

ADD/DROP
(PETITION TO ADJUST SCHEDULE)

FALL 20____ SPRING 20____

Name _____ Cal ID# _____
 PRINT Last First Middle

Address _____ Phone _____
 PRINT Street City Zip

Circle year: 1 2 3 LLM/JSD JSP Email Address: _____

Signature: _____ Date: _____

You may not enroll for fewer than 10 units or more than 16 without obtaining prior permission for an underload/overload from the Dean of Students. (See *Academic Rules Petition* for more detail).

2010/11 Deadlines to submit: **November 1** for Fall semester and **April 1** for Spring semester.

*After the online add/drop deadline has passed, a petition to drop or add a course **requires** the signed approval of the instructor and the Dean of Students.*

DROP A COURSE – Fee: \$10.00 per drop to be billed to CARS Account

The deadline to drop a course online is **Wednesday of the second week of instruction.** You MUST use this form after this date.

Petitions will not be approved if the drop leaves the student with fewer than 10 units. For courses outside the law school (other departments on the UC campus and other law schools), students must adhere to the drop procedures and deadlines established by the individual department or school.

Course Control # (CCN)	Course Number	Course Title	Units	Grade option	Faculty Signature	Date

Number of units after this drop _____

CHANGE UNIT VALUE – For Clinics **ONLY**

A petition to change a credit value for a course **requires** the signed approval of the instructor and the Dean of Students. Petitions will not be approved if the change leaves the student with fewer than 10 units. If the change leaves the student with more than 16 credits, an *Academic Rules Petition* is required before the change can be approved.

Course Control # (CCN)	Course Number	Course Title	Units	Units	Faculty Signature	Date
			BEFORE	AFTER		

Number of units after this change _____

ADD A COURSE – Fee: \$5.00 per add to be billed to CARS Account

The deadline to add a course online is **Friday of the second week of instruction.** You **MUST** use this form after this date.

After Friday of the second week, you may only add classroom units if you have been in the class during the semester but have not appeared on the instructor's enrollment list. You may not enroll in a new class after the deadline. You may only correct a discrepancy on the class enrollment list.

297-299 Credit (Faculty Supervised Projects): (Please describe project)

Please *print* name of Faculty advisor: _____

Course Control # (CCN)	Course Number	Course Title	Units	Grade option	Faculty Signature	Date
*To be assigned by Registrar's Office	299	Individual Research/Writing Project (max 2 units)				

Number of units after this add _____

For 299 ONLY:

Will this project be in conjunction with a course? Yes _____ No _____

If so, what class? Law _____

Grade option (Law 299 only): Law 299 courses are normally graded Credit/Not pass unless the instructor elects otherwise. If you wish to receive a grade for this work, please indicate here and have the instructor sign below.

Grade options **MAY NOT be altered once the petition has been filed.

Credit/Not Pass: _____ Grade: _____

Instructor signature approval for letter grade option: _____

Writing Requirement: Will this 299 satisfy the Writing Requirement? Yes _____ No _____

If so, initial here to attest that you have read the "Writing Requirement" section of the Academic Rules (§1.01E & Appendix B). _____

please do not write below this line

This Petition is GRANTED/DENIED.

Comments: _____

The student has been notified by _____

By: _____
LLM/JSD Advanced Degree Office (LLM/JSD only)

Date _____ Initials _____

By: _____
Annik Hirshen, Dean of Students or designee

Recorded: _____
Carol Rachwald, Registrar

Date: _____

CC# _____ Section _____