1L Petition to Transfer to Full-Time Status

Name: ___________________________          USF ID: __________________

Effective: Fall 20___ semester

I am a part-time student who is enrolled in the first year of study at the University of San Francisco School of Law. I wish to transfer to the full-time division for my remaining course of study. I understand and will comply with all regulations pertaining to conversion stated below.

1. The first year of part-time study must be completed at the University of San Francisco School of Law.
2. A cumulative grade point average above 2.600 must be achieved as of the end of the spring semester of the first year of study.
3. A full-time course load (12 – 16 units) is required for each fall and spring semesters during the second and third academic years.
4. All second-year part-time required courses must be taken as follows:
   a. Transferring from Part-Time Evening:
      Constitutional Law & Property must be taken in the evening division.
   b. Transferring from Part-Time Day:
      Constitutional Law must be taken in the day division unless permitted to do otherwise by applicable registration instructions. Property must be taken during the student’s second year, when it is first offered.
5. Enrollment and completions of an aggregate of no less than 6 units is required in University of San Francisco School of Law summer program.
6. The petition to transfer to full-time must be filed before or on the last day of classes for the spring semester.

Signature: ___________________________        Date: __________________

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For Office Use Only:

☐ Pending the receipt of spring grades, your transfer to the fulltime division will become effective in the fall semester. Please note the above rules, especially #4 and #5.

☐ A review of your records indicates you’re eligible to transfer to full-time. This form, when signed below, serves as confirmation that your request has been granted. Please note the above rules, especially #4 and #5.

☐ Your request to transfer to full-time division has been denied.

Signature: ___________________________        Date Processed: __________________