



## Retroactive Course Drop

**INSTRUCTIONS:**

1. Only for undergraduate students who have been formally admitted to and enrolled at SJSU for at least one semester. Requests for a retro. drop of a specific course are NOT granted unless you can show extenuating circumstances **BEYOND YOUR CONTROL** that have prevented you from dropping that course. If your request is granted, your records will show a "W" for the course.
2. Completely fill out this form. (file a separate form for each request) Requests will NOT be accepted if any attachments or signatures are missing.
3. Attach a statement explaining the extenuating circumstances that prevented you from dropping the course within the deadlines.
4. Attach ALL required documentation.
5. Get signatures from the instructor for the course and your major advisor.
6. Turn your petition into the front desk at the Student Services Center, along with a self-addressed, stamped envelope.
7. The Undergraduate Studies Office will make the final decision and mail a copy, without attachments, to the student.
8. A change in your cumulative GPA as a result of this approval for a retroactive drop will not change your academic standing from a previous semester.

SJSU Student ID Number \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

Complete Address \_\_\_\_\_

Email \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Semester Entered SJSU \_\_\_\_\_ Major \_\_\_\_\_

Course Prefix & No. \_\_\_\_\_ Term taken \_\_\_\_\_ Grade \_\_\_\_\_

**REQUIRED ATTACHMENTS (photocopies are acceptable)**

- Complete SJSU transcripts prior to Spring 1991, if applicable.
- Statement explaining extenuating circumstances that prevented you from dropping this course within the deadlines.
- Documentation of extenuating circumstances
- Graduation worksheet (if applicable)
- PeopleSoft Degree Progress Report

**Recommendations:**

\_\_\_\_\_  
Print Course Instructor's Name (Signature)

\_\_\_\_\_  
Department Date

\_\_\_\_\_  
Print Major Advisor's Name (Signature) Date

**FINAL DECISION**

- Approved
- Denied
- Other

Comments:

\_\_\_\_\_  
Associate Dean, Undergraduate Studies Date

FOR OFFICE USE ONLY: Original : records	Copy: student	
_____ PeopleSoft Comments (must be initialed)		4/07