

Petitions to Drop Elective after the Deadline

Less than 30 days before elective start date

Student Instructions

Contact the student coordinator by telephone or email (contact information located in MyCourses). Complete petition and submit to the course coordinator.

Coordinator Instructions

If approved at the course level, please submit the form to the office of Student Affairs via email to dgsomsao@mednet.ucla.edu

If also approved by the SAO, we will update student schedule/roster in MyCourses. If denied, the SAO will contact the student and course chair/coordinator via email. Approval from both the course chair/course coordinator **and** SAO is required to authorize a late drop.

Student Name _____ Class of _____ Email _____

Date Today _____ Date of Course _____ Course Name _____

Course Number _____

PLEASE EXPLAIN WHY YOUR REQUEST TO DROP IS LATE:

I understand that I can only petition to drop an elective less than the 30-day deadline **three** times in one academic year. I understand that if approved, this petition will allow me to proceed with the DROP process.

Student Signature

Date

Course Chair/Course Coordinator Signature

Date

Dean's Office – SAO use only below this line

SAO Approval Signature

Date

Previous Petitions 1 2 3 Approved Denied If denied, reason: _____