



## 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:

Crs # & Sec. (LAW XXX*XX)	Course Name	Units	Action		
			Add <input type="checkbox"/>	Withdraw <input type="checkbox"/>	Reduce Units <input type="checkbox"/>
			Add <input type="checkbox"/>	Withdraw <input type="checkbox"/>	Reduce Units <input type="checkbox"/>
			Add <input type="checkbox"/>	Withdraw <input type="checkbox"/>	Reduce Units <input type="checkbox"/>
			Add <input type="checkbox"/>	Withdraw <input type="checkbox"/>	Reduce Units <input type="checkbox"/>

☐ **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 not 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's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Office Use Only

Approved ☐

Denied ☐

\* Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dean of Students

Registrar's Office: \_\_\_\_\_

Processed Date: \_\_\_\_\_