

GRADUATE STUDENT Academic Requirement Request Retroactive Course Drop

INSTRUCTIONS

Requests to retroactively drop specific courses are rarely granted. However, if you can demonstrate extenuating circumstances beyond your control that prevented you from dropping a course in which you were enrolled in a previous semester, you may request that the university retroactively drop the course. If the circumstances apply to your overall academic performance that semester, you must submit a Retroactive Withdrawal Request for all courses in that semester. Note that if your request is granted, your records will show a W grade for the course. A change in your cumulative GPA resulting from the approval of this retroactive drop will not change your academic standing for that previous semester.

IF YOU ARE TRYING TO RETROACTIVELY DROP THE ONLY COURSE THAT WAS ATTEMPTED DURING THE SEMESTER, PLEASE USE THE RETROACTIVE WITHDRAWAL FORM.

Follow these instructions carefully:

1. Fill out all information specified on the form. File a separate form for each request.
2. State your request and the extenuating circumstances that prevented you from dropping the course within the published deadlines.
3. Attach all required documentation.
4. Obtain required recommendations from the course instructor, your department graduate advisor (*i.e.*, not your master's committee chair), department chair, and college dean (consult the list of departments at www.sjsu.edu to determine the dean to which to submit the form).
5. Return your request to the Office of Graduate Studies and Research (GS&R). The associate dean will make the final decision. The original form will be forwarded to the Office of the Registrar, and GS&R will notify the student of the decision.

Processing Time. This petition will usually take 2 months or longer to process, depending on the time of year it is submitted.

Name _____ SJSU ID _____ Major _____

Phone _____ Email _____ Date _____

Address _____ City _____ State/Zip _____

Master's Committee Chair _____ Student Signature _____

First Semester Entered SJSU _____	Last Semester Attended SJSU _____	Applied for Graduation? <input type="checkbox"/> Yes <input type="checkbox"/> No	Anticipated Graduation Date _____
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Course Title _____ Subject Area _____ Catalog # _____ Class # _____ Seminar/Yr _____
(e.g. ENGL) (e.g. IA) (5 digits) (e.g. Fall 08)

Justification/explanation for not dropping course during the semester (use the back of the page if additional space is needed)

Required attachments (photocopies acceptable)

- | | |
|---|--|
| <input type="checkbox"/> Complete SJSU transcripts (course highlighted) | <input type="checkbox"/> Candidacy form, if filed |
| <input type="checkbox"/> Documentation of circumstances described above | <input type="checkbox"/> Previous requests/petitions related to this request |

Recommendations for Approval (letter may be attached for additional support)

Instructor of Course (Printed Name & Signature) _____	Department _____	Date _____	SJSU Phone _____
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Graduate Advisor (Printed Name & Signature) _____	Date _____	SJSU Phone _____
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Department Chair (Printed Name & Signature) _____	Date _____	SJSU Phone _____
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College Dean (Printed Name & Signature) _____	College _____	Date _____
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Final Decision

- Approved Denied Other Comments _____

Associate Dean of Graduate Studies & Research (Signature) _____	Date _____
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For Office Use Only Data Entry _____	Original <input type="checkbox"/> Registrar (must be initialed)	Copy <input type="checkbox"/> Student	Graduate Retroactive Drop rev 9/2008
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