

**Fall 2017—Undergraduate Petition for Withdrawal (from ALL courses in the semester) Instructions**

**NOTE: Although this petition displays the current semester's date, it should also be used for withdrawals from previous semesters.** Your petition will not be processed if you do not use 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.

Withdrawals may be approved under several categories. These are based on (1) the date when the petition is submitted, and (2) the reason(s) for the request. Petitions may be submitted in person (to Academic Advising and Retention Services, Student Services Center) or by fax (408-924-2526).

**NOTE: ALL STUDENTS MUST GET A SIGNATURE FROM THE FINANCIAL AID OFFICE FIRST TO ESTABLISH YOUR INTENT TO WITHDRAW.**

**Students on an F-1 visa must get a signature from ISSS (Student Union, IES) before submitting the petition.**

There are three time periods relating to when this petition is submitted:

- A. After the Drop Deadline (**September 6**) and prior to **November 16, 2017, 4:45 PM**
- B. After **November 16, 2017 and prior to December 11, 2017, 4:45 PM**
- C. Anytime after the last day of instruction (formerly known as retroactive withdrawal) – for prior terms or after **December 11, 2017, 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 (Approve 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 form Healthcare Provider form.** Other requirements: (3) signatures and advisory recommendations as specified on the petition form (page 2), and (4) a brief personal statement.

**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 of (12 or more units all “C or better” with GPA 2.5 or better). Retroactive petitions of Type WA withdrawals that could have been submitted before the deadline will be denied.**

The following are **not valid** reasons for withdrawal: Poor academic performance, non-attendance, change of major, or lack of prerequisite(s).

*On-campus housing residents must submit a separate petition to cancel their housing license. Please visit <http://www.housing.sjsu.edu/> or the Housing Office located on the second floor of CVB for details and forms. Students seeking refunds other than the pro-rated amount must submit a Financial Petition to the Bursar’s Office. Only petitions demonstrating extenuating circumstances will be considered and supporting documentation must be submitted with the Financial Petition. [http://www.sjsu.edu/bursar/docs/forms/financial\\_petition.pdf](http://www.sjsu.edu/bursar/docs/forms/financial_petition.pdf)*

Reason for Drop/Withdraw	Date when Petition is Submitted		
	A. Prior to the final 20% of the term <sup>a</sup>	B. Prior to the end of the last day of classes <sup>a</sup>	C. After the last day of classes
WA	Allowed	NOT Allowed	NOT Allowed
WB	Allowed	Allowed	Allowed <sup>b</sup>

(a) Categories A & B -- Students are advised to continue class attendance until approval is received.

(b) Category C, WB -- An additional statement with documentation is required to explain why the petition could not have been submitted during the term.

**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.**

**Fall 2017 – Undergraduate Petition for Withdrawal (from ALL courses in the semester) -- Form**

SJSU ID			
Name (print)		Category A, B, or C	
Phone (cell preferred)		Email Address	
Student Signature		Major	

**Semester information (one semester per form)**

Term from which you are seeking to withdraw	
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Please indicate YES or NO for each of the required items for submission of a completed petition		
YES	NO	Required Items:
		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> )
		ALL required signatures (below)- <b>Financial Aid FIRST</b>
		Your personal statement
		Documentation (on letterhead when appropriate; photocopies/faxes OK)-Healthcare Provider Form
		All the information I have provided in this petition is truthful and complete

Incomplete petitions will not be processed unless you provide an explanation for all of the above items that are indicated **NO**:

<b>Financial Aid Office (required as first signature)</b>	Student receives Financial Aid	YES	NO
Financial Aid Office Official (print/stamp)	Signature	Date	Phone

*Two signatures are required prior to submission (except for Open University/Special Session students who require IES signature and F-1 visa students): the major advisor (or chair/director) of the major department and the Associate Dean of the College. The appropriate college associate dean may provide the only signature in cases where it is difficult, impossible, or a breach of required confidentiality to obtain recommendations of the advisor and/or chair.*

**Major Advisor Acknowledgement:** My signature indicates that the student has discussed possible effects of withdrawal with me.  
Comments (optional):

Major Advisor Name (print)	Signature	Date	Phone
<b>Major College Associate Dean Recommendation (circle one):</b>	<b>RECOMMEND</b>	<b>DO NOT RECOMMEND</b>	
Comments (optional):			

Associate Dean Name (print)	Signature	Date	Phone
<b>FOR F-1 Visa Students:</b>	ISA Advisor's signature indicates that the student has discussed effects of withdrawal.		
Comments (optional):			

ISSS Advisor Name (print)	Signature	Date	Phone
<b>FOR OPEN UNIVERSITY/SPECIAL SESSION STUDENTS</b>	(circle one): <b>RECOMMEND</b>	<b>DO NOT RECOMMEND</b>	
Associate Dean of IES Recommendation Comments (optional):			

Associate Dean Name (print)	Signature	Date	Phone
<i>STUDENT must submit to Academic Advising and Retention Services (AARS), Student Services Center</i>			

<b>Director AARS Final Decision (circle one):</b>	<b>APPROVE</b>	<b>DENY</b>	<b>OTHER</b>
<b>Type of Drop (circle one):</b>	<b>WA</b>	<b>WB</b>	Comments (optional):

Director (or designee) Signature	Date	DATA ENTRY / DATE
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