



**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 drop a class only for 'serious and compelling reasons'. (Failure, anticipated failure, or non-attendance is not a valid reason for withdrawing from a course.)

**Acceptable circumstances**

and required support documentation are listed below:

- \* 1. Administrative error (University documentation on department stationery)
- \* 2. Military (orders from CO)
- 3. Death of immediate family member (death certificate)
- 4. Divorce (official legal documentation)
- 5. 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.)
- 6. Natural disaster (appropriate verifiable documentation)
- 7. Personal (appropriate verifiable documentation)
- 8. 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 course.
- 3. Attach all required documentation.
- 4. Obtain faculty member's signature. **Students are advised to continue class attendance until approval is received** from Academic Services. Faculty member'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 Late Drop Request is the last day of instruction for the semester.

\* *Identified categories eligible for consideration of refund after University deadline. Send copy and documents to Bursar (SSC counter 5), if late drop is approved.*

**ALL DROP PETITIONS ARE SUBJECT TO VERIFICATION**

**Late Drop Request**

(Use 'Request for Withdrawal' form if you are dropping **all courses** for the current semester.)

Name \_\_\_\_\_ SJSU ID \_\_\_\_\_  
 Phone \_\_\_\_\_ Date \_\_\_\_\_  
 Email address \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State/Zip \_\_\_\_\_  
 Major \_\_\_\_\_ Class level \_\_\_\_\_  
 Anticipated Graduation Date \_\_\_\_\_  
 Student Signature \_\_\_\_\_

**Reason for requesting late drop (check one only)**

- Administrative error
- Military
- Death
- Divorce
- Employment
- Natural disaster
- Personal
- Personal health/family illness

**Required attachments**

- Statement (type or print) explaining circumstances that prevented dropping course before the last day to drop without a 'W' grade **and** attach supporting documentation (photocopies are acceptable)

**Course information (one course per form)**

Lecture \_\_\_\_\_ Dept. & \_\_\_\_\_  
 Code # \_\_\_\_\_ Course # \_\_\_\_\_ Sect. \_\_\_\_\_  
 Lab Code # \_\_\_\_\_ Lab # \_\_\_\_\_ Sect. \_\_\_\_\_  
 Course title \_\_\_\_\_ Term \_\_\_\_\_  
 Number of semester units remaining after course drop \_\_\_\_\_

**Instructor comments** Student's current grade \_\_\_\_\_

\_\_\_\_\_  
 INSTRUCTOR OF COURSE (PRINT) (SIGNATURE)

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

**FACULTY MEMBER'S SIGNATURE DOES NOT CONSTITUTE AN APPROVAL.**

**For official use only**

**Final decision**

- Approved
- Denied
- Other

Comments:

\_\_\_\_\_  
 ACADEMIC SERVICES OFFICIAL DATE

**Processing documentation**

Data entry: DB1 \_\_\_\_\_ (initials) Date \_\_\_\_\_  
 DB2 \_\_\_\_\_ (initials) Date \_\_\_\_\_