OFFICE OF THE REGISTRAR
COURSE ADD/DROP REQUEST FORM
(PLEASE PRINT)

Name (Last): ____________________________________ (First): _______________________

Law Class Level: 1L □ 2L □ 3L □ 4L □ LLM □ Student ID # __________________________

Email Address: ________________________________________ Phone: ________________________

Complete items below except for the shaded areas.

BEFORE Add/Drop Deadline: State the reason for the request:

___________________________________________________________________________________

____________________________________________________________________________________

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

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

Semester: FALL □ SPRING □ MAYMESTER □ SUMMER □ YEAR_____________________________

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<th>Course #</th>
<th>Section</th>
<th>Credit Hours</th>
<th>Course Title</th>
<th>Check Appropriate Box</th>
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How many credit hours will you have for the semester after the above add/drop? __________________________

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 regarding 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’S SIGNATURE: ____________________________________ DATE: _________________

FOR OFFICE USE ONLY

APPROVED □ DENIED □ LDOA _________ PROCESSED BY: _______________ DATE: ______________

ASSOCIATE DEAN’S SIGNATURE DATE