

**CWSL PETITION TO VICE DEAN OF ACADEMIC AFFAIRS
REQUEST TO ENROLL IN DISTANCE EDUCATION COURSE**

Student Name (print) _____
7-Digit Identification Number: _____
CWSL E-mail: _____ @law.cwsl.edu _____
Cell/Telephone _____
Address _____
City, State, Zip _____
Student Signature _____ Date _____

APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO
DATE _____ BY _____
DISTRIBUTION:
<input type="checkbox"/> original to Registrar
<input type="checkbox"/> copy to Admissions Office
<input type="checkbox"/> copy to Business Office
<input type="checkbox"/> copy to Dean of Students
<input type="checkbox"/> copy to Financial Aid
<input type="checkbox"/> copy to Student
3/19

Please submit this petition to the Vice Dean of Academic Affairs. **The deadline to petition is two weeks (14 days) prior to the start of the term.** You will be notified by email regarding any action taken on the petition.

Distance education courses may be offered synchronously or asynchronously at the course professor's discretion (please see course schedule for additional information.) Students enrolled in a distance education course must participate online according to the method (synchronous or asynchronous) prescribed by the professor. Students must follow the attendance policies as set forth in Academic Policies 4.01 and 4.02 and any other attendance policies established by the professor for the online class. Students must take the midterm (should there be one) and the final exam at the regularly scheduled time and place at the Law School.

Students enrolled in an asynchronous distance education course may enroll in another class, study abroad program, or other academic program at a time that conflicts with the distance education course. Students will need to contact the Registrar's office to enroll in a course that conflicts with the distance education course. **Students enrolled in a synchronous distance education course may not enroll in another class or other academic program at a time that conflicts with the distance education course.**

CWSL may award up to 15 credit hours toward the J.D. degree for study in upper division classes using distance education. No student shall enroll in a distance education course until that student has completed instruction equivalent to at least 28 hours toward the J.D. degree.

- I plan to enroll in a study abroad program during the same term as the distance education course *or* I plan to enroll in a course that conflicts during the same term as the distance education course(s) requested.
- I would like to register for the following distance education course(s) in the Fall/Spring/Summer 20____ Trimester:

NOTE: Be sure to check the Course Schedule to make sure a class is being offered online.

Offered only Asynchronously (Prof. Yu):

- Trusts & Estates Community Property

Offered only asynchronously (Prof. Glennan):

- Advanced Legal Research

Please explain the reasons for your petition. Attach extra sheets if you need more space.

4.01 REQUIRED ATTENDANCE

As a requirement for accreditation of law schools by the American Bar Association, regular and punctual class attendance is necessary. Each law school has the burden to demonstrate enforcement of this class attendance requirement. To fulfill this burden and foster a uniform and fair standard, the law school requires that students must be present for 80% of the regularly scheduled sessions or he/she will be automatically withdrawn from the course by the Registrar.

4.02 ABSENCES

Unless a more restrictive policy is specified in writing by a professor on or before the first day of class, the 80% requirement means that a student will be withdrawn from a course if the student has more than 3 absences, in those classes which meet once a week; or 5 absences, in those classes which meet twice a week; or 8 absences, in those classes which meet three times a week. For purposes of this rule, the reason for the absence is immaterial and there are no excused absences. In very exceptional circumstances, a student may be readmitted to class with the permission of the instructor and the Vice Dean.

ONLINE ATTENDANCE POLICY

Please review the following online attendance policy very carefully. **In order to receive attendance credit for each particular class session, you must log in and log out using the following rules.**

Synchronous Attendance

If you are attending **synchronously**, you may not log in more than five minutes after the scheduled class start time. You must also remain logged in during the entire class period. In order to receive attendance credit, **you must also log off within five minutes after the professor logs off at the end of class. Absences will not be waived for failure to follow this attendance policy.**

Asynchronous Attendance

If you are attending **asynchronously**, you must watch the class recording for a particular class session before the next regularly scheduled class session. For example, for the Tuesday class meeting, you must watch the recording of the session before the next class on Thursday. The videos will be posted within four hours of class ending. **Absences will not be waived for failure to follow this attendance policy.**