OFFICE OF THE REGISTRAR  
UNIVERSITY OF CALIFORNIA, SAN DIEGO  
9500 GILMAN DRIVE, 301 UCTR.  
LA JOLLA, CA  92093-0021

UNDERGRADUATE REQUEST FOR WITHDRAWAL

TO BE COMPLETED BY STUDENT: (PLEASE PRESS FIRMLY! You are making 3 copies.)

Name:  Last  First  Middle  
Student P.I.D.:  
E-Mail address:  
Mailing address  State  Zip

Refunds (when appropriate) and official correspondence will be mailed to the permanent address you maintain on StudentLink. It is your responsibility to keep all addresses and phone numbers current on StudentLink.

Quarter of Withdrawal:

☐ Fall  20___  ☐ Summer 20___  ☐ Winter 20___  ☐ Spring 20___

☐ have  ☐ have not

If you live on campus, you must go to the Residential Life Office to complete check-out procedures or to receive permission to stay in university housing.

PRIMARY REASONS:  ☐ Academic  ☐ Employment  ☐ Family  ☐ Financial  ☐ Health  ☐ Transfer  ☐ Other

I HAVE READ AND UNDERSTAND THE REGULATIONS OUTLINED ON THE ATTACHED INSTRUCTIONS.

STUDENT SIGNATURE: ___________________________  DATE: ___________________________

TO BE COMPLETED BY COLLEGE DEAN AND/OR ACADEMIC ADVISING OFFICE:

Quarter of Return:

☐ Fall  20___  ☐ Summer 20___  ☐ Winter 20___  ☐ Unknown  ☐ Spring 20___

Quarter of Withdrawal: ___________________________

Effective Date of Withdrawal: ___________________________

College Representative (s)

Condition for readmission:  ☐ No Restrictions  ☐ May Not Return Without College Approval

Bursar's Contact: ___________________________

Name

Date

Does the student have a current Financial Aid record?  ☐ Yes  ☐ No

Does the student need a Bursar Exit interview?  ☐ Yes  ☐ No

• If yes, student was advised to see the Bursar immediately for the exit interview.

• If no, then cleared by Bursar.

TO BE COMPLETED BY THE REGISTRAR:

AUTHORIZED PERCENT OF REFUND: _________ %

AUTHORIZED PERCENT OF REFUND: _________ %  SIGNATURE: ___________________________  DATE: ___________________________

WHITE-REGISTRAR  CANARY - COLLEGE  PINK - STUDENT
UC SAN DIEGO UNDERGRADUATE REQUEST FOR WITHDRAWAL

INSTRUCTIONS

WHAT YOU NEED TO KNOW BEFORE YOU WITHDRAW:

1. Financial Aid Recipients: Please be aware of the following:
   • If you withdraw before 60% of the quarter has been completed, you will not have earned all of your financial aid and will have to repay a portion of your financial aid immediately.
   • If you are eligible for a fee or housing refund due to your withdrawal, all or part of the refund will be used to repay financial aid. You may owe additional amounts as well, which you will be responsible for repaying.
   • Please also be aware that withdrawal may affect your Satisfactory Academic Progress status for financial aid eligibility the next year that you return.
   • We strongly suggest that you talk to a financial aid counselor before initiating the withdrawal process so that you understand the full financial impact of this action.

2. You must complete and file the Withdrawal form if you intend to cease attending classes:
   • in the midst of a current quarter for which you are enrolled;
   • or are enrolled for the next quarter and wish to cancel your classes. (Filing the form promptly will generate the maximum fee refund and help you avoid undeserved “F” grades.)
   • Contact Summer Session if you drop all courses in a summer session and your course load is zero units.

3. Withdrawal date and transcripts:
   • If you withdraw between weeks 1-4, no course entries will appear on your transcript. (Note: Students who drop certain laboratory courses after the second scheduled meeting period will receive a “W” grade. Refer to the quarterly schedule of classes for specific labs affected.)
   • If you withdraw between weeks 5-9, a “W” grade will appear on your transcript for each course in which you were enrolled.
   • You cannot withdraw in weeks 10 and 11. During this period you can request Incomplete grades if appropriate and you are doing passing work in the class.

WHAT YOU NEED TO DO TO WITHDRAW:

1. You need to meet with the appropriate person in your college office (either a Dean, Asst. Dean or an Academic Counselor) to file the form. (See back of last copy for phone numbers.)

2. If you live on campus, you must go to the Residential Life Office to complete check-out procedures or to receive permission to stay in university housing.

3. If you have a loan, Federal law requires that you receive Exit Loan Counseling at this time. You will be advised of your loan repayment obligations, rights and responsibilities. Please contact the Student Account Services Unit of the Bursar's Office at 201 University Center or call (858) 534-2950.

4. If you have purchased a parking permit that has been charged to your student account, you will be billed for the full year unless you contact the Parking Office directly and return your permit.

(Additional information on back of form)
**Refund of Fees:** You may be eligible for a partial or full refund of prepaid fees, depending on the effective date of your departure (to be indicated by the college official(s)), the Schedule of Refunds (below), and the absence of other University debts. The Schedule refers to calendar days, including weekends, beginning with the first day of instruction. If you are eligible for a refund, you will receive a direct deposit or a check. *If you receive Title IV Federal financial aid and you withdraw during your first quarter at UCSD, you will receive a pro-rated refund if you withdraw by the end of the sixth week of the quarter.*

<table>
<thead>
<tr>
<th>Refund Schedule</th>
<th>0-1 days</th>
<th>2-7 days</th>
<th>8-18 days</th>
<th>19-35 days</th>
<th>36 or more days</th>
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<tr>
<td></td>
<td>100%</td>
<td>90%</td>
<td>50%</td>
<td>25%</td>
<td>0%</td>
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**Readmission:** If your college official(s) check(s) “No Restrictions” under “Conditions for Readmission”, then your readmission as a student will be relatively simple.

*If you are out of school for less than two complete academic quarters*, excluding the quarter from which you withdraw (and excluding Summer) then you do not need to file an Application for Readmission. You may simply register on StudentLink for your classes if you are in good standing. If not in good standing, you should contact your College Advising Office. (e.g. If you withdraw WI00, you may enroll automatically for SP00 or FA00. However, if you do not return until WI01, you must submit a readmit application.)

*If you are out of school for two or more complete academic quarters*, excluding Summer, then your return to the University will require submission of a one-page Undergraduate Application for Readmission and a Statement of Legal Residence (available from the Registrar or your college). These should be submitted to the Registrar’s Office no later than four weeks prior to the beginning of the quarter you plan to return. A non-refundable $40.00 fee will apply.

**Transcripts of courses taken at other institutions** during your absence from UCSD must also be submitted.

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**Area Code for all phone numbers:** 858

<table>
<thead>
<tr>
<th>Academic Concerns: College Academic Advising</th>
<th>Revelle</th>
<th>John Muir</th>
<th>Thurgood Marshall</th>
<th>Earl Warren</th>
<th>Eleanor Roosevelt</th>
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<tr>
<td>534-3490</td>
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<tr>
<th>Non-Academic Concerns: College Dean College Residential Life Office</th>
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<tr>
<th>College Address: 9500 Gilman Dr La Jolla, CA 92093-(and mail code)</th>
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<tr>
<td>0321 0106 0509 0422 0069</td>
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| Fax number: 534-4663 534-8183 534-8931 534-7391 534-4791 |

**Central Offices (for all Colleges)**

<table>
<thead>
<tr>
<th>Bursar - Billing Services</th>
<th>534-7537</th>
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<tbody>
<tr>
<td>Exit Loans/Withdrawal Clearance</td>
<td>534-2950</td>
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<tr>
<td>Registrar (readmission)</td>
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<td>Central Housing and Dining</td>
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<td>Financial Aid Office</td>
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Revised 01/18/01 caa