

## CHANGE OF STATUS REQUEST FORM (Day or Evening)

- From Part-Time to Full-Time  
 From Full-Time to Part-Time Day  
 From Full-Time to Part-Time Evening

I plan to graduate in: \_\_\_\_\_

Reason for change:

I request that my change of status to be effective beginning \_\_\_\_\_ Semester, 20\_\_\_\_\_

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This completed form must be submitted to the Associate Dean for Academic Affairs for approval.

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### OFFICE USE ONLY

Approved  Not Approved

\_\_\_\_\_  
Associate Dean for Academic Affairs

\_\_\_\_\_  
Date Received

WESTERN NEW ENGLAND UNIVERSITY  
SCHOOL OF LAW  
SPRINGFIELD, MA 01119

**TO: ALL STUDENTS CONSIDERING CHANGE OF STATUS**  
**FROM: BETH COHEN, ASSOCIATE DEAN**  
**SUBJECT: ACADEMIC STANDARDS**

Before you decide to change your status from part-time to full-time, or vice versa, you should understand precisely what benefits and detriments may accrue from such a change. For example, if you transfer from full-time to part-time status, you may be eligible for less financial aid because of the change in your status. A change from full-time to part-time status does not change the requirement that you must receive 88 academic credits and successfully complete all upper-level requirements in order to graduate.

Since the possible combinations of full-time, part-time and summer semesters are numerous, you should discuss any change with the Associate Dean for Academic Affairs.

You should also be aware that changing your status may affect your 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.

**Please refer to Academic Standards Section 108:**

With permission from the Associate Dean for Academic Affairs, students may change from part-time status to full-time status, or vice versa. The number of months in which a student who has changed status can graduate will depend upon how long it takes the student to earn the required academic credits. Regardless of status, all students must comply with the Years Allowed for Completion of Degree Requirements. 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.

**\*\*Before petitioning for a change of status, be sure to contact Student Enrollment Services and the Associate Dean for Law Student Affairs to be sure that you understand the financial implications of this change, including the impact it will have on whatever financial assistance or loans you are receiving.\*\***

**Tuition**

A basic premise, founded on fairness, is that all students who entered law school at the same time should pay essentially the same amount for their legal education. For example, a part-time student who has always maintained that status will pay, each year, three-fourths (3/4) of the tuition paid by a full-time student. After four years, the part-time student will have paid essentially the same tuition as a full-time student. You cannot change status from part-time to full-time or vice versa in order to lower the total cost of law school. If a change of status will result in a significant change in the cost of your education, up or down, the tuition charges will be adjusted. Students who attend more than three years full-time or four years part-time may incur additional charges.

**Medical Forms: Physical Exam and Proof of Immunizations**

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.

If you decide that you wish to petition to change your status, you should submit the attached form and an accompanying letter containing (a) your reasons for changing status and (b) a study plan showing (by semester) how many academic credits you plan to earn and your expected date of graduation.

I HAVE READ AND UNDERSTOOD THIS MEMO AND ACKNOWLEDGE CONSULTATION WITH THE ASSOCIATE DEAN FOR ACADEMIC AFFAIRS AND THE ASSOCIATE DEAN FOR LAW STUDENT AFFAIRS.

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Student Signature

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Date

Anticipated Graduation Date \_\_\_\_\_

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Fall Semester</b>	Tuition & Fees	Tuition & Fees	Tuition & Fees	Tuition & Fees	Tuition & Fees
	Full-Time Part-time	Full-Time Part-time	Full-Time Part-time	Full-Time Part-time	Full-Time Part-time
<b>Fall Semester</b>	Anticipated credits taken _____	Anticipated credits taken _____	Anticipated credits taken _____	Anticipated credits taken _____	Anticipated credits taken _____
<b>Fall Semester</b>	Merit Scholarship per semester _____	Merit Scholarship per semester _____	Merit Scholarship per semester _____	Merit Scholarship per semester _____	Merit Scholarship per semester _____
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Spring Semester</b>	Tuition & Fees	Tuition & Fees	Tuition & Fees	Tuition & Fees	Tuition & Fees
	Full-Time Part-time	Full-Time Part-time	Full-Time Part-time	Full-Time Part-time	Full-Time Part-time
<b>Spring Semester</b>	Average credits needed per semester _____	Average credits needed per semester _____	Average credits needed per semester _____	Average credits needed per semester _____	Average credits needed per semester _____
<b>Spring Semester</b>	Merit Scholarship per semester _____	Merit Scholarship per semester _____	Merit Scholarship per semester _____	Merit Scholarship per semester _____	Merit Scholarship per semester _____

By submitting this form, I acknowledge that I have received consultation about the academic and financial aid impact, which may include merit scholarship awards, when changing my program status. I understand the financial ramifications and that I have sole responsibility for all graduation requirements. I further understand that attending law school beyond the 3 year full-time or 4 or 4 ½ year part-time timeframe may have additional impact on tuition, fees, financial aid, and cost of attendance.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Approval by \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

CC: Student Enrollment Services  
School of Law Registrar  
Bursar