1. Student has met all upper level degree requirements listed below at USC. If not, then the student must get written approval from the Associate Dean for Academic Affairs (Associate Dean) to take course at visiting school.
 - a. Constitutional Law II
 - b. Criminal Procedure
 - c. Perspective Course
 - d. Professional Responsibility or Problems in Professional Responsibility
 - e. Writing Requirement

2. USC law application for permission to study abroad/visit
 - a. Student must provide program information and course descriptions with application.
 - b. Application is completed and submitted to the Law Registrar/Associate Director for Academic Services (ADAS). A tentative scheduled is entered on the application.
 - c. Student must contact the Associate Dean and copy the Law Registrar/ADAS via email after registering for final approval of courses. NOTE: Student must register for at least 12 credit hours to meet the residency requirement.

3. Release for study abroad/visit
 - a. Student must sign release authorizing the Associate Dean and Law Registrar/ADAS to send letter(s) to requested institution(s). Student will be provided a copy of the letter(s).

4. Law school grade reporting procedures
 - a. Fall law grades are due the first day of class after January 15. Spring grades are due 30 days after the last regularly scheduled examination.
 - b. Student must have an official transcript forwarded to the Law Registrar/ADAS. Credit hours will be posted if the student earns the grade of "C" or better in his/her courses.
 - c. Study abroad/visiting last semester (graduating semester) – the Law Registrar/ADAS must receive an official transcript when USC law grades are due in order to certify student for graduation.

5. Graduation
 - a. Student must contact Law Registrar/ADAS 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 _____