

# GEORGETOWN LAW | COURSE WITHDRAWAL REQUEST FORM

9-12-2016

Course withdrawal requests must be approved by an advisor and submitted to the Registrar's Office by the last day of classes for the semester as published in the Academic Calendar. *Note:* Withdrawals for courses shorter than one semester, including "mini" and "bookend" courses, may be granted up to and including the last day of classes for that course (or the following business day for courses ending on a weekend). If approved, a "W" will be posted on your transcript. If the request is denied, you must complete all course requirements. Failure to do so may result in an AF (Administrative F), which will be reflected on your transcript and calculated into your GPA as an F.

## Section to be Completed by Student (use ink and print clearly)

**Student Name:** \_\_\_\_\_ **GUID (9 Digit #):** \_\_\_\_\_

**Expected graduation date:** \_\_\_\_\_ **International student?** (*Check one*)  Yes  No

**Course name:** \_\_\_\_\_ **Number of credits:** \_\_\_\_\_

**Professor name:** \_\_\_\_\_

**Course #:** (e.g. LAWJ/G-123-45): \_\_\_\_\_ **CRN#:** \_\_\_\_\_

**Check all that apply** (*Note: The advisor will not approve until required signature(s) have been obtained*):

- Professor-permission course** (i.e., course required professor's permission to enroll. Signature of professor is required to withdraw)
- Professor permission required to withdraw from the course** (see course description in the Curriculum Guide and/or the course syllabus. Signature of the professor is required to withdraw).
- Practicum course** (signatures of professor and Assistant Dean for Experiential Education required)
- Externship** (JD students: signatures of Externship Director and Associate Dean for Experiential Education required; LL.M students: signature of LL.M. Externship Director required)

**Reason for withdrawal:** \_\_\_\_\_

**Number of credits you remain enrolled in for the semester, if withdrawal is approved:** \_\_\_\_\_

- **Financial aid implications:** Students must be enrolled in at least 6 credits (for J.D. students) or 4 credits (for LL.M. students) in the Fall or Spring to remain eligible for financial aid. Students borrowing federal loans should review the financial aid [Satisfactory Academic Progress Policy](#) and/or talk with a financial aid advisor to discuss any questions related to the specific application of the policy.)
- **Health insurance implications:** Students who are registered for fewer than 8 credits in a Fall semester should also contact Student Health Insurance as they may not be eligible for coverage under the Premier Plan.
- **Per-semester credit minimum:** J.D. students who drop below the per-semester credit minimum for their division must receive a [waiver](#) from an academic advisor or be required to extend their graduation date.

\_\_\_\_\_  
**Student Signature (e-signature accepted)**

\_\_\_\_\_  
**Date**

By signing above you give the Registrar's Office approval to withdraw you from the above course and post a "W" on your transcript.

## Required Signatures if applicable (or attach email giving such permission)

\_\_\_\_\_  
**Professor/Externship Dir. (if applicable) Date**

\_\_\_\_\_  
*Please print name*

\_\_\_\_\_  
**Asst./Assoc. Dean (if applicable) Date**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
*Please print name*

\_\_\_\_\_  
**Advisor Date**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
*Please print name*

This form must be signed by the appropriate persons. The Office of the Registrar will not accept a Course Withdrawal Form that is not signed, unless notified electronically. Confirmation emails will be sent once processed.

RETURN COMPLETED FORM TO OFFICE OF THE REGISTRAR (315 MCDONOUGH OR [LAWREG@GEORGETOWN.EDU](mailto:LAWREG@GEORGETOWN.EDU)) BY THE LAST DAY OF CLASSES