

Withdrawal Supplement

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 regular term (Fall, Winter, or Spring) during the last week of instruction, or any time thereafter.

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 term from which you wish to withdraw.
3. Ask the instructor of each course to answer both questions and sign in the *Instructor Section*.
4. If you are on financial aid, on 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. Attach this completed form to the "UCLA Notice of Withdrawal from the Term" form and submit 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.

Student Information

1

ID No.

Withdrawal Term

Name

Today's Date

E-mail Address

Phone Number

Have you received financial aid for the term from which you are withdrawing? Yes No

If yes, please discuss this withdrawal with the Financial Aid Office (A129 Murphy Hall).

International Student? Yes No

If yes, you must consult the Dashew Center for International Students and Scholars (106 Bradley Hall) prior to submitting this petition.

Student Signature (required)

Date

IMPORTANT NOTICE TO STUDENTS: Completing any part of the *Instructor Section* is considered a violation of the *Student Conduct Code* and may result in sanctions, including, but not limited to, suspension or dismissal from the University.

Instructor Section

2

NOTE TO INSTRUCTOR: The above student is withdrawing from the specified term. 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)	Did student ever attend the course? (Yes or No)	Did student complete the course? (Yes or No)	Instructor's Signature	Date

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