



Last Name                      First Name                      MI                      Student ID Number

**DROP CARD (Fully withdraw from the University with no plans to return)**

**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 drop 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 more information on specific semester dates and deadlines refer to the following link: [registrar.sfsu.edu/deadlines](http://registrar.sfsu.edu/deadlines)

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.

Have you already DROPPED all your classes. If so when:

**Student Signature:**

**Date:**