

LATE ADD REQUEST

SANTA CLARA UNIVERSITY SCHOOL OF LAW – STUDENT SERVICES OFFICE

Email: lawstudentservices@scu.edu

Students adding classes after the add/drop period must:

- a) Read the [registration policies](#) in the Law School Bulletin, including the policy on adding late.
- b) Complete this form and forward it to lawstudentservices@scu.edu with the following:
 - i) Email approval from the professor for each class requested
 - ii) Email approval from the One Stop office (OneStop@scu.edu) indicating that there are sufficient funds in the student account to cover the tuition.

Students will not be registered for classes until this form and both approvals have been received.

| Date: | Semester: | Year: |
|---|--|---|
| Name: | | |
| Division: JD ___ LL.M. ___ OTHER: ___ | | Year level: 1L ___ 2L ___ 3L ___ 4L ___ |
| SCU ID: | | SCU Email address: |
| Course Section <i>(e.g. LAW 248-1)</i> | Course Title <i>(e.g. Business Organizations)</i> | Unit Value <i>(e.g. 3-units)</i> |
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| <p>I have read and understand the entire policy regarding late adding in the law school bulletin at https://law.scu.edu/bulletin/registration/ and will comply.</p> <p>Student Signature: _____</p> | <p>Phone: _____</p> |
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Adding Classes

1. Students may add classes through the last day of the add/drop period.
2. Some classes require instructor or dean approval to enroll and may be added only with the necessary approval signatures or permission number. Some classes have special enrollment procedures as noted on the registration materials. Students should add these courses at any time after the initial registration period, but no later than the last day of the add/drop period.
3. The law school has established wait list procedures for adding closed classes. Students must follow these procedures and should not seek instructor approval for adding a class.
4. For late adds use the Late Registration form available from the Student Services Office. Students will be required to pre-pay for any units added after the add/drop period.

Dropping Classes

1. Students may drop upper-division courses without professor approval through the fourth week of the semester. It is the student's responsibility to know the tuition and fee refund provisions.
2. After the fourth week of the semester, students may drop a class only with the professor's signature and the approval of the senior assistant dean for student services. Add/drop forms are available from the Student Services Office.
3. After the 10th week of the semester, students may drop a class for good cause shown and only with the permission of the senior assistant dean for student services. The cause need not be grave, but it should not appear to the dean that the student is dropping the class for an inappropriate reason.
4. During the last week of classes, the senior assistant dean will give permission to drop a course only upon a student's written petition documenting reasons why taking the scheduled exam or requesting a delayed exam would impose an undue and unforeseen hardship on the student.
5. After the last class day of the semester, but before and up to the date of the regularly scheduled final exam, all requests to drop a course are referred to the dean or the dean's delegate. The dean will grant permission to drop a class after classes have ended, but before the scheduled exam only after consultation with the instructor and only for extraordinary circumstances.
6. Students may not drop a class after the regularly scheduled final exam is administered. In the case of courses requiring a paper or other non-exam requirement, students may not drop the class after the last day of classes.
7. First-year students may not drop classes except in extraordinary circumstances, and only with the permission of the senior assistant dean for student services.
8. Students who stop attending a class and do not complete the formal drop process are subject to receiving an F grade and are liable for tuition.
9. Students who do not take a final exam or complete required work will receive an F grade.

Tuition Liability

Students who drop a course during the first week of the semester will be eligible for a 100 percent tuition refund for that course. Students who drop a course after the first week and before the end of the fourth week may be eligible for a partial tuition refund. Consult the [Law School Academic Calendar](#) for refund dates.