

ELECTRICAL ENGINEERING DEPARTMENT
The Henry Samueli School of Engineering and Applied Science
University of California, Los Angeles

PETITION TO DROP COURSE AFTER FOURTH WEEK

Note: Although the EE Department discourages the practice of dropping courses late in the quarter, it is a graduate student's academic right to drop courses any time through the tenth week. However, the Department requests that graduate students intending to drop a course after the fourth week fill out this petition and get it approved. Proceeding to drop a course after the fourth week without filling and getting approved this form may have adverse implications on matters under Department's discretion as described under the policy on the second page of this form.

Student Name: _____ Date: _____ UID#: _____

Email Address: _____ Advisor: _____

Major Area: Circuits & Embedded Systems Physical & Wave Electronics Signals & Systems

Current degree program: MS PhD

Quarter and year started current degree program (e.g., Fall 2002): _____

List course(s) enrolled in the current quarter: _____

List course(s) being petitioned to be dropped after Week 4: _____

Justification: use this space to provide a detailed justification for request. Attach documentary evidence if necessary.

I affirm that I have read the course drop policy below, and I understand that while it is my right to drop the course any time through the tenth week of classes, doing so after the fourth week without approval from the Department will become a part of my academic record and will be treated as a negative factor in matters under Department's discretion such as allocation of Fellowships and TAships, approval of Leave of Absence, etc.

Signature of **Student**

Date

Signature of **Student's Faculty Advisor**

Date

Signature of **Student Affairs Officer**

Date

FOR OFFICE USE ONLY

APPROVED

DENIED

COMMENT:

Department Graduate Advisor

Date

COURSE DROP POLICY FOR GRADUATE STUDENTS

As a department we strive for integrity and high standards, and expect our graduate students to do so as well. From that perspective, we view negatively graduate students dropping courses late in the quarter. Late drops negatively affect the quality of teaching, are unfair to the instructors who have already put in the teaching and grading effort but stand to get no credit for it, and are unfair to other students who could either not get into courses or were part of team projects.

While graduate students have the academic right to drop courses and can certainly go ahead and drop at any time through the tenth week, to discourage the practice the department requests that all EE graduate students fill this course drop petition form, get it approved by their advisor, and then submit to the Office of Student Affairs for approval by the Vice Chair of Graduate Affairs. If the Department denies the petition there are consequences which the students must be aware of. Specifically, for matters that are under Department's discretion, the Department will consider dropping any course after the fourth week without the Vice Chair's approval as an extremely significant negative factor that may result in requests for TAships, Fellowships, Leaves of Absence, etc. not being viewed favorably.

Courses may be dropped through URSA until Friday of 10th week, however the department runs reports to see which students are dropping after 4th week without approval or without petitioning, and this will be noted in their records as well.