

CHARLESTON
S C H O O L O F L A W

OFFICE OF THE REGISTRAR

COURSE DROP/ADD REQUEST FORM

(PLEASE PRINT)

Name (Last): _____ (First): _____

Law Class Level: 1L 2L 3L 4L LLM Date: _____

Email Address: _____ Phone: _____

Circle and complete number 1 or 2 below as applicable to your request and then complete 3, 4 and 5.

1. BEFORE Add/Drop Deadline: State the reason:

** Please Note: Requests to drop a required course require the approval of the Associate Dean for Academic Affairs.*

2. AFTER Add/Drop Deadline: Requests to add or drop a course past the final **Add/Drop Deadline** require the approval of the Associate Dean for Academic Affairs. State the reason:

3. List the term & course(s) you are petitioning to add /drop.

Semester: FALL SPRING MAYMESTER SUMMER YEAR: _____

Course #	Section	Credit Hours	Course Title	Check Appropriate Box
				<input type="checkbox"/> Add <input type="checkbox"/> Drop
				<input type="checkbox"/> Add <input type="checkbox"/> Drop
				<input type="checkbox"/> Add <input type="checkbox"/> Drop
				<input type="checkbox"/> Add <input type="checkbox"/> Drop
				<input type="checkbox"/> Add <input type="checkbox"/> Drop

4. How many credit hours will you have for the semester after the above add/drop? _____

5. It is your responsibility to make sure the change(s) you are making to your course schedule will not hinder your ability to complete degree requirements for graduation. You are also advised to review the Catalog for the Charleston School of Law's regulations and policies to see how withdrawing from a course will affect you both academically and financially. Sign below and return completed request to the Office of the Registrar.

STUDENT SIGNATURE: _____ DATE: _____

FOR OFFICE USE ONLY: _____ APPROVED _____ DENIED _____ LDOA _____