

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

Part-time students in their final semester 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, at no additional charge for the extra credits. Permission to take 12 credits are approved under the following circumstances: (1) a student registers in a clinic that awards 12 credit hours; (2) a student registers for a seminar meeting the upperclass legal writing requirement and he or she has not previously fulfilled the legal writing requirement; (3) a student in either the Fall or Spring semester of his or her final year (but not in both semesters) needs to take 12 academic credits to complete the J.D. degree requirements; (4) a student is a law fellow in the Legal Research and Writing or USLD program; or (5) a student in the Spring semester wishes to take a one-credit course during Week One.

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.

Name _____

GOCard # _____ (required)

Phone # Home (____) _____ Business (____) _____

E-mail _____ Date _____

Dear Ms. Sangster:

I am requesting permission to take additional courses, 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 _____ credits.
- The total number of credits in which I will be registered in my final semester is _____.

Signature _____

All forms should be returned, by 5:00 pm on the last of the Add/Drop period, to:

Denise A. Sangster, Registrar
Georgetown University Law Center
600 New Jersey Avenue, NW
315 McDonough Hall
Washington, DC 20001
Fax: (202) 662-9489 ♦ Ph: (202) 662-9238

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).