

ACCESS UCI COURSE DROP / GRADE OPTION CHANGE REQUEST

No **DROPS, REFUNDS or Grade Option Changes** AFTER the **2nd week** of instruction.

1. Complete the following personal information:

ACCESS UCI Student ID Number: _____
 First Name: _____ Middle: _____ Last : _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Day Phone: () _____ Evening Phone: () _____
 Email: _____

2. Complete the following class information: **Per Academic Senate regulations, each course a student drops AFTER the end of the **6th week** of instruction will be recorded with a "W" (withdrawal) grade on their official transcript.

Change: Drop or Grade Option	Year/Term	Course Department & Number	Course Code (5 digits)	Grade Option (LET, P/NP, AUD)	Course Fee
Total of Course Fee:					
Subtract Drop Fee (\$30 per course):					
Total Refund Due:					

3. Obtain the instructor's and/or departmental signatures (Instructor & Dean's approval required for Grade Option Change after 2nd week of instruction):

INSTRUCTOR'S APPROVAL
 (Not needed for Dept of Chemistry or Mathematics)

DEPARTMENTAL APPROVAL (See Step #4 below)
 (Dean's approval required for Drop or Grade Option Change after 2nd week of instruction)

Sign: _____ Date: _____ Sign: _____ Date: _____
 Print: _____ Print: _____

4. The following departments and/or schools require the signatures below before the drop can be processed.

<p>School of the Arts Required signature: Director of Student Affairs. Mesa Arts Building, Room 101.</p>	<p>Department of Education Director of Credential Programs or Academic Counselor. Berkeley Place Room 2000.</p>	<p>Department of Physics Department signature required for lower division courses (1-99) Frederick Reines Hall, Room 4109.</p>
<p>School of Biological Sciences Approval must be obtained from the Biological Sciences office in Bio Sci Bldg 3, Room #1011. Instructor's signature required for graduate courses only.</p>	<p>Department of English & Comparative Literature Graduate level courses must be approved by the Graduate Chair. Humanities Instructional Bldg Room 435.</p>	<p>Department of University Studies or Undecided/Undeclared UC Irvine Students Dean, Aldrich Hall Room 256.</p>
<p>Department of Chemistry Approval must be obtained from the Undergraduate Affairs Assistant, Natural Sciences 2. Room 1101.</p>	<p>School of Information & Computer Science Dean of ICS along with instructor signature for undergraduate only ICS 1, Room 352</p>	<p>School of Social Sciences Graduate level courses must be approved by Graduate Office Manager in Social Science Plaza A, Room 5149.</p>
<p>Department of Economics Approval must be obtained from the Department Manager, Nancy Ford in Soc Sci Plaza B Room 3223. Absolutely no drops after week 2.</p>	<p>Department of German Department Chair or Office Manager, Krieger Hall Room 400.</p>	<p>**Note: Other departmental, school or instructor deadlines may apply</p>
<p>Department of Mathematics Departmental approval required only at Rowland Hall, Room 340.</p>		

5. I have read and understand the policies and procedures for dropping an ACCESS UCI course. I understand the deadlines for drop, refund, and withdrawal.

Signature _____ **Date** _____

6. Return this form in person to UC Irvine Extension Student Services Office (Bldg 234) with the required signatures.