



## Special Session/Open University Retroactive Course Drop

### INSTRUCTIONS:

1. Only for Open University students who have NOT applied and been accepted by SJSU as a regular student for desired semester. Requests for a retro. Drop of a specific course are NOT granted unless you can show extenuating circumstances **BEYOND YOUR CONTROL** that prevented you from dropping that course. If your request is granted, your records will show a "W" of the course.
2. Completely fill out this form. (file a separate form for each request) Requests will NOT be accepted if any attachments or signatures are missing.
3. Attach a statement explaining the extenuating circumstances that prevented you from dropping the course within the deadlines.
4. Attach ALL required documentation.
5. Get signatures from the instructor for the course.
6. Turn your petition into the front desk of the International and Extended Studies Office located at 210 N. Fourth Street, Suite 301, San Jose Ca 95112 or fax (408) 924-2666.
7. If the request is given initial approval, the International and Extended Studies Office (210 N. Fourth St., Ste 301) will call and ask you to pick up your petition to take to the Admissions and Records and the Bursars's Office and obtain original receipt for fees paid (and any additional fees required.) You must present this original receipt and a sealed envelope with the Change of Grade Form containing the final course grade to Admissions and Records located on the Student Service Center for final processing. If the materials are not received within 30 days, initial approval is nullified and student may NOT resubmit the same petition.

Name: \_\_\_\_\_ SJSU ID /SSN: \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Semester Entered SJSU \_\_\_\_\_ Major \_\_\_\_\_

Course Name & No. \_\_\_\_\_ Term Taken \_\_\_\_\_ Grade: \_\_\_\_\_

**REQUIRED ATTACHMENTS** (photocopies are acceptable)

- Statement explaining extenuating circumstances that prevented you from dropping this course within the deadlines.

**Recommendations:**

\_\_\_\_\_  
 Print Course Instructor's Name (Signature) Date

\_\_\_\_\_  
 Chair of Dept. Offering Course (print) (Signature) Date

**FINAL DECISION**

- Approved  Denied  Other

Comments:

\_\_\_\_\_  
 Signature of Authorized IES Official Date

FOR OFFICE USE ONLY: Original: _____ Student Services Center (Admissions & Records)
Copy: _ student <b>Data Entry:</b> _____