



Semester: Term Fall Spring Summer Year: _____

(MLS only): Jan-Mar Apr-Jun July-Sep Oct-Dec Year: _____

Last Name	First Name				MI.	AU ID
Academic Level (1L, 2L, 3L, 4L)	PT JD	FT JD	LLM	MLS	AU Email	I Am On An F-1 or J-1 Visa

Use Independent Study or Externship forms to register/add those courses.				
Course # / Section	Course Title	Credit Hours	Credit/Audit?	Instructor Name

This form should not be used to drop or withdraw from all classes nor should it be used to drop or withdraw from a student's last enrolled credits. The Drop or Withdraw From All Classes form is for those purposes. The date this form is received by the OTR will be the effective date of drop or withdrawal unless supporting documentation from the instructor is attached verifying the last date of attendance.

Course # / Section	Course Title	Credit Hours	Credit/Audit?	Instructor Name

Please attach supporting documents.

I understand the AUWCL withdrawal policy and schedule, including the tuition and fees refund schedule, and any consequences as a result of withdrawing from class(es) at this date in the semester. Student		
(Please Print)	Student Signature	Date
ISSS for J-1 or F-1 Students (Please Print)	ISSS Signature for J-1 or F-1 students	Date

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- A. A “course drop” is the complete removal of a course or credits from a student’s schedule without a transcript notation.
 - B. A “course withdrawal” is the removal of a course or credits from a student’s schedule with a transcript notation of Withdraw (“W”). The course name will remain on a student’s transcript but will not factor into the credit or GPA calculation.

The ability to add, drop, or withdraw from courses with or without transcript notations is based on the time at which a student seeks to do so, as follows:

Fall or Spring	Whole semester	End of Add/Drop Period	One week after the end of Add/Drop period	End of Add/Drop Period	5:00p.m. Friday of the 1 st of