



SAN FRANCISCO
STATE UNIVERSITY

Last Name, First Name, Middle Initial

SFSU ID Number

APPEAL TO WITHDRAW FROM SEMESTER (all courses) AFTER DEADLINE

Please use this form to appeal to withdraw from the semester (all courses). If you want to appeal for withdraw from an individual course or courses, please use the form Appeal to Withdraw from an Individual Course 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.**

Term & Year _____

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: _____

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 SEMESTER (all courses) 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 for 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 typically involve accident or serious illness and require documentation for consideration.** 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 all courses (in one or more semesters) after the deadline**, please follow the checklist below. The student completes the Appeal to Withdraw from the Semester (all courses) After Deadline form, provides a brief statement, collects supporting documentation, and submits the entire packet to the Registrar's Office. The student must provide supporting documentation that demonstrates serious and compelling reasons (usually due to serious accident, injury, or illness) justifying the withdrawal *and* extenuating circumstances for withdrawal after the deadline.

- ☐ Completed and signed Appeal to Withdraw from the Semester (all courses) 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.
- ☐ 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(s) 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.**
- ☐ 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 which are incomplete or which are based on circumstances within your control will be denied.**

Review

Appeals for semester withdrawal 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.