

Loyola University Chicago School of Law | 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 division to the full-time division must complete this form and submit it to the Office of the Dean through Dean Santibanez-Bania (gsantibanez@luc.edu, Room 1227) or Dean Faught (jfaught@luc.edu, Room 1230) 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 to make an appointment.

NOTE:

A student in the part-time Weekend JD Program who wishes to complete the JD program in less than 7 semesters must transfer to the full-time program at least one month prior to the beginning of their 5th semester.

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 full-time division from the part-time division.

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

SECTION II - COURSE REQUIREMENTS

PART-TIME STUDENTS who switch to the full-time division for their second year and beyond must take required courses Property and Advocacy (fall) and Constitutional Law (spring) according to the following schedule:

Fall -second year

Property

Advocacy

Spring - second year

Constitutional Law

Other required courses:

- A Perspective Elective must be taken in the second year.
- Professional Responsibility, a Skills course for a minimum of two hours, and six hours of Experiential Learning Courses may be taken in any semester. (See below for details)

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 and III, 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 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.
- 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.
- 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.

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 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.
- d) Students who transfer to the full-time division are considered to be full-time students for all registration purposes.

SECTION V - BARBRI FEE

Students who enter Loyola as a first-year part-time law student, and switch from the part-time to the full-time division will be charged an additional fee to equalize the BARBRI 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.** Division transfer class ranks are not converted until the spring semester following the transfer, transferring students will list their part-time division class rank until the following 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 – Please attach a copy of your current transcript.

SECTION IX – ADMINISTRATIVE INTERVIEW

Students who seek to transfer from the part-time division to the full-time division must complete this form and submit it to Dean Santibanez-Bania (gsantibanez@luc.edu, Room 1227) or Dean Faught (jfaught@luc.edu, 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: Summer Hours Required: _____

Tuition Adjustment: _____

SECTION X – 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 to make an appointment.

JD Admission & Scholarships Staff Signature: _____ **Date:** _____

SECTION XI-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: _____	