A J.D. student who does not complete the minimum per-semester credit load for their division (full-time or part-time) due to personal or other compelling reasons may request a waiver of residency for that particular semester. See the Student Handbook under “Required Time in Residence.” All waiver requests must be submitted to the Office of the Registrar for review and approval by the Dean of Students or his designee. A waiver will not be approved where such approval would allow the student to advance the date of his or her graduation.

Section to be Completed by Student

Student name: ___________________________ GUID: _______________________

Anticipated graduation date, provided waiver is approved: _______________________

Provide your reason for requesting this waiver:

☐ Withdrew from course(s).
☐ Received an F or AF in course(s).
☐ Was approved to take a leave of absence.
☐ Other: _____________________________________________________________

Tuition refunds or tuition credit received to date (due to withdrawals/LOA), if any: $________

Proposed plan to complete 85 credits: Please fill in the credits you have earned in each semester (including those you intend to complete in the current semester) and the credits you plan to take in any future semesters. Visit MyAccess to confirm what you have earned in the past. Note “waiver” next to the number of credits you expect to complete in the semester for which you are requesting a waiver of residency.

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- Full-time students must take 12 to 16 credits each semester. Approval from an advisor is required to take 17 credits, or to underload to 10 or 11 credits (permitted in one upperclass semester).
- Part-time students must take 8 to 12 credits each semester. Approval from an advisor is required to underload to 6 or 7 credits (permitted in one upperclass semester).
- All students may take up to 8 credits in a summer. Approval from an advisor is required to take 9 credits.

Student Signature (e-signature accepted) __________________________ Date __________________________

Submit this form to the Office of the Registrar (McDonough 315 or lawreg@law.georgetown.edu) by your degree application deadline (http://www.law.georgetown.edu/campus-services/registrar/degree-application-academic-honors/Degree-Applications-and-Diplomas.cfm).

Registrar Received: ____________________ Dean of Students/Designee Decision: ____________________