

Quick Reference to Study List Procedures

Check the status of your petition on MyUCLA by clicking “Petitions” in the “Academics” tab. A decision will be posted in approximately ten working days. **Approval of petitions is not guaranteed*.**

Please note that some transactions may generate a permanent transcript notation and may result in a transaction fee charged to your BAR account. For information on fees and transcript notations, see the “Drop Reference Chart” at www.registrar.ucla.edu/soc/enroll.htm

All petitions are available at academic counseling units and ASK Peer Counselor locations.

DROPPING COURSES

IMPACTED

- Week 1- 2.....MyUCLA
 - Week 3-10.....Red Drop Petition
 - Finals Week & thereafter.....Red Drop Petition
- Note:** Transcript Notation as of Week 3 if petition is approved

NON-IMPACTED

- Week 1-7.....MyUCLA
 - Week 8-10.....Restricted Drop Petition*
or Red Drop Petition**
 - Finals Week & thereafter.....Red Drop Petition
- Note:** Transcript Notation as of Week 4

*Automatic approval if you are within your 3 allowed restricted drops.

**If you have exceeded your 3 allowed restricted drops.

ADDING COURSES

- Week 1-3.....MyUCLA
 - Week 4-10 & thereafter.....Late/Retroactive Add Petition
- Note:** Transcript Notation only if Retroactive Petition approved

CHANGING A GRADE TO PASS/NO PASS OR VICE VERSA

- Week 1-6.....MyUCLA
 - Week 7-10 & thereafter.....Late Credit Detail
Change Petition
- Note:** Transcript Notation as of Week 7 if petition is approved

WITHDRAWING FROM THE QUARTER

Petitions To Be Submitted:

1. UCLA Notice of Withdrawal From The Term
2. Withdrawal Supplement (Weeks 10 & thereafter)

IMPORTANT NOTICES

Minimum Progress:

Approved study list changes do not exempt you from the College’s Expected Cumulative Progress (ECP) requirement, Financial Aid progress requirements, or from full-time enrollment requirements associated with other programs or services.

International Students (F-1/J-1 Visa):

International Students must obtain permission from the Dashew Center **prior to** dropping to a course load of less than 12 units (drops, retroactive-drops, or withdrawals). Please consult with an F-1 Counselor at 106 Bradley International Hall.

Academic Counseling Units

- College Academic Counseling.....A316 Murphy Hall
- Honors.....A311 Murphy Hall
- Athletics.....127 Morgan Center
- Academic Advancement Program.....1205 Campbell Hall