

Request for Administrative Action

American University Washington College of Law



Semester: Fall Spring Summer Year: _____

Last Name		First Name		M.I.	AU ID
Academic Level	PT JD	FT JD	AU Email		I Am On An F-1 or J-1 Visa

Divisional Shift Request

- Permanent change to other division (part-time or full-time).
- Be aware of the residency requirement policy (see back of this form).
- Explain below your reason for switching divisions (provide any supporting documentation).

Overload Request

- For full-time JD students to request 16 or 17 credits for the current term.
- For part-time students to request 12 or more credits for the current term.
- List course(s) for which you need overload permission
- Explain below your reason for overload request (provide any supporting documentation).

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

Reduce to Part-Time Load

- For full-time JD students wanting to take less than 12 credits for the current term.
- Be aware of the residency requirement policy (see back of this form).
- Explain below your reason for reducing to a part-time load this term (provide any supporting documentation).

Student Signature

By signing below I confirm that I understand the residency requirement policy*, divisional shift policy* and any tuition rate changes pertaining to me as a result of this administrative action.

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 students drop below 8 credits

*For a full description of residency and divisional shift policies please visit:
<https://www.wcl.american.edu/academics/academic-services/registrar/academic-policies/>.

Signed form must be submitted to WCL Office of the Registrar via email at registrationservices@wcl.american.edu