

1st ___ 2nd ___ 3rd ___ Year Student MCL/LL.M. ___ Visitor ___

FALL ___ SPRING ___ SUMMER ___ 20___

ADD/DROP REQUEST

NAME: (print) _____ Local Telephone/Cell _____

7-Digit Identification Number: _____ CWSL E-mail: _____ @law.cwsl.edu

Circle One	Name of Course	Course #	Section	Units	Instructor's Signature	Date
Add-Drop						
Add-Drop						
Add-Drop						

With these changes, please indicate total number of credit units you will be carrying _____. NOTE: A full-time student will enroll in 12-17 units. A part-time student will enroll in 6-11 units. If a student drops below 6 units a student will pay the per unit tuition rate. Please contact the Business Office for any questions on tuition billing.

Please be advised that your withdrawal may affect your future eligibility for financial aid. You should discuss this with the Financial Aid Office.

STUDENT SIGNATURE: _____ DATE: _____

BUSINESS OFFICE: _____ FINANCIAL AID: _____

VICE DEAN, ACADEMIC & STUDENT AFFAIRS OR DESIGNEE: _____

REGISTRAR'S OFFICE: _____ DATE RECORDED: _____

ACADEMIC POLICY §3.05: ADDING AND DROPPING COURSES AFTER ENROLLMENT

A. **A FIRST YEAR STUDENT** may add, drop, or change courses or sections only with permission of the Vice Dean for Academic & Student Affairs. Such permission will be granted only in exceptional circumstances such as physical or language handicap, illness, or family hardship.

B. **A SECOND OR THIRD YEAR STUDENT MAY ADD** a course after enrollment for any trimester under the following circumstances:

- (1) within the first five days of scheduled classes for the trimester, by written notice to the registrar;
- (2) after the first five days of scheduled classes for the trimester, by written notice to the registrar provided the professor does not object; or
- (3) after the first ten days of scheduled classes for the trimester, upon a showing of compelling circumstances to the Vice Dean for Academic & Student Affairs, provided the professor does not object.
- (4) the provisions of Academic Policy §1.02 apply to Independent Studies.

(over)

C. **A SECOND OR THIRD YEAR STUDENT MAY DROP** a course after enrollment for any trimester under the following circumstances:

- (1) within the first ten days of scheduled classes for the trimester, by written notice to the registrar; or
- (2) after the first ten days of scheduled classes for the trimester, only with the permission of the professor and the Vice Dean for Academic & Student Affairs.

For purposes of this policy, a change from regular enrollment to audit is dropping a course.

D. Courses dropped after the first ten days of scheduled classes for the trimester will appear on a student's transcript with a designation of "W" (withdrew).

E. Under extraordinary circumstances, such as a change necessitated by an action of the school, the Vice Dean for Academic & Student Affairs may waive the above requirements.

F. A student who drops any course without first having satisfied the requirements of this policy will receive a "WF" (withdrawal failing) for the course. "WF"s will be treated as a grade of "F" to be recorded on the student's transcript for the purpose of computing the student's trimester G.P.A. and cumulative G.P.A.

revised 10/2/2019