



# Add/Withdraw a Class After the Add/Drop Deadline

## REGISTRAR'S OFFICE

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Academic Regulation 805 reads: After the add/drop period, a student may change the student's schedule only after demonstrating good cause to add or withdraw from a course to the Dean of Students and receiving written permission from the Dean of Students.

Student Name: \_\_\_\_\_ Hastings ID#: \_\_\_\_\_

I am a  VA (Veterans Affairs) Student  F-1 (International) Student  J-1 (Exchange Visitor) Student

Term:  Fall 20\_\_\_\_  Spring 20\_\_\_\_  Summer 20\_\_\_\_ Class: (1L, 2L, 3L, CSL, LLM, MSL, HPL): \_\_\_\_\_

I hereby request permission to adjust my schedule as follows:

Crs # & Sec. (LAW XXX*XX)	Course Name	Units	Action		
			Add <input type="checkbox"/>	Withdraw <input type="checkbox"/>	Reduce Units <input type="checkbox"/>
			Add <input type="checkbox"/>	Withdraw <input type="checkbox"/>	Reduce Units <input type="checkbox"/>
			Add <input type="checkbox"/>	Withdraw <input type="checkbox"/>	Reduce Units <input type="checkbox"/>
			Add <input type="checkbox"/>	Withdraw <input type="checkbox"/>	Reduce Units <input type="checkbox"/>

I wish to change my enrollment in the course(s) above from \_\_\_\_\_ units to \_\_\_\_\_ units. After making the adjustments, my total number of units enrolled in will be: \_\_\_\_\_.

- I am requesting to withdraw from the course(s) above. My last date of attendance was (MM/DD/YY): \_\_\_\_\_
  - **The last date of attendance** is used to calculate refunds and loan refunds (if applicable) so please be sure that it is accurate. Once processed it is not possible to change it.
  - **Effects of a withdrawal:** Withdrawing from a course after Add/Drop results in a transcript notation per Academic Regulation 806: 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 student's 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. For questions about the financial implications of a late course withdrawal, please refer to the [UC Hastings Refund Policy & Schedule](#).

I make this request due to the following circumstances per Academic Regulation 805:

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<i>Office Use Only</i>	
Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
* Signature: _____	Date: _____
Dean of Students	
Registrar's Office: _____	Processed Date: _____