

**Petition to WITHDRAW FROM A CLASS after the posted deadline
Policy, Instructions and Form**

Please read through the policy to determine what timeframe your petition falls into. Please remember that we processed based on the date the petition was received in Admissions & Records, so submit your petitions as soon as you can.

Policy:

In accordance with CSU Executive Order No. 792, it is the policy of Sonoma State University that:

1. Students may drop a course (or courses) online and without penalty until the drop deadline (check Academic Calendar at <http://www.sonoma.edu/ar/calendars/index.shtml>).
2. From the drop deadline to the census date (check Academic Calendar), students may withdraw from a course (or courses) online for any reason. Students who withdraw during this period shall receive a non-punitive grade of “W”.
3. From the census date to the last 20% of instruction, students may withdraw with a “W” from a course (or courses) only for serious and compelling reasons, which must be documented. (SEE DEFINITION BELOW) Students must pay a fee and file a petition (available at Admissions & Records) for each course, stating their reasons for withdrawal and providing documentation, which must accompany the petition. Petitions shall be approved by the course instructor and the chair of the department in which the course is taught.
4. During the last 20% of instruction, students may withdraw from a course (or courses) only for serious and compelling reasons (SEE DEFINITION BELOW) and where the assignment of an incomplete is not practicable. Procedures are the same as for #3 above. However, for this period, petitions shall also be approved by the Registrar.
5. Total Withdrawal: A student may withdraw completely from the semester for any reason during the first 80% of instruction by filling out a total withdrawal form (available at Admissions and Records). During the last 20% of instruction, students who wish to withdraw totally must file a general petition, stating serious and compelling reasons for withdrawal and providing appropriate documentation, which must accompany the petition. These petitions shall be approved by the Registrar.
6. Retroactive Withdrawal: After a given semester has ended, students may petition to retroactively withdraw from an entire semester if there are serious and compelling reasons for such a withdrawal. The student must file a petition, which must be accompanied by documentation of the serious and compelling reasons. The petition must also be supported by the student’s departmental advisor or by an academic advisor if the student is undeclared. Such petitions shall be approved or denied by the Registrar and the University Standards Committee. Students may withdraw from a single course retroactively if and only if there are serious and compelling reasons affecting a single course (such as being unable to finish a PE course due to a broken leg).
7. For the purposes of withdrawal, the University defines “serious and compelling reasons” as follows:

The standard of “serious and compelling” applies to situations, such as illness or accident, clearly beyond the student’s control. The following situations are typical of those for which “serious and compelling” is appropriate justification for withdrawal. All situations require documentation.

- a) An extended absence due to a verifiable accident, illness, or personal problem serious enough to cause withdrawal from the university; b) An extended absence due to a death in the immediate family; c) A necessary change in employment status that interferes with the student’s ability to attend class; d) Errors made by SSU; e) Other unusual or very special cases will be considered on their merit by the University Standards Committee.

The following situations DO NOT fall under the intent of “serious and compelling”:

- a) Grade anticipated in class is not sufficiently high, or student is doing failing work (including plagiarism); b) Failure to attend class, complete assignments, or take a test; c) Dissatisfaction with the course material, instructional method, or instructor; d) Class is harder than expected; e) Pressure of other classes, employment, and/or participation in extracurricular activities; f) A change of major; g) Lack of awareness of the withdrawal process or procedures.

This standard shall be available to students, faculty, and administrators online and on the Petition to Withdraw from a Course form.

8. Documentation: All petitions for withdrawal after census date must be accompanied by documentation of the “serious and compelling” reasons for withdrawal. Documentation may include: verification of accident or illness (such as a letter from the treating physician or copies of medical bills), a letter from a licensed counselor, death certificate, employer verification of change of work status, PeopleSoft records, and other like documentation as appropriate.



PETITION TO WITHDRAW FROM A CLASS after the posted deadlines

This form is not to be used for Total Semester or Retroactive Withdraw

(One form per course)

Before you can submit this petition, you must secure all the signatures and pay a nonrefundable \$20 Failure to Meet Administrative Time Limit Fee to Customer Service and attach your receipt to this petition.

Student Name _____ Student ID Number _____
Last First MI

Address: _____ City/State/Zip _____

Student Email _____ Student Phone No. _____

Semester (check one) Fall Spring 20_____

Class Information:

Course Title _____ 4-digit Class Number _____

Course Prefix (ex. ENGL, MATH) _____ Number (ex. 101, 250) _____ Section _____ Units _____

PLEASE attach letter of explanation and supporting documentation. Petitions received without proper documentation will be denied and/or returned to student.

Student Signature Date

Submission of a petition, securing required signatures and paying the fee does not guarantee your petition will be approved.

NOTE: This is a one-page form. Please make a copy for your records.

Instructor and Chair use only:
I approve this request for a late withdrawal.

Instructor Signature Date Instructor, please print name

Chair Signature* Date Chair, please print name

I have reviewed the student's explanation and supporting documentation

ADMISSIONS & RECORDS OFFICE ONLY
(Applies to last 20% of instruction)
The decision made by Admissions & Records will be final.

Approved Denied _____
Registrar's Office Signature Date