

# Request for Registration Action



Semester:      Fall                      Spring                      Summer                      Year: \_\_\_\_\_

Term (MLS only):      Jan-Mar                      Apr-Jun                      July-Sep                      Oct-Dec Year: \_\_\_\_\_

Last Name	First Name	M.I.	AU ID
Academic Level (1L, 2L, 3L, 4L)	PT JD      FT JD	LLM      MLS	AU Email      I Am On An F-1 or J-1 Visa

## 1 Add course(s)

Use Independent Study or Externship forms to register/add those courses.

Course # / Section	Course Title	Credit Hours	Credit/Audit?	Instructor Name

## 2 Drop or withdraw from course(s)

This form should not be used to drop or withdraw from all classes nor should it be used to drop or withdraw from a student's last enrolled credits. The Drop or Withdraw From All Classes form is for those purposes. The date this form is received by the OTR will be the effective date of drop or withdrawal unless supporting documentation from the instructor is attached verifying the last date of attendance.

Course # / Section	Course Title	Credit Hours	Credit/Audit?	Instructor Name

## 3 Reason for Registration Action

Please attach supporting documents.

## 4 Student Signature

I understand the AUWCL withdrawal policy and schedule, including the tuition and fees refund schedule, and any consequences as a result of withdrawing from class(es) at this date in the semester.

Student (Please Print)	Student Signature	Date
ISSS for J-1 or F-1 Students (Please Print)	ISSS Signature for J-1 or F-1 students	Date

**Note: ISSS Signature required when J-1 or F-1 JD students drop below 12 credits, or LLM/SJD students drop below 8 credits.**

**Signed form must be submitted to WCL Office of the Registrar via email at [registrationservices@wcl.american.edu](mailto:registrationservices@wcl.american.edu)**

# Course and Law School Drops and Withdrawals

## I. Definitions

- A. A “course drop” is the complete removal of a course or credits from a student’s schedule without a transcript notation.
- B. A “course withdrawal” is the removal of a course or credits from a student’s schedule with a transcript notation of Withdraw (“W”). The course name will remain on a student’s transcript but will not factor into the credit or GPA calculation.

## II. Withdrawal Deadlines

The ability to add, drop, or withdraw from courses with or without transcript notations is based on the time at which a student seeks to do so, as follows:

Semester	Length of Course	Deadline to Add a Course with a Classroom Component	Deadline to Add a Course without a Classroom Component	Deadline to Drop without a Transcript Notation	Deadline to Withdraw from a Course with a Transcript Notation
Fall or Spring	Whole semester	End of Add/Drop Period	One week after the end of Add/Drop period	End of Add/Drop Period	5:00 p.m. Friday of the 10 <sup>th</sup> week of the semester
Fall or Spring	Compressed	No later than the end of 7% of the scheduled course length	Not Applicable	No later than the end of 7% of the scheduled course length	No later than the end of 60% of the scheduled course length
Summer	Whole Semester	End of Add/Drop Period	One week after the end of Add/Drop period	End of Add/Drop Period	No later than the end of the 6 <sup>th</sup> week of the semester
Summer	Compressed	No later than the end of 7% of the scheduled course length	Not Applicable	No later than the end of 7% of the scheduled course length	No later than the end of 60% of the scheduled course length

For a full description and information on exceptions for extenuating circumstances see [http://catalog.wcl.american.edu/content.php?catoid=6&navoid=73#Change\\_of\\_Courses](http://catalog.wcl.american.edu/content.php?catoid=6&navoid=73#Change_of_Courses).

Course Drops and Course Withdrawals are subject to the financial policies delineated in the law school’s [Tuition Cancellation Schedule](#).