

Course Add/Drop Form



To drop all courses from a term a student must complete the Voluntary Withdrawal Form. Students may NOT use this form.

Student Name	ID Number	Email	Phone
<input type="checkbox"/> JD <input type="checkbox"/> LLM <input type="checkbox"/> Dual Degree <input type="checkbox"/> SJD		Class Year (1,2, 3 or 4): <input style="width: 40px;" type="text"/>	Anticipated Degree Date: <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/>
<input type="checkbox"/> Day <input type="checkbox"/> Evening		Visa Status (for intl. students): <input style="width: 100px;" type="text"/>	<input type="checkbox"/> Veteran receiving benefits
Current term: <input type="checkbox"/> Fall <input type="checkbox"/> Spring of 20 <input style="width: 40px;" type="text"/>			

Any student on an F1 or J1 visa may not drop below full time status as determined by his/her academic program. A JD student may not be enrolled in less than 12 credits or more than 15 credits (day division) or less than 9 credits and more than 12 credits (evening division) without receiving approval. An LLM student may not be enrolled in less than 9 credits or more than 12 credits (full time) or less than 4 credits or more than 8 credits (part time) without approval.

Courses to Add:

Course No.	Section	Course Title	Credits	Instructor	Instructor Signature	Date

Courses to Drop:

Note: Courses dropped after 7 days from the opening of the semester will count as attempted credits in accordance with the financial aid satisfactory academic progress policy. In certain cases this could have an impact on access to financial aid. Students are advised to contact the Financial Aid Office for assistance.

Course No.	Section	Course Title	Credits	Instructor	Instructor Signature	Date

		Number of enrolled credits after Add/Drop
Student	Date	<input style="width: 40px;" type="text"/>

Approved |
 Dean Associate Dean Assistant Dean Dean of Students

Signature of Dean	Date

Form must be submitted to the Office of Academic Services for processing.

For internal use:

Processed by	Date