College of Letters and Science
1117 Cheadle Hall
Academic_advising@Ltsc.ucsb.edu
Duels.ucsb.edu/advising

Requesting to Drop a Course (Late or Retroactive) with a W

A note to Letters and Science Students—

*The College of Letters and Science no longer requires students to contact faculty to obtain their signature on the drop form. Instead, students should complete this form (including the written statement, see below) and supporting documentation (if any) to **academic_advising@Ltsc.ucsb.edu** via their umail account. The College, however, may contact the instructor to request information about the student's performance in the course and whether the instructor has any concerns about the student being dropped from the course.*

After the deadline to drop a course on GOLD has passed, Letters and Science students may request to late drop a course (granted during the term in which a student is enrolled in the course) or to retroactively drop course (granted after the term). A "W" (for "Withdrawal") will be indicated on the transcript if the request is approved. Please note that this form is used when requesting to late drop one-or-more courses but not all courses in a current term. A student requesting to drop all their courses in a current term must use the Registrar's Undergraduate Withdrawal form. To "cancel a quarter," that is to drop all the courses in a term that has not started, go to the "Progress" menu in GOLD and select "Petitions."

Dropping a Course for Primarily Academic Reasons
A request to late drop a course primarily for "academic reasons" ("not doing well in the course," "not interested in the course material," "concerns about how the course is taught," "just do not want to be in the course," etc.) will be approved if the student
1. submits the request no later than the Grading Option (Passed/Not Passed) deadline for the quarter/session in which the student is enrolled in the course
2. has not withdrawn from the course for primarily academic reasons in a prior term
3. is not repeating the course
4. has not had more than two drops of course approved for academic reasons (Thus, up to three late drops for primarily academic reasons may be approved for a student).

Dropping a Course because of a Hardship
If a student is facing an unanticipated hardship (a significant health problem, a personal or family emergency, an unanticipated financial problem, etc.) that is affecting their academic success, they may request to drop a course. The student should plan on describing in detail the situation leading to the request in their statement (see below) and also should explain why the hardship had a more significant impact on the course(s) they hope to drop than on their remaining courses. Students should also provide, if it is available, documentation (a health care provider's note, receipts, legal documents, etc.[*]) verifying the hardship. An approved request based on a hardship will not count as one of the three allowed drops for academic reasons (see #4 above).

Retroactive Drops
Because they require that a student's academic record be altered, retroactive drops (drops after the last day of instruction for term) are rarely approved and are **not approved for primarily academic reasons**. Students must demonstrate that they faced significant hardships that prevented them from being academically successful and also explain why they did not address these problems during the term. Documentation (see above), if available, is particularly important for retroactive drop requests. If a student is requesting to drop some and not all their courses, they should explain why the problems they faced affected the course(s) they hope to drop more significantly than their other courses.

Student Name:
        (Last, First, Middle)

Perm Number:

Phone:

U-MailAddress:
(or other email if
umail not available

Current Quarter/Year:

Are you an International Student? __Yes __No

Are you an Intercollegiate Athlete? __Yes __No

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[*] Please provide copies and not originals of the items you submit to document your situation since we are required by law to destroy medical and other HIPAA protected documents after we finish our review.

Please list the course(s) you are requesting to drop. <u>You must provide all the information below for each course</u>. If you are hoping to drop courses from more than one quarter, please use a separate form for each quarter.

Quarter/Term you were enrolled in the course: __Fall __Winter __Spring __Summer   Year:___

<u>Course 1</u>
Dept. & Course Number: Enrollment Number:
                (i.e., COMM 1)   (5 digit # under Dept. & Course #)
                                          Instructor's Name:

<u>Course 2</u>
Dept. & Course Number: Enrollment Numer:
                                            Instructor's Name:

<u>Course 3</u>   Enrollment Number:
Dept. & Course Number:

                                         Instructor's Name:

<u>Course 4</u>
Dept. & Course Number: Enrollment Number:

                                         Instructor's Name:

<u>Course 5</u>
Dept. & Course Number: Enrollment Number:

                                         Instructor's Name:

Written Statement

Please write your statement on the next page. If you are requesting to drop the course(s) primarily for academic reasons, please briefly explain those reasons.

If you are requesting to drop a course because of a hardship, please

- Describe the hardship and the impact it had on the course or courses you are requesting to drop.
- Include chronological details: when your difficulties emerged and the impact that they had at various times throughout the term.
- If this a retroactive request, please explain why you did not take drop the course during the quarter you were enrolled in the course.
- If you are requesting to drop some and not all your courses for the term, explain how the hardship had a more significant impact on the course(s) you hope to drop than on the course(s) that you wish to remain on your schedule.

If you are finding this statement challenging to write or have questions about how much and what type of information to include, consider speaking with a Letters and Science advisor: go to duels.ucsb.edu/advising to arrange to meet
with an advisor. **When it is complete, send this form and any documentation via U-Mail to academic_advising@Ltsc.ucsb.edu.**

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