REQUEST TO TAKE  □ OVERLOAD  □ UNDERLOAD

Name _____________________________ U # ___________________ Telephone ________________________

Current Semester/Year: __________ Full-time Day □  Part-time □  Credits Completed: _________

If you are requesting an overload enter your cumulative GPA: __________

I request permission to take ____ credits in the   □ Fall  □ Spring  □ Summer Semester  Year_______

Reason for Request _______________________________________________________
________________________________________________________________________

Residency Requirements

To qualify for graduation, each student must obtain 6 residency units without exception.

Full Time: If I am enrolled in the full time day program each semester (13-16 credits), I would obtain 6 residency units after three years of study over six semesters.

Part Time: If I am enrolled in the part time day or evening program each semester (9-12 credits), I would obtain 6 residency units after four years of study over eight semesters.

Thus, full time students will graduate in three years and part time students will graduate in four years provided the 6 residency units are obtained.

With summer school study: I may accelerate graduation by one semester provided that I obtain the 6 residency units. Thus, a full time day student that attends summer school may graduate in 2 ½ years and a part time day and part time evening student may graduate in 3 ½ years.

Students who transfer from one division to another may graduate when they obtain the 6 residency units.

_______________________________________
Student Signature          Date

Associate Dean for Academic Affairs’ Comments: ____________________________________________
________________________________________________________________________

__________________________________________________________
Associate Dean for Academic Affairs’ Signature      Date

Revised 9/4/2012
Full-time Students – Acknowledgement of Academic Policy

Standard 305 of the American Bar Association rules governing education programs states: “A full-time student, to satisfy residency requirements, shall devote substantially all working hours to the study of law and shall not engage in employment for more than 20 hours per week outside or inside the law school.”

I understand that both the ABA and Pace University School of Law Policy with reference to employment during the academic year by full-time students is such that employment should be restricted to twenty (20) hours per week.

I understand that it is the policy of the Academic Standing Committee of Pace University School of Law to refuse to consider the fact that a student worked in excess of twenty hours a week as special circumstance in deciding petitions for readmission by students who have been dismissed for academic failure.

I, ___________________________ (print name), have read the above statements and agree to comply with the standard.

__________________________________   
Student’s Signature      Date

Part-time Students – ACKNOWLEDGEMENT OF ABA POLICY

A new American Bar Association Rule provides that a student who works more than twenty hours per week may not register for more than twelve credit hours per term. Thus, if you are a student in the part-time day or evening division, you may no longer register for more than 12 credits hours. The only students in the part-time division who are exempt from this rule are students who certify in a sworn statement that they are not working more than twenty hours per week. These students are permitted, with permission of the Vice Dean for Academic Affairs, to register for an overload of 13 credits hours. Regardless of the overload, a student in the part-time division receives .75 residency weeks per term.

I, ___________________________ (print name), as a part-time (day or evening) student, taking 13 credits, agree that I will not work more than 20 hours per week.

__________________________________   
Student’s Signature      Date