TRANSFER BETWEEN DIVISIONS

General Information

You may seek to transfer from the full-time program to the part-time program or vice versa. The Transfer of Division Application will be available by November 2, 2010 on this page. The Registrar reviews all applications with the Associate Dean for Academic Affairs and approves those meeting the transfer standards. Accepted transfer candidates will receive notice of approval via email.

In determining whether to grant a request to transfer between divisions, the Associate Dean for Academic Affairs may consider:

- the availability of space in the full-time or part-time division;
- academic performance;
- any final course grades received, and in the case of day students, their performance to date in seminar section courses;
- outside employment obligations; and
- any other pertinent factors.

Approval of a division transfer is not automatic or guaranteed.

If you are considering transfer between divisions, you are urged to consult with the Assistant Registrar, to discuss employment, residency and credit requirements. Students should take note of the fact that BLS reserves the right to reassess its division-transfer policies at any time.

First-Year Status Transfers

First-year part-time students will be notified by the Office of the Registrar via an Announcement on BLSConnect regarding deadlines and procedures for requesting transfer to full-time or part-time status at the end of the fall or spring semester. Students who change from part-time to full-time may want to attend summer session to earn residency credits or may wish to earn additional academic credits to ease their credit loads during the academic year. Even if not required for residency, enrollment in summer courses is highly recommended to reduce the workload in the final years.

Transfers Following the First Semester

Students may transfer to the full-time program after the first semester on a conditional basis. Students granted a conditional transfer who receive a D or F in any course or earn an overall fall grade-point average below 2.5 will be required to stay in the part-time division. Students transferring to full-time status after the first semester will remain in their original sections in all courses that continue into the second semester, e.g. Legal Writing II. An additional first-year course will be added to their program in the spring semester. Any remaining first year required courses must be taken by the end of the second year. Part-time students who transfer to the full-time program after the first semester of studies may graduate in three academic years without enrolling in a summer session but must meet residency and credit requirements.

Transfers Following the Spring Semester

All transfers to full-time status after the first year are likewise on a conditional basis. Students granted a conditional transfer who earn a cumulative grade-point average after two semesters of study below 2.5 will be required to stay in the part-time division.