

**CWSL PETITION TO THE VICE DEAN FOR ACADEMIC AFFAIRS
REQUEST TO SWITCH ENROLLMENT**

Student Name (print) _____

7-Digit Identification Number: _____

CWSL E-mail: _____@law.cwsl.edu

Cell/Telephone # _____

Address _____

City, State, Zip _____

Current Status: Part-Time , Full-Time

APPROVED: YES NO

DATE _____ BY _____

DISTRIBUTION:

- original to Registrar
- copy to Admissions Office
- copy to Business Office
- copy to Dean of Students
- copy to Financial Aid
- copy to Student

6/19

I hereby request that I be switched to (circle one) Part-Time/Full-Time beginning with the (circle one) Fall/ Spring/ Summer 20__ Trimester. **You must attach a current Course Planner which includes all trimesters up to and including your final trimester.** **You must also provide additional facts and data below explaining the reason for your request.**
PLEASE NOTE: Students are not permitted to switch enrollment during their first year except in extraordinary circumstances. (See §3.01)

INSTRUCTIONS TO THE STUDENT: After completing the above information, please (1) make an appointment for an interview with the Financial Aid Office and obtain sign off from them [if you are not on financial aid an interview is not required, but obtaining signoff from the office is still required], (2) obtain sign off from the Business Office, (3) provide additional facts and data below explaining the reason for your request, (4) attach a current Course Planner which includes all trimesters up to and including your final trimester, and (5) submit the petition to the Office of Vice Dean for Academic Affairs.

Financial Aid Office: Interview Date: _____ Completed By (initials): _____

Comments: _____

Business Office: Sign Off Date: _____ Completed By (initials): _____

Comments: _____

TUITION REQUIREMENT

Enrollment/billing category tuition rates can be found in the [Business Office Policies and Procedures](https://www.cwsl.edu/student-life/campus-resources/student-services/student-handbook) at : <https://www.cwsl.edu/student-life/campus-resources/student-services/student-handbook>. If you have any questions on the tuition billing for full-time or part-time enrollment, please contact the Business Office.

Provide additional facts and data in support of your petition. Attach extra sheets if you need more space.

SIGN BELOW THAT YOU HAVE READ, UNDERSTOOD AND AGREED TO THE FOREGOING:

Student Signature: _____

Date: _____

3.01 FULL-TIME OR PART-TIME ENROLLMENT

Prior to the first trimester, a student must decide whether to enroll full-time or part-time. A student may not change enrollment in the first year except in extraordinary circumstances and with approval of the Vice Dean for Academic Affairs. (Extraordinary circumstances do not include changing enrollment due to first trimester grades.) A first-year, full-time student enrolling for fewer than 15 units or a first-year, part-time student enrolling for fewer than 9 units must obtain prior approval of the Vice Dean for Academic Affairs.

A full-time student will enroll in 12 or more units subject to the maximum courseload under Academic Policy 3.02. A part-time student will enroll in 6-11 units. After completion of the first year, a student may enroll full-time or part-time. A student may enroll for fewer than 6 units without seeking prior approval of the Vice Dean for Academic Affairs. However, it is strongly advised that students carefully consider the financial and academic implications of such action. Students wishing to enroll in fewer than the usual amount of units per trimester should review the Business Office Policies and Procedures Manual with respect to tuition issues and should consult with Financial Aid. Such students should also consult with their faculty point of contact and the Academic Policies with respect to graduation requirements

3.02 MAXIMUM COURSELOAD

No full-time student will be permitted to take over 17 units during a trimester nor any courseload that will result in more than 17 hours of classes during any week in a trimester. No part-time student will be permitted to take over 11 units during a trimester nor any courseload that will result in more than 11 hours of classes during any week in a trimester. Units taken at other institutions are counted for determining this maximum courseload limit. No student will be permitted to take over eight (8) units during a Summer session at another school.

Full-time students may petition for permission to exceed the maximum credit units but will not be permitted to take more than 18 units in a trimester. Petitions will only be granted upon showing of exceptional circumstances and strong academic standing of the petitioner. Normally, a G.P.A. of 3.00 will be required.

3.04 TUITION CHARGE

The trimester tuition charge permits part-time students to take a maximum load of 11 units each trimester. Students who take more than 11 units are enrolled full-time and billed at the full-time tuition rate. Full-time students who are permitted to exceed 17 units in a trimester are not required to pay for the excess unit. Students should discuss the financial implications with the Business Office.