



Policies on Add, Drop, and Withdrawal

Students are responsible for the management of their class enrollments. Students should check their enrollment records periodically throughout the semester to ensure that the enrollment record is correct. Particularly, all students should check their enrollment record a day or two after any enrollment changes are made and take immediate action if the university record does not reflect the changes. Also make sure to maintain a record of any adds, drops, or withdrawals. You will need to provide supporting documents if there are any discrepancies between your enrollment record and the university enrollment record.

I. Add/Drop

- A. First week through fourth week of instruction: This is the open add/drop period. Use Gator Rag to add (with instructor issued permit number) or drop courses.
- B. After the fourth week but before the end of the semester: Add/drop during this late period is generally not permitted. Students may consider withdrawal instead of drop. Under special conditions a student may petition for a late add/drop. A petition must be filed as soon as the need to add/drop is discovered or conditions that prevented the student from add/drop are cleared. Supporting documents must be provided.
- C. After the end of the semester: Retroactive add/drop is seldom approved. Students are responsible for checking their class enrollments during the semester and rectifying any discrepancies during the semester. A petition must be filed as soon as the need to retroactive add/drop is discovered or conditions that prevented the student from add/drop are cleared. Supporting documents must be provided.
- D. Procedure for late or retroactive add/drop (Note: student should not assume that the petition is approved until so notified by the Registrar's Office):
 1. Student completes a petition form (*Petition for Late Add of Course* for late add or *Petition for Waiver of College Regulations* for others) and obtains the instructor's approval and comment.
 2. Student submits the petition to the department office to obtain chair's approval and comment. The department office dates the petition submission date.
 3. Student submits the petition to the dean's office for associate dean's approval and comment. If approved, the dean's office will forward the petition to Records and Registration.

General guidelines: At the discretion of the reviewer, petitions may be approved if the student can demonstrate that circumstances were beyond his/her control and through no fault of the student or due to administrative error. Petitioner must also show that the petition is filed at an earliest possible time. Dropped courses will not show on student's transcript.

II. Withdrawal

- A. Fifth week through twelfth week (withdrawal): Withdrawal from a course during this period may be permissible for appropriate reasons provided that the student has not withdrawn from the same course twice or more before. A petition to withdraw from a course must be accompanied by a copy of current, unofficial transcript. Please note that some departments may have an earlier deadline.
- B. After the twelfth week but before the end of the semester (late withdrawal): Withdrawals during this late period are not permitted except in cases of verified accident or serious illness when circumstances are beyond the control of the student and where the assignment of an incomplete grade is not practical. Normally only withdrawals from the University are approved because qualifying circumstances are not course-specific. However, under very special conditions, students may petition for a late withdrawal from individual classes. A petition to withdraw must be accompanied by supporting documents and a copy of current, unofficial transcript.
- C. After the end of the semester (retroactive withdrawal): Retroactive withdrawal may be granted only under very special circumstances. Students must demonstrate that grades were unearned and that, due to the urgent situation of the matter, they were physically unable to drop/withdraw from the course during the semester. Normally only retroactive withdrawals from the University are allowed because qualifying circumstances are not course-specific. Retroactive withdrawal petitions must be filed during the first semester in attendance following the semester when the course was registered and accompanied by supporting documents and a copy of current, unofficial transcript.
- D. Procedures for withdrawal/late withdrawal/retroactive withdrawal
- Note:
- a. Student should not assume that the petition is approved until so notified by the Registrar's Office.
 - b. Individual departments may have more, but not less, restrictive rules about conditions for approval of petitions for withdrawal from courses. Students should learn the departmental rules at the beginning of each course.
 - c. Withdrawal (retroactive or current) from all courses for a semester does not require approval from the instructor, chair, or dean. Such petitions must be submitted directly to the Student Services for approval by the University Board of Appeals and Review and must be accompanied by all of the required supporting documentation.
1. Student discusses the case with the instructor before filing a petition.

2. Student completes a *SFSU Petition for Withdrawal or Retroactive Withdrawal* form, attaching a current unofficial transcript and supporting documents.
3. Student obtains the instructor's approval and comments. All petitions shall be denied if the student already has two or more W's for the same course.
4. Student submits the withdrawal petition to the department office to obtain chair's approval and comments. The department office dates the petition submission date. All petitions shall be denied if the student already has two or more W's for the same course.
5. For withdrawal, the petition is submitted to the Student Services after step 4. For late or retroactive withdrawal, the petition is submitted to the dean's office for associate dean's approval and comment. If approved, the dean's office will forward the petition to Records and Registration. All petitions shall be denied if the student already has two or more W's for the same course. A withdrawn course will show a grade of "W" on the student transcript.

General guidelines: **Examples of unacceptable reasons for late or retroactive withdrawal:**

- not doing well in class
- exam was late
- taking too many units
- too much school work
- working too many hours
- stressed out
- more time needed for other classes
- changing majors
- not required for my degree
- not aware of the regulation/procedure/deadline
- having problems with the instructor
- course is not what was expected
- not learning anything in class
- can't find instructor on deadline date
- will retake the course anyway
- hurting my GPA for graduate school
- to raise the GPA to 2.0 for graduation
- to avoid academic probation or disqualification