



Requests will NOT be accepted if any information or required attachment is missing.

After last day to drop without a 'W' grade, a student may withdraw from all classes only for 'serious and compelling reasons'.

Acceptable circumstances

and required support documentation are listed below:

- 1. Military (orders from CO)
2. Death of immediate family member (death certificate)
3. Divorce (official legal documentation)
4. Employment (employer's letter on office stationery...)
5. Natural disaster (appropriate verifiable documentation)
6. Personal (appropriate verifiable documentation)
7. Personal health or serious family illness (doctor's letter on medical stationery stating date and nature of illness)

Instructions

- 1. Fill out all information requested legibly on form.
2. Explain circumstances for withdrawing from the semester.
3. Attach all required documentation.
4. Obtain Major Advisor's signature. Major Advisor's signature does not constitute an approval.
5. Make a copy for your records.
6. Turn in your Request to Academic Services (counter 4) in the Student Services Center (SSC).

Deadline

The deadline to submit a Withdrawal from the Semester is the last day of instruction for the semester.

ALL WITHDRAWAL REQUESTS ARE SUBJECT TO VERIFICATION

Withdrawal from the Semester Request

Name _____ SJSU ID _____

Phone _____ Date _____

Email address _____

Address _____

City _____ State/Zip _____

Major _____ Class level _____

Anticipated Graduation Date _____

Student Signature _____

Reason for withdrawal (check one only)

- Military, Natural disaster, Death, Personal, Divorce, Personal health/family illness, Employment

Required attachments

- Statement (type or print) explaining circumstances for withdrawing from the current semester and supporting documentation (photocopies are acceptable)

Refunds and fees

Withdrawing from the semester will not cancel any financial obligation to the university. The refund schedule for the current semester can be viewed online at the Bursar's Office website: http://webcms.sjsu.edu/bursar/fees/refunds/

Required signatures

MAJOR ADVISOR OR BURSAR SIGNATURE DOES NOT CONSTITUTE AN APPROVAL.

MAJOR ADVISOR (PRINT) SIGNATURE

DEPARTMENT DATE SJSU PHONE

BURSAR'S OFFICE OFFICIAL (PRINT) SIGNATURE

ACCOUNT CLEARED DATE SJSU PHONE

For official use only

Final decision

- Approved, Denied, Other
Comments:

ACCADEMIC SERVICES OFFICIAL DATE

Processing documentation

Data entry: DB1 (initials) Date

DB2 (initials) Date