



Retroactive Withdrawal

INSTRUCTIONS:

1. Only for undergraduate students who have been formally admitted to and enrolled at SJSU for at least one semester. If there were extenuating circumstances beyond your control that have prevented you from withdrawing from your classes, you may submit a request for retro. withdrawal (W/D) from all classes during that semester. You must demonstrate that your GPA that semester was not typical of your normal GPA, and that you are now capable of meeting acceptable university standards. You must be pursuing a degree at SJSU. If you have applied for graduation and the only thing preventing you from graduating is your GPA, it may be better for you to submit a *Disregard of Previous Semester's Work* petition. Retro. W/D just to improve GPA will not be approved. If your petition for retro. W/D is approved, all courses will show as a "W" for that semester.
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 have prevented you from withdrawing during the semester.
4. Attach ALL required documentation.
5. Get signature from 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.

SJSU Student ID Number _____

Name _____ Date _____

Complete Address _____

Email _____ Daytime Phone _____

Major _____ Major Advisor _____

Student Signature _____

Semester to be withdrawn _____ Date Entered SJSU _____

REQUIRED ATTACHMENTS (photocopies are acceptable)

- Complete SJSU transcripts prior to Spring 1991 (if applicable)
- Statement explaining extenuating circumstances that prevented you from withdrawing during the semester
- Documentation of extenuating circumstances
- Graduation worksheet (if applicable)
- PeopleSoft Degree Progress Report
- Documentation of current satisfactory SJSU performance (a minimum of 12 units at SJSU with no grades below a "C" after the semester to be withdrawn)

Recommendation:

Major Advisor's 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)	1/07