



Last Name, First Name, Middle Initial

SFSU ID Number

APPEAL TO WITHDRAW FROM AN INDIVIDUAL COURSE AFTER DEADLINE

Please use this form to appeal to withdraw from an individual course. If you want to appeal for withdraw from the semester (all courses), please use the Appeal to Withdraw from Semester (all courses) After Deadline instead.

Please submit this completed and signed form with a statement and documentation to the Registrar's Office at records@sfsu.edu or fax to 415.338.0588. **Incomplete submissions will be returned or denied.**

Dept., Number and Section #: _____ Class Nbr: _____ Semester & Year _____

Instructor: _____ Major: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email: _____

By signing below, I am acknowledging that I have read and understand the information pertaining to appeals and withdrawals, and I am affirming that I have included all necessary attachments in support of my appeal (see page two for description of necessary documents).

Student Signature: _____ Date: _____

Approval (Signatures Required. Email approval submitted by the Instructor and/or Dept. Chair will also be accepted.)

Instructor Name (Please Print): _____

Instructor Signature: _____ Date: _____

Dept. Chair Name (Please Print): _____

Dept. Chair Signature: _____ Date: _____

FOR ADMINISTRATIVE USE ONLY - STUDENT PLEASE DO NOT WRITE BELOW

	Name	Signature	Approve	Deny	Date
BOAR/Dean of Undergraduate Education and Academic Planning					



APPEAL TO WITHDRAW FROM AN INDIVIDUAL COURSE AFTER DEADLINE

Explanation

- Academic Policy requires that all requests to withdraw from a course must be submitted no later than the last day of instruction of the semester in which the course is taken. If circumstances clearly beyond your control prevented you from meeting the deadline, you may appeal for consideration. **Appeals of this nature are rare and most typically involve accident or serious illness and require documentation for consideration.** These requests are usually to be withdrawn **from all courses** in a given semester, and in very rare circumstances the appeal of the deadline for withdrawal may be requested for an individual course or courses. Please follow the Appeals Checklist below to ensure you submit all necessary items.
- **Please review the Dropping and Withdrawing page for additional information:**
<https://registrar.sfsu.edu/withdrawal>
- **For exact deadline dates for a specific semester and more information refer to the following link:**
<https://registrar.sfsu.edu/deadlines>
- **For course information, check your SF State Gateway account at** <https://www.sfsu.edu/student>

Instructions with Checklist Required for all appeals:

To appeal to **withdraw from a course after the deadline**, please follow the checklist below. The student completes the Appeal to Withdraw from Individual Course After Deadline form, provides a brief statement, collects supporting documentation, and submits the entire packet to the course instructor. The petition must be signed by the course instructor and department chair. **If the student is appealing to withdraw after the deadline from more than one course but not from all courses, the student must file one appeal packet for each course from which they wish to withdraw.**

- Completed and signed Appeal to Withdraw from An Individual Course After Deadline form.
- A brief statement (one page or less) outlining the nature of your request, including an explanation of the circumstances that prevented you from meeting the withdrawal deadline and from completing your coursework. **Include the circumstances which affected your work in only one/some rather than all courses, should be clearly explained in your statement.**
- Documentation of serious and extenuating circumstances beyond your control such as an accident, injury, or illness that clearly matches the time-period for which you are requesting the withdrawal and supports your brief statement—that is, if your statement indicates serious illness, your documentation should support this and be from the period in which you are requesting an appeal. Such documentation should support why you were unable to withdraw on time as well as why you could not complete your coursework for the semester under consideration. Examples of appropriate documentation: Accident/Police Report, Death Certificate, or a letter from a Physician, Therapist, Social Worker, or other professional who can speak to your situation in an official capacity. **Requests submitted without proper documentation cannot be review and will be returned or denied.**
- For each course, secure the approval of the instructor and department chair (Approval can be secured via SF State email and those emails should then be included as part of your documentation).** Note - if instructor is not available, (i.e. retired, no longer teaching at SF State) please indicate this and send your appeal to the department chair. **In these cases, the chair is able to sign for the instructor.**
- Please submit all required items on the Checklist above to the Registrar's Office by email at records@sfsu.edu or fax at 415.338.0588. **Appeals that are incomplete or that are based on circumstances within your control will be denied.**

Review

Appeals for individual courses are decided upon by the academic administrator appointed by the president. You will be notified by email about the outcome of your appeal.

An approved withdrawal will show as a grade of "W" on transcripts, future class lists, and posted grades.