

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 5 Current Status (circle one): FTD PTD PTE If PT, ___4-YR or ___5-YR

1. Into which division do you intend to transfer? (Circle one): FTD PTD PTE If PT, ___4-YR or ___5-YR

2. Have you previously transferred from one status to another? (A student is permitted only one (1) 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.)

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 following offices. **THESE APPROVALS ARE YOUR OPPORTUNITY TO GET YOUR QUESTIONS ANSWERED ABOUT THIS DIVISION CHANGE AND HOW IT WILL AFFECT YOUR CREDITS FOR GRADUATION, FINANCIAL AID, BILL, SCHOLARSHIP, ETC.**

<u>Office</u>	<u>Date</u>	<u>Signature</u>
Bursar (Rm 303)	_____	_____
Comments: _____		

Financial Aid (Rm 303)	_____	_____
Comments: _____		

Registrar (Rm 305)	_____	_____
Comments: _____		

Ass't. Dean for Budget & Planning (Rm 402)	_____	_____
Comments: _____		

Dir. of Student Svcs. & Scholarship Aid (Rm 302)	_____	_____
Comments: _____		

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

6. 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. **ANY STUDENT TRANSFERRING DIVISIONS MUST MEET WITH THE ASSISTANT DEAN FOR STUDENT SERVICES TO PLAN HIS OR HER SCHEDULE FOR THE FOLLOWING SEMESTER BEFORE ONLINE REGISTRATION BEGINS. BRING THIS COMPLETED FORM TO YOUR APPOINTMENT FOR FINAL APPROVAL.**

****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	Date
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(Do not write below this line.)

ACTION BY ASSISTANT DEAN FOR STUDENT SERVICES:	APPROVED	DISAPPROVED
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TRANSFERRED TO:	FTD	PTD	PTE
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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. (Revised 7/11/2014)**

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.