

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 when withdrawing from a regular term (Fall, Winter, or Spring) during the last week of instruction, or any time thereafter. Alternatively, you may submit email verification from instructors – please [visit this webpage](#) for additional information. 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 the question 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. Submit this completed form along with the “[UCLA Notice of Withdrawal from the Term](#)” form to your College advising unit.

Please note that withdrawal requests take a minimum of 15-20 working days to process. To check the status of your request, please reach out to your College advising unit. Approved withdrawal requests will generate a permanent transcript notation.

Student Information	1	ID No.	<input type="text"/>	Withdrawal Term	<input type="text"/>
	Name	<input type="text"/>	Today's Date	<input type="text"/>	
	E-mail Address	<input type="text"/>	Phone Number	<input type="text"/>	

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 (<https://financialaid.ucla.edu/> | A129 Murphy Hall).

Are you an 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.

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 attempt/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)	Did the student attempt or complete the final exam, paper, or project? (Yes or No)	Instructor's Signature	Date

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