

RECORDS OFFICE

UNIVERSITY OF CALIFORNIA HASTINGS COLLEGE OF THE LAW
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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	Withdraw
			Add	Withdraw
			Add	Withdraw

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: _____

Approved

Denied

*Signature: _____

Date: _____

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