Course Withdrawal Form  
Columbia Law School  
Office of Registration Services  
William and June Warren Hall, 5th Floor Suite 500  
registrar@law.columbia.edu  
Office (212) 854-2668  
Fax: (212) 854-1135

NAME (Print Clearly): ___________________________________________  ______________________ / __________/ __________

(LAST) (FIRST)  DATE:

CLASS: (CIRCLE ONE)  2L  3L  LLM  EXPECTED GRADUATION DATE: __________/__________

MONTH  YEAR

W: This notation is made on the transcripts of students who withdraw from a course after the last day of the Change of Program period but before October 15th in the Fall term and February 15th in the Spring Term.

See JD Rules 1.2.7 and 3.2.3 on page 2. Student can withdraw from a course with instructor’s permission. Notation of W will be entered on official record.

For the 2016-2017 Academic Year

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<tr>
<th>Term</th>
<th>Add/Drop Closes</th>
<th>Withdraw dates</th>
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<tr>
<td>Fall 2016</td>
<td>September 13</td>
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<td>Spring 2017</td>
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Term/Year________________________ Course Number:_______________

Course Title:_____________________________________________________

Instructor Name:__________________________________________________

Instructor Signature:_________________________________________  Date: _______/_______/_______

__________________________________________________________________

Student’s Signature / Date Submitted  Approval by Registration Services or designated official(s)

YOU MUST MAINTAIN RESIDENCY FOR YOUR DEGREE PROGRAM TO BE CONSIDERED A FULL-TIME STUDENT
At its May 9, 2008 meeting, the Faculty approved the following changes to the “Rules for the J.D. Degree,” adding a “grade” or mark of “W” ("Withdrew") to the existing alphanumeric, Credit/Non-credit, and Incomplete grades that were available to professors and the Registrar when evaluating student course performance.

1. Rule 1.2.7
   Amended Rule:
   
   1.2.7 Students shall be permitted a noticed and definite period within which they may add or drop courses to the academic program for which they have officially registered.

   1.2.7.1 After the close of the add/drop period but before October 16th in the Fall semester and February 16th in the Spring semester students may withdraw from a course with the permission of the instructor by submitting a withdrawal form to the Registrar’s office. A grade of “W” (indicating “withdrew”) will be entered into the student’s official transcript.

   1.2.7.2 After October 15th in the Fall semester and February 15th in the Spring semester but before the last day of classes in the semester, students may petition the Rules Committee to withdraw from a class for which they have previously registered and have such withdrawal recorded on their transcript as a “W”. The Rules Committee may grant such a petition only upon a showing of exceptional and compelling reasons.

   1.2.7.3 Students who wish to withdraw from a class after October 15th in the Fall semester and February 15th in the Spring semester who fail to successfully petition to the Rules Committee for the recordation of a “W” on their transcript will receive an “F” for the course in accordance with Rule 3.2.4.2.1.1.

   1.2.7.4 A student may petition the Rules Committee to withdraw from a course after the expiration of the add/drop period without the entering of a “W” grade on their transcript. Such petitions may be granted only when there are exceptional and compelling reasons to do so, such as when an illness or other serious issue largely outside of the student’s control rendered timely compliance with the add/drop rules impossible or exceptionally difficult.

2. Rule 3.1
   Amended Rule:

   3.1 Letter Grades

   3.1.1 The Law School uses an alphanumerical grading system to evaluate students’ performance. In a timely manner, professors/instructors shall assign one of the following final grades to each student registered in his or her courses, which shall be reflected in the student’s academic transcript: A (with plus and minus designations), B (with plus and minus designations), C, F, CR when so approved by the Curriculum Committee, or W in accordance with Rule 1.2.7.

3. New Section:

   3.1.3 Credits which appear on a student’s transcript with the grade “W” shall not count toward that student’s GPA or eligibility for the receipt of academic honors, as set forth in Rule 3.2.3.

4. Rule 3.2.3
   Amended Rule:

   3.2.3 No student shall be named a Kent or Stone scholar for any academic year that does not include at least 15 graded Law School points. Only grades in Law School offerings are calculated in the award of honors. Any course for which a student received the grade of “W” will not count toward graduation credit, the award of honors, or the student’s GPA.