

Policy Regarding Changing Student Status

Policy for Transfer Requests between Full-Time and Flex-Time Status

Students seeking to change their status from full-time to flex-time or from flex-time to full-time must apply for and receive permission from the Associate Dean for Academic Affairs. Full-time students who will graduate within three (3) years of the date of their matriculation are not obligated to change their status in an academic term if the credit hours in which they are enrolled are twelve (12) or less, so long as the student will graduate during the term in which the student is taking the reduced course load.

Once an application is received, the Associate Dean for Academic Affairs may, in his or her sole discretion:

1. approve the application;
2. deny the application;
3. request additional information prior to issuing a decision; and/or
4. require that the student seek and receive counseling provided by the University.

Notwithstanding the above, the Associate Dean for Academic Affairs shall not approve any application for a status change, unless:

1. the student, if currently a flex-time student that is seeking to change to full-time status, has completed all first-year required courses as defined within this Handbook.
2. the student, if currently a flex-time student that is seeking to change to full-time status, has a cumulative GPA of at least a 2.800;
3. the student, if currently a flex-time student that is seeking to change to full-time status, has not received a final grade below a "C" in any first-year required course;
4. the student has sought and acquired a positive recommendation from a School of Law professor from whom he or she has taken a class;
5. the student, if receiving financial aid, has met with a Financial Aid Officer and received appropriate counseling on the effect of changing status;
6. an available seat exists within the anticipated cohort; and
7. the change in status adheres to sound academic standards and does not adversely impact the cohort in which the student is enrolled or the cohort in which the student seeks to transfer his or her enrollment.

Policy for Transfer Requests between the Traditional and Part-Time / Hybrid Programs

I. Transfer from the Traditional Program to the Part-Time / Hybrid Program

Enrollment in the Part-Time / Hybrid JD program is limited to a set number of students. Students enrolled in the traditional program may transfer to the Part-Time / Hybrid JD program only if there are a sufficient number of vacant slots available. Student requests for transfer from the traditional program to the Part-Time / Hybrid JD program will be referred to the Admissions Committee whose members will make decisions in consultation with the Associate Dean for Academic Affairs.

II. Transfer from the Part-Time / Hybrid Program to the Traditional Program

Because of limits by the American Bar Association on the number of distance education credits students in the traditional program may complete, transfer opportunities from the Part-Time / Hybrid JD program into the traditional program will be limited. Assuming the availability of vacant slots, students who have not exceeded the allowable number of distance education credits in the traditional program may request transfer. Student requests for transfer from the Part-Time / Hybrid JD program to the traditional program will be referred to the Admissions Committee whose members will make decisions in consultation with the Associate Dean for Academic Affairs.