Request for Administrative Action

AMERICAN UNIVERSITY
WASHINGTON
COLLEGE *of* **LAW**

Semester: O Fall O Spring O Summer Year:

Name:	AUID:	AU Email:
Academic Level: FT PT 1L 2L 3L 4L	**F-1/J-1** Visa Holder Yes No	

Divisional Shift Request
- Permanent change to another division (part-time or full-time).
- Be aware of the residency requirement policy and the divisional shift policy.
- Explain below your reason for switching divisions (provide any supporting documentation).

Overload Request
- For full-time JD students to request 16 or 17 credits for the current term.
- For part-time students to request 12 or more credits for the current term.
- List course(s) for which you need overload permission.
- Explain below your reason for overload request (provide any supporting documentation).

Course # (i.e. LAW 123-004)	Course Title	# of Credits

Reduce to Part Time Load
- For full-time JD students wanting to take less than 12 credits for the current term.
- For part-time students wanting to take less than 8 credits for the current term.
- Be aware of the residency requirement policy.

Number of intended credits:

Yes, I request to petition to use my earned summer credits to satisfy the residency requirement.

WCL Financial Aid Office Statement Regarding Enrollment Reductions to Part Time Load:
I understand that if I am a financial aid recipient my cost of attendance will be adjusted to reflect the updated registration, and if applicable, aid will be reduced. Please note institutional aid is capped at tuition and federal financial aid is only available in furtherance of degree requirements.

Student Signature For Above Actions

Student Signature:	Date:

Office Use Only

Number of credits needed for 86 credit requirement:	███████

Advisor:	Signature:	Date:
Financial Aid:	Signature:	Date:
ISSS Name:	ISSS Signature:	Date:

*Note: **ISSS Signature** required when J-1 or F-1 students drop below 8 credits*