



ADDING AND DROPPING COURSES

A student may ADD or DROP an individual class to their educational program in accordance with the following policy. If in adding or dropping a class, a student's course load for the semester either exceeds the maximum or drops below the minimum number of units allowed per semester, the permission of the Dean must be obtained.

A student may ADD a class prior to the first meeting of that class. After the first meeting, no class may be added without the written permission of the instructor. No class may be added after the third class meeting. Externship courses are an exception and may be added at any time. A student must register and pay for externship units prior to beginning the work for which they plan to seek credit.

To DROP a class, a student must notify the Registrar of the law program in writing of his/her decision. A class dropped after the second week of the semester will be recorded as a "W" on the official transcript. A student may drop a class no later than two weeks prior to the final examination. Failure to drop formally from a class by the established deadline results in a failing grade for that class.

Tuition refunds for dropped classes will be calculated from the date of the written notice. Any refund due to a student will be paid within 30 days after written notification of the student's decision to drop is received. CAUTION: Reduction in units may jeopardize your financial aid.

If a student receiving financial aid completely withdraws before 60% of the semester has expired, a Return of Title IV Funds calculation will be performed to determine how much of the financial aid award has been earned. This calculation may result in the need to return funds to the lender and may cause the student to owe a balance to the institution.