UCLA Retroactive Degree Request

Information

A decision regarding the retroactive degree request is made within one week from the date this completed form and all information is received. If the request is approved, the graduation date is immediately recorded on the official transcript. At that time, the student may obtain formal proof of their degree by ordering an official academic or verification transcript through **MyUCLA**. The diploma will be available for mailing or in-person pickup at 1113 Murphy Hall approximately two months after the degree approval date. If the retroactive degree is due to student error rather than University error, a special degree processing fee of $35 is charged to the BruinBill account.

Instructions

1. Collect all revelant documentation. All documentation must be received by the degree auditor before the Registrar's Office can verify that the student qualifies for a UCLA retroactive degree. This includes grade changes, departmental approval of courses applied toward the major requirements, transcripts of advanced standing work at other institutions, and associated evaluation of credit toward UCLA degree requirements.

2. Return completed form and all relevant documentation by e-mail to the **degree auditor**; in person at 1113 Murphy Hall; by mail to UCLA Registrar's Office, Attn: Degree Auditor, Box 951429, Los Angeles, CA 90095-1429; or by fax to 310-206-4520.

Student Information (print clearly or type)

Full Name (Last, First Middle)			9-Digit UCLA ID
Current Mailing Address – Street			Home Telephone with Area/Country Code(s)
City	State	Zip/Postal Code	Country
E-mail Address			Province (Canada only)
Major	Degree ☐ Bachelor's ☐ Master's ☐ Doctorate		
Year/Term	Year _____ ☐ Fall ☐ Winter ☐ Spring ☐ Summer		

Reason for Request (print clearly or type)

_____

_____

_____

_____

_____

_____

_____

Student Signature	Date

OFFICE USE ONLY

☐ Student Error   ☐ University Error   ☐ Degree Requirements Satisfied   ☐ Fee Paid

☐ Approved   ☐ Disapproved

Degree Supervisor Signature	Date

039RDR 092623