



NAME Last Name First Name Middle Initial

Student ID Number

PETITION FOR RETROACTIVE WITHDRAWAL

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 semester 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 semester and more information refer to the following link: <http://www.sfsu.edu/~admisrec/reg/regsched.html> For course information, check your Student Center

Check the box below for type of withdrawal:

<input type="checkbox"/> RETROACTIVE WITHDRAWAL FROM A COURSE Requires action by Instructor, Chair and Dean	<input type="checkbox"/> RETROACTIVE WITHDRAWAL FROM UNIVERSITY Student submits Withdrawal From University form directly to Registrar at One Stop Student Services Center, SSB 101. Requires action by Board of Appeals and Review.
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Dept. & Course #: _____ Schedule #: _____ Term & year: _____

Instructor: _____ Major: _____

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

Phone Number: _____ E-mail: _____

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

Student Signature: _____

Date: _____

Instructor Justification

Approve Deny

Action by Department Chair

Approve Deny

Signature _____ Date: _____

Signature _____ Date: _____

Action by Dean

Approve Deny

Action by Board of Appeals and Review

Approve Deny

Signature _____ Date: _____

Signature _____ Date: _____