

Summer Session 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 may use this form to provide instructor verification of eligibility when requesting to withdraw from a **single summer session**. Please note that if you have completed a course in any way, you are not eligible to withdraw from the Summer Session. Alternatively, you may submit email verification from instructors – visit [this webpage](#) for more information.

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 the 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. Upload this completed form to your [respective College advising unit's](#) Summer Session Withdrawal request form.

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 advising unit. Approved withdrawal requests will generate a permanent transcript notation.

1

ID No.

Summer Session Year

Session

A
 C

Name

Today's Date

Student Information

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

2

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

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 attempt or 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).

Course (e.g. Geog 2)	Summer Session (e.g. A, C)	Did the student attempt/complete the final exam, paper or project? (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