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: _____