



## Loyola University Chicago School of Law | Full-time to Part-time Division Transfer Request Form

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

Students seeking 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 through Dean Maddali ([amaddali@luc.edu](mailto:amaddali@luc.edu), Room 1227) for approval. Students must also arrange for a brief meeting with a member of the JD Admission & Scholarships staff to discuss the financial ramifications of such a transfer. Contact [law-admissions@luc.edu](mailto:law-admissions@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 they understand these policies.

### **SECTION I**

Name:

Phone:

ID#:

Date:

I began my first year of JD studies in:

*month / year*

At the end of the current semester, I will have completed \_\_\_\_\_ credit hours.

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

- Transfer will take place in:      Summer      Fall      Spring, of 20
- I intend to graduate in:      January      May      August of 20

### **SECTION II- EXPLANATION**

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

### **SECTION III- LIMITATIONS ON TRANSFERS**

- Students may transfer divisions only once during their matriculation at Loyola University Chicago School of Law.
- Students may not transfer divisions for the final semester.
- 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.
- Students who transfer to the part-time division are considered to be part-time students for all registration purposes.

**SECTION IV– Please attach a copy of your current transcript.**

**SECTION V– 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 Dean Maddali ([amaddali@luc.edu](mailto:amaddali@luc.edu), Room 1227) 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:** SummerHours Required: \_\_\_\_\_

Tuition Adjustment: \_\_\_\_\_

**SECTION VI – FINANCIAL ISSUES**

Transferring divisions may affect your scholarship award and other forms of financial aid. Prior to submitting this form for approval, you must schedule a brief meeting with the JD Admission & Scholarships staff to discuss financial aid questions and information regarding financial aid issues that may result from your transfer of divisions. (Signature below required.) Contact [law-admissions@luc.edu](mailto:law-admissions@luc.edu) to make an appointment.

**JD Admission & Scholarships Staff Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SECTION VII**- I have read all of the above provisions. **Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<input type="checkbox"/> Request Approved	<input type="checkbox"/> Request Denied
Request approved with these modifications: _____	
Date: _____ IN: _____	