J.D. PART-TIME STUDENT REQUEST TO TAKE ADDITIONAL CREDITS IN HIS/HER FINAL SEMESTER WITHOUT TUITION CHARGE

Graduating part-time J.D. students in their final semester who completed and paid tuition for seven or more semesters of 8 to 11 credits each at Georgetown Law may request permission from the Registrar or an Academic Advisor to enroll in more credits than the student needs to graduate, up to the 11-credit per semester limit (subject to the exceptions provided in the Georgetown Law Bulletin), at no additional charge for the extra credits. Requests must be submitted to the Office of the Registrar no later than the last day of the add/drop period.

NOTE: It is the student’s responsibility to ensure that registration in additional credits meets with any employment or financial aid restrictions/requirements. Federal loans require enrollment in at least 6 credits per semester.

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Name ___________________________________________________________________
GOCard #: __________________________________ (required)
Phone #: Home ( ) Business ( )____________________
E-mail ___________________________
Date ___________________________

To the Office of the Registrar:

I am requesting permission to take additional credits, beyond those required to complete my degree requirements, at no additional tuition charge, in my final semester.

- I need ________ credits to meet my degree requirements.
- My expected date of graduation is ________________.
- The additional course(s) I would like to take is(are) ___________________________________ for a total of ______ credits.
- The total number of credits in which I will be registered in my final semester is ______.

Signature_________________________________

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Your completed form must be submitted, no later than 5:00 pm on Tuesday, January 22, to:

Office of the Registrar
Georgetown University Law Center
600 New Jersey Avenue, NW
315 McDonough Hall
Washington, DC 20001
Fax: (202) 662-9235 Ph: (202) 662-9220

For Registrar’s Office use only:
1) Student needs _____ credits to complete degree requirements at the end of the ____________ semester.
2) Offices of Student Accounts and Financial Aid notified by email on _________________________ (date).