After the deadline to drop a course on GOLD has passed, students must petition for a late drop (granted during the term in which a student is enrolled in the course) or a retroactive drop (granted after the term) of a course. 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, petitions 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.

Petitions 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the student: 1) submits the petition no later than the Passed/Not Passed deadline for the quarter/session, 2) has not withdrawn from the course in a prior term, 3) is not repeating the course, 3) has not been granted a petition for an excess load, and 4) has been granted no more than three course drops primarily for academic reasons.

After the last day of instruction for a quarter/session, a petition will be considered “retroactive.” In a petition for a retroactive drop of a course, a student must not only explain and document a hardship that affected their 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. Petitions to retroactively drop a course primarily for academic reasons will not be considered.

With a completed version of this form for each course they hope to drop, a student must also submit a written statement detailing the circumstances leading to the request along with documentation, if available, of any hardships described in the statement. This form, the written statement, and any documentation may be submitted in person to Letters and Science Advising in 1117 Cheadle Hall, by email to academic_advising@ltsc.ucsb.edu, or by mail to the address above. A student should continue attending a course until the College confirms by email that the drop has been approved. Please note that it can take up to 2 weeks for an approved drop to be reflected in GOLD.

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**INFORMATION FROM THE INSTRUCTOR**

1. Is the student’s record available? □Yes □No
2. Did the student take the midterm exam(s)? □Yes □No □N.A. □No Record
3. Midterm Information: ___________ ___________ ___________

<table>
<thead>
<tr>
<th>1st date</th>
<th>grade</th>
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<tbody>
<tr>
<td>2nd date</td>
<td>grade</td>
</tr>
<tr>
<td>3rd date</td>
<td>grade</td>
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</tbody>
</table>
4. Did the student take the final exam? □Yes □No □NA Date ________ Grade, if taken
5. Student's grade at this time: ___________ □N.A.
6. Student's attendance (check one): □Regular □Infrequent □Never □Unknown
7. Do you object to the requested exception? □Yes □No
8. Comments:

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**PLEASE NOTE:** The Instructor’s Statement is for advisory purposes only. Authority for final approval or denial rests with the Dean of Undergraduate Education, College of Letters and Science.
CHECKLIST FOR LATE OR RETROACTIVE WITHDRAWAL REQUEST

1. INFORMATION FROM THE INSTRUCTOR

☐ I have supplied required personal information and full course information in the upper portion of the form.

☐ The instructor has completed the lower portion of the form, including my grades to date, attendance record (if known), the instructor's dated signature and comments.

Note: The information provided by the instructor is advisory only. The final decision will be made by the Dean of Undergraduate Studies. If you are requesting a late drop, do not discontinue your effort in the course on the assumption that your request will be approved.

2. WRITTEN STATEMENT

☐ I have included a detailed but concise statement explaining the exact nature of my request (e.g., late withdrawal from Math 3A from spring 2017) and the reasons I believe my request is justified. This statement is signed and dated, and it includes:

- My name, perm number, telephone number, and u-mail address (or other email address if your umail is not currently active).
- A chronological explanation of the circumstances that motivate this request. I have indicated how the circumstances affected my attendance and ability in the course(s) that I wish to drop.
- If I am not seeking to drop all my courses from the term, I explain how the courses I am hoping to drop were affected differently by the circumstances than the courses I plan to keep on my record.
- An explanation of why I was not able to drop the course(s) by the GOLD deadline. If the request is retroactive, I have also explained why I have not made this request until now.

- We treat all information you provide with sensitivity, and it will be held in strict confidence except in the rare instance where the law or university policy requires otherwise.

3. DOCUMENTATION

☐ I have included all supporting documentation (verification of medical condition, change in employment, travel, legal issues, etc.) if available. Please submit copies of and keep the original medical, legal, etc., documentation as we are required by law to destroy many of these materials upon completion of our review.

4. UNDERSTANDING

☐ I understand that requests for late and retroactive course withdrawal are approved under the conditions detailed above.

☐ I understand that if I am granted approval for late or retroactive withdrawal, the course(s) will actually remain on my record, but the grade(s) will be recorded as W, which does not influence my grade-point average. Further, I understand that the usual transaction fee will be charged for each change made to my record.

☐ I also understand that if my request is denied, the course(s) will remain on my record with grade(s) as reported by my instructor(s), and that if no grade is reported the Registrar will record a grade of F or NP, as appropriate to the grading option I chose.