

PETITION TO DROP FROM DEGREE LIST

*Please return petition to: Office of Instruction & Student Affairs, 260 Mulford Hall
 Berkeley, CA 94720-3100 • Tel:(510) 642-0542 • Fax: (510)-643-3132*

 Student name (please print)

 Student ID Number

 Email address (required for response)

 Phone number

 Major(s)

 First Enrolled at Berkeley

PLEASE REMOVE MY NAME FROM THE CANDIDACY LIST FOR: Fall Spring Summer Year: _____
REASON (If additional space is needed, use the back of this form or attach separate documentation):

If you plan to finish your last requirements away from UC Berkeley and graduate next semester as a non-registered student, please list your proposed courses and where you are taking them in the space below. Also, please call your major department to verify eligibility of courses for department requirements.

<u>School</u>	<u>Department and Course Number</u>	<u>Semester Units</u>
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 Student Signature

 Date

 Major Advisor's Signature

 Date

PLEASE NOTE:

- **You may request a reduced study load on the basis of degree candidacy only once.**
- **You must request graduation at the beginning of the term in which you wish to graduate. You may do so:**
 - 1) **via Tele-BEARS when registering for classes.**
 - 2) **by contacting the Office of Registrar (120 Sproul Hall). A fee will be assessed after the 2nd week of classes.**
 - 3) **by bringing a Bachelor Candidate Degree Form (available at the Office of the Registrar) to our office after the 5th week of classes.**

Please allow 5-10 working days for a response, which will be sent to you via email. If you do not have an email address, please provide a postal address below:

Request to withdraw candidacy: Approved Denied

Processed by: _____ Date: _____ Comments: _____