

Petition To Transfer Divisions

Date _____

Name (please print)

T-Number

Address

(____) _____
Home phone

(____) _____
Office phone

(____) _____
Cell phone

- 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 certify that I have a legitimate reason to transfer divisions, that I intend to remain in my new division for the duration of the semester, and that I am not transferring divisions to gain a registration priority.

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 Civil Procedure I & II and Property I & II 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).

- I request the transfer to begin:**
- Fall semester _____ year
 - Spring semester _____ year
 - Summer semester _____ year

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 the semester, and that I am not seeking this transfer solely to gain a registration priority.

Student Signature

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

Instructions for Completing this Form

1. Complete all information as requested above.

2. Submit the completed and signed form via:

Hand Delivery To the 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.