

CHARLESTON
S C H O O L O F L A W

REQUEST FOR PERMISSION TO CHANGE PROGRAM STATUS

Name: _____ Class: _____ Date: _____

Entering Status: Part-Time Full-Time Number of Credit Hours Successfully Completed: _____

I would like to: (Please check one)

- Move from Full-Time to Part-Time Status Take Fewer Than 8 Credit Hours
- Move from Part-Time to Full-Time Status*

* To be eligible to transfer from part-time status to full-time status, you must have completed two regular semesters, have at least 18 credit hours of first-year courses and, have a cumulative GPA of 3.0.

Students seeking to move from part-time to full-time status are reminded that:

1. Pursuant to Charleston School of Law rules, full-time students may not work more than 20 hours per week in any semester in which they take more than 12 credit hours.
2. Such a change may affect your insurance coverage and your loan status (this may apply as well to students seeking to move from full-time to part-time status).

Reason for Request to Change Status:	

By signing below, you are certifying that you have read and understand all of the above information.

Signature: _____ Date: _____

PLEASE RETURN SIGNED FORM TO THE OFFICE OF THE REGISTRAR

FOR THE USE OF THE OFFICE OF ACADEMIC AFFAIRS ONLY	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Student to be charged per credit hour for the current semester: <input type="checkbox"/> Yes <input type="checkbox"/> No
Associate Dean of Academic Affairs: _____	Date: _____
Notification to Business Office: _____ Financial Aid Office: _____	