



**SAN JOSÉ STATE UNIVERSITY**

**Requests will NOT be accepted if any information or required attachment is missing.**

After last day to drop without a 'W' grade, a student may withdraw from all classes only for 'serious and compelling reasons'. (Failure, anticipated failure, or non-attendance is not a valid reason for withdrawing from all classes.)

**Acceptable circumstances** and required support documentation are listed below:

1. Military (orders from CO)
2. Death of immediate family member (death certificate)
3. Divorce (official legal documentation)
4. Employment (employer's letter on office stationery describing work circumstances beyond student's control. Name, phone and title of employer's representative must be legible.)
5. Natural disaster (appropriate verifiable documentation)
6. Personal (appropriate verifiable documentation)
7. Personal health or serious family illness (doctor's letter on medical stationery stating date and nature of illness)

**Instructions**

1. Fill out all information requested legibly on form.
2. Explain circumstances for withdrawing from the semester.
3. Attach all required documentation.
4. Obtain Major Advisor's signature. Major Advisor's signature does not constitute an approval.
5. Make a copy for your records.
6. Turn in your Request to Academic Services (counter 4) in the Student Services Center (SSC).

**Deadline**

The deadline to submit a Withdrawal from the Semester is the last day of instruction for the semester.

**ALL WITHDRAWAL REQUESTS ARE SUBJECT TO VERIFICATION**

**Withdrawal from the Semester Request**

Name \_\_\_\_\_ SJSU ID \_\_\_\_\_

Phone \_\_\_\_\_ Date \_\_\_\_\_

Email address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Zip \_\_\_\_\_

Major \_\_\_\_\_ Class level \_\_\_\_\_

Anticipated Graduation Date \_\_\_\_\_

Student Signature \_\_\_\_\_

**Reason for withdrawal** (check one only)

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/> Military   | <input type="checkbox"/> Natural disaster               |
| <input type="checkbox"/> Death      | <input type="checkbox"/> Personal                       |
| <input type="checkbox"/> Divorce    | <input type="checkbox"/> Personal health/family illness |
| <input type="checkbox"/> Employment |   |

**Required attachments**

- Statement (type or print) explaining circumstances for withdrawing from the current semester **and** supporting documentation (photocopies are acceptable)

**Refunds and fees**

Withdrawing from the semester will not cancel any financial obligation to the university. The refund schedule for the current semester can be viewed online at the Bursar's Office website: <http://webcms.sjsu.edu/bursar/fees/refunds/>

**Required signatures**

MAJOR ADVISOR OR BURSAR SIGNATURE DOES NOT CONSTITUTE AN APPROVAL.

MAJOR ADVISOR (PRINT) \_\_\_\_\_ SIGNATURE \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ DATE \_\_\_\_\_ SJSU PHONE \_\_\_\_\_

BURSAR'S OFFICE OFFICIAL (PRINT) \_\_\_\_\_ SIGNATURE \_\_\_\_\_

ACCOUNT CLEARED \_\_\_\_\_ DATE \_\_\_\_\_ SJSU PHONE \_\_\_\_\_

**For official use only**

**Final decision**

- Approved  Denied  Other

Comments:

ACCADEMIC SERVICES OFFICIAL \_\_\_\_\_ DATE \_\_\_\_\_

**Processing documentation**

Data entry: DB1 \_\_\_\_\_ (initials) Date \_\_\_\_\_

DB2 \_\_\_\_\_ (initials) Date \_\_\_\_\_