

Petition to Transfer Divisions

Name: _____ T-Number: _____

Address: _____

Telephone Number: _____ Today's Date: _____

I am a: Full-time student who wishes to enroll in the part-time division.

Part-time student who wishes to enroll in the full-time division.

I request the transfer to begin: Fall semester _____ year

Spring semester _____ year

Summer semester _____ year

I request to transfer divisions because:

I understand that by transferring divisions:

For Part-Time Students Transferring to Full-Time Division	For Full-Time Students Transferring to Part-Time Division
<ul style="list-style-type: none"> ▪ I must take Constitutional Law, Civil Procedure I & II and Property I & II, Criminal Procedure Pre-Trial in the night division, and all other required courses in the day division. ▪ I may not work more than 20 hours per week, and doing so would be an honor code violation. ▪ I must take a minimum of 10 hours per semester, and a maximum of 16 hours per semester (9 hours in the summer). 	<ul style="list-style-type: none"> ▪ I must take all required courses in the night division. ▪ I must take a minimum of 8 hours per semester, and a maximum of 12 hours per semester (6 hours in the summer).

(Please see the following page for instructions for completing this form)

I acknowledge that I have read the above and that I understand all of the consequences of changing divisions. I certify that I am making this request for a legitimate reason, that I intend to remain in my new division for the duration of my degree, and that I am not seeking this transfer solely to gain priority in registration.

Signature: _____ Date: ___/___/20___

Consent of Assistant Dean for Student Affairs

Petition Granted Petition Denied

Reason for Denial: _____

Signature: _____ Date: ___/___/20___

Instructions for Completing this Form

1. Complete all information on the "Petition To Transfer Divisions" form.
2. Schedule a time to meet with Assistant Dean for Student Affairs for academic advising and review of your petition. You may schedule an advising meeting with Dean Grotjohn here. [Schedule Your Meeting](#).
3. After the petition is approved by the Assistant Dean for Students, submit the form via:

Hand Delivery Registrar's Office, First Floor, Room 104

Mail UALR Bowen School of Law
Attention: Registrar
1201 McMath Ave.
Little Rock, AR 72202

Fax (501) 324-9909

Email Note: You must submit a scan *with your signature*. Email to law-records@ualr.edu.