

2010 - 2011 PART-TIME TO FULL-TIME DIVISION TRANSFER REQUEST FORM**PLEASE READ CAREFULLY. PLEASE MAKE A COPY OF THIS FORM FOR YOUR RECORDS.**

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 Dean Faught for approval. Students must also meet with the Director of Financial Aid to discuss the ramifications of such a transfer.

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SECTION I

Name: _____ ID #: _____ Phone: _____

I intend to transfer to the full-time division from the part-time __ day __ evening 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 EVENING STUDENTS** who switch to the full-time division after their first year **must** take Property (fall) and Constitutional Law (spring) **in evening sections** according to the following schedule:

Fall - second yearProperty
Advocacy (day or evening section)**Spring - second year**

Constitutional Law

A Perspective Elective must be taken in the second year.**Professional Responsibility and a Skills Course may be taken in any semester in a day or an evening section.****Student initial: _____**

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

Fall - second yearProperty
Advocacy (day or evening section)**Spring - second year**

Constitutional Law

A Perspective Elective must be taken in the second year.**Professional Responsibility and a Skills Course may be taken in any semester in a day or an evening section.****Student initial: _____****SECTION III - TRANSFERRING DIVISIONS - RESIDENCY REQUIREMENTS**

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 semesters) must complete a minimum of six hours of summer courses. All students may register for a maximum of eight credit hours during a 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 semesters) must complete a minimum of eight hours of summer courses. All students may register for a maximum of eight credit hours during a 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 semesters) must complete a minimum of twelve hours of summer courses over two summers. All students may register for a maximum of eight credit hours during a summer session.

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. One 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 submit to the Office of Financial Aid either: 1) a private loan pre-approval form to assist with tuition costs and or living expenses, or 2) a copy of your credit report demonstrating good credit in the event that private loan funding is needed.

No increase in Loyola University Chicago School of Law funding is available to students who transfer into the full-time division. This refers to Law Alumni Loans/Grants, Scholarships and Federal Perkins Loans. 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 increased costs and additional loan eligibility. (Signature below required.)

Signature: Director / Assistant Director of Financial Aid:

SECTION VI - ON-CAMPUS INTERVIEWING

If a first year part-time division student decides to transfer 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 the start of the second year fall semester. 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 - 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: _____	