

## Petition Requesting Permission to Transfer Divisions

The Academic Status Committee will not entertain transfer petitions from students who have not yet completed at least one year at Duquesne Law School. You may submit the petition, but the Committee will not grant it until all grades from the first year have been submitted.

If the Academic Status Committee grants your request, the division change will not be effective until the start of the next semester. If the division change is approved, the Law School Registrar will adjust your schedule accordingly. Division changes and course schedules are changed in Banner during the summer months.

---

Student's Name:

Duquesne Email:

Year and Division:

GPA:

Explain why you would like to change divisions. Please include any information that the Committee needs to know to grant your request, including, if you will work full-time after the change, and how your job will affect your ability to succeed in the new division.

I hereby petition the Academic Status Committee for permission to transfer from the \_\_\_\_\_ (division) to the \_\_\_\_\_ (division).

By my checkmark below, I certify the following (you must certify all of the following):

I have read the Law School Policies and Procedures and understand that transfers are not granted as a matter of right. The Academic Status Committee may deny this petition or grant it subject to conditions.

I have read Section the Law School Policies and Procedures and understand that I will be required to take, in the required sequence all required courses for the division into which I am transferring and that if I am transferring from part-time to full-time, I will also be required to "catch-up" any required courses that I would have already taken had I started in said division.

I have read Section 1.04 of the Law School Policies and Procedures and understand that, as a prerequisite to graduation, I must satisfy the residency requirement.

I understand that by transferring divisions I will forfeit eligibility for any scholarships based upon class rank, e.g., for being ranked 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup>, and will not be ranked until the fall of my final year of study. I also understand that by transferring divisions there is a possibility that exam conflicts may arise.

Student Signature:

Date:

*You may "electronically sign" this petition by typing your name in the signature block and then sending the petition to the Associate Dean for Academic Affairs as an attachment to an email sent from your .duq email address. The subject of the email must include the following: I hereby submit the attached Petition Requesting Permission to Transfer Divisions.*

-----To be completed by the Associate Dean for Academic Affairs office-----

Residency credits earned (as of end of semester in which petition received):

Earliest date student can graduate if petition granted, i.e., earliest date student can earn 3 residency credits if petition granted:

Date forwarded to Associate Dean for academic Affairs:

Action of Academic Status Committee:

Granted

Denied

Effective Date of Division Change:

Date formal notification sent to student\*:

\*Attach letter for filing