

# PACE UNIVERSITY

Elisabeth Haub School of Law

## ***EXCHANGE PROGRAM REQUEST***

Course Description Approval

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

**Phone #:** \_\_\_\_\_

**Cum GPA:** \_\_\_\_\_

Registrar's Verification of

Cum GPA: \_\_\_\_\_

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

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

**Term:** \_\_\_\_\_

**Contact person at the foreign institution:** \_\_\_\_\_

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

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

### **Please Note:**

- 1) Please complete both sides of this form in their entirety and return to the Registrar's Office.
- 2) Descriptions of all courses you are planning to take at another school must be approved by the Associate Dean for Academic Affairs for them to be transferred. Please attach descriptions to this form. If you change a course, it must also be approved by the Associate Dean for Academic Affairs.
- 3) A maximum of 29 credits, with a grade of "D" or better, will be transferred to Pace. Please remember to have an official transcript sent to the Registrar's Office once the credits have been completed.
- 4) ***It is the student's responsibility to have an official transcript sent to PACE from the visited school.***

## Educational objectives for the student:

In order to compete in an increasingly globalized world, students need opportunities to learn the laws of jurisdictions other than the United States, the objective I seek to achieve during my time abroad is (interest in the program and explain how the proposed study abroad experience will complement your academic and professional objectives):

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## Courses And Credits To Transfer:

**Please include the description for each course listed as an Annex.**

COURSE	LINK TO COURSE DESCRIPTION	CREDITS HOST UNIVERSITY	CREDITS PACE	TERM
Total of credits				

- ☐ *I understand it is my responsibility to have an official transcript sent to PACE from the visited school*
- ☐ *I understand that it is my responsibility to obtain approval by the Dean of Academics affairs if any of the above-mentioned courses is not offered by the host university and I have to change my selection.*
- ☐ *I have reviewed the official syllabus of all the above-mentioned courses and understand the content and how it relates to my degree.*
- ☐ *I understand the grading methods for each of the above-mentioned courses.*
- ☐ *I have been informed about the study-abroad policies and procedures.*

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

\_\_\_\_\_  
Date

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For Office Use Only

**Course Descriptions Initialed  
And Approved By:** \_\_\_\_\_

\_\_\_\_\_  
Signature of Associate Dean for Academic Affairs

\_\_\_\_\_  
Date

**# of credits approved for transfer by Associate Dean for Academic Affairs:** \_\_\_\_\_