

Concurrent Enrollment Drop/Grade Option Change Form

One form required per course with a unit value

1. STUDENT INFORMATION

Concurrent Enrollment Student ID Number: _____

First	Last	M.I.
Mailing Address	City	State Zip
Email	Day Phone	

2. COURSE 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 Requested: Drop or Grade Option	Term/Year (ex. Fall 2018)	Course Department & Number (ex. Anthro 2A)	Course Code (5 digits)	Grade Option (Letter, P/NP, Audit)	Course fee
Total Course Fee:					
Subtract Drop Fee (\$50 per course):					
Total Refund Due:					

3. INSTRUCTOR/DEPARTMENTAL APPROVAL SIGNATURES (No signature required for grade option changes made during first two weeks of instruction. Instructor and *departmental approval required for grade option changes made after 2nd week of instruction. Instructor and/or *department signature required for all drops. Dean's or authorized signature required for drops or grade option changes made after 2nd week of instruction.)

INSTRUCTOR APPROVAL (Not required to drop: Chemistry, Economics, ICS, Math, Physics, Public Health and Undergraduate Biology)

Sign	Print	Date
------	-------	------

DEPARTMENTAL APPROVAL (see list below)

Sign	Print	Date
------	-------	------

The following schools/departmental require additional signature before the drop can be processed.

School of the Arts - Obtain approval from the Arts Student Affairs Office in MAB 101.

School of Biological Sciences - Approval must be obtained from the Biological Sciences office in Bio. Sci. Bldg. 3, Room 1011 for all courses. Graduate courses must have instructor and departmental approval.

Department of Chemistry - Prior approval must be obtained from the Chemistry Department Office, Natural Sciences 2, Room 1120.

Department of Comparative Literature - Graduate level courses must be approved by the Graduate Advisor, Humanities Instructional Bldg. 243.

Department of Economics - Approval must be obtained from the Department Manager, Adam Cook, Social Science Plaza B, Room 3225. Absolutely no drops after week 2.

School of Education - Obtain approval from the School of Education Student Affairs Office – Education Room 2000.

School of Engineering - Approval must be obtained from the Undergraduate Student Affairs Office in Rockwell Engineering Center, Suite 305, for undergraduate courses only.

Department of European Languages - Department Chair or Office Manager, Humanities Instructional Bldg., Room 243.

Donald Bren School of Information and Computer Sciences - All courses must have approval from ICS Student Affairs Office, ICS 1, Suite 352. Drop/withdrawal deadline is week two of classes, unless stated earlier on instructor's syllabus.

Department of International Studies - Approval for INTL ST 13 must be obtained from the Department of Economics. See information for Economics.

Department of Mathematics - Departmental approval required only at Rowland Hall, Room 340.

Department of Physics - Department signature required from Frederick Reines Hall, Room 4109.

Program in Public Health - Approval must be obtained from the Public Health Student Affairs Office, Anteater Instruction & Research Bldg., Room 2010.

School of Social Sciences - Course drops and grade option change requests for graduate-level courses must be approved by Director of Graduate Affairs, 323 Social Science Tower.

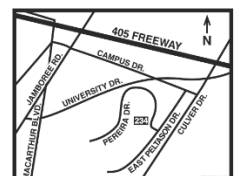
Department of University Studies or Undecided/Undeclared UC Irvine Students - Dean, Aldrich Hall Room 256.

Note: Other departmental, school, or instructor deadlines may apply.

4. STUDENT SIGNATURE I have read and understand the policies and procedures for dropping a Concurrent Enrollment Course. I understand the deadlines for drops, refunds and withdrawals (on reverse).

Signature	Date
-----------	------

5. RETURN THIS FORM Return this form with required signatures to UCI Continuing Education Students Services Office (Bldg. #234).



2018-2019 Concurrent Enrollment Academic Calendar

Important Dates	Fall 2018	Winter 2019	Spring 2019
First day to add/first day of instruction	9/27	1/7	4/1
Last day to add without \$100 late fee per course (some departments will not sign forms after week 2)	10/12	1/18	4/12
Last day to drop without Dean or departmental approval. Last day to apply for a refund. ((\$50 service charge per course)	10/12	1/18	4/12
Last day to change grade option or variable units without Dean or departmental approval	10/12	1/18	4/12
Last day to drop course with Dean or departmental approval without receiving W grade	11/9	2/15	5/10
Last day to change grade option or variable units with Dean or departmental approval	11/9	2/15	5/10
Last day to drop course with Dean or departmental approval; W grade assigned	12/7	3/15	6/7
Last day of instruction	12/7	3/15	6/7
Final Exams	12/8-12/14	3/16-3/22	6/8-6/13

Drops

If you are unable to take the course as scheduled, you need to officially drop the class. Non-attendance in a course or notification to the instructor does not constitute official dropping of a course. Failure to drop from a course may result in a no report (NR), incomplete (I), or failing grade (F). A grade of "NR" becomes a grade of "F" or "NP" after one quarter. A grade of "I" or incomplete becomes a grade of "F" or "NP" after one year. Contact your instructor about the possibility of replacing it with a grade. 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.

The instructor's signature and/or departmental approval is required for all drops. Dean's or authorized signature is required for drops or grade option changes made after the 2nd week of instruction. Submit the signed Concurrent Enrollment Course Drop and Grade Option Change Request Form to the UCI Division of Continuing Education (DCE) Student Services Office before 5 p.m. the Friday of the second week of the quarter. If you do not officially drop from a class, you will receive a failing grade.

**Note: Other departmental, school, or instructor deadlines and policies may apply.

Refunds

Refunds are available upon approval during the first two weeks of the quarter. To be eligible for a refund, submit your completed Concurrent Enrollment Course Drop/Grade Option Change Request form to the UCI DCE Student Services office before 5:00pm the Friday of the second week of the quarter.

There is a \$50 non-refundable and non-transferable service charge retained per course for all refunds. UCI DCE refunds back to the original payer and in the original form of payment. Cash and check payments made for courses will be refunded by check. If you paid with a student loan check, the refund will go directly to you, the borrower. We will not send the refund back to the lender. Please allow a minimum of three weeks for processing.

Refunds are not available after the second week of the quarter.