REQUEST FOR PERMISSION TO CHANGE PROGRAM STATUS

Name: ________________________________ Class: ___________ Student ID #: ____________________

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

I would like to: (Please check one)

[ ] Change from Full-Time to Part-Time Status  [ ] Take Fewer Than 7 Credit Hours

[ ] Change from Part-Time to Full-Time Status*

* To be eligible to change 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 at least 3.0.

Students seeking to change 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).

**If you have questions about financial aid or tuition, please contact the Financial Aid Office and the Accounting Office.

Reason for Request to Change Status:

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

Signature: ___________________________________________ Date: ____________________

ACADEMIC AFFAIRS OFFICE USE ONLY

[ ] Approved  [ ] Denied

Associate Dean of Academic Affairs ____________________________ Date: _______________

Notification to Accounting Office: ________________________ Financial Aid Office: ________________

Request to change status form, 3/19