

CHANGE OF STATUS REQUEST FORM

From Part-Time to Full-Time

From Full-Time to Part-Time

If transferring to Part-Time status as a 1L, please specify

day evening

Anticipated date of graduation after change: _____
(semester, year)

Reason for change:

I request that my change of status to be effective beginning _____
(semester, year)

Name: _____

Student ID number: _____

Address: _____

City/State/Zip: _____

Telephone: _____ E-mail: _____

Signature

Date

Also complete Part II of this form. Then submit to the Associate Dean for Academic Affairs for approval.

OFFICE USE ONLY

Approved Not Approved

Associate Dean for Academic Affairs

Date Received

Change of Status Form: Part II

Before you decide to change your status from part-time to full-time, or vice versa, you should understand the consequences of such a change. Please read Part II of the form to ensure you understand those changes, and complete the worksheets as required.

Timeline for Degree Completion: Because graduation requirements are the same for full- and part-time students, changing your status will necessarily alter the time required to complete your degree. Complete this worksheet to determine how long it will take you to finish your degree in your new status.

Year	Semester	Status (part- or full-time)	Credits* (taken or anticipated)
1	Fall		
	Spring		
	Summer		
2	Fall		
	Spring		
	Summer		
3	Fall		
	Spring		
	Summer		
4	Fall		
	Spring		
	Summer		
5	Fall		
	Spring		
	Summer		
TOTAL CREDITS: _____			
(must equal or exceed 88)			

Rules for credits:

Full-time credit load is 12-16 credits.

Part-time credit load is 8-11 credits.

Up to **10 summer credits** are included in the tuition of a **part-time** student. The average number of credits one can earn per summer is 5.

Note that per Academic Standard 108, a student may not complete the J.D. degree in fewer than 24 months or more than 84 months after the student's first matriculation at any law school. Please consult with the Associate Dean for Academic Affairs or the Associate Dean for Student Affairs if you need any assistance with this worksheet.

Law Review: Changing your status may affect a student's eligibility to be invited to participate in Law Review. Students are not eligible for selection for Law Review by virtue of their grade point averages until they have completed either the first year of full-time study or the first two years of part-time study. Thus, a student who changes their status during the first or second year may only be eligible for Law Review by participating in the law review write-on competition.

Tuition and Financial Aid: Fairness requires that all students who entered law school at the same time pay essentially the same amount for their legal education. Thus (for example) a part-time student pays less tuition per semester, but after four years they will have paid essentially the same tuition as a full-time student who completed their degree in three. You cannot change status from part-time to full-time

or vice versa in order to lower the total cost of law school. Students who attend more than three years full-time or four years part-time may incur additional charges.

Similarly, the amount by which a student’s scholarship reduced their tuition cost each semester will also adjust when a student changes status—though the total scholarship amount awarded will be the same as what the student would have received had they not changed status. Complete this worksheet to understand how changing your status will affect the distribution of your scholarship, if applicable:

1.	If you were awarded a scholarship, enter its annual amount.	\$ _____/year
2.	For how many years was your scholarship awarded? (students admitted to the full-time program enter 3, part-time enter 4).	_____
3.	Multiply the annual amount (line 1) times the number of years (line 2) to get your total scholarship award.	\$ _____
4.	Calculate your scholarship award per semester by dividing the annual scholarship amount (line 1) by 2.	\$ _____/semester
5.	How many semesters did/will you complete before changing your status? (do not count summer sessions).	
6.	Multiply the number of semesters (line 5) times your per-semester scholarship amount (line 4) in order to calculate the amount of scholarship received in your current status.	\$ _____
7.	Subtract the amount of scholarship received (line 6) from your total scholarship (line 3) to determine the amount of scholarship you have remaining in your new status.	\$ _____
8.	How many semesters of school do you have remaining in your new status? (do not count summer sessions).	_____
9.	Divide your remaining scholarship amount (line 7) by the number of remaining semesters (line 8) to determine how much your scholarship will be per semester.	\$ _____/semester

Please consult with the Associate Dean for Academic Affairs or the Associate Dean for Student Affairs if you need any assistance with this worksheet.

Medical Forms: If you change status to full-time, Massachusetts law requires you to submit evidence of a recent physical examination and proof of certain immunizations. You should speak to the university Health Services about these requirements. If you fail to comply with these requirements, you will be prohibited from taking your examination(s) and be withdrawn from school.

I have read and understand the information contained in Part II: _____