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
---|---|---|---

☐ JD ☐ LLM ☐ Dual Degree ☐ SJD | Class Year (1, 2, 3 or 4): | Anticipated Degree Date: / / 
☐ Day ☐ Evening | Visa Status (for intl. students): | ☐ Veteran receiving benefits

Current term: ☐ Fall ☐ Spring of 20

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 16 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:

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Section</th>
<th>Course Title</th>
<th>Credits</th>
<th>Instructor</th>
<th>Instructor Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

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.*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Section</th>
<th>Course Title</th>
<th>Credits</th>
<th>Instructor</th>
<th>Instructor Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Student Date

Number of enrolled credits after Add/Drop ☐

☐ 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