

MICHIGAN STATE  
UNIVERSITY  
COLLEGE OF LAW

**IMPORTANT INFORMATION FOR PROSPECTIVE TRANSFER STUDENTS**

**Transfer Credit Evaluation**

Generally, only courses in which a grade of a “C” or better was earned can transfer to MSU Law.

MSU Law will complete a transfer credit evaluation (TCE) for each transfer student after the Admissions Office receives the Enrollment Intention Form and the \$350 enrollment deposit. The TCE will indicate how courses that transfer from your previous law school will align with the required curriculum of MSU Law. This will be sent electronically to your **msu.edu email account**.

A transfer applicant, who is admitted to MSU Law before receiving final-semester grades from the previous law school, will be provided an interim TCE. Upon submission of a final transcript of such courses, MSU Law will complete a final TCE.

**Transcripts should be submitted to the MSU Law Admissions Office.**

Students not submitting a **FINAL** transcript for evaluation after matriculating at MSU Law will have a hold placed on their account and will not be permitted to enroll in future semesters. Credits transferred from the previous law school will appear on the student’s MSU Law transcript. However, courses taken at the former institution will not appear on the transcript.

**A writing requirement completed at the previous institution will not be accepted by MSU Law to meet the ULWR requirement, but will be considered elective credits.**

**Required Courses at MSU Law**

MSU Law requires the completion of 88 credits hours and of an upper level writing requirement (ULWR) to satisfy graduation requirements. Transfer students must complete all required courses as set forth in the final TCE. **If a transfer student is required to take any MSU Law first-year required course, such as Research, Writing & Analysis, and/or Advocacy at MSU Law, the student must enroll the first time it is offered.** Also, a student enrolled in Research, Writing & Analysis, or Advocacy is not permitted to drop the course unless the student is withdrawing from the MSU Law.

**Research, Writing, Analysis and Advocacy**

For research and writing courses, any transfer student with at least a 3.0 final cumulative GPA will receive transfer credit for a previously taken research and writing course, provided that a “C” or better was earned. Transfer students who do not have a 3.0 final cumulative GPA will automatically receive transfer credit for taking research and writing if the grade earned in the course is at least a “B.” If the grade is less than a “B,” the transfer student must submit for determination whether transfer credit will be awarded.

**Class Ranking**

Grade point averages and class rank for transfer students are computed based solely on grades earned at MSU Law. Any credits or grades awarded by other institutions are not included for these calculations. Transfer students are ineligible to receive interim (semester) class ranks.

**Final class rank upon graduation** only includes students who have earned at least **70 graded credits from classes taken at MSU Law**, excluding those taken on a Pass/Fail basis. In order to be eligible for **class honors upon graduation**, a student must have earned at least **53 graded credits from classes taken at MSU Law** (excluding those taken on a Pass/Fail basis). Students who are excluded from the calculation of interim or final class ranks shall have their MSU Law grade point averages compared to those of their classmates (based on year of graduation) for the same time period. The Registrar shall generate reports of the grades of students included in class rank calculations for the requisite time periods, indicating *decile cutoffs*. In lieu of a class rank, students excluded from class rank calculations shall be told into which *decile* their grade point average falls.

### **Satisfactory Academic Progress**

Transfer students are considered “upper level” students. All upper level students are required to maintain a MSU Law cumulative grade point average of 2.0 or better at the end of every regular semester (fall/spring). Any student who has a cumulative grand point average lower than a 2.0 at the end of every regular semester (fall/spring) will be automatically academically dismissed from MSU Law. No student may graduate from MSU Law with less than a cumulative grade-point average of 2.0.

### **Courses Taken at Another Law School after Matriculation at MSU Law**

Once a student transfers to MSU Law, the student is subject to all MSU Law policies. With the permission of the Associate Dean for Student Engagement, a student may attend another law school as a visitor. The terms and conditions of such attendance shall be within the sole discretion of the Associate Dean for Student Engagement. The following is an appropriate exercise of the discretion:

1. Permission to visit another law school during the regular semester will be granted only on compelling circumstances. Neither financial exigency nor the desire to live or practice in another jurisdiction is a compelling circumstance.
2. Permission to take required courses at another law school will rarely be granted.
3. Permission to visit during the summer at an out-of-state law school or foreign summer program of an approved law school will be liberally granted. Visitation at an in-state law school will be granted only for courses not regularly offered at the College.
4. The College will give credit only for grades of a “C” or better earned by students who visit out at other law schools.

**At least 45 credits must be earned at MSU Law.** Study abroad and credits earned while visiting at another law school count toward the 43 credit hour maximum allowed for transfer credits.

### **U.S. – Canadian Dual JD Degree Program**

Unfortunately, due to program requirements, transfer students may not be eligible to participate in the Dual JD Program with the University of Ottawa and MSU Law.

### **Required Semester Enrollment**

Only attendance during the fall and spring semester is required. All students are welcome to attend the seven-week summer session. During the regular semester, enrollment for full-time students ranges from 13 to 16 credit hours, and part-time student enrollment ranges from 10 to 12 credit hours. The average credit hours enrolled for the summer session for both full and part-time division students is 3 to 6 credit hours.

Approval to enroll in more than 16 credits in a regular semester or 7 credits in the summer must be approved by the Associate Dean for Student Engagement. **Due to ABA regulations, a student may not be enrolled in more than 17 credits during a regular semester or 8 credits during the summer session.**

### **Course Scheduling and Registration Assistance Once Admitted**

All incoming transfer students are required to discuss their **proposed course schedules** with the Office of Student Engagement, after registration instructions from that office has been received. This information is e-mailed after the enrollment deposit has been submitted and the TCE has been provided to the incoming law student. Once the transfer student consults with the Office of Student Engagement and obtains schedule approval, transfer students will be **automatically** enrolled in their first semester of coursework at MSU Law. After the first semester at MSU Law, it is the student’s responsibility to enroll electronically via the website. **\*\*Course enrollment does not begin until mid-July for fall semesters and mid-November for spring semesters.**

**Eligibility Requirements for the Moot Court Program, Law Review, International Law Review, Journal of Business & Securities Law and Practice and the Geoffrey Fieger Trial Practice Institute**

The prerequisites for participation in all of the above organizations are **Research, Writing & Analysis, and Advocacy, a minimum grade point average and at least four semesters remaining** (not including summer term). Other criteria that must be satisfied include:

Journal of Business & Securities Law: Completion of at least 29 credit hours by the write-on competition deadline. For further information please contact the editor of the journal.

International Law Review: Students must have completed at least 29 credit hours. For further information please contact the editor of the journal.

Law Review: Eligibility is only considered immediately after completion of the spring semester (May). Transfer students must enter the writing competition to be eligible. For further information please contact the editor of the journal.

Moot Court Program: Moot Court Class Competition course must be taken. For further information please contact the Executive Director of the program.

Geoffrey Fieger Trial Practice Institute: Interviews will be conducted for interested applicants in January/February for the following academic year. Students must supply a resume as well as a cover letter expressing their intent and desire to become part of this program. For further information please contact the director of the program.

**Financial Aid for Transfer Students**

**Please note: Financial aid does not “automatically transfer” from one school to another.**

The Financial Aid Office at the MSU Law understands that in many cases students are transferring to the school with financial aid already processed at their prior institution. If you are transferring to MSU Law, it is the student’s responsibility to ensure that all the necessary steps have been taken to facilitate a smooth transition of your financial aid. Specifically, you should have your FAFSA data sent to MSU Law by logging into [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and adding our federal school code (G02254) or by contacting the Financial Aid Helpline at 800-4-FED-AID. You should also inform your previous institution’s financial aid office that you will be transferring and ask to have your financial aid cancelled.

Once MSU Law receives your FAFSA data we will process your financial aid and post it on eFinaid, a section on STU-INFO (<https://stuinfo.msu.edu/>). (You may access STU-INFO once you have activated your MSU email account.) You will receive notice from our office by email, **to activate your MSU email account**. The email will ask you to log into eFinaid and follow the steps necessary for finalizing your financial aid.

MSU Law is a direct loan school.

You will be required to complete a new Master Promissory Note (MPN) so we can process your Stafford Loans, and our link for the MPN will be posted on eFinaid. If you have a private loan, contact your lender and request a new certification for MSU Law. We will certify your loan once your lender contacts us. If you have any questions about the financial aid process for transfer students, please contact the MSU Law Financial Aid Office at [finaid@law.msu.edu](mailto:finaid@law.msu.edu) or 517-432-6810.

**Baccalaureate Degree Requirement**

The College of Law requires that each entering student possess a baccalaureate degree prior to beginning their legal studies. Each entering student, therefore, must arrange for the MSU Law Admissions Office to receive an official transcript issued directly by the registrar of the undergraduate institution. This transcript must include the date of graduation. (Please note that the Law College was able to use the transcript submitted to the LSAC for purposes of admission consideration; however, this transcript is unofficial, as it was not issued directly to the College of Law.) Incoming transfer students must provide the Admissions Office with a copy of the official transcript no later than the first Friday of the first semester of enrollment at MSU Law.