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 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) according to the following schedule:

<table>
<thead>
<tr>
<th>Fall - second year</th>
<th>Spring - second year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property</td>
<td>Constitutional Law</td>
</tr>
<tr>
<td>Advocacy</td>
<td></td>
</tr>
</tbody>
</table>

Other required courses:

- A Perspective Elective must be taken in the second year.
- Professional Responsibility, a Skills Course, and six hours of Experiential Learning Courses may be taken in any semester.

Reminder Note: A minimum of 86 credits is required for graduation. A minimum of 74 credits must be graded credits. 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 6 hours of experiential learning, only 3 of which can be completed through a comprehensive simulation.

Student initial here:_______

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.
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

a) 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 __________________________

b) Students who enter Loyola as a first-year part-time law student in the fall 2015 semester and thereafter, and switch from the part-time to the full-time division will be charged an additional fee to equalize the BAR/BRI fee.

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 as a full-time student.

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: __________
Transferring Divisions

Students who want to transfer divisions must complete a division transfer form and get it signed by Dean Jean Gaspardo or Dean James Faught. Students are permitted to transfer divisions only once during their law school careers. Students are not permitted to change divisions after registration has begun.

Transferring Divisions: 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 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.

- 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.

- 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.

- Full-time students who seek to transfer to the part-time division must meet with a member of the Dean's Office to discuss the conditions upon which a transfer will be approved.

Students may not transfer divisions for the final semester.

- [Transfer Division Course Planning]
- [Part-time to Full-time Form]
- [Full-time to Part-time Form]

Dean's Permission: In exceptional circumstances, a student may apply in writing to the Dean or his/her delegate for permission to take fewer than the required semester hours.