

# Restricted Drop Verification

## 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

<https://www.aap.ucla.edu/>  
<http://www.honors.ucla.edu/>  
[Student Athletics](http://www.studentathletics.ucla.edu/)  
<https://caac.ucla.edu/>

College undergraduates must use this verification, or e-mail from instructor, along with their petition when requesting to drop a non-impacted course during Week 8 through the last day of instruction (Friday, Week 10) for the current term. All study list deadlines are published on the Registrar's website at <http://www.registrar.ucla.edu/Registration-Classes/Study-List>. Please complete the information and submit it with your petition to your counseling unit website. Your petition cannot be processed if it is incomplete or if you have an active hold on your record preventing enrollment.

1 Student Information	ID No.	<input type="text"/>	Degree Candidacy Term (Graduation Term)	<input type="text"/>
	Name	<input type="text"/>	Phone Number	<input type="text"/>
	E-mail Address	<input type="text"/>		

**IMPORTANT NOTICE TO STUDENTS:** By submitting this verification, you certify that the information and all supporting documentation is true and accurate. You understand that misrepresentation of facts or circumstances and/or **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 Study List Change	This process may <u>not</u> be used to withdraw from <u>all</u> classes on your study list.	<b>Course information</b>
	Late dropping a class via this petition does not exempt you from the College's Expected Cumulative Progress requirement, Financial Aid progress requirements, or from full-time enrollment requirements associated with other programs or services.	
	Students are limited to <u>three</u> restricted late drops in their academic career.	Term Course Taken (e.g. Fall 2016) <input type="text"/>
	Your College advising unit cannot process any petitions that are incomplete or if you have an active hold on your record preventing enrollment.	Course Department & Number (e.g. Chem 14A) <input type="text"/>
		Section Number (e.g. 1A) <input type="text"/>

3 **NOTE TO INSTRUCTOR:** Please answer the (a) following question, (b) complete the contact fields, and (c) sign below.

Instructor Section	Has the student completed or attempted to complete the course by finishing or attempting the final exam, paper, or project?	Instructor Name	<input type="text"/>
	<input type="checkbox"/> Yes <input type="checkbox"/> No	Campus Phone	<input type="text"/>
		E-mail Address	<input type="text"/>

Signature (required)

Date