



School of Law
Office of the Registrar

UNIVERSITY OF SAN FRANCISCO SCHOOL OF LAW

CHANGE OF SCHEDULE FORM

INSTRUCTIONS: Complete Section A. and other sections as applicable. Submit completed form to Law Registrar's office staff to transact a change of schedule. Transaction is not complete until staff member signs form.

Date: _____

Legal Name: _____

20 ____ Fall Spring Summer
(PLEASE CHECK APPLICABLE SEMESTER)

Student I.D. #:

JD students: Class: _____ Division: _____

I certify that I am responsible for any changes to my schedule and that I will verify said course & tuition changes on myUSF.

Student Signature _____ Date: _____

LLM students:

LLM Program Director must sign: _____

Enter "x" to indicate action

CRN # (e.g. 42275)	Course Title	Units	Add	Drop	*CR/NC Opt.	Add to Waitlist	Accept from Waitlist	**Withdraw	Reg. Staff Int./Date

***N.B. CR/NC Option:**

- Course must be coded "Opt" in the grading column of the course schedule. Once option is selected, it is irrevocable— unless final grade results in No Credit. Student may then opt to receive the final letter grade instead of No Credit.
- Student may elect CR/NC option in only **one** course per semester.
- If applying for a Law Certificate, all course work for the certificate must be taken for a **letter grade** except for any approved elective course in which credit/no credit or pass/fail grading is mandatory.

****For Withdrawals Only:** students must obtain instructor's permission to withdraw from individual courses. "W" grade will be issued for any course dropped after published deadline.

Professor's Signature: _____ Date: _____

Registrar Staff Only:

Units after this change: _____
(Minimum units Fall & Spring: JD PT= 8, FT = 10
LLM PT= 6, FT= 10)

Staff Signature: _____

Date: _____