

UNDERGRADUATE STUDENTS: Complete this form to retract your Degree and Diploma Application (DDA) and submit it to your College Academic Advising Office by Friday of the *eighth* week of the quarter you filed to graduate. (NOTE: August 15th for Summer graduates.) **REFILING:** If you fail to meet the retraction deadline, a \$25.00 diploma reorder fee will be assessed when a new DDA is filed.

QUARTER OF GRADUATION ORIGINALLY REQUESTED:

Fall 20____ Winter 20____ Spring 20____ Summer 20____

PID NUMBER:

A _____

NAME: Last, First, Middle Initial & Suffix (as it appears on your academic record)

COLLEGE:

MAJOR 1: _____ **CODE:** _____ **DEGREE:** BA BS

MAJOR 2: _____ **CODE:** _____ **DEGREE:** BA BS

I REQUEST THAT MY NAME BE WITHDRAWN FROM THE GRADUATION LIST FOR THE ABOVE INDICATED QUARTER. I UNDERSTAND THAT I MUST LOG ONTO DDA WIZARD LOCATED AT <http://degree.ucsd.edu> TO RE-FILE A NEW DDA REFLECTING THE NEW QUARTER IN WHICH I INTEND TO GRADUATE.

Reason for Retraction: _____

Student's Signature: _____

_____ Date

Address: _____

Phone: _____

Email: _____

OFFICIAL COLLEGE USE ONLY

Re-order fee to be assessed

Form accepted by: _____

Date accepted: _____