Summer 2018 – Undergraduate Petition for Course Drop --
Instructions (page 1)

(If you are attempting to drop ALL courses in the semester, Use the Petition for Withdrawal)

This petition displays the current semester's date, it should also be used for course drops from previous semesters. Your petition will not be processed if you are not using 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.

Course Drops may be approved under several categories. These are based on (1) the date this petition is submitted, and (2) the reason(s) for the request.

The time periods relating to when this petition is submitted:

A. After the Drop Deadline and prior to this date:
   a) Session One: First 5 week: Friday, July 6, 2018, 4:45 PM
   b) Session Two: Second 5 week and 10 week: Friday, August 10, 2018, 4:45 PM

B. Any time after the last day of instruction of each session (formerly known as retroactive withdrawal) – For prior terms or after August 10, 2018, 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.

<table>
<thead>
<tr>
<th>Date when Petition is Submitted</th>
<th>Reason for Drop/Withdrawal</th>
<th>A. Prior to the final 20% of the term</th>
<th>B. Prior to the end of the last day of classes</th>
<th>C. After the last day of classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>WA</td>
<td></td>
<td>Allowed</td>
<td>NOT Allowed</td>
<td>NOT Allowed</td>
</tr>
<tr>
<td>WB</td>
<td></td>
<td>Allowed</td>
<td>Allowed</td>
<td>Allowed</td>
</tr>
</tbody>
</table>

(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, usually an emergency occurring at the end of the term.

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

In all cases the following are required, (1) a personal statement and (2) supporting evidence/documentation (on letterhead) will be required. Other requirements: (3) signatures and advisory recommendations as specified on the petition form (page 2) □ For Medical documentation, please use the form Healthcare Provider form.

□ NOTE: F-1 Visa students must obtain a signature from ISSS (Student Union, CIES office) before submitting the petition.

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

The following are not valid reasons for dropping courses: Poor academic performance, non-attendance, change of major, or lack of prerequisite(s).
NOTE: ALL DOCUMENTATION IS SUBJECT TO VERIFICATION! Incomplete petitions WILL be denied.

Summer 2018 – Undergraduate Petition for Course Drop -- Form (page 2)

Name (print) | Major
---|---
SJSU ID
Email Address | Phone (cell referred)
Student Signature | Date Signed

Course information (one course per form, including any supplementary lab or activity)

<table>
<thead>
<tr>
<th>Course Title:</th>
<th>(Example: Comm 20)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester</td>
<td>Section # 5-digit course ID</td>
</tr>
<tr>
<td>Lab/Activity Course #</td>
<td>5-digit Lab/activity ID</td>
</tr>
</tbody>
</table>

Number of units remaining for the semester if this petition is approved

Please indicate YES or NO for each of the required items for submission of a completed petition

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>Required Items:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LL required signatures (below)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Your personal statement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Documentation (on letterhead when appropriate; photocopies/faxes OK) / Healthcare Provider form</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All the information I have provided in this petition is truthful and complete</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

One signature is required prior to submission (except for Open University/Special Session students who require CIES signature and F-1 visa students): (1) the instructor or (2) the department chair (or school director) if the instructor is not available. The appropriate college associate dean may provide the signature in cases where it is difficult, impossible, or a breach of required confidentiality to obtain recommendations of the instructor or chair.

INSTRUCTOR’S SIGNATURE

Student’s current grade: _____

My signature below indicates that the student has informed me of his/her intention to drop the class. Comments (optional):

Instructor Name (print) | Signature | Date | Phone

FOR F-1 VISA STUDENTS: ISSS Advisor’s signature indicates that the student has discussed effects of withdrawal. Comments (optional):

ISSS Advisor Name (print) | Signature | Date | Phone
**FOR OPEN UNIVERSITY/SPECIAL SESSION STUDENTS**

Associate Dean of CIES Recommendation  | RECOMMEND  | DO NOT RECOMMEND

Comments (optional):

<table>
<thead>
<tr>
<th>Associate Dean Name (print)</th>
<th>Signature</th>
<th>Date</th>
<th>Phone</th>
</tr>
</thead>
</table>

**STUDENT must submit to Academic Advising and Retention Services (AARS), Student Services Center**

Director AARS Final Decision (circle one):  | APPROVE  | DENY

- APPROVE
- DENY
- OTHER

Type of Drop (circle one):  | WA  | WB

- WA
- WB

Comments (optional):

<table>
<thead>
<tr>
<th>Director (or designee) Signature</th>
<th>Date</th>
<th>DATA ENTRY / DATE</th>
</tr>
</thead>
</table>
