

## **UNH and UNH School of Law Student Exchange Program Guidelines**

The Affiliation Agreement between the University of New Hampshire (“UNH”) and Franklin Pierce Law Center provides that the Law Center will become the University of New Hampshire School of Law (“UNH School of Law”) and that the two institutions will work together to maximize the academic and administrative benefits made possible by the Agreement. The following guidelines establish the policies and practices that allow graduate degree students from UNH and JD and LLM or interdisciplinary masters students from UNH School of Law who are in good academic and financial standing at each institution (the “home institution”) to enroll for graduate/law coursework and to earn academic credits at the other institution (the “host institution”). The exchange program is an opportunity to expand course offerings for both institutions by allowing students to enroll in courses not offered at the home institution. Coursework taken under the exchange program will normally fulfill elective degree requirements in the degree program at each student’s home institution unless a dual degree program between UNH and UNH School of Law has been approved.

### Policies and Procedures

- All exchange opportunities are offered on a space-available basis with priority placement given to students of the home institution. In any case, a maximum of 10 students from each institution shall be permitted to attend the other institution in any one semester.
- The exchange program coordinator at UNH shall be the Academic Counselor of the Graduate School and at UNH School of Law, it shall be the Assistant Dean for Students.
- Students wishing to enroll at the host institution must meet with the exchange program coordinator at the home institution to discuss which course(s) s/he wishes to take under the exchange program. UNH graduate students must obtain the approval of their major advisor and UNH School of Law students must obtain the approval of the Assistant Dean for Students. UNH School of Law students should have a cumulative GPA of 2.5 or better and UNH students should have a cumulative GPA of 3.0 to be eligible for participation in the exchange program. JD degree-seeking students are not eligible to participate in the exchange program during their first year of study at UNH School of Law.
- The exchange program coordinator from the home institution will contact the exchange program coordinator at the host institution to secure approval for enrollment in the requested course(s).
- Students will be recorded in the host institution’s database in a manner that discloses the exchange status of the student.
- Students at each institution will follow the registration requirements of the home and host institutions. UNH students must complete a [short application form](#) for UNH School of Law before they may register. Likewise, UNH School of Law students must complete a [short application form](#)

for UNH before they register. UNH students will register both in a placeholder course at UNH and in the actual course at UNH School of Law. UNH School of Law students will register for the actual course at UNH. Normally, no more than one course (3 credits at UNH School of Law and 3 or 4 credits at UNH) can be taken by any one student in any one term.

- At the conclusion of the course, an official transcript from the host institution for each student participating in the exchange program will be sent to the home institution. Each home institution will record the course and grade received on each student's academic record and note that the course is a transfer course.
- Coursework taken under the exchange program must meet the academic standards of the home institution.
  - UNH graduate students must receive a grade of B- or better in any course at the Law School in order to receive graduate credit. All courses and grades will be posted on the UNH record but will not be computed in the GPA of the student. Courses and credits with a grade below B- will be considered failing grades under the academic standards policies of the Graduate School.
  - Law students must receive a grade of C or better in any course at UNH to receive law school credit and the grade will be computed in the GPA of the student.
  - Credits earned in the exchange program will not be counted towards a degree at the host institution unless a dual degree program between UNH and UNH School of Law has been approved.
- Students participating in the exchange program will pay tuition and fees at their home institution during the time they are taking coursework at the host institution. No monies shall be due the host institution unless the course(s) in question requires a special fee of all students who enroll, e.g., laboratory fees.