

GRADUATE STUDENT Academic Requirement Request Retroactive Withdrawal

INSTRUCTIONS

Requests will not be accepted if any information or attachment is missing. These requests are only for graduate students who have been formally admitted to and enrolled at SJSU for at least one semester. If there were extenuating circumstances beyond your control that prevented you from withdrawing from your classes during the semester, you may submit a request for retroactive withdrawal from all classes during that semester. To submit this request, you must demonstrate that your performance that semester was atypical of your normal performance, that you are capable of performing at acceptable university standards, and that you are pursuing a degree at SJSU. Note that retroactive withdrawal simply to enhance your grade point average will not be considered. If your request is granted, all courses will show a grade of W for that semester. A change in your cumulative GPA resulting from the approval of this retroactive withdrawal will not change your academic standing for that previous semester. Follow these instructions carefully:

1. Fill out all information specified on the form.
2. Explain the extenuating circumstances that disrupted your scholastic performance and prevented you from withdrawing during the semester.
3. Attach all required documentation.
4. Obtain required recommendations from 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	Last Semester	Applied for	Anticipated
Entered SJSU _____	Attended SJSU _____	Graduation? <input type="checkbox"/> Yes <input type="checkbox"/> No	Graduation Date _____

Course Title _____	Subject Area _____	Catalog # _____	Class # _____	Seminar/Yr _____
	<small>(e.g. ENGL)</small>	<small>(e.g. IA)</small>	<small>(5 digits)</small>	<small>(e.g. Fall 08)</small>

Extenuating circumstances that impeded your academic progress and prevented withdrawal (continue on back if necessary).

Required attachments (photocopies acceptable)

- Complete SJSU transcripts
- Candidacy form, if filed
- Documentation of the extenuating circumstances described above
- Documentation of current satisfactory SJSU performance (a minimum of 6 graded units with no grades below a B after the semester to be withdrawn)

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

Graduate Advisor (Printed Name & Signature) _____	Date _____	SJSU Phone _____
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Department Chair / School Director (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 Withdrawal rev 01/2009
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