

**FULL-TIME TO PART-TIME DIVISION TRANSFER REQUEST FORM**

This form is to be completed when seeking a transfer from the full-time to the part-time division. Students seeking to transfer divisions from full-time to part-time must complete this form and submit it to Dean Faught (Room 1477) or Dean Gaspardo (Room 1449) for approval. Students must also meet with the Director of Financial Aid (Room 1440) to discuss the financial aid ramifications of such a transfer.

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

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Note: If approved, the student must also meet with a member of the Dean-s Office to discuss the conditions upon which a transfer will be approved. Restrictions on transfer to the part-time division are strictly enforced. Requests that do not involve serious circumstances will not be approved. It is expected that transfers from the full-time to the part-time division will result in an extension in the number of semesters taken for graduation. Under no circumstances will a request be approved for the purpose of reducing tuition expenses. In certain cases, approval of a division transfer may require an upward tuition adjustment.

\* \* \* \* \*

Name: \_\_\_\_\_ Phone(s): \_\_\_\_\_

SS#: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Semester transfer will take place: \_\_\_ Summer \_\_\_ Fall \_\_\_ Spring, 20\_\_\_  
I intend to graduate in \_\_\_ January \_\_\_ May of 20\_\_\_.

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Signature: Director / Assistant Director of Financial Aid: \_\_\_\_\_

3) Please attach a copy of your current transcript.

\* \* \* \* \*

**Official use:**

\_\_\_ **Approved** \_\_\_ **Not Approved**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_