FULL-TIME TO PART-TIME DIVISION TRANSFER REQUEST FORM

PLEASE READ CAREFULLY. PLEASE MAKE A COPY OF THIS FORM FOR YOUR RECORDS.

Students who seek to transfer from the full-time division to the part-time division must complete this form and submit it to the Office of the Dean by arranging a meeting with Dean Gaspardo (Room 1227), Ms. Santibanez-Bania (Room 1240) or Dean Faught (Room 1230) for interview and approval. Students must also arrange for a meeting with a member of the Admission & Financial Aid staff to discuss the financial ramifications of such a transfer. Contact Law-Financial-Aid@luc.edu to make an appointment.

Restrictions on transfer to the part-time division are strictly enforced. Requests that do not involve serious circumstances will not be approved. Transfers from the full-time to the part-time division will result in an extension in the number of semesters required for graduation and students may not be permitted to graduate in fewer than seven semesters (excluding summers). Under no circumstances will a request be approved for the purpose of reducing tuition expenses and additional tuition charges may apply. Note that failure to comply with requirements for division transfers (e.g., summer school requirements, etc.) will result in an upward tuition adjustment.

By signing below, the student acknowledges that he/she understands these policies.

* * * * * *

SECTION I

Name: __________________________ Phone(s): ________________________ Student ID Number: ________

Semester transfer will take place: ___ Summer ___ Fall ___ Spring, 20___

I intend to graduate in ___ January ___ May ___ August of 20___.

SECTION II

Please state your reason(s) for requesting to transfer to the part-time division.

_______________________________________________________________________________

_______________________________________________________________________________

SECTION III

Limitations on Division Transfers
a) Students may transfer divisions only once during their matriculation at Loyola University of Chicago School of Law.
b) Students may not transfer divisions for the final semester.
c) All other semester course-load requirements apply to students who transfer divisions. A student who transfers to part-time must register for a minimum of 8 and a maximum of 12 hours in all subsequent fall and spring semesters.

SECTION IV

Administrative Interview - Students who seek to transfer from the full-time division to the part-time division must complete this form and submit it to the Office of the Dean by arranging a meeting with Dean Gaspardo (Room 1227), Ms. Santibanez-Bania (Room 1240) or Dean Faught (Room 1230) for approval. Note that failure to comply with requirements for division transfers (e.g., summer school requirements, etc.) will result in an upward tuition adjustment.

Notes: Anticipated Date of Graduation: _____________________
Summer Hours Required: ______________________________________________

Tuition Adjustment:
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

SECTION V
Prior to submitting this form for approval, you must meet with the Director of Admission and Financial Aid to discuss financial aid questions, information regarding financial aid issues that may result from your transfer of divisions. (Signature below required.)

Signature: Office of Admission and Financial Aid: __________________________

SECTION VI
Please attach a copy of your current transcript.

SECTION VII
I have read all of the above provisions.

Student’s Signature: ___________________________ Date: ______________

NOTES:
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

Official use: ____Approved          ____ Not Approved

Signature: ___________________________ Date: ______