

Summer Session Withdrawal Request

UCLA College of Letters & Science

Academic Advancement Program 1205 Campbell Hall
Honors Programs A311 Murphy Hall
Athletics Morgan Center, Suite 127
College Academic Counseling A316 Murphy Hall

PURPOSE:

College undergraduates must use this form when withdrawing from a **single summer session**. Please note that if you have completed a course in any way, you are not eligible to withdraw.

INSTRUCTIONS:

1. Fill out all the requested information in the *Student Information* section of this form.
2. In the *Instructor Section*, list all courses you were enrolled in during the summer session from which you wish to withdraw.
3. Ask the instructor of each course to answer both questions and sign in the *Instructor Section*, **only if** you are requesting a withdrawal during the last week of the Session or thereafter.
4. If you are on financial aid, or an international student visa, or in any other program that may require full-time enrollment, please check with the respective office regarding possible implications.
5. Submit this completed form to your College counseling unit.

Please note that withdrawal requests take a minimum of 15-20 working days to process. The status of your request can be checked in-person at your counseling unit. Approved withdrawal requests will generate a permanent transcript notation.

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Student Information

ID No.	<input type="text"/>	Summer Session Year	<input type="text"/>	Session	<input type="checkbox"/> A	<input type="checkbox"/> C
Name	<input type="text"/>			Today's Date	<input type="text"/>	
E-mail Address	<input type="text"/>			Phone Number	<input type="text"/>	
International Student?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	* If yes, you must consult the Dashew Center for International Students and Scholars prior to submitting this petition.			

IMPORTANT NOTICE TO STUDENTS: By signing below, I understand that I am dropping all of my courses and will not be completing any courses in the Session that I am withdrawing from.

Student Signature (required)

Date

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Instructor Section

NOTE TO INSTRUCTOR: The above student is withdrawing from the specified summer session. In order to process the withdrawal request, the College must have written verification that the student did not take a final exam in your course or has not completed the course in any other way (e.g. received or attempted a take-home final exam; submitted a required final paper in lieu of a final in-class exam). It is also helpful if you can indicate whether or not the student ever attended your course, if that information is known.

Course (e.g. Geog 2)	Summer Session (e.g. A, C)	Did student ever attend the course? (Yes or No)	Did student complete the course (Yes or No)	Instructor's Signature <u>Only required during the last week of the Session or thereafter.</u>	Date

College Section Only --- Do Not Write In This Section