Winter 2018 – Undergraduate Petition for Course Drop -- Instructions (page 1)

(If you are attempting to drop ALL courses in the semester, Use the Petition for Withdrawal)

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.

The time periods relating to when this petition is submitted:

A. After the Drop Deadline (January 3rd, 2018) and prior to January 19th, 2018, 4:45 PM
B. Anytime after the last day of instruction (formerly known as retroactive withdrawal) – for prior terms or after January 19th, 2018, 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 (Approved 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.)

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

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.
Winter 2018 – Undergraduate Petition for Course Drop -- Form (page 2)

<table>
<thead>
<tr>
<th>Name (print)</th>
<th>SJSU ID</th>
<th>Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address</td>
<td>Phone (cell preferred)</td>
<td>Student Signature</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Title: (Example: Comm 20)</th>
<th>Semester</th>
<th>Section #</th>
<th>5-digit course ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab/Activity Course #</td>
<td>5-digit Lab/Activity ID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of units remaining for the semester if this course drop petition is approved</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please indicate YES or NO for each of the required items for submission of a completed petition

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>Required Items:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<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>
</tr>
<tr>
<td></td>
<td></td>
<td>ALL required signatures (below)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Your personal statement</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Documentation (on letterhead when appropriate; photocopies/faxes OK) / Healthcare Provider Form</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All the information I have provided in this petition is truthful and complete</td>
</tr>
</tbody>
</table>

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’S SIGNATURE

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

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

FOR OPEN UNIVERSITY/SPECIAL SESSION STUDENTS

Associate Dean of IES Recommendation

RECOMMEND | DO NOT RECOMMEND

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