

# CHARLESTON

## SCHOOL OF LAW

### REQUEST FOR PERMISSION TO CHANGE TUITION STATUS

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Student ID # \_\_\_\_\_

Entered:  Part-Time  Full-Time Number of Credit Hours Successfully Completed: \_\_\_\_\_

**I would like to: (Please check one)**

- Move from Full-Time to Part-Time Enrollment       Take Fewer Than 6 Credit Hours
- Move from Part-Time to Full-Time Enrollment\*

\* To be eligible to transfer from part-time enrollment to full-time enrollment, you must have completed two semesters of enrollment, and have at least 18 credit hours of first-year courses.

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

1. Pursuant to Charleston School of Law policies, it is recommended that students work no more than 20 hours per week in any semester in which they are enrolled in full-time credits.
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 Office of Accounting.**

<b>Reason for Request:</b>	
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**By signing below, you are certifying that you have read and understand all of the above information.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS FORM MUST BE SIGNED BY THE ASSOCIATE DEAN FOR ACADEMIC AFFAIRS  
BY NO LATER THAN END OF THE ADD/DROP PERIOD FOR THE PARTICULAR SEMESTER**

**FOR THE USE OF THE OFFICE OF ACADEMIC AFFAIRS ONLY**

Approved  Denied

Associate Dean of Academic Affairs: \_\_\_\_\_ Date: \_\_\_\_\_