



# Muir College Inactive Student Evaluation Request



**Directions:** Indicate as much information as possible. Submit completed form to Muir College Academic Advising Office at [muiradvising@ucsd.edu](mailto:muiradvising@ucsd.edu). Allow up to 12 weeks for Muir Advising to process requests. Confirmation email will be sent by academic advisor.

<b>Name on UCSD Record:</b>	<b>PID (not Social Security Number): A</b>
<b>Phone:</b>	<b>Email:</b>
<b>First &amp; Last Quarters at UCSD:</b>	<b>DOB:</b>
<b>Major(s):</b>	<b>Minor(s):</b>

**Nature of Request** (Check all applicable boxes):

Readmission to UCSD    Remaining Requirements    Graduation outside of UCSD    Other: \_\_\_\_\_

**I have read and understood the following (check each box):**

- Muir College and UCSD do not have any paper files regarding my academic record.
- My UCSD records may not be accessible or verifiable if I attended before the campus established computerized systems.
- Muir College will need to unarchive my records (if available) if I attended UCSD when the campus established computerized systems.
- I may be asked to re-submit all official transcripts for coursework completed at educational institutions other than UCSD to UCSD Admissions Office to facilitate Muir College reviewing my records. Transcript evaluation and posting takes 6-8 weeks typically.
- From the UCSD General Catalog <http://www.ucsd.edu/catalog/front/UgrdDegReq.html>: When a change in graduation requirements is introduced, it is implemented so that continuing students (as defined below) are not substantially hindered in the orderly pursuit of their degrees. Since changes in requirements vary greatly in character, this principle will have different implications for different changes. For purposes of this policy, "continuing students" are those who began higher education at UC San Diego or elsewhere before the change. Colleges and departments may deny protection under this policy to a student who has interrupted his or her education for more than two years.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Muir College Advising Staff Use Only: Advisor's Initials and Date of Initial Evaluation:**

Records Unarchived:	UC GPA:	Total Units Completed:	Upper Division Units Completed:
DARS Contacted to Generate Audit:		Total Units Remaining:	Upper Division Units Remaining:

Requirements	Major (and Minor, if applicable)	Muir College General Education (GE)	University
Completed	To be determined via consultation College will contact dept(s):  Major (date): _____  Minor (date): _____		
Remaining	To be determined via consultation College will contact dept(s):  Major (date): _____  Minor (date): _____		

Advising Notes:

- Confirmation email sent from Muir Grad account (date) \_\_\_\_\_
- Initial summary of findings sent through VAC (date): \_\_\_\_\_