

Fall 2017 – Undergraduate Petition for Course Drop -- Instructions (pg 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 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).

NOTE: Students on an F-1 visa must get a signature from ISSS (Student Union, IES office) before submitting the petition.

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

- A. After the Drop Deadline (**September 6**) and prior to **November 16, 2017, 4:45 PM**
- B. After **November 16, 2017 and prior to December 11, 2017, 4:45 PM**
- C. Anytime after the last day of instruction (formerly known as retroactive withdrawal) – for prior terms or after **December 11, 2017, 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.

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 Healthcare Provider form.** Other requirements: (3) signatures and advisory recommendations as specified on the petition form (page 2), and (4) a brief personal statement.

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 at SJSU (12 or more units all "C or better" with GPA 2.5 or better). Retroactive petitions of Type WA drops that could have been submitted before the deadline will be denied.

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, usually an emergency occurring at the end of the term.**

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.

Fall 2017 – Undergraduate 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/)
		ALL required signatures (below)
		Your personal statement
		Documentation (on letterhead when appropriate; photocopies/faxes OK)/Healthcare Provider Form
		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**:

One signature is required prior to submission (except for Open University/Special Session students who require IES signature and F-1 visa students): (1) the instructor or (2) the department chair (or school director) if the instructor is not available. The appropriate college associate dean may provide the signature in cases where it is difficult, impossible, or a breach of required confidentiality to obtain recommendations of the instructor or chair.

Instructor Recommendation: Student's current grade: _____

My signature below indicates that the student has informed me of his/her intention to drop the class.
Comments (optional):

Instructor Name (print)	Signature	Date	Phone
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FOR F-1 Visa Students: ISSS Advisor's signature indicates that the student has discussed effects of withdrawal.
Comments (optional):

ISSS Advisor Name (print)	Signature	Date	Phone
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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
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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
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