



Last Name, First Name, MI

Student ID Number

DROP/WITHDRAWAL CARD (future or current term only)

To be used before the deadline to withdraw without a "W"

- During the first three weeks of instruction, dropping courses is permitted without restriction or academic penalty. An approved withdrawal will drop all classes.
- Students who withdraw during the first three weeks of instruction are not considered enrolled for the current term.
- **Continuing students** who do not enroll for two consecutive terms (excluding summer and winter) must apply for readmission to the University.
- **New students** who withdraw within the first three weeks of first term must apply for readmission to the University.
- Students who drop/withdraw after the first day of instruction must contact the Bursar's office regarding possible prorated fees.
- Students who reside on campus and have an active lease must contact the Housing Office.

For exact deadline dates for a specific term and more information refer to the following link:

<http://registrar.sfsu.edu/deadlines>

PLEASE SEE SECOND PAGE FOR FURTHER GUIDELINES AND INSTRUCTIONS.

Fall Spring Summer Year: _____

Student Major: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number: _____ E-mail: _____

My reasons for this request are:

I understand that an approved withdrawal does not release me from any financial obligation owed for fees, tuition, housing or financial aid.

I understand that further approval/review may be needed if I am an international student.

Student Signature: _____ Date: _____

Guidelines and Instructions for Withdrawing from a Term

1. You must complete the petition and make your request before the published [Withdrawal Deadlines](#).
2. If the (drop) deadline to withdraw without a "W" has passed, you must use a **Term Withdrawal (current term)** petition.
3. If the semester has passed, you must use a **Retroactive Term Withdrawal** petition.
4. If you are only withdrawing from individual course(s), you must drop the class through your Student Center.
5. Continuing students who do not enroll for two consecutive terms (excluding summer and winter) must apply for readmission to the University.
6. New students who withdraw within the first three weeks of first term must apply for readmission to the University
7. Students who drop/withdraw after the first day of instruction must contact the Bursar's Office regarding possible prorated fees.
8. Students who reside on campus and have an active lease must contact the Housing Office.
9. Please check the current Bulletin for complete [Withdrawal Policies](#).