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STUDENT NAME (LAST name first. Please print.)

SFSU ID#

San Francisco State University

PETITION FOR RETROACTIVE WITHDRAWAL

See policy and procedure on the back before completing the form. Students are to complete this form down to the dotted line. If more room is needed, please attach another sheet.

This Petition is for:

<input type="checkbox"/> Retroactive withdrawal from a course (Requires action by Instructor, Chair and Dean)	<input type="checkbox"/> Retroactive withdrawal from University (Requires action only by Board of Appeals and Review.)
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Department and course number: _____

Term and Year: _____

Name of course instructor: _____

MAJOR: _____

Name: _____

Student Number: _____

Address: _____

Telephone: Day: _____ Eve. _____

E-mail: _____

My reasons for this request are (specify clearly and attach supporting documentation):

I have read the policy and procedure on the back.

Student Signature: _____

Date: _____

Action by Instructor: _____ Approve _____ Deny Comments: _____ _____ Signature: _____ Date: _____	Action by Department Chair: _____ Approve _____ Deny Comments: _____ _____ Signature: _____ Date: _____
Action by Dean: _____ Approve _____ Deny Comments: _____ _____ Signature: _____ Date: _____	Action by Board of Appeals and Review: _____ Approve _____ Deny Comments: _____ _____ Signature: _____ Date: _____

Policy for Retroactive Withdrawal

Retroactive Withdrawal from COURSE or UNIVERSITY

Special Note: You may request withdrawal from the same course no more than two times (effective Fall 99). An unofficial transcript is required and must be attached to this petition for instructor review.

Requirements (a check list):

- Document of serious and compelling reasons (usually due to serious accident or illness) used to justify the action must be presented to the faculty member and, if requested, must also be presented to the chair and/or Associated Dean for their review.
- Approval
 - a) For retroactive withdrawal from a course:
Actions by the course Instructor, Department Chair, and College Dean are required.
 - b) For retroactive withdrawal from a semester:
Action by the Board of Appeals and Review is required.

Procedures (a check list):

- Student collects supporting documentation which can demonstrate serious and compelling reasons to justify the withdrawal *and* extenuating circumstances to justify the retroactive procedure. Student also obtains a copy of up-to-date transcript from the Records Office.
- Student completes the "Student Request" part of the petition, signed and dated.
- Student submits:
 - a) For retroactive withdrawal from a course:
Submit the petition form, supporting documents, and a copy of up-to-date unofficial transcript to the course Instructor. The Instructor will approve or disapprove the petition and forward it to the Department Chair and the Chair to the College Dean. The Dean's office will forward the petition to the Registrar's Office.
 - b) For retroactive withdrawal from a semester:
Submit the petition form, supporting documents, and a copy of up-to-date unofficial transcript directly to the Registrar's Office for review by the Board of Appeals and Review.
- A copy of this petition with the final decision will be mailed to the student by the Registrar's Office for the student's personal file.