

SUMMER DROP REQUEST FORM

INSTRUCTIONS

A student cannot drop a course if the final exam or paper was attempted or submitted. To request for a 3-week non-impacted course to be dropped during the final week of instruction or a 6+ week non-impacted course to be dropped during the last two weeks of instruction, you must:

- 1) Send this form via email (info@summer.ucla.edu) before 5PM (PDT) on the last day of the course; **AND****
- 2) Provide confirmation the final exam has not been attempted or taken through ONE of three options:**

- Submit the Summer Drop Request Form with a **verified signature from the course instructor**;
- Provide a copy of the **course syllabus** that CLEARLY states the final exam, paper, or project will not occur until 24 hours or more after the Summer Drop Request Form is submitted to UCLA Summer Sessions; **OR**
- Provide an **email from the instructor** confirming the final exam, paper, or project was not attempted

If you do not complete the form correctly, fail to provide proof the final wasn't attempted or submitted, or provide either after 5PM on the last day of the course's session, your request will **not** be processed.

REFUND POLICY

If you proceed, the registration fee (\$175 for visiting UC students / \$350 for non-UC students) and course fees will be fully **non-refundable**. **Starting April 15, a processing fee of \$175 will be assessed for UCLA students if all summer courses are dropped and 0 units are taken during the summer term.** Payment cannot be transferable to any other course, session, quarter, or year. If you have yet to pay, you will be held financially liable for the course fees.

STUDENT INFORMATION

Last name		Firstname	Middlename
UCLAUIDNumber(nine-digits)	EmailAddress		Phone(includeareacode)

COURSE INFORMATION

Students may list up to three courses on one Summer Drop Request Form.

9-Digit Course ID	Course (e.g. ART 101)	Instructor Confirmation and Signature	Today's Date
		Final Taken/Attempted? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Final Taken/Attempted? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Final Taken/Attempted? <input type="checkbox"/> Yes <input type="checkbox"/> No	

By signing this form, I certify that I have reviewed and understand the drop procedures and policies on this Summer Drop Request Form and the UCLA Summer Sessions website. Furthermore, I certify that the information I have provided on or in addition to this form is true and correct and understand that providing false or incorrect information or documents to the University is grounds for denial of the drop request and/or disciplinary action.

Student Signature: _____ Date: _____