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**Requesting to Drop a Course  
(Late or Retroactive)**

**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@ltsucsb.edu](mailto:academic_advising@ltsucsb.edu). 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.*

**Dropping a Course after the Gold Deadline**

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 a course (granted after the term). See the [Registrar's Registration Calendar](#) for quarter/session deadlines. After the GOLD drop deadline has passed through the last day of instruction for a term, requests for a late drop of a course will be considered if students can document an unanticipated personal or family hardship that affected their performance in a course.

Requests to drop a course primarily for academic reasons (not because of a hardship) will also be considered if the student: 1) submits the petition no later than the Passed/Not Passed deadline for the quarter/session, 2) has not withdrawn from the course in a prior term, 3) is not repeating the course, and 4) has not been granted a petition for an excess load. The College will approve no more than three late drops of courses for academic reasons throughout a student's time at UCSB.

After the last day of instruction for a quarter/session, a request will be considered "retroactive." A request for a retroactive drop of a course must not only explain how a hardship affected a student performance in a course but also must detail how the hardship prevented the student from responding to the situation prior to the end of the term. If available, documentation verifying that the hardship occurred should be provided. Requests to drop a course retroactively primarily for academic reasons will not be granted.

Complete this form, including the Written Statement (see below), and attach it to an email from your [uemail account](#) to [academic\\_advising@ltsucsb.edu](mailto:academic_advising@ltsucsb.edu). Also attach documentation—letters from employers, medical providers, counselors, therapists, etc.; medical or travel documents; and other documents—that you believe support your petition. Please note that we are required by law to destroy medical and other HIPAA protected documents. If the petition is approved, a "W" will appear on the transcript indicating that the student withdrew from the course.

**Student and Course Information:**

_____	_____	_____
Student Name: Last, First, Middle	Current Quarter/Year	Perm Number
_____	_____	_____
Phone	U-Mail Address	Quarter Expect to Graduate

**Course to be Dropped:** \_\_\_\_\_  
Department    Course #    Enrollment #    Quarter/Year    Instructor

**Are you a student in the College of Letters and Science?**  Yes  No (Only L&S students may use this form.)

**Are you an International Student?**  Yes  No

**Are you an Intercollegiate Athlete?**  Yes  No

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## Written Statement

Write a statement below in which you

- Provide a chronological description of the circumstances that led to you requesting to drop a course(s)
- Explain why this course was affected differently by these circumstances than the other courses in which you are (were) enrolled (unless this is a retroactive petition and you are petitioning to drop all your courses from the term).
- Explain why you did not drop the course by the GOLD deadline for dropping courses
- If this a retroactive petition, explain why you have not made this request until now.

When you complete your statement, please attach this form to an email and send to [academic\\_advising@Ltsc.ucsb.edu](mailto:academic_advising@Ltsc.ucsb.edu). Also attach any appropriate documentation (see above). If you are petitioning to drop more than one course, please email all the petitions together, and only one written statement and one set of relevant documentation needs to be included.