

Withdrawal Supplement

College of Letters and Science
 School of Arts & Architecture
 School of Education & Information Studies
 School of Engineering and Applied Science

Herb Alpert School of Music
 School of Nursing
 Luskin School of Public Affairs
 School of Theater, Film and Television

PURPOSE:

Undergraduate students at UCLA may use this form when withdrawing from a regular term after Friday of week 9 (Fall, Winter, or Spring), or any time thereafter. Alternatively, you may submit email verification from instructors (instructors must specify the course department and number, and explicitly state that “the student has not completed all of the coursework or attempted or taken the final exam or submitted the final paper/project/assignment”). 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 of withdrawing from the term.
5. Submit this completed form with your Withdrawal Notice, [available on the Registrar's website](#).

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

1

ID No.

Name

E-mail Address

Withdrawal Term

Today's Date

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 (<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 Information

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/School 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 (i.e. "Geography 2")	Did the student complete all the coursework and/or take the final exam and/or submit the last paper/project/assignment? (Yes or No)	Instructor's Signature	Date

Instructor Section

UCLA College/School Section Only --- Do Not Write In This Section