



Elisabeth Haub School of Law

## CHANGE PROGRAM REQUEST

DEADLINE FOR SUBMISSION -- PRIOR TO START DATE OF SEMESTER

Submit completed form to Registrar's Office

Transfer to the Full-time Program \_\_\_\_\_

Transfer to the Part-time Program \_\_\_\_\_

Semester Change is Effective: Fall 20\_\_\_\_ Spring 20\_\_\_\_

Print Name: \_\_\_\_\_ U#: \_\_\_\_\_

Phone #: \_\_\_\_\_ Current Cumulative GPA: \_\_\_\_\_

CREDITS: Earned \_\_\_\_\_ Currently Registered for \_\_\_\_\_ Remaining \_\_\_\_\_

Expected Date of Graduation: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

**IMPORTANT NOTE:** Your tuition charges will change so please be sure to contact the Financial Aid office to discuss how to update your aid. When you change program from Full-time to Part-time, please be aware that you will not have priority over DAY classes at registration.

\*Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

### Full-time Students – Acknowledgement of Academic Policy

I understand the Haub Law Policy with reference to employment during the academic year by full-time students is such that employment should be restricted to twenty (20) hours per week.

I understand that it is the policy of the Academic Standing Committee of Haub Law to refuse to consider the fact that a student worked in excess of twenty hours a week as special circumstance in deciding petitions for readmission by students who have been dismissed for academic failure.

I, \_\_\_\_\_ (print name), have read the above statements and agree to comply with the standard.

\_\_\_\_\_  
Student's Signature                          Date

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**DO NOT WRITE BELOW THIS LINE**

Change of Program \_\_\_\_\_ Granted \_\_\_\_\_ Denied \_\_\_\_\_ Comments: \_\_\_\_\_

\_\_\_\_\_  
Signature of the Academic Dean                          Date