

College undergraduates must use this petition when requesting to drop:

- (1) an impacted course during the term after the Week 2 deadline,
- (2) a non-impacted course when exceeding the restricted late drop limit during Weeks 8 through 10 (beginning Fall 2006, all Letters and Science students are limited to three restricted late drops during this period throughout their academic career),
- (3) an impacted/non-impacted course, retroactively (Finals Week and thereafter).

Please note that if you have completed a course in any way, you are not eligible to submit this petition. **Red drop petitions are rarely granted and only in cases of extraordinary and verifiable circumstances.**

INSTRUCTIONS

1. Fill out all the required information in the *Student Information* and *Course Information* sections of this petition.
2. Attach a typed explanation of why you are making this request. Address the following issues as they apply to your situation:
 - a. What circumstances affected this class and not others on your study list for the quarter
 - b. Why you were unable to drop before the deadline
 - c. Why you need to exceed the three restricted late drops you have been previously granted
3. Where appropriate, you must attach documentation supporting your circumstances (e.g. medical verification and/or letter from doctor indicating level of disability as a result of your illness or accident).
4. Ask the instructor of the course to answer all the questions in the *Instructor Section* of this petition.
5. Return this petition, a typed explanation, and any supporting documentation to your College counseling unit.

AAP Students (admitted F'94 and thereafter): 1209 Campbell Hall
 Student Athletes: Morgan Center, Suite 127
 CAC Students: A-316 Murphy Hall, Window 1 or 2
 Honors Students: A-311 Murphy Hall

Please note that petitions take a minimum of 5-10 working days to process. The status of this petition can be checked on your myUCLA page or in-person at your counseling unit. Approved petitions will generate a permanent transcript notation and will result in a transaction fee charged to your BAR account.

STUDENT INFORMATION

Name	Student ID #	Degree Term	Date
Signature	Phone	Email Address	

COURSE INFORMATION

Qtr/Yr. Class Taken	9 Digit Course ID #	Dept. and Course # (e.g. Music 90D)	Section #	Unit #
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INSTRUCTOR SECTION

1. Do you object to the student dropping this course without the penalty of an "F"?	Yes No	4. Did the student take the final exam?	Yes No
2. Has the student ever attended class?	Yes No	5. Based on coursework completed, what is the student's grade at this time?	_____
3. Did the student take the midterm?	Yes No		
Instructor's Name (printed)	Campus Phone	Date	
Signature	Email Address		

COLLEGE SECTION

Action	Date
Comments	