

# Drop or Withdraw From ALL Classes Form

This form may be used to drop or withdraw from a student's last enrolled credits, drop or withdraw from all courses, and/or inform the law school of the student's intention to permanently leave the law school.



Semester:      Fall      Spring      Summer      Year: \_\_\_\_\_  
 Term:                      Jan-March                      April-June  
 (MLS only)                      July-Sept                      Oct-Dec      Year: \_\_\_\_\_

<b>1 Student Information</b> To be completed by student or WCL representative. Please print for easier processing.			
Last Name	First Name	Middle Initial	AU ID
Academic Level (1L, 2L, 3L, 4L, LLM, MLS)	Part-Time or Full-Time JD?	Visa Status	AU Email
I/The student plan(s) to drop or withdraw from classes on _____ (date). <i>The date this form is received will be the effective date for the transaction. For students transferring out, the WCL Office of the Registrar will wait until final grades have been recorded.</i>			
I/The student plans to return in a subsequent semester. *1L students who withdraw may be required to return at a later date to remain on cycle.			
Yes	No	Maybe	
I/The student plan(s) to go on leave during the current term.			
<i>A leave will not be granted if there is a "W" on the record for this semester, but may be requested for the following semester using the Request for Temporary Leave Form.</i>		Yes	No
Reason for drop or withdrawal and/or for permanently leaving the law school (check all that apply):			
Financial challenges	Family emergency		
Medical Issues Found	Transfer (specify school) _____		
employment	Other (specify) _____		

<b>2 Student Signature</b> By signing this form I confirm that I have completed the following: - Met with an academic/faculty advisor (this meeting can be in person, via email, or over the phone.) - Understand the federal and/or institutional financial aid implications of withdrawal, if applicable (contact <a href="#">AUWCL Financial Aid</a> for more information.)		
Student (Please Print)	Student Signature	Date
Additional comments:		

<b>Office Use:</b>		
ISSS if applicable (Please Print)	ISSS Signature (if applicable)	Date
Registrar's Office (Please Print)	Registrar's Office Signature	Date

Signed form must be submitted to WCL Office of the Registrar via email at [registrationservices@wcl.american.edu](mailto:registrationservices@wcl.american.edu) Last Updated 6/2021

# Course and Law School Drops and Withdrawals

---

## I. Definitions

- A. A “course drop” is the complete removal of a course or credits from a student’s schedule without a transcript notation.
- B. A “course withdrawal” is the removal of a course or credits from a student’s schedule with a transcript notation of Withdraw (“W”). The course name will remain on a student’s transcript but will not factor into the credit or GPA calculation.

## II. Withdrawal Deadlines

The ability to add, drop, or withdraw from courses with or without transcript notations is based on the time at which a student seeks to do so, as follows:

Semester	Length of Course	Deadline to Add a Course with a Classroom Component	Deadline to Add a Course without a Classroom Component	Deadline to Drop without a Transcript Notation	Deadline to Withdraw from a Course with a Transcript Notation
Fall or Spring	Whole semester	End of Add/Drop Period	One week after the end of Add/ Drop period	End of Add/Drop Period	5:00 p.m. Friday of the 10 <sup>th</sup> week of the semester
Fall or Spring	Compressed	No later than the end of 7% of the scheduled course length	Not Applicable	No later than the end of 7% of the scheduled course length	No later than the end of 60% of the scheduled course length
Summer	Whole Semester	End of Add/Drop Period	One week after the end of Add/ Drop period	End of Add/Drop Period	No later than the end of the 6 <sup>th</sup> week of the semester
Summer	Compressed	No later than the end of 7% of the scheduled course length	Not Applicable	No later than the end of 7% of the scheduled course length	No later than the end of 60% of the scheduled course length

For a full description and information on exceptions for extenuating circumstances see [http://catalog.wcl.american.edu/content.php?catoid=6&navoid=73#Change\\_of\\_Courses](http://catalog.wcl.american.edu/content.php?catoid=6&navoid=73#Change_of_Courses).

Course Drops and Course Withdrawals are subject to the financial policies delineated in the law school’s [Tuition Cancellation Schedule](#) and applicable institutional and/or federal financial aid policies in the AUWCL Financial Aid Office’s [Required Reading](#).