



**SAN FRANCISCO  
STATE UNIVERSITY**

## **American Indian Studies Course Withdrawal Guidelines 2019-2020**

AIS adheres to Academic Senate Policy in evaluating student petitions for course withdrawal (Policy #F15-196).

Withdrawals alleviate the student from having a letter-grade recorded on their transcripts for a course adversely impacting their GPA. In order to deter from the misuse or over-use of this option, guidelines for the AIS department chair review of petitions are as follows:

- a. **“During the first three weeks of instruction, withdrawing from courses is permitted without restriction or academic penalty. This action is commonly referred to as ‘dropping a class.’. . . Faculty are strongly encouraged to instructor-drop all students who are not attending class before the end of the drop period.”**

Faculty may drop students for not attending class or not completing assignments as required. Faculty should inform students before they are dropped. Students may request to be dropped during this period without restriction.

- b. **“From the beginning of the fourth week through the twelfth week of instruction, withdrawal from a course will be permissible, for serious and compelling reasons by consulting the faculty member teaching the course.”**

Petitions to withdraw from a course from the fourth week to the twelfth week are initiated by the student and require faculty approval.

In order to review and approve the petition, the faculty member may require unofficial transcripts and relevant documentation from the student to verify that the student has not exceeded the allowable 18 units of withdrawals at SFSU, and that the student possesses a serious and compelling reason for withdrawal. The documentation does not need to violate student confidentiality but does need to corroborate the stated reason for the withdrawal. It is strongly recommended that the student keep a copy of all submitted documentation for their record.

It is recommended that faculty keep a copy of documentation until the petition has been processed in the case of an appeal or question.

During the review period, the department chair will not require the transcripts or documentation for review unless the faculty member has denied the petition and the student wishes to appeal.

- c. **“Withdrawals shall not be permitted after the twelfth week of instruction except in cases, such as accident or serious illness, where the cause of withdrawal is due to circumstances clearly beyond the student’s control and the assignment of an Incomplete is not practicable.”**

Petitions to withdraw from a course from the twelfth week to final’s week are initiated by the student and require faculty approval.

In order to review and approve the petition, the faculty member will require unofficial transcripts and relevant documentation from the student to verify that the student has not exceeded the allowable 18 units of withdrawals at SFSU, and that the student confronts a situation that makes it impossible for them to complete the course and impracticable for them to receive an Incomplete. Relevant documentation does not need to violate student confidentiality but does need to corroborate the stated reason for the withdrawal. It is strongly recommended that the student keep a copy of all submitted documentation for their record.

It is recommended that faculty keep a copy of documentation until the petition has been processed in the case of an appeal or question.

Whether approved or denied by the faculty member, all materials with the petition need to be forwarded to the department chair for review.

Whether approved or denied by the department chair, the documentation will be securely destroyed and not forwarded to the College for review or returned to the student.

Student appeals on department chair decisions must be directed to the Associate Dean of the College of Ethnic Studies.

It is at the discretion of the faculty in working with their students to determine what reasons are considered “serious and compelling” and to confirm cases of accident or illness before approving or denying a student’s petition.

Students on academic probation should consult with an academic advisor before initiating a petition to withdraw.

All students should be aware that enrollment status can impact financial aid, benefits, and insurance. Students should consult with Financial Aid before initiating a petition to withdraw, particularly if it will change their enrollment status from full to part-time.

Petitions to withdraw may take up to two weeks to be processed.

Courses that have been withdrawn from are not factored into student GPAs or units taken.

Advisors at the College of Ethnic Studies Student Engagement Center can be consulted on issues relating to probation, enrollment, and the status of a petition to withdraw:

<http://ethnicstudies.sfsu.edu/sec>

