

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 2.500 must be achieved as of the end of the spring semester of the first year of study.
3. A full-time course load (approximately 15 units) is required for each fall and spring semesters during the second and third academic years.
4. Second-year required courses must be taken as follows:
 - a. Complete second year required courses (Constitutional Law I & II and Property I & II)
 - b. Complete outstanding first year required courses (Contracts I & II).
5. Enrollment and completions of an aggregate of no less than 6 units is required in a 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: _____

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: _____