

**CWSL PETITION TO
THE VICE DEAN FOR ACADEMIC AFFAIRS OR VICE PRESIDENT OF STUDENT LIFE**

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

5/16

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 or Vice President of Student Life. 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 for Academic Affairs or Vice President of Student Life.

Register for fewer than 10 units* for first year, full-time students or fewer than 8 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. (*Upper division students wishing to enroll in fewer than the usual amount of units per trimester must fill out a reduced courseload petition with the Business Office and should review the Business Office Policies and Procedures Manual with respect to tuition issues.*) See Academic Policy §3.01.

*CWSL requires at least six **full-time** trimesters of law school residency. **This requirement cannot be waived.** See §1.02 of the Academic Policies and/or the Vice Dean for Academic Affairs or Vice President of Student Life if you have any questions concerning the residency requirement.

Register for more than 11 units as a part-time student or register for 18 units as a full-time student for the (*circle one*) Fall/Spring/Summer 20____ Trimester. **Number of Units requested:**_____ NOTE: There is a **substantial additional tuition charge** for each unit in excess of 11 or 17! 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 seventh/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.

§1.02 RESIDENCE REQUIREMENT

A student must study for not fewer than three academic years (six trimesters) in residence at this or some other American Bar Association accredited law school. Under the ABA standards, an academic year is defined as no fewer than 130 class days, i.e., 65 class days a trimester. Six trimesters of 65 class days each constitute the three required academic years. Thus, under the trimester system, a student can graduate in two calendar years by completing three trimesters (one and one-half academic years) per calendar year. Summer sessions at other law schools cannot be used to accelerate graduation since those summer sessions are not normally 65 class days in length. However, prorata residence credit may be obtained, allowing students to carry a lighter unit load in subsequent trimesters at CWSL. Residence credit is determined by whether the student is enrolled in the full-time or part-time division. For policies governing changing divisions, see Section 3.01. Questions about residence requirements should be directed to the Vice Dean for Academic Affairs or Vice President of Student Life.

§1.03 CREDIT FOR NON-CLASSROOM ACTIVITIES AND NON-LAW SCHOOL COURSES

Subject to a maximum of 18 credits, credit for non-classroom activities and non-law school courses may be earned as follows:

A3. **Law Review/Law Journal.** The maximum under this subsection is 4 credits, except for members of the Executive Board, who may earn a maximum of 7 credits. A student may receive 1 credit per trimester or in the case of a student who is selected for Law Review/Law Journal membership after the registration (add) period for a trimester has expired and who completes required work in that trimester of selection, up to 2 credits for satisfactory work in the trimester immediately following the trimester of selection. A member of the Executive Board may earn an additional 3 credits – one each for the summer, fall and spring terms on the Board. A student may not submit a law review/law journal paper for class or independent study credit. (The 3 credit provision for members of the executive board was approved by the faculty on an experimental basis for the 2005-06 academic year only.)

A4. **Professional Skills Competitions.** The maximum under this subsection is 4 credits. A faculty member must approve the awarding of academic credit. A student may receive 1 credit for representing the school as a team member or alternate in an Interschool Professional Skills Competition or 1 credit per trimester for participation as a team member or alternate on a MCHB Trial Team. Advancing from the regional level (or its equivalent) and representing the school at the national level (or its equivalent) in the same Interschool Professional Skills Competition may be considered separate competitions for purposes of receiving credit under this section.

§3.01 ENROLLMENT IN FULL-TIME OR PART-TIME DIVISION

Prior to the first trimester, a student must decide whether to enroll in the full-time or the part-time division. A student may not change divisions in the first year except in extraordinary circumstances. (Extraordinary circumstances do not include changing divisions due to first trimester grades.) After completion of the first year, a student may change divisions due to family circumstances, medical reasons, work, or other good cause with the approval of the Vice Dean for Academic Affairs or Vice President of Student Life. Ordinarily, a student will not be permitted to change divisions more than once. A student may not change divisions in the last trimester, except in extraordinary circumstances.

A full-time student will enroll in 10-17 units and register as a full-time student. A part-time student will enroll in 8-11 units and register as a part-time student. A first-year, full-time student enrolling for fewer than 14 units or a first-year, part-time student enrolling for fewer than 8 units must obtain prior approval of the Vice Dean for Academic Affairs or Vice President of Student Life.

With respect to upper-division students, a full-time student may enroll for fewer than 10 units, and a part-time student may enroll for fewer than 8 units, without seeking prior approval of the Vice Dean for Academic Affairs or Vice President of Student Life. 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 must fill out a reduced courseload petition with the Business Office and should review the Business Office Policies and Procedures Manual with respect to tuition issues. Such students should also consult with their faculty advisor 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.

A part-time student may petition the Vice Dean for Academic Affairs or Vice President of Student Life for permission to exceed the maximum credit units. 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. Petitions by part-time students to take more than 11 units will be granted only upon a showing of exceptional circumstances and strong academic standing of the petitioner. Normally, a G.P.A. of 3.00 will be required. If a student has this requisite grade point average and the program to be added is a condensed course offered during the summer, or one of the activities such as Interschool Competition, International Law Journal, Law Review, or the like, the part-time student will be permitted to enroll in 13 units.

§3.03 MINIMUM COURSELOAD

A. Full-Time Students: In order to earn full residence credit as a full-time student, a minimum of ten (10) units must be taken and passed during any trimester in law school. If fewer than 10 units are taken and passed, pro rata residence credit may be earned. See §1.02.

B. Part-Time Students: In order to earn full residence credit as a part-time student, a minimum of eight (8) units must be taken and passed during any trimester in law school. If fewer than 8 units are taken and passed, pro rata residence credit may be earned. See §1.02.

§3.04 OVERLOAD TUITION

The trimester tuition charge permits part-time students to take a maximum load of 11 units each trimester and full-time students to take a maximum load of 17 units each trimester without additional charge. Part-time students who are permitted by the Vice Dean for Academic Affairs or Vice President of Student Life to exceed 11 units or full-time students who are permitted to exceed 17 units in a trimester are required to pay for the excess units on a per unit basis. No additional charge will be required if the excess units are for Interschool Competition, International Law Journal, Law Review, or similar programs. Students should discuss the financial implications with the Business Office.

§5.04 EXAMINATION SCHEDULE

Students are required to take final examinations at the regularly scheduled times. The Vice Dean for Academic Affairs or Vice President of Student Life may reschedule examinations in the case of serious student illness, family death and similar emergency circumstances and as reasonable accommodation under the Americans with Disabilities Act. The Vice Dean for Academic Affairs or Vice President of Student Life may, upon student petition, reschedule examinations in other compelling personal circumstances. All non-emergency requests for final exam rescheduling or accommodations must be made thirty (30) days prior to the last day of classwork. If a student has two examinations scheduled at the same hour, upon petition one of the examinations may be rescheduled to an available examination period on the same day. If a student has four or more examinations scheduled on two consecutive days, upon petition one examination may be rescheduled to the next available exam period. Whenever possible, examinations will be rescheduled to a later rather than an earlier date. When an examination has been rescheduled, the professor in his or her sole discretion may give a different or changed examination. All students taking an examination at other than its regularly scheduled time will be required to sign an Honor Code statement certifying that they have obtained no information about the regularly scheduled examination.

TUITION POLICIES

All students will be required to pay a minimum of six full-time or nine part-time trimesters of tuition. Money paid to other institutions for credits earned there will not count toward satisfying this requirement, although those credits may count toward graduation.