

**REGISTRAR OFFICIAL ADD, DROP, & WITHDRAWAL FORM**

Student Name: \_\_\_\_\_ EMPLID: \_\_\_\_\_

Fall 20 \_\_\_\_\_ Spring 20 \_\_\_\_\_ Summer 20 \_\_\_\_\_ Classification:  1L  2L  3L  4L

**Enrollment Change**

Add/Drop*/Withdraw*			Subject	Course Number	Section Number	Course Title	Course Instructor Signature (Required)
<input type="checkbox"/> A	<input type="checkbox"/> D	<input type="checkbox"/> W					
<input type="checkbox"/> A	<input type="checkbox"/> D	<input type="checkbox"/> W					
<input type="checkbox"/> A	<input type="checkbox"/> D	<input type="checkbox"/> W					
<input type="checkbox"/> A	<input type="checkbox"/> D	<input type="checkbox"/> W					
<input type="checkbox"/> A	<input type="checkbox"/> D	<input type="checkbox"/> W					
<input type="checkbox"/> A	<input type="checkbox"/> D	<input type="checkbox"/> W					
<input type="checkbox"/> A	<input type="checkbox"/> D	<input type="checkbox"/> W					

**Please check REASON(S) FOR WITHDRAWAL:**

- Academic
- Finances
- Medical\*\*
- Military Duty\*\*
- Personal
- Other

**Check all that apply**

- Externship** (Director or Assistant Director of Experiential Learning signature required)
  - First Year Course/3<sup>rd</sup> or 4<sup>th</sup> Semester Required Course** (Professor's signature required)
- Please Note: Student must provide written statement proving significant hardship\*\**

**Please explain your circumstances. Attach additional documentation, if necessary.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*Drop** – Dropping one or more courses while remaining enrolled in at least 1 course prior to Census Day.  
**\*Withdraw** – Withdrawing from a course(s) or all courses after Census Day for a session within the term.

# REGISTRAR OFFICIAL ADD, DROP, & WITHDRAWAL FORM

\*\*A student may submit a request for medical withdrawal or call to active military duty withdrawal at any time in accordance with procedures established by the Registrar. A request to withdraw as a result of medical necessity or military orders must be submitted with proper documentation with the request. Students that submit a request without documentation will be assigned a grade of W based on date the withdrawal request is submitted. For more detail, see Policies of the UNT Dallas College of Law 7.306 and 7.307.

**Financial Aid Statement:** Students must be enrolled in at least 8 credit hours to remain eligible for financial aid. Students borrowing federal loans should review the financial aid Satisfactory Academic Progress Policy and consult financial aid to discuss any questions related to the specific application of the policy.

Please note: College of Law students may not enroll in less than 8 credits hours per term without permission of the Associate Dean for Academic Affairs.

See the Office of the Registrar for details.

**Required Signatures (if withdrawing from a course after the census date) or students may attach College of Law email (s) giving such permission**

**Academic Affairs:**

**Date:**

[Associate Dean for Academic Affairs - required]

**Withdrawal from all courses for academic reasons at the College of Law is not official until this form is submitted with all required signatures.**

**A student is obligated to pay all financial debts to the institution prior to the release of official records. Please submit documentation, if applicable, with this form.**

**1. Financial Aid:**

**Date:**

[Exit Interview Completed - required]  Yes  No

**2. Student Affairs:**

**Date:**

[Assistant Dean for Student Affairs - not required]

**Student:**

**Date:**

I understand that if I am enrolled for the current term, I will be withdrawn from all my classes. If I intend to enroll in classes in the future, I must meet certain criteria as outlined per the Voluntary Withdrawal Policy. For more detail, see Policies of the UNT Dallas College of Law 7.306.

**For Registrar Office Use Only:**

Processor's Initials: \_\_\_\_\_ Date processed: \_\_\_\_\_ Hold on Account:  YES  NO Dept.: \_\_\_\_\_  Notify Legal Educational Technology Date: \_\_\_\_\_