

APPLICATION FOR DIVISION TRANSFER* (PART-TIME TO FULL-TIME OR FULL-TIME TO PART-TIME)

Name: _____ Touro ID #: _____ Date: _____

Year (circle one): 1 2 3 4

Current Status (circle one): FTD PTD PTE

1. Into which division do you intend to transfer?

(Circle one): FTD PTD PTE

2. Have you previously transferred from one status to another? (A student is permitted only one transfer between part-time and full-time status.) YES NO

3. What is your current employment situation, and how will it be affected if the transfer is approved? (A full-time student may work no more than twenty (20) hours a week while classes are in session. First year full-time students are discouraged from engaging in any employment.) _____

4. A request for division transfer may affect your financial aid, scholarship, and residency status (the minimum number of class hours you must attend in part-time, full-time and summer sessions in order to be eligible to graduate). Before your request can be acted upon, you must obtain the written approval of the Bursar, the Financial Aid Office, the Assistant Dean for Budget & Planning Linda Baurle and the Registrar (for residency).

Office Date Signature

Bursar (Room 303) _____

Comments: _____

Financial Aid (Room 303) _____

Comments: _____

Registrar (Room 305) _____

Comments: _____

Ass't. Dean for Budget & Planning (Room 402) _____

Comments: _____

5. A division transfer may require careful course planning. Among other requirements, a student transferring from one status to another must continue all sequential required courses with the same professor, and a full-time day student must take more than half of his/her credits in day session courses. Please set forth a proposed course schedule for your first semester in the status into which you have asked to transfer. _____

6. Briefly set forth your reasons and objectives in seeking the transfer. _____

****By signing below, I certify that I will not work more than twenty (20) hours if I am transferring to the full-time division.****

Student Signature

(Do not write below this line.)

ACTION BY ASSISTANT DEAN FOR STUDENT SERVICES: APPROVED DISAPPROVED

TRANSFERRED TO: FTD PTD PTE

Date: _____ Signature: _____

***A division transfer may affect a student's class rank on graduation as well as eligibility for valedictorian/salutatorian. Please note the rules on the reverse of this form.**

Valedictorian/Salutatorian Honors After Division Transfer

If a student changes divisions during his/her law school career and has a GPA which makes him/her eligible for the position of valedictorian or salutatorian, the final determination of the division in which he/she should be declared the valedictorian or salutatorian would be based on the division in which he/she had earned more than 50% of his/her credits. If the number of credits is equal, the student would be eligible for valedictorian or salutatorian in the division in which he/she began his/her studies.

Class Ranking After Division Transfer

If a student changes divisions during her/his law school career, her/his class ranking at graduation shall be in the division in which s/he has earned more than 50% of her/his credits. If the number of credits earned in each division is equal, the student's class ranking at graduation shall be in the division in which s/he began her/his studies.