

SOUTHWESTERN

LAW SCHOOL
Los Angeles, CA

Official Student Transcripts from Prior Institutions Policy

Administrative policy. Effective immediately.

Revision history: Formerly a part of the Academic Policies and Procedures; established as a standalone policy in April 2026.

Related policies: Withdrawing from Southwestern; Admissions Policy; Student's Right to Cancel or Withdraw and Tuition Refund Policy

Related accreditation standard: ABA Standard 502

Scheduled Review Date: September 2027 (Registrar's Office)

A. Purpose and Overview

Pursuant to ABA Standard 502, an accredited law school must have on file each enrolled student's official transcripts by the following deadlines: (1) for students matriculating in the fall, by October 15; and (2) for students matriculating at any other time, within four weeks of the date classes begin.

For students admitted through the 3+3 B.A./J.D. Program with CSUN, the final official undergraduate transcript confirming conferral of the bachelor's degree must be submitted promptly upon issuance by CSUN, and no later than four weeks after classes begin in the student's second year at Southwestern.

This policy outlines the deadlines by which all degree-seeking students, including J.D. transfer students and LL.M. students, must submit official transcripts if those documents were not included in a student's file received by Southwestern from the Law School Admission Council (LSAC).

B. Definition of Official Transcript

Official transcript means (i) a paper or electronic transcript certified by the issuing institution and delivered directly to Southwestern; or (ii) a paper or electronic transcript verified by a third-party credential assembly service and delivered directly to Southwestern.

C. Official Transcript Submission Deadlines

Students who have submitted all official transcripts to LSAC for inclusion in their admission file do not need to submit them separately to Southwestern. However, if Southwestern receives an incoming student's LSAC file that does not include all final, official transcripts required by this policy, the Registrar's Office will contact the student, who must provide any missing official transcripts by the applicable deadline listed in Section A.

1. Undergraduate and graduate transcripts

An incoming student must submit the final, official transcript from the undergraduate institution from which they graduated and earned a degree. An incoming student must also submit official transcripts from every institution where they attempted or completed any graduate or professional coursework, regardless of whether a degree was earned. This requirement does not apply if the credits from that graduate or professional coursework appear on the final transcript from the institution that awarded the student's undergraduate degree.

2. Prior law school transcripts

Students who have attempted or completed studies at another law school before matriculating at Southwestern must submit official transcripts from any law school they attended. This section applies to LL.M. students, students who are transferring from another law school, and students who have been previously dismissed or disqualified from another law school.

D. Failure to Timely Provide Official Transcripts

Students who fail to provide required official transcripts by the applicable deadline may complete the current semester, but may not enroll in a subsequent semester until Southwestern has the transcripts on file.

1. Notification from the Registrar's Office

The Registrar's Office will notify students via email of the missing transcripts and the resulting hold on future registration.

2. Petition for extension

Students may submit a written petition to the Office of the Vice Deans, with a copy to the Registrar's Office, requesting an extension. The student must submit the petition at least 5 business days before the applicable deadline.

Southwestern will grant an extension only when the student documents their timely and diligent efforts to obtain the transcript and when the delay is not primarily attributable to the student's actions or inaction (e.g., institutional processing delays, transcript vendor delays, registrar backlogs, etc.).

If the extension is granted, the Vice Dean in charge of academics will set a new submission deadline. Due to Southwestern's spring registration schedule, Southwestern will not extend the deadline beyond the first week of November. If the student fails to meet the extended deadline, Southwestern will continue the registration hold for the subsequent semester. The Financial Aid Office will also hold any spring aid disbursement until the student submits their transcript. Once Southwestern receives the transcript, the Registrar's Office and the Financial Aid Office will lift their respective holds.

3. Involuntary withdrawal

If a student does not provide their official transcripts to Southwestern by the start of the subsequent semester, Southwestern will involuntarily withdraw the student within 5 business days of the start of that semester.

The Financial Aid Office will return any federal Title IV financial aid as required by federal law and in accordance with applicable U.S. Department of Education regulations.

Southwestern will note the involuntary withdrawal on the student's transcript at Southwestern, and any scholarship or scholarship offer will be null and void.

Until a student is involuntarily withdrawn, they remain subject to Southwestern's policies and procedures regarding tuition refunds and financial obligations.

E. Requirement to Re-Apply as a New Student

If a student is involuntarily withdrawn under this policy and wishes to return to Southwestern, the student must reapply as a new student. Students who are involuntarily withdrawn pursuant to this policy are encouraged to contact the Admissions Office as soon as possible following the effective date of their involuntary withdrawal to determine the deadlines applicable to their re-application process.

F. Policy Revisions

Southwestern expressly reserves the right to change or modify any aspect of this policy at any time, with or without notice.