

STUDENT NAME Last First M.I.

Please print

Grid for student name initials

Grid for SFSU ID#

SFSU ID#

Grid for SFSU ID#

San Francisco State University

PETITION FOR WITHDRAWAL FROM COURSE OR UNIVERSITY

Complete the petition to the dotted line, read the instructions on the back of this form. Further questions should be directed to the Registrar at the Student Services Center, SSB 101. For Withdrawal from a Course, submit an Unofficial Transcript. Attach relevant supporting documentation to this form. If more space is needed, attach another sheet.

Weeks may vary in a semester. For exact deadline dates for a specific semester see online the Class Schedule Registrar's Website

Check the box below for type of withdrawal requesting:

Two columns of withdrawal options: Individual withdrawal from a course and Semester withdrawal from university. Each includes checkboxes, grade information, and required actions.

Form fields for: Department and course number, Name of course instructor, Student Name, Address, Term and year enrolled in the course, Major, Telephone Day, and E-mail.

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

I understand that an approved withdrawal does not release me from any financial obligation owed for fees, tuition, or financial aid. Student Signature: _____ Date: _____

Student requesting to withdraw from a class must obtain the Approvals as specified in the instructions on the back of this form.

Approval table with four sections: Action by Instructor, Action by Department Chair, Action by Dean, and Action by Board of Appeals and Review. Each section includes Approve/Deny checkboxes, comments, and signature/date lines.

Submit completed form to Registrar at One Stop Student Services, SSB 101.

WITHDRAWAL PROCEDURES

Weeks described below may vary in a semester. For exact dates for a specific semester see on-line Academic Calendar <http://www.sfsu.edu/deptpage/acal4.htm>

Withdrawal from COURSE

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.

Add/Drop period - Weeks 1 through 4 of Fall and Spring Semesters and - Weeks 1 through 2 of Summer Semesters

- Dropped courses will not show on permanent record / transcript, future class lists, or posted grades.
- Use the **SFSU Gator Reg Web and phone registration system** to drop courses prior to the fifth week of instruction.
Do not use this form to drop courses during an Add/Drop period: weeks 1 through 2 during Summer and weeks 1 through 4 during Fall and Spring semesters.

After four weeks, but before last three weeks of Fall and Spring Semesters and After two weeks, but before last three weeks of Summer Semesters

- Approved Withdrawal will show as a “W” (approved withdrawal) on transcript, future class lists, and posted grades.
- Withdrawal must be for serious and compelling reasons.
- Withdrawal form must be completed.
- Obtain approvals from Instructor and Department Chair, (College Dean, choice of Department).

Final three weeks.

- Approved Withdrawal will show as a “W” (approved withdrawal) on transcript, future class lists, and posted grades.
- Withdrawal must be for **verifiable** and compelling reasons.
- Complete the withdrawal form and obtain approvals from the Instructor, Department Chair, and College Dean.

Submit the completed form to the Registrar at the One Stop Student Services Center, SSB 101

Withdrawal from the UNIVERSITY / Total Withdrawal for the Semester

Add/drop period - Weeks 1 through 4 of Fall and Spring Semesters and - Weeks 1 through 2 of Summer Semesters

- Complete withdrawal form.
- Students who withdraw during the first four weeks of the semester are not considered enrolled for that semester.
- Students who were not enrolled the previous semester must reapply to the Admissions Office for readmission.

After four weeks, but before last three weeks of Fall and Spring Semesters and After two weeks, but before last three weeks of Summer Semesters

- Approved Withdrawal will show as a “W” (approved withdrawal) on transcript, future class lists and posted grades.
- Withdrawal must be for serious and compelling reasons.
- Complete withdrawal form.

Final three weeks.

- Approved Withdrawal will show as a “W” (approved withdrawal) on transcript, future class lists, and posted grades.
- Withdrawal from the University will only be permitted for **verified** cases of serious accident or illness.
- Complete withdrawal form.
- Attach a letter from the attending physician.

Student submits the completed form to the Registrar at the One Stop Student Services Center, SSB 101.