

1st___ 2nd___ 3rd___ Year Student MCL/LL.M.____ Visitor____

FEE: before classes begin n/c
 1st week n/c
 2nd week \$10
 thereafter \$15

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 10-17 units. A part-time student will enroll in 8-11 units. If a student drops below their minimum division units, the "Petition for Reduced Courseload Tuition Adjustment" must be completed in order to have their tuition adjusted.

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/VICE PRESIDENT OF STUDENT LIFE: _____

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 Affairs or the Vice President of Student Life. 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 Affairs or the Vice President of Student Life, provided the professor does not object.
- (4) the provisions of Academic Policy 1.03 apply to Independent Studies.

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 Affairs or the Vice President of Student Life.

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

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

E. 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.

F. 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).

revised 5/17/2016