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.

<table>
<thead>
<tr>
<th>Course Control # (CCN)</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Units</th>
<th>Grade option</th>
<th>Faculty Signature</th>
<th>Date</th>
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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.

<table>
<thead>
<tr>
<th>Course Control # (CCN)</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Units BEFORE</th>
<th>Units AFTER</th>
<th>Faculty Signature</th>
<th>Date</th>
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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: ____________________________________________

<table>
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<tr>
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<th>Course Title</th>
<th>Units</th>
<th>Grade option</th>
<th>Faculty Signature</th>
<th>Date</th>
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<tr>
<td></td>
<td>299</td>
<td>Individual Research/Writing Project (max 2 units)</td>
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*To be assigned by Registrar’s Office

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: ____________________________

Date: ____________________________ Carol Rachwald, Registrar

CC# ______________________ Section ________