



School of Law  
Office of the Registrar

# 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 (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. Criminal Law 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: \_\_\_\_\_