

Summer Session Withdrawal Supplement

UCLA College of Letters & Science

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 two weeks 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 10-15 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.

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ID No.

Summer Session Year

Session

Name

Today's Date

E-mail Address

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).

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.

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NOTE TO INSTRUCTOR: The above student is withdrawing from the specified summer session. 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).

Instructor Section

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