

Fall 2009 -- Petition for Withdrawal (from ALL courses in the semester)

Instructions (page 1)

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.

There are several categories under which Semester Withdrawals may be approved. 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 withdrawal)

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

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:

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|----------------------------------|---|
| 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 withdrawal: 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!

