



UC HASTINGS
COLLEGE OF THE LAW
EST. 1878

RECORDS OFFICE

200 McAllister Street • San Francisco, CA 94102 • office (415) 565-4613 • records@uchastings.edu

**Add/Withdrawal After
the Add/Drop Period**

Academic Regulation 805 reads: After the add/drop period, a student may change his/her schedule only after demonstrating the existence of extraordinary circumstances to the Academic Dean and receiving written permission from the Academic Dean. In addition, a student must also show a compelling reason to add or withdraw from a course after the add/drop period.

Academic Regulation 806 reads: 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 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.

Student Name: _____ Hastings ID#: _____

Current Term:

FALL 20____ SPRING 20____ SUMMER 20____

I hereby request permission to adjust my schedule as follows:

Course #	Course Name	Units	Action	
			Add <input type="checkbox"/>	Withdraw <input type="checkbox"/>
			Add <input type="checkbox"/>	Withdraw <input type="checkbox"/>
			Add <input type="checkbox"/>	Withdraw <input type="checkbox"/>
			Add <input type="checkbox"/>	Withdraw <input type="checkbox"/>

If withdrawing from a course, indicate last date of attendance: _____

After making the adjustments above, total number of units enrolled in will be: _____

I make this request due to the following “good cause/compelling circumstances”:

Student Signature: _____ Date: _____

Office Use Only

Approved Denied

* Signature: _____ Date: _____

Associate Academic Dean (*NOT NEEDED FOR SUMMER TERM.)

Records Office: _____ Date: _____