



# Add/Withdraw a Class After the Add/Drop Deadline

## REGISTRAR'S OFFICE

200 McAllister Street • San Francisco, CA 94102 • office (415) 565-4613 • registrar@uclawsf.edu

Academic Regulation 805 reads: After the add/drop period, a student may change the student's schedule only after demonstrating good cause to add or withdraw from a course to the Dean of Students and receiving written permission from the Dean of Students.

Student Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

**I am a**    **VA (Veterans Affairs) Student**        **F-1 (International) Student**        **J-1 (Exchange Visitor) Student**

Term:        Fall 20 \_\_\_\_        Spring 20 \_\_\_\_        Summer 20 \_\_\_\_        Class: (1L, 2L, 3L, CSL, LLM, MSL, HPL): \_\_\_\_\_

I hereby request permission to adjust my schedule as follows:

Course # (LAW XXX*XX)	Course Name	Faculty Name	Units	Action*		
				Add	Withdraw	Change Units
				Add	Withdraw	Change Units
				Add	Withdraw	Change Units
				Add	Withdraw	Change Units
				Add	Withdraw	Change Units

**I wish to change my enrollment** in the course(s) above from \_\_\_\_ units to \_\_\_\_ units. After making the adjustments, my total number of units enrolled in will be: \_\_\_\_\_.

**I am requesting to withdraw** from the course(s) above. My last date of attendance was (MM/DD/YY): \_\_\_\_\_

\* **The last date of attendance** is used to calculate refunds and loan refunds (if applicable) so please be sure that it is accurate. Once processed it is not possible to change it.

\* **Effects of a withdrawal:** Withdrawing from a course after Add/Drop results in a transcript notation per Academic Regulation 806: A student who withdraws from a course after the add/drop period, or after a later date established by the Academic Dean, shall receive a notation of "W" for that course on the student's transcript. A course in which a student receives a "W" will be counted as units attempted by the student, and the "W" will not affect the student's grade point average. For questions about the financial implications of a late course withdrawal, please refer to the UC Law SF Refund Policy & Schedule.

I make this request due to the following circumstances per Academic Regulation 805:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

\*Required for late add request. Written approval may be submitted with this form in place of Faculty signature. If adding multiple classes, **submit a separate form** for each class.

Office Use Only	
Approved	Denied
Dean of Students: _____	Date: _____
Registrar's Office: _____	Processed Date: _____