



**SAN JOSÉ STATE UNIVERSITY**

**San José State University  
Graduate Admissions and  
Program Evaluations  
(GAPE)**

**Graduate Petition for Course/Semester Withdrawal**

**INSTRUCTIONS**

Requests to retroactively or late drop specific courses are rarely granted. However, if the student can demonstrate extenuating circumstances beyond their control that prevented them from dropping a course or withdrawing from the entire semester, they may request a withdrawal. The student must demonstrate that his or her performance that semester was atypical of their normal performance, that they are capable of performing at acceptable university standards, and that they are pursuing a degree at SJSU. Withdrawal simply to enhance GPA will not be considered. A change in cumulative GPA resulting from the approval of this withdrawal will not change the academic standing for that previous semester. These instructions must be carefully followed:

1. All required documentation must be attached.
2. Extenuating circumstances that disrupted the scholastic performance and prevented withdrawal during the semester must be explained in a separate attachment.
3. Required recommendations from the department graduate advisor, department chair or school director, and college associate dean must be obtained (consult the list of departments at [www.sjsu.edu](http://www.sjsu.edu) to determine the associate dean to which to submit the form).
4. This request should be returned to Academic Advising and Retention Services in the Student Services Center or by fax to 408-924-2526.

There are three time periods relating to submission of this petition:

- A. after the drop deadline and prior to the final 20% of the term (1 month before last day of classes)
- B. during the final 20% of the term, concluding on the last day of classes.
- C. anytime after the last day of classes (formerly known as retroactive withdrawal or course drop).

There are two broad categories of extenuating circumstances for dropping a course or semester:

- WA = Serious and compelling reasons (but reasons for which there might have been an opportunity to anticipate and drop the course prior to the drop deadline).
- WB = Serious and compelling reasons that are clearly beyond your control.

In accordance with University policy, graduate students are limited to 9 units of WA on their SJSU transcripts. There is no unit limit for WB. Petitions for WA may be submitted only prior to the final 20% of the semester. On the unofficial transcript, WA will appear only as W. Both WA and WB will show as W on the official transcripts.

**WITHDRAWAL INFORMATION**

**For Semester Withdrawals**

Semester to be Withdrawn	First Semester Entered SJSU	Last Semester Attended SJSU		
Applied for Graduation? (yes/no)		Anticipated Graduation Date		

**For Course Withdrawals**

Course Title		
Subject Area (e.g., ENGL)	Catalog # (e.g., 1A)	Semester/Yr (e.g., Fall 08)

**REQUIRED ATTACHMENTS (photocopies acceptable)**

- Complete SJSU transcripts (for semester withdrawals, student must show a minimum of 6 graded units with no grades below a B after the semester to be withdrawn)
- Candidacy form, if filed
- Explanation of reasons
- Documentation of extenuating circumstances

**RECOMMENDATIONS FOR APPROVAL (letter may be attached for additional support)**

Graduate Advisor (print)	Graduate Advisor (signature)
	Date
	SJSU Phone
Department Chair or School Director (print)	Department Chair or School Director (signature)
	Date
	SJSU Phone
College Associate Dean (print)	College Associate Dean (signature)
	Date
	SJSU Phone

Last Name
First Name, M.I.
Student ID
Previous Name, if any
Home Street Address
City, State, Zip Code
Daytime Phone
Email Address
Time Period of Withdrawal (A, B, or C)

**Required Signatures**

Student Signature
Date

<b>Approved</b>	<b>Denied</b>
<input type="checkbox"/>	<input type="checkbox"/>
Director of Academic Advising & Retention Services (print)	
Director of Academic Advising & Retention Services (signature)	
Date	