

Dismissal Appeal Information

For students who have been academically dismissed from the UCLA College, standard readmission is required to be readmitted. However, many factors contribute to poor academic performance and some circumstances may warrant an exception. If you have been dismissed and would like to request an exception, you may file an appeal letter to request re-entry.

Students are encouraged to meet with an academic counselor at their academic advising unit prior to submitting a dismissal appeal.

DISMISSAL APPEAL GUIDELINES

- COMPLETE A DISMISSAL APPEAL COVER PAGE.**
You may request a copy at your advising unit or download it off www.cac.ucla.edu (Petitions/Forms > Informational Handouts). This form will request your name, Student ID, Phone Number, E-mail, and study list information.
- INCLUDE A TYPED STATEMENT THAT DISCUSSES THE FOLLOWING:**
 1. Circumstances which have contributed to your academic performance, including how they affected your schoolwork.
 2. Describe steps you are taking to resolve difficulties in your academic/personal/extracurricular life.
- REQUEST A DEPARTMENT EVALUATION**
Please request this evaluation from the department counselor of your major if the following applies to you:
 1. If the classes in which you have been experiencing problems are preparation or major courses.
 2. If you plan to change to a different major.

Note: The department counselor will submit an evaluation to the Appeals Committee on your behalf.
- SUBMIT SUPPORTING DOCUMENTATION.**
If appropriate, attach documentation supporting your circumstances mentioned in the statement. If the documentation is or should be on file with the Center for Accessible Education (CAE), please consult them at A255 Murphy Hall and ask them to complete the *CAE Section* on the Dismissal Appeal Cover Page.
- SUBMIT THE APPEAL TO YOUR ADVISING UNIT**
The (1) Dismissal Appeal Cover Page, (2) typed statement, and if appropriate, (3) supporting documentation must be submitted to your advising unit.

Please allow 5-10 working days from the date of submission. Your advising unit will call you to set up an appointment to discuss the results of the appeal with an academic counselor.

DEADLINES

The following deadlines apply only if you wish to be continued in the term following the dismissal. Deadlines to submit an appeal are based on when the dismissal occurred.

Dismissed Fall Qtr.....4th Week of Winter Qtr
Dismissed Winter Qtr.....4th Week of Spring Qtr
Dismissed Spring Qtr.....4th Week of Fall Qtr

Important Note: If you are currently attending classes, continue to do so until you are instructed otherwise by notification from the Appeals Committee.

It is suggested that you submit your appeal letter in person at your counseling unit in order to ensure that all necessary documents are included in your appeal.

Please allow 5-10 working days from the date of submission. Your advising unit will call you at the phone number listed on the Dismissal Appeal Cover Page to set up an appointment to discuss the results of the appeal.

Academic Advising Units

College Academic Counseling

A316 Murphy Hall | (310) 825-3382
www.cac.ucla.edu

College Academic Counseling
A316 Murphy Hall, Box 951430
Los Angeles, CA 90095

Academic Advancement Program

1205 Campbell Hall | (310) 825-1481
www.aap.ucla.edu

Academic Advancement Program
1209 Campbell Hall, Box 951430
Los Angeles, CA 90095

Athletics

Morgan Ctr., Ste 127 | (310) 825-8699

UCLA Athletic Department
Attn: Academic Counseling
J.D. Morgan Center
P.O. Box 24044
Los Angeles, CA 90024

Honors

A311 Murphy Hall | (310) 825-1553
www.honors.ucla.edu

Honors
405 Hilgard Avenue, A311 Murphy Hall
Los Angeles, CA 90095