Students seeking to transfer from the part-time evening or day divisions to the full-time division must complete this form and submit it to the Office of the Dean through Dean Gaspardo (Room 1227), Ms. Santibanez-Bania (Room 1240) or Dean Faught (Room 1230) for interview and approval. Students must also arrange for a brief 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.

SECTION I

Name: __________________________ Phone: __________ ID #: ______________

I intend to transfer to the full-time division from the part-time division.

- Semester transfer will take place: ___Summer ___ Fall ___ Spring, Year_____.
- I intend to graduate in ___January___May___ of 20_____.

SECTION II - COURSE REQUIREMENTS:

- PART-TIME STUDENTS who switch to the full-time division after their first year must take required courses Property (fall) and Constitutional Law (spring) in evening sections according to the following schedule:

<table>
<thead>
<tr>
<th>Fall - second year</th>
<th>Spring - second year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property (evening section)</td>
<td>Constitutional Law (evening section)</td>
</tr>
<tr>
<td>Advocacy (day or evening section)</td>
<td></td>
</tr>
</tbody>
</table>

Other required courses:
- A Perspective Elective must be taken in the second year.
- Professional Responsibility, an Experiential Course and a Skills Course may be taken in any semester in a day or an evening section.

Reminder Note: A minimum of 86 credits is required for graduation. In addition to the required courses of Property, Torts, Civil Procedure, Contracts, Constitutional Law, Criminal Law, Legal Writing I & II, Advocacy and Professional Responsibility, all students are required to take a Perspective Elective, a minimum of two hours in an approved Skills Course, and a minimum of six hours of experiential learning, only 3 of which can be completed through a comprehensive simulation.

SECTION III - TRANSFERRING DIVISIONS - RESIDENCY REQUIREMENTS

READ CAREFULLY!! Note that if you do not comply with the requirements set forth below, your graduation may be postponed. If approved to do so by the Office of the Dean, a student in the part-time division may transfer to the full time division under the following conditions:

a) A student in the part-time division who seeks to transfer to the full-time division before the third semester and graduate in three years (six fall or spring semesters) must complete a minimum of eight hours of summer courses. All students may register for a maximum of eight credit hours during any one summer session.

b) A student in the part-time division who seeks to transfer to the full-time division before the fourth semester and graduate in three years (six fall or spring semesters) must complete a minimum of eleven hours of summer courses. All students may register for a maximum of eight credit hours during any one summer session.

c) A student in the part-time division who seeks to transfer to the full-time division before the fifth semester and graduate in three years (six fall or spring semesters) must complete a minimum of fifteen hours of summer courses over two summers. All students may register for a maximum of eight credit hours during any one summer session.

IMPORTANT: Students who do not complete the required number of summer hours as set forth above must either take course work in an additional semester (and graduation will be postponed) or be charged a substantial tuition adjustment fee that is determined by the number of required summer hours that are not completed.

Student initial here: ______
SECTION IV - LIMITATIONS ON 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 full-time must register for a minimum of 12 and a maximum of 17 hours in all subsequent fall and spring semesters.

SECTION V - FINANCIAL ISSUES

Prior to submitting this form for approval, you must meet with a member of the Admission & Financial Aid staff (Room 1208) to discuss financial aid questions, information regarding increased costs and additional loan eligibility. Contact Law-Financial-Aid@luc.edu to make an appointment.

Signature: Admission & Financial Aid Staff Member ______________________

SECTION VI - ON-CAMPUS INTERVIEWING

If a first year part-time division student transfers to the full-time division and also would like to participate in the fall on-campus interviewing program, the division transfer must be finalized and occur before a date – normally in early July – specified by the Career Services Office. Please contact the Career Services Office for information. Since the registrar does not convert division transfer class ranks until spring semester, such students must keep their part-time division class rank until the spring semester. Students who remain part-time for the fall of their second year are not eligible to participate in the on-campus interviewing program that fall. They may participate in OCI the following fall.

SECTION VII - DEADLINE

To allow for processing, the deadline for submission of this form is one week before your scheduled registration day if you had remained a part-time student. Students who submit this form after that date and subsequently register as a part-time student will have their registrations voided and they must reregister.

SECTION VIII - 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 additional summer or semester of attendance or a substantial upward tuition adjustment.

Notes:

Anticipated Date of Graduation: __________ Summer Hours Required: ________________

Tuition Adjustment:

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

SECTION VIII - I have read all of the above provisions.

Student’s Signature: ___________________________ Date: _____________

____ Request Approved  ____ Request Denied

Request approved with these modifications:_________________________________________________________________________________________

Date: ___________ IN: ___________