Spring 2012 -- Petition for Course Drop -- Instructions (page 1)

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

NOTE: Although this petition displays the current semester's date, it should also be used for course drops from previous semesters. 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 to the AARS office:

A. After the Drop Deadline **(February 6)** and prior to **April 24, 2012, 4:45 PM**
B. After **April 24, 2012 and before May 15, 2012 4:45 PM**
C. Anytime after the last day of the instruction for the term (formerly known as retroactive course drop) – **May 15, 2012**

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

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, most often emergencies.

In accordance with University Policy S09-7, there are 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
Military (orders from CO)
Death of immediate family member
Divorce
Employment
Natural disaster
Personal health or serious family illness
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).

	Date when Petition is Submitted		
Reason for Drop/Withdraw	**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!

Spring 2012 -- 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). The appropriate college associate 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.* ***Open University students*** *must obtain a recommendation from the Associate Dean of IES.* ***Refunds & Fees****: There are no refunds for individual course drops.*

Instructor Recommendation (circle one): **RECOMMEND** **DO NOT RECOMMEND**

Student's current grade: _____

Comments (optional):

Instructor Name (print) Signature Date Phone

Department Chair Recommendation (circle one): **RECOMMEND** **DO NOT RECOMMEND**

Comments (optional):

Chair Name (print) Signature Date Phone

FOR OPEN UNIVERSITY/SPECIAL SESSION STUDENTS (circle one): **RECOMMEND** **DO NOT RECOMMEND**

Associate Dean of IES Recommendation

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