



Last Name, First Name, Middle Initial

Student ID Number

RETROACTIVE WITHDRAWAL FROM A COURSE (past terms only)

An approved withdrawal will show as a grade of "W" on transcripts, future class lists, and posted grades. For withdrawal from a course, submit an unofficial transcript. Attach relevant supporting documentation to this form. If more space is needed, attach another sheet. Withdrawal Policy: Beginning Fall 2009, undergraduate students may withdraw from a course a maximum of two times and from no more than 18 semester-units of course work. This does not include total term withdrawals of all courses or classes taken in CEL (College of Extended Learning). Satisfactory Academic Progress rules require a 67% completion rate (units completed out of units attempted) to receive financial aid. W grades are considered attempted units in this calculation.

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

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

Please read second page for further guidelines and instructions.

Dept. & Course #: _____ Class Nbr: _____ Term & year: _____

Instructor: _____ Student Major: _____

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

Phone Number: _____ E-mail: _____

My reasons for this request are: *(Please 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.
- I understand that any documentation provided will be shared with those who are charged with reviewing this petition.
- I understand that further approval/review may be needed if I am an international student.

Student Signature: _____ Date: _____

Instructor Justification

- Approve Deny

Action by Department Chair

- Approve Deny

Signature _____ Date: _____ Signature _____ Date: _____

Action by Dean

- Approve Deny

Signature _____ Date: _____

Guidelines and Instructions for Retroactive Withdrawing from an Individual Course

1. Retroactive Withdrawal is used after the semester the class was taken has already passed.
2. If the term is still in session, you must use a **Withdrawal from a Course** petition or contact your instructor.
3. If you are withdrawing from all classes during a past term, use the **Retroactive Term Withdrawal** petition.
4. Contact your instructor or department to see what types of documentation may be needed for reviewing your petition.
5. Instructor, Chair, and Dean must approve all retroactive withdrawals from individual courses.
6. If an instructor is no longer available, please contact the department for Chair and Dean approval.
7. Documentation must support a serious and compelling reason. Examples are: serious medical condition, emergency travel due to family situation, death of a close family member during the semester the class is taken, documentable mental health concern.
8. Serious and compelling reasons do not include: Work schedule conflicts or withdrawals to improve GPA.
9. Documentation must be submitted in order for your petition to be reviewed. Petitions without documentation will be returned.
10. Any documentation submitted constitutes an acknowledgement that it may be shared by staff or faculty reviewing your petition.
11. Documentation must show proof of why you were unable to complete the course and must match the dates of the term in which you enrolled for the course.
12. Examples of acceptable documentation include: A statement on letterhead from a doctor, counselor, or therapist.
13. Examples of documentation not acceptable include: A statement from a family member/friend or your own statement with no other documents.
14. Medical documentation should only include verification of the severity of the condition to show why it prevented you from completing the coursework and the dates the condition affected you. It is unnecessary to include intake forms, full diagnostic work or for the doctor's office to state the actual diagnosis.
15. Processing time will vary depending on department/college and time of year.
16. The Board of Appeals and Review or its designees will make final decisions concerning all petitions for Retroactive Withdrawal based solely on the statements and documentation submitted.
17. Please check the current Bulletin for complete [Withdrawal Policies](#).