Summer 2019—Undergraduate Petition for Withdrawal (from ALL courses in the semester) Instructions

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 do not use 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.

Withdrawals may be approved under several categories. These are based on (1) the date when the 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).

Time periods relating to when this petition is submitted:

A. After the Drop Deadline (June 5th, 2019) and prior to Last day of Instruction, 4:45pm

   - **Last day of Instruction**:
     - Session One (five-week) - July 5th, 2019,
     - Session One (ten-week) - Aug 9th, 2019
     - Session Two (five-week) - Aug 9th, 2019

B. Any time after the last day of instruction (formerly known as retroactive withdrawal) – for prior terms or after Last day of instruction, 4:45 PM.

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.

(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.

In accordance with University Policy S09-7, there are two types of approved withdrawals, WA and WB. 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 clearly BEYOND the student’s control). Both WA and WB 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. For Medical documentation, please use the form Healthcare Provider form. Other requirements: (3) signatures and advisory recommendations as specified on the petition form (page 2)

- **NOTE:** All students MUST get a signature from the financial aid office FIRST to establish your intent to Withdrawal.
- **NOTE:** Students on an F-1 visa must get a signature from ISSS (Student Union, IES) before submitting the petition.

In addition to the documentation of extenuation required for approvals under Categories A or B, Category C approvals require demonstration that poor performance was atypical. Generally, this is demonstrated by (1) prior academic work at SJSU (24 or more units all “C or better” with GPA 2.5 or better), or (2) subsequent academic work of (12 or more units all “C or better” with GPA 2.5 or better). Retroactive petitions of Type WA withdrawals that could have been submitted before the deadline will be denied.

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

On-campus housing residents must submit a separate petition to cancel their housing license. Please visit http://www.housing.sjsu.edu/ or the Housing Office located on the second floor of CVB for details and forms. Students seeking refunds other than the pro-rated amount must submit a Financial Petition to the Bursar’s Office. Only petitions demonstrating extenuating circumstances will be considered and supporting documentation must be submitted with the Financial Petition. http://www.sjsu.edu/bursar/docs/forms/financial_petition.pdf

**NOTE:** ALL DOCUMENTATION IS SUBJECT TO VERIFICATION!

Students must meet with an AARS Advisor prior to submission unless submitting by mail or fax. Incomplete petitions WILL be denied.
Summer 2019 – Undergraduate Petition for Withdrawal (from ALL courses in the semester) -- Form

<table>
<thead>
<tr>
<th>SJSU ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (print)</td>
</tr>
<tr>
<td>Category A, B, or C</td>
</tr>
<tr>
<td>Phone (cell preferred)</td>
</tr>
<tr>
<td>Email Address</td>
</tr>
<tr>
<td>Student Signature</td>
</tr>
<tr>
<td>Major</td>
</tr>
</tbody>
</table>

Semester information (one semester per form)

Term from which you are seeking to withdraw

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please indicate YES or NO for each of the required items for submission of a completed petition</td>
<td></td>
</tr>
<tr>
<td>Required Items:</td>
<td></td>
</tr>
<tr>
<td>This is the current version of the petition form (from <a href="http://www.sjsu.edu/aars/forms/">http://www.sjsu.edu/aars/forms/</a>)</td>
<td></td>
</tr>
<tr>
<td>ALL required signatures (below)-Financial Aid FIRST</td>
<td></td>
</tr>
<tr>
<td>Your personal statement</td>
<td></td>
</tr>
<tr>
<td>Documentation (on letterhead when appropriate; photocopies/faxes OK)-Healthcare Provider Form</td>
<td></td>
</tr>
<tr>
<td>All the information I have provided in this petition is truthful and complete</td>
<td></td>
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</tbody>
</table>

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

Financial Aid Office (required as first signature)

Financial Aid Office Official (print/stamp) Signature Date Phone

Two signatures are required prior to submission (except for Open University/Special Session students who require IES signature and F-1 visa students): the major advisor (or chair/director) of the major department and the Associate Dean of the College. The appropriate college associate dean may provide the only signature in cases where it is difficult, impossible, or a breach of required confidentiality to obtain recommendations of the advisor and/or chair.

Major Advisor Acknowledgement: My signature indicates that the student has discussed possible effects of withdrawal with me.

Comments (optional):

Major Advisor Name (print) Signature Date Phone

Major College Associate Dean Recommendation (circle one): RECOMMEND DO NOT RECOMMEND

Comments (optional):

Associate Dean Name (print) Signature Date Phone

FOR F-1 Visa Students: ISA Advisor’s signature indicates that the student has discussed effects of withdrawal.

Comments (optional):

ISSS Advisor 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