**REQUEST FOR PERMISSION TO TRANSFER TO FULL-TIME PROGRAM**

Please complete the greyed-out boxes by typing in the spaces or selecting the applicable response from the drop-down menus. Please note that the available space will expand as necessary to accommodate your response.

**Background Information:**

|  |  |
| --- | --- |
| **Name:**            | **Memphis Email:**       |
| **Date:**         | **Cum GPA:**       | **Last Sem GPA:**       |
| **Credit Hours Completed Before this Semester:**       |
| **Credit Hours Enrolled in this Semester:**       |

**Governing Academic Regulation:**

Academic Regulation 8.1 requires part-time students to secure permission of the Dean (or the Dean’s designee) to transfer to the full-time program. As a matter of policy, students are typically only permitted to change programs once. Accordingly, if you are permitted to transfer to full-time, you may not be permitted to transfer *back* to part-time. Please read Academic Regulation 8 in full before submitting this request.

|  |
| --- |
| **Initial here to affirm you have read Academic Regulation 8:**       |
| **Initial here to indicate that you understand that students are typically only permitted to change programs one time:**          |

**Support for Request:**

When reviewing requests to transfer from the part-time program to the full-time program, the focus will be on whether you are likely to be successful with the increased work load required of full-time students.  One relevant point of information is your performance, as measured by grades, in previous semesters.  This includes both your cumulative GPA and whether your grades have improved, declined, or remained steady over time.  If your performance has declined, the following points of information may also be relevant:  the reason(s) for the decline; your willingness and ability to reflect meaningfully on the decline, both to identify the cause and to identify necessary corrective measures; and any corrective measures taken or anticipated. Inconsistent performance or consistent underperformance call for similar reflection.

|  |
| --- |
| **With all of this in mind, please use the space below to explain why you are likely to be successful with the increased work load required of full-time students. In doing so, please be sure to address your academic performance to date and the anticipated work load. Of course, you may also provide any additional information that you believe demonstrates your likelihood of success.**         |