

CWSL PETITION TO THE VICE DEAN FOR ACADEMIC AFFAIRS

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

APPROVED: YES NO
DATE _____ BY _____
DISTRIBUTION:
 original to Registrar
 copy to Admissions Office
 copy to Business Office
 copy to Dean of Students
 copy to Financial Aid
 copy to Student
6/19

Check the appropriate box below **after reading the applicable Academic and Tuition Policies on the reverse of this sheet.** Submit this petition to the Vice Dean for Academic Affairs. You may be contacted by phone or e-mail to provide additional information. You will be notified by e-mail regarding any action taken by the Vice Dean.

- Register for fewer than 15 units* for **first year, full-time students** or fewer than 9 units* for **first year, part-time students** for the (*circle one*) Fall/Spring/Summer 20____ Trimester. **Number of Units requested:** _____ please describe your reason in the space provided at the bottom of the page. (*This form is not needed for Upper Division students. Upper division students wishing to enroll in fewer than the usual amount of units per trimester should review the Business Office Policies and Procedures Manual with respect to tuition issues.*) See Academic Policy §3.01.
- Register for 18 units as a full-time student for the (*circle one*) Fall/Spring/Summer 20____ Trimester. See Academic Policies §§3.02 & 3.04. Full-time students are not permitted to take more than 18 units in a trimester under any circumstances.

Will this be your final trimester? Yes No.

List below the courses desired and state your reason, continuing in the space provided at the bottom of the page if necessary. _____

- Request not listed above, please describe:

Give additional facts and data in support of your petition. Attach extra sheets if you need more space.

3.01 FULL-TIME OR PART-TIME ENROLLMENT

Prior to the first trimester, a student must decide whether to enroll full-time or part-time. A student may not change enrollment in the first year except in extraordinary circumstances and with approval of the Vice Dean for Academic Affairs. (Extraordinary circumstances do not include changing enrollment due to first trimester grades.) A first-year, full-time student enrolling for fewer than 15 units or a first-year, part-time student enrolling for fewer than 9 units must obtain prior approval of the Vice Dean for Academic Affairs.

A full-time student will enroll in 12 or more units subject to the maximum courseload under Academic Policy 3.02. A part-time student will enroll in 6-11 units. After completion of the first year, a student may enroll full-time or part-time. A student may enroll for fewer than 6 units without seeking prior approval of the Vice Dean for Academic Affairs. However, it is strongly advised that students carefully consider the financial and academic implications of such action. Students wishing to enroll in fewer than the usual amount of units per trimester should review the Business Office Policies and Procedures Manual with respect to tuition issues and should consult with Financial Aid. Such students should also consult with their faculty point of contact and the Academic Policies with respect to graduation requirements

3.02 MAXIMUM COURSELOAD

No full-time student will be permitted to take over 17 units during a trimester nor any courseload that will result in more than 17 hours of classes during any week in a trimester. No part-time student will be permitted to take over 11 units during a trimester nor any courseload that will result in more than 11 hours of classes during any week in a trimester. Units taken at other institutions are counted for determining this maximum courseload limit. No student will be permitted to take over eight (8) units during a Summer session at another school.

Full-time students may petition for permission to exceed the maximum credit units but will not be permitted to take more than 18 units in a trimester. Petitions will only be granted upon showing of exceptional circumstances and strong academic standing of the petitioner. Normally, a G.P.A. of 3.00 will be required.

3.04 TUITION CHARGE

The trimester tuition charge permits part-time students to take a maximum load of 11 units each trimester. Students who take more than 11 units are enrolled full-time and billed at the full-time tuition rate. Full-time students who are permitted to exceed 17 units in a trimester are not required to pay for the excess unit. Students should discuss the financial implications with the Business Office.