

Fall 2009 -- Petition for Course Drop -- Instructions (page 1)

(Use the Petition for Withdrawal if you are dropping all courses in the semester)

Your petition will not be processed if you are not using the current form. Please check <http://www.sjsu.edu/aars/forms/> to be certain that you are using the most recent version of this petition.

Course Drops may be approved under several categories. These are based on (1) the date when this petition is submitted, and (2) the reason(s) for the request. Petitions may be submitted in person (to Academic Advising and Retention Services, Student Services Center) or by fax (408-924-2526).

There are three time periods relating to when this petition is submitted:

- A. After the Drop Deadline and prior to the final 20% of the term (through 5 pm, 11/13/09)
- B. During the final 20% of the term, concluding at 4 pm on the last day of classes (12/8/09)
- C. Anytime after the last day of the term (formerly known as retroactive course drop)

There are two very broad categories of allowable reasons (extenuating circumstances) for dropping a course:

WA = Serious and compelling reasons (but reasons over which there might have been an opportunity to anticipate and drop the course prior to the Drop Deadline)

WB = Serious and compelling reasons that are clearly beyond your control

In accordance with University Policy S09-7 (beginning Fall 2009), there will be two types of approved withdrawals, designated WA and WB on the unofficial transcript. All students are limited to 18 units of WA (**APPROVED** withdrawals) on their SJSU transcripts. There is no such unit limit on the WB (Approve withdrawals **BEYOND** the student's control). Both WA and WB will show as W on the official transcript.

Generally, all acceptable extenuating circumstances fall into one of the following eight categories:

- | | |
|----------------------------------|---|
| Administrative error | Employment |
| Military (orders from CO) | Natural disaster |
| Death of immediate family member | Personal health or serious family illness |
| Divorce | Personal/other (rarely approved) |

In all cases, (1) a personal statement and (2) supporting evidence/documentation (on letterhead) will be required. Other requirements: (3) signatures and advisory recommendations as specified on the petition form (page 2), and (4) page 1 of current Degree Progress Report.

The following are not valid reasons for dropping courses: Poor academic performance, non-attendance, change of major, or lack of prerequisite(s).

Reason for Drop/Withdraw	Date when Petition is Submitted		
	A. Prior to the final 20% of the term ^a	B. Prior to the end of the last day of classes ^a	C. After the last day of classes
WA	Allowed	NOT Allowed	NOT Allowed
WB	Allowed	Allowed	Allowed ^b

(a) Categories A & B -- Students are advised to continue class attendance until approval is received.

(b) Category C, WB -- An additional statement with documentation is required to explain why the petition could not have been submitted during the term.

NOTE: ALL DOCUMENTATION IS SUBJECT TO VERIFICATION!

Fall 2009 -- Petition for Course Drop -- Form (page 2)

SJSU ID _____
 Name (print) _____ Category A, B, or C _____
 Phone (cell preferred) _____ Email address _____
 Student Signature _____ Major _____

Course information (one course per form, including any supplementary lab or activity)

5-digit course ID _____ Dept & Course # _____ Section # _____
 Lab/Activity ID _____ Lab/Activity Course # _____ Section # _____
 Course Title _____ Term _____
 Number of units remaining for the semester if this course drop petition is approved _____

Please indicate YES or NO for each of the required items for submission of a completed petition		
YES	NO	Required Items:
		This is the current version of the petition form (from http://www.sjsu.edu/aars/forms/)
		Page 1 of your Degree Progress Report
		ALL required signatures and required recommendations (below)
		Your personal statement
		Documentation (on letterhead when appropriate; photocopies/faxes OK)
		All the information I have provided in this petition is truthful and complete

Incomplete petitions will not be processed unless you provide an explanation for all of the above items that are indicated **NO**:

Two signatures / recommendations are required prior to submission: (1) the instructor and (2) the department chair or school director (**Open University students** must obtain a recommendation from the Associate Dean of IES.). The appropriate college dean may provide the second signature in cases where it is difficult, impossible, or a breach of required confidentiality to obtain recommendations of both the instructor and the chair.

Instructor Recommendation (circle one): **APPROVE** **DENY**
 Student's current grade: _____
 Comments (optional): _____

Instructor Name (print)
Signature
Date
Phone

Department Chair/Director Recommendation (circle one): **APPROVE** **DENY**
 Comments (optional): _____

Chair Name (print)
Signature
Date
Phone

FOR OPEN UNIVERSITY/SPECIAL SESSION STUDENTS

Associate Dean of IES Recommendation: **APPROVE** **DENY**
 Comments (optional): _____

Associate Dean Name (print)
Signature
Date
Phone

STUDENT must submit to Academic Advising and Retention Services (AARS), Student Services Center

Director AARS Final Decision (circle one): **APPROVE** **DENY** **OTHER**
Type of Drop (circle one): **WA** **WB**
 Comments (optional): _____

Director (or designee) Signature
Date
DATA ENTRY / DATE