

Emergency contact information:

LAST NAME	FIRST NAME	RELATIONSHIP
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ADDRESS	EMAIL	PHONE
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*** In order to receive Law Center credit, you must obtain advance approval from the Associate Dean–Academic Affairs before taking a nonlaw graduate course. Unless the student is in an approved joint degree program between the Law Center and the other school, no more than four (4) nonlaw credits will be approved. Joint degree students may count up to eight (8) credits taken in the other program toward their law degree. This applies only if the student completes the other degree before (or in the same semester) as the law degree. The additional four (4) credits will not count as nonclassroom credits. Nonlaw graduate course credits count toward the total of fourteen (14) nonclassroom credits that can be applied toward a student’s graduation requirements.**

Checklist of items to submit with petition:

- A copy of the other school’s academic calendar for the term for which student wishes to take classes. It must clearly show both the exact days classes are regularly scheduled, and all the holidays and any other days when classes are not scheduled.
- A copy of the other school’s schedule for the courses you wish to take. Schedule must indicate number of credit hours, and meeting days and times.
- Grading system used by the other school.
- Complete course description for desired courses, including the number of credit hours for each course. NSU may request additional information on specific courses.

You must also read and agree to the following terms and conditions:

- 1) No student whose cumulative GPA is 2.60 or below may simultaneously take courses in another program as part of a joint degree program. Students who wish to take such courses may take them in a term during which they are not taking any Law Center courses. It is the student’s responsibility to ensure that GPA requirements are met while taking joint degree courses.
- 2) A GPA of 2.00 or higher is required to take nonlaw graduate courses that are not part of a joint degree program. All grade point averages will be checked at the time of application, and again at the end of the semester prior to your taking nonlaw graduate courses.
- 3) In the event that your GPA disqualifies you from attending the joint degree program or taking any other nonlaw graduate courses, NSU will not be held responsible for the loss of any monies or deposits paid.
- 4) It is the student’s responsibility to request official transcripts from the host school and have them sent to Lynn Acosta, Assistant Dean of Student Services, Nova Southeastern University, Shepard Broad Law Center, Office of Student Affairs, 3305 College Avenue, Ft. Lauderdale, FL 33314-7721.

5) Credits will be added to student's Law Center record by a Transfer of Credit Form after the Law Center receives an **official transcript showing the student received at least a B (or a P in a P/F course).**

Applicant's signature

Date (mm/dd/yyyy)

For Office Use Only

Student's Cumulative GPA _____

Date _____

Approval given by Associate Dean-Academic Affairs: _____ Yes _____ No

Additional Information Requested: _____

Comments: _____

Signature of Associate Dean-Academic Affairs

Date