Hamline University School of Law **Office of the Registrar**	**Consortium Course Request**

Student ID	Last name	First name

Term □ Fall □ Spring Year 20__ __

Please note:

- Only JD students can participate in the consortium program.
- Courses qualifying for consortium status must not be offered during the academic year at Hamline Law. Clinics, externships, internships, and independent studies are excluded from consideration as consortium courses.
- Summer and January terms are excluded from consortium treatment, but may be taken as a visit away term.
- Students are limited to six (6) consortium credits during their law school careers.
- Students must be in good standing at Hamline Law to participate in the program.
- After you are registered at the other institution, you must notify the registrar. The Hamline Law Office of the Registrar will enroll you in a placeholder consortium course at Hamline Law reflecting the appropriate number of credits. If you do not notify Hamline before starting the consortium course, you will not receive credit for the course.
- For consortium courses, Hamline students pay tuition to Hamline and Hamline scholarships and financial aid will apply. Consortium credits are counted in the student's course load for purpose of determining full-time status, tuition and fees, etc.
- After the grade for the course has been posted, it is your responsibility to request that the other institution send an official transcript to the Hamline Law Office of the Registrar.
- To earn credit in consortium courses, you must earn a grade of "C" or the equivalent of 2.0 on a 4.0 scale or better.
- Credits will be posted as transfer credits. The grade will appear on the transcript, but will not be calculated into the GPA.

Please list the consortium course(s) you are requesting

School	Course Number and Title	Credits

Signature	Date

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Student GPA	Number of Previous Consortium Credits
Course Eligible (Y/N)	Request forwarded (date)
Registration opens (date)	Space available (Y/N)
Student participating (Y/N)	Consortium course added (date)
Transcript received (date)	Transfer processed (date)

UPDATED 4/8/2013