

Restricted Drop Verification

UCLA College of Letters & Science

[College Academic Counseling](#)
[Academic Advancement Program](#)
[Honors Programs](#)
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PURPOSE: College students may use this verification form to obtain a physical signature, in place of an email, to submit with their petition when requesting to drop a non-impacted course after Friday of Week 7 through the last day of instruction (Friday of Week 10) for the current term. All study list deadlines are published on the [Registrar's website](#).

INSTRUCTIONS:

1. Fill out all the requested information in the *Student Section* of this form.
2. Have the course instructor complete and sign the *Instructor Section* – this section must be completed by the course instructor.
3. Submit this completed form along with your Restricted Drop Petition to your advising unit, [available on the CAAC website](#).

ADDITIONAL INFORMATION:

- **This is NOT a petition.** Please complete the information and submit it with along [with your petition](#).
- Your petition cannot be processed if it is incomplete or if you have an active hold on our record that prevents enrollment transactions.
- Students are limited to 3 restricted drop petitions in their academic career.
- This process may not be used to withdraw from all classes on your study list.

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ID No.:

Degree Expected Term:

Name:

Email Address:

Student Section

COURSE INFORMATION

Term/Year Course Taken (e.g. Spring 2026):

Course Department & Number (e.g. SOCIOL 1):

Section Number (e.g. 1A):

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NOTE TO INSTRUCTOR: Please answer the following question, complete the contact fields and sign below.

Has the student attempted or completed any portion of the final exam, paper, project? If there is no final, has the student completed all work for this course?

Yes No

Instructor Name:

Campus Phone Number:

Email Address:

Instructor Signature: _____ Date: _____

Instructor Section

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.