

College of Social Sciences
Instructions for the
Undergraduate Petition for Withdrawal

What you should know about the “Withdrawal” process.

Use this petition to withdraw from all your courses in a semester. If you wish to only drop one or more courses during a term, the you must use the [Undergraduate Petition for Course Drop](#).

The withdrawal process is how we officially recognize that serious and compelling extenuating circumstances have kept a student from succeeding academically during a term. In this way, students are not penalized academically for circumstances beyond their control. Generally, all acceptable extenuating circumstances fall into one of the following eight categories:

Personal health or serious family illness	Employment related	Death of immediate family member
Divorce	Administrative error	Natural disaster
Military (orders from CO)	Personal/other (rarely approved)	

There are two broad categories of allowable extenuating circumstances for withdrawing from a semester:

- **WA** = Serious and compelling extenuating circumstances that you may have been able to anticipate by the drop deadline. This category can only be used prior to the date that represents the final 20% of the semester.
- **WB** = Serious and compelling extenuating circumstances that are or were clearly beyond your control. There is no deadline for this category, including retroactive withdrawal well beyond the end of the term in question.

Retroactive withdrawals require demonstration that the poor academic performance during the withdrawal semester was atypical, e.g., academic work prior to or after the withdrawal semester is at a “C” or better.

In accordance with [University Policy S09-7](#), all students are limited to 18 units of WA category withdrawals on their SJSU transcripts. There is no such unit limit on the WB category withdrawals. Both WA and WB show as “W” on the official transcript.

What will be required to submit the Petition for Withdrawal.

You will be asked to provide the following during the DocuSign withdrawal process. Please make sure that you have the supporting material ready to upload prior to beginning the process.

1. A brief personal statement describing the extenuating circumstance and how it affected your ability to succeed academically.
2. Supporting documentation. For example, the [Healthcare Provide Form](#), employment documents, etc. These documents should be in PDF format (see, instructions for scanning to PDF from [Android](#) and [iPhone](#)). Any personal identity information, e.g., social security numbers, driver’s license number, birth dates, etc., should be redacted before submitting.

Other important notes:

- Students submitting a withdrawal request for the current semester are advised to continue attending class until approval is received.
- All documentation is subject to verification.
- On-campus housing residents must submit a separate petition to cancel their housing license. Please visit the Housing Office ([website](#) or CVB, 2nd floor) for details and forms.
- Students seeking refunds other than the pro-rated amount must submit a [Financial Petition](#) to the Bursar’s Office.

I have read the above information and I am ready to continue the withdrawal process.