

TRANSFER COURSE POLICY CHECK LIST AND TRANSMITTAL FORM

LEGAL STUDIES DEPARTMENT

Instructions: Fill out the form and attach to the required documents. You need a separate petition with one cover sheet for each course you are requesting be waived or substituted. Give a detailed reason why you feel the petition should be granted.

For the Paralegal Degree/Certificate, Legal Office Technician and Legal Office Interpreting certificates email the transmittal form and documents to Professor Manzano at manzano_rick@sac.edu.

For Pathway to Law School and Law, Public Policy and Society ADT send the transmittal form and documents to Professor Robinson at Robinson_kristen@sac.edu.

Once the petition is granted or denied it will be forwarded to the Division office at businessdivision@sac.edu.

Student Name _____

Student ID Number: _____

Student email address: _____

Name of Institution course to be transferred from _____.

_____ Petition(s) to substitute or waive major requirements for attached.

_____ Copy(s) of Course syllabus with listing of assignments is attached.

_____ Copy(s) of Course Description from other institution's catalog is attached.

_____ Copy of student transcript indicating C or better in course is attached. **A credit/no credit or pass/fail grade will not be accepted.**