

## Late Course Drop / Withdrawal Instructions

**\*\*Please read the following carefully to avoid delays in processing your petition\*\***

In accordance with University Policy [S09-7](#) and [S22-6](#), late and retroactive withdrawal requests should be submitted due to **serious and compelling extenuating circumstances**. There are two types of approved withdrawals: WA and WB. Both WA and WB show as a grade of “W” on the official transcript and do not affect a student’s GPA.

Type of Withdrawal	Definition	Unit Limit
<b>WA</b>	Serious and compelling extenuating circumstances that you may have been able to anticipate by the term’s drop deadline.	<b>18 units</b>
<b>WB</b>	Serious and compelling reasons that are, or were, clearly beyond your control (most often emergencies).	<b>No limit</b>

Late or retroactive drop or withdrawal petitions can be submitted within the following time frames:

Type of Withdrawal	Submission Dates
<b>Late Request</b> (for current term)	After a term’s drop deadline (starting at 8am) to the term’s withdrawal deadline (until 5pm). See <a href="#">SJSU Online Academic Calendar</a> for exact dates for this term.
<b>Retroactive Request</b> (for former semesters)	No deadline to submit. Please contact your Online Success Advisor for further information.

**Please review criteria below for petition requirements and appropriate documentation to submit along with your personal statement. Petitions without sufficient documentation will be denied.** When submitting your personal statement and documentation, please make sure any sensitive and personal information are blacked-out or redacted. PDF is the preferred format for all attachments.

- 1) **Personal Statement:** Must explain your extenuating circumstance(s) and how this affected your ability to academically succeed. Must address why the drop was not completed earlier in the term. If requesting to drop individual course(s), please explain how your circumstances affected the specific course(s) you are seeking to drop. How dropping one or all of your courses will help you succeed

The following are **NOT** valid reasons for dropping courses: **poor academic performance, non-attendance, change of major, or lack of prerequisite(s)**. Requests for these reasons will be denied.

## Late Course Drop / Withdrawal Instructions

- 2) **Qualifying Support Documentation:** Must show your extenuating circumstance(s), and must match the dates of the term in which you are requesting the drop/withdrawal.
- **Medical Related (self or family):** complete [Healthcare Provider Form](#)
  - **Mental Health:** letter(s) from counselor, therapist, psychiatrist, and/or [Healthcare Provider Form](#)
  - **Employment:** letter from employer on letterhead or work schedule (clearly identifying hours and/or change in schedule)
  - **Death (immediate family):** death certificate or obituary/memorial service card (if certificate cannot be issued)—documents must include dates
  - **Personal/Financial Hardships:** legal documents identifying hardships with specific dates
  - **Legal Issues/Divorce:** legal documents identifying incident(s)
  - **Accidents/Natural Disaster:** insurance claim, police report, or legal documents regarding incident(s)
  - **Administrative Error:** letter(s) from university personnel on university letterhead or email
  - **Military:** documentation from Commanding Officer (CO)

Documentations that are NOT acceptable include: a statement from a family member/friend, or your own statement with no supporting documentation.

If you are not able to provide any of the above documentation, we recommend making an appointment with your SJSU Online Success Advisor, instructor, or an SJSU CAPS counselor (if related to mental health). The advisors/counselors can assist in helping to provide a letter of support for your petition. Support letter(s) from advisor/instructor must be provided on university letterhead or email.

Students should use an SJSU email address for themselves, faculty, advisors, etc. If a faculty member uses their personal email, please input their SJSU email address when completing the DocuSign petition, and then notify the faculty of the petition by emailing their personal email. This is the preferred method for security, privacy, and confidentiality concerns.

Approval of late drops or semester withdrawal requests are **NOT** guaranteed. Students are advised to continue attending classes (if possible) until a decision is received.

NOTE: Approval of your late course drop or semester withdrawal petition does not guarantee a refund of tuition and fees, or financial aid. Please contact the Bursar's Office or the Financial Aid Office regarding this. Students are advised to contact the Financial Aid Office with any questions about this PRIOR to dropping a course.

If you need to cancel your request, please email [undergraduate-education@sjsu.edu](mailto:undergraduate-education@sjsu.edu) using an email title of "CANCEL Petition" and provide the following information: Name used for petition, SJSU ID, and state your request to cancel drop/withdrawal petition. For late course drops, please include the course prefix and number (e.g., UNVS 101).

If your petition is denied, you have 10 business days to appeal the decision. Please work with your advisor and Undergraduate Education on appeal process.

# Late Course Drop / Withdrawal Instructions