

FLORIDA COASTAL SCHOOL OF LAW
APPLICATION FOR VISITING ELSEWHERE/STUDY ABROAD

Name: _____ C#: _____
Last Name First Name M.I.

Telephone Number _____ **Fax Number** _____ **E-Mail** _____

- You must have a minimum cumulative GPA of 2.6 at the time of application and have earned a minimum of thirty (30) credits prior to the visiting semester. Please review Section V (K) of the FCSL Student Handbook.
- Please note that students are only permitted to visit at another institution for one full semester or for a total of fifteen (15) credits. Courses may not be required courses at FCSL.
- If you plan to take the Florida Bar Exam, you may not visit elsewhere during your last semester prior to graduation. In the last semester prior to graduation, you may only visit another institution in the state you plan to take the bar exam.
- If you need financial aid, you must begin this process *at least six weeks prior to the start date* of the visiting term.

Period of Study (Only one semester per form): _____

Complete Name of ABA Approved Institution (with foreign program name, if applicable):

OFFICIAL DEADLINE (if applicable): _____

Reason for Study Abroad/Visiting Semester (Student Handbook, Section V (K): *“An academic dean shall grant such permission if the student demonstrates a compelling reason for the visit and it is in the best interests of the institution”*):

<u>Course Name</u> (attach course descriptions)	<u>Credits</u>	<u>Approve/Deny</u>	
_____		<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>

TOTAL CREDITS _____

 Signature, Assistant Dean of Academic Affairs

 Date

 Signature, Financial Aid Counselor

 Date

REMINDERS FOR STUDENTS REQUESTING VISITING ELSEWHERE

BEFORE APPLYING:

- We encourage you to schedule an appointment with an academic dean to discuss your Visiting Student Application prior to applying at another institution.
- If you plan to request financial aid while you are away, you must begin the FCSL application process no less than six weeks prior to the start of the visiting term.
- You are responsible for working with the Financial Aid office to ensure that your financial aid package is not adversely affected during the time you are away.
- Review the Student Handbook (pages 34-35) for a clear understanding of the policies regarding visiting elsewhere.
- Review your transcripts; you must have at least a **2.6 GPA and 30 Credits**, at the time of application. (This may be a good time to do a graduation audit through the Registrar's Office.)
- You may not take a course at another institution, if it is a required course at FCSL.
- You may not take a course at another institution that you have already taken at FCSL.
- You may not take more than:
 - 15 credits in one semester
 - 8 credits in one summerAnd in no case may you take more than 15 credits total at another institution.
- You are responsible for completing the visiting institution's application and ordering any transcripts that you need from FCSL.

ONCE YOU RECEIVE APPROVAL:

- You are responsible for ensuring that FCSL receives transcripts from the institution you are visiting.
- If you change courses while attending another institution, you must receive approval in order to receive credit. Contact the Assistant Dean of Academic Affairs immediately.
- Please make sure you drop any classes that you registered for in advance at FCSL once you are registered at the visiting institution and have received approval to attend.
- If you take a Pass/Fail course at the visiting institution, you must provide FCSL a letter from the institution stating that you would have received a grade of C or better if the course had been graded.
- When you are ready to return to FCSL, you are responsible for ensuring you are registered in FCSL classes prior to any deadlines.
- You are responsible reading your FCSL email while you are away to ensure you receive all necessary communications.

Approval may be withdrawn at any time by an Academic Dean for violation of any policies contained in the Student Handbook or Honor Code.
