

# POLICIES AND PROCEDURES

## Observance of Bulletin Requirements

- A student, except a classified graduate student, who remains in continuous attendance in regular sessions and continuing in the same curriculum at any campus, in any of the California community colleges or in any combination of California community colleges and campus of the California State University, may, for purposes of meeting graduation requirements, elect to meet the graduation requirements for San Francisco State University in effect (1) at the time they began their study, (2) at the time they entered the CSU campus from which they graduate, or (3) at the time they graduate from the CSU. Substitutions for discontinued courses may be authorized or required by the appropriate campus authority. Students who change their major after being admitted to San Francisco State University, or who declare a major after being admitted with an undeclared major, must meet the major requirements in effect at the time they change or declare their major.
- A student, except a classified graduate student, not in a period of continuous attendance at the time of filing for a degree and/or credential must meet the *Bulletin* requirements in effect at the time of filing. Continuous attendance for purposes of *Bulletin* requirements is defined as matriculated attendance in at least one semester or two quarters each calendar year.
- All students may be required to meet new requirements imposed by the Trustees of the California State University or by the California State Legislature.
- A classified graduate student must meet all requirements as stated on the Advancement to Candidacy and the program must reflect the *Bulletin* requirements in effect at the time the student was officially admitted to classified status in the major department or those requirements in effect at the time the program is filed and approved by the Dean of Graduate Studies.

## Registration Policies

- All students who register at San Francisco State University in resident study for either the fall or spring semester must first be admitted to the University by the Admissions Office.
- Registration is complete only when all fees, deposits, and charges are paid. Students are required to make all payments by the regularly announced deadlines. Students must pay for added units on their own initiative at the time they add additional units; the University is not responsible for billing students.
- Students are granted credit only for those courses in which they are formally registered. Students are responsible for completing all courses in which they are enrolled.
- Students receive an e-mail notice about registration procedures and can check their eligibility and priority registration day and time on their Student Center, in the Academics Menu on the SF State Gateway [gateway.sfsu.edu](https://gateway.sfsu.edu) (<https://gateway.sfsu.edu>).

## Use of Social Security Number

Applicants are required to include their correct social security numbers in designated places on applications for admission pursuant to the authority contained in Section 41201, *Title 5, California Code of Regulations*, and Section 6109 of the *Internal Revenue Code* (26 U.S.C. 6109). The University uses the social security number to identify students and their records including identification for purposes of financial aid

eligibility and disbursement and the repayment of financial aid and other debts payable to the institution. The Internal Revenue Service requires the University to file information returns that include the student's social security number and other information such as the amount paid for qualified tuition, related expenses, and interest on educational loans. This information is used by the IRS to help determine whether a student or a person claiming a student as a dependent may take a credit or deduction to reduce federal income taxes. The SSN is also required by the Franchise Tax Board for the collection of returned checks.

## SF State University Identification Number

For other records and services, the University uses an assigned identification number (SF State ID/UIN). Students are required to write their SF State ID/UIN on university petitions and forms as well as personal checks submitted for any payment to the University. Payment by personal check is consent by the student for the University to write the student's SF State ID on the check if it is not referenced. See the SF State ID/UIN Policy at [http://registrar.sfsu.edu/sites/default/files/ssn\\_conv\\_t\\_info.pdf](http://registrar.sfsu.edu/sites/default/files/ssn_conv_t_info.pdf).

Students who have forgotten or do not know their SF State ID can look on the SF State Gateway at [gateway.sfsu.edu](http://gateway.sfsu.edu) (<https://gateway.sfsu.edu>).

## Classification of Students for Registration Newly Admitted

Students who have never enrolled at San Francisco State in a fall or spring semester and who have been admitted to the University for a specific semester, or students who have previously attended San Francisco State and are returning to begin a new degree objective (e.g., a new graduate student who received a B.A. from SF State) are considered newly admitted.

## Continuing

Students who were previously enrolled at SF State in a regular semester and who have not been absent from the University for more than one complete semester, excluding summer semester, are considered continuing students. Note: Students enrolled at another college or university during their absence through an authorized special program, or have been granted a leave of absence, are considered continuing students.

Per immigration regulations, foreign students are required to be continuously enrolled every semester. Undergraduates must carry a minimum of 12 units and graduate students must carry a minimum of eight units.

To be considered in attendance for any semester, the student must be reported as enrolled in at least one class on the 20th day of instruction in the fall and spring semesters and the 10th day of instruction in each session of Regular session summer semester.

## Readmitted

Students who have been absent from San Francisco State for two full semesters (excluding Summer and Winter Sessions), or who have attended another college or university during their absence, must have applied and been readmitted to the University by the undergraduate or graduate Admissions Office.

## Class Level of Students

The class level of students is determined according to units completed (earned units) as follows:

### Class Level of Students

Class Level	Class	Units Completed
Lower Division	Freshman	0–29
	Sophomore	30–59
Upper Division	Junior	60–89
	Senior	90 or more

**Graduate:** Holding a baccalaureate or master's degree from an accredited university or college.

## Unit Requirements

### Units to Graduate

An undergraduate student who has completed all of the requirements for graduation and has a total of 120-semester units is eligible to graduate with a baccalaureate degree. Students who exceed the minimum number of units required to graduate may be monitored and asked to file an approved degree completion plan each year until they graduate.

### Residence Units Requirement

For the award of the baccalaureate degree, all students are required to complete a minimum of 30 units in residence at SF State. Of the 30-unit residency requirement, 24 units must be upper-division courses and 12 units, upper-division or lower-division, must be in the major. Nine of these residence units must be earned in the Upper Division portion of the General Education program. Units earned for courses awarding extension credit or credit by examination or evaluation do not carry residence credit.

### Upper-Division Units Requirement

For the award of the baccalaureate degree, all students are required to complete a minimum of 40 upper-division units (courses numbered 300-699 at SF State). Twenty-four of these upper-division units must be completed at SF State, and nine of these upper-division units must be completed in the Upper-Division portion of the General Education program.

### Maximum Credit for Community College Work

The University accepts a maximum of 70-semester units for work completed at a community college.

### Maximum Credit for Extension and Correspondence Work

The University accepts a maximum of 24-semester units of extension credit and correspondence courses towards award of a baccalaureate degree. Courses taken through Open University that earn extension units are included in this limitation, as are courses taken through military programs, such as MCI or Dantes. The University does not offer correspondence courses but accepts correspondence credits transferred from another accredited institution as part of the 24 unit maximum for extension and correspondence work. Credit earned through SF State Winter Sessions and Special Sessions is not included in the 24 unit limitation.

### Maximum Credit by Examination or Evaluation

Matriculated students may obtain credit by examination for specific courses as determined by each department and approved by the course

instructor and department chair. Interested students should inquire with each department about its credit by examination policy.

The examination is comprehensive and searching. A grade and appropriate grade points are recorded on the student's permanent record. Students must be regularly enrolled in at least one course other than the course they are challenging during the semester they earn credit by examination. It is not advised that students enroll in the course they desire to challenge. If a student is enrolled in a course that s/he has successfully challenged, the student is responsible for dropping or withdrawing from the course or may be administratively dropped by the instructor.

Units earned via credit by examination are counted as part of the total units registered for a given semester and appropriate fees must be paid. Credit by examination may not be counted towards the residence requirement of the University. A student who registers as an auditor may not earn credit by examination in that course.

### Credit by Evaluation for Experiential Learning

Matriculated students may also earn academic credit through the Credit by Evaluation for Experiential Learning (CEEL) Program ([bulletin.sfsu.edu/resources/learning-opportunities/credit-evaluation](http://bulletin.sfsu.edu/resources/learning-opportunities/credit-evaluation)). This program is an alternative method for students to earn academic credit for college-level learning experiences for which no academic credit has been awarded. Typical experiences include research projects, significant work or life experiences, volunteer activities, and structured internships. Only undergraduate credit may be earned with a maximum limit of 30 units, six of which can be earned for residence credit. Units are usually applied towards general education or elective areas, but in certain instances, units may be used to fulfill major or minor requirements. An important requirement for earning CEEL credit is to create a learning portfolio that documents and describes the college-level learning that was achieved through these experiences. The portfolio is thoroughly evaluated by a faculty member from an academic area for which the credit is being sought. For further information, contact the Advising Center at (415) 338-2101.

### Maximum Units of Credit (CR) Grades

No more than 30% of the units earned at SF State and applied towards completion of the baccalaureate degree may be taken for credit (CR) grades. Students should consult with their major departments for further restrictions on the use of CR grades.

### Enrollment Limitations

This university and the State of California are very supportive of individuals completing coursework for degrees, credentials, and certificates offered by the University, as well as for professional growth, and for personal enrichment within reasonable limits. With the limitation of physical and personnel resources available, the University reserves the right to limit, or terminate, the enrollment of any individual it feels has been fairly served by educational opportunities at this institution or elsewhere, and where the enrollment needs of other individuals must be given higher priority in the context of the resources available.

### Limitation of Total Units

The Associate Vice President (AVP) for Enrollment Management is authorized to review the records of students who have earned sufficient units of credit to graduate but have not applied for graduation. When the student has met all requirements for graduation, the AVP, after consultation with the student, may take the necessary action to have the student graduated. In those cases where the requirements for graduation

can be completed in one additional semester, the associate vice president, after conference with the student, the appropriate department chair, and either the dean of Undergraduate Education and Academic Planning or the Dean of Graduate Studies, may notify the student that he or she has only one additional semester in which to complete the graduation requirements. If graduation requirements are not completed in the time designated, future registration in the University may not be permitted or may be subject to conditions mutually agreed upon by the student and the AVP.

## Maximum Units in One Semester

Fifteen units are considered an average semester course load for full-time undergraduate students. During first priority registration, students may register for a maximum of 16 units of enrolled and five units of wait-listed courses. Beginning with the second priority registration, students may register for a maximum of 19 units of enrolled and five units of wait-listed courses. Undergraduate students on academic probation may enroll in a maximum of thirteen units.

During Summer Semester, undergraduate students may enroll in a maximum of seven units in a five-week summer session, nine units in an eight-week session, twelve units in a ten-week summer session, and a maximum of fourteen units in any combination of summer semester sessions. Registration will not permit students to enroll in more than the above unit maximums without prior approval of the relevant dean.

Undergraduate students who want to enroll in more than the maximum units must have a cumulative SF State grade point average of 3.0 or better and obtain a Petition to Exceed the Maximum Unit Policy for Undergraduate Students from the Registrar's Office website (forms) (<http://registrar.sfsu.edu/forms>). This petition must be signed by the student's major advisor, department chair, and college dean. The petition must be turned into the Registrar's Office at the One Stop Student Service Center before the add deadline for the semester. Undeclared and special majors must receive the approval of the dean of Undergraduate Studies. All other majors must receive the approval of their advisor and the dean of the college in which they are a major.

Students who wish to enroll in 25 or more units in one semester must receive the written approval of their advisor, their college dean, and the Dean of Undergraduate Studies. Courses completed in auditor status, or at another university or through SF State's College of Extended Learning must be included on the Petition to Exceed the Maximum Unit Policy for Undergraduate Education and Academic Planning.

Nursing majors who participate in the Advanced Placement Option for Registered Nurses are required to file a Petition to Exceed the Maximum Unit Policy for Undergraduate Students if their total unit load for any given semester exceeds 19 units, including all units earned through the advanced placement credit by examination option for that semester.

## Repeat of Courses

*Unless otherwise stated in the course descriptions in the current SF State Bulletin, courses may not be repeated for additional units of credit.*

An undergraduate student who has received a grade of C or better, or a grade of CR, may not repeat a course unless the course is described in the *Bulletin* as repeatable for credit. An undergraduate student who has received a grade in a course that is lower than C, including AU, IC, RD, RP, W, and WU, may repeat that course only once more. Graduate students who receive a grade lower than B, including AU, IC, RD, RP, W, and WU, may repeat that course only once more.

Undergraduate students may repeat a maximum of 16 units of coursework taken at San Francisco State University for the purpose of excluding the original grade from grade point determination (i.e. grade forgiveness). When a course is repeated, up to the 16 unit limit, the lower of the two grades is "forgiven" from the GPA calculation. Grade forgiveness shall not be applicable to courses for which the original grade was the result of a finding of academic dishonesty. All units attempted, and all grade points after the repeat limit has been reached, will be included in the student's cumulative totals. If a student chooses to repeat a course in which the grade was passing (D- or higher) after reaching the repeat limit, all units attempted and all grade points earned will be used in the calculation of the student's grade point average (GPA), but the units earned will be applied to the calculation of total units earned only once.

An undergraduate student cannot repeat any courses once they have repeated 28 units of SF State units, unless the course is described in the Bulletin as repeatable for credit. Note: courses repeated as a result of a student withdrawing from a full semester of coursework do not count towards the 28 unit limit on course repeats.

A student cannot repeat a course that has a grade of I (Incomplete) unless the I grade has been converted to a grade. (Variable topic courses are excluded only when topics vary.)

Once a bachelor's degree has been granted, repeating courses for any reason (as a visitor, post-baccalaureate, or Open University student) will not affect the GPA or content of the degree already granted.

Exceptions to this policy require the consent of the department chair in which the course is offered and the college dean of that college.

## Time Limit to Complete Requirements for Undergraduate Degree

There is normally no statutory period for units required for an undergraduate degree at SF State. However, if any course required for the major, minor, or certificate was taken more than seven years prior to graduation, then departments and programs may require students to retake that course or demonstrate currency in that subject. Consult with the department for more information.

## Registration for Classes

Communication with students is only via email and all admitted students must sign up for an SF State email account. It is the responsibility of students to regularly check their email for important notices and key dates and deadlines.

Registration for all students is on the SF State Gateway at [gateway.sfsu.edu](https://gateway.sfsu.edu) (<https://gateway.sfsu.edu>). Notices are sent via email to all eligible students to view their assigned priority registration appointment day and time and to check for any holds. Please refer to the Registrar's Office website (<http://www.sfsu.edu/~admisrec/reg/reg.html>) for specific dates and details. Registration at San Francisco State is divided into distinct time periods as outlined below.

### Priority Registration (Continuing Students only)

Early Priority Registration is available in Fall, Spring, and Summer terms. Continuing eligible students are assigned a priority day and time. All holds must be cleared before access is granted. Students may add their name to a Waiting List during this period if all seats in a class are taken. If space becomes available, students on a wait list may be automatically added to a class. After Early Priority Registration ends, changes are

not allowed until the next registration period begins. Students are informed of fee payment deadlines by SF State email and at [http://bursar.sfsu.edu/students\\_services](http://bursar.sfsu.edu/students_services). ([http://www.sfsu.edu/~bursar/students\\_services.html](http://www.sfsu.edu/~bursar/students_services.html)) Students who do not pay their fees by the published deadline and are not covered by a waiver or financial aid are automatically dropped from all classes.

### Orientation (New Students only)

Newly admitted first-time freshmen and undergraduate transfer students register for their classes on the day they attend Orientation. All holds must be cleared before access is granted. Students are informed of fee payment deadlines by SF State email and at [http://bursar.sfsu.edu/students\\_services](http://bursar.sfsu.edu/students_services). Students who do not pay their fees by the published deadline and are not covered by a waiver or financial aid are automatically dropped from all classes.

### Second Priority Registration and Open Registration (New and Continuing Students)

During Second Priority Registration students are assigned a priority day and time based on their student level. Students may also add their names to a waitlist if a class is full and space is available on the waitlist. If space becomes available, students on a wait list may be automatically added to a class. After Second Priority Registration ends, changes are not allowed until the next registration period begins. Students are informed of fee payment deadlines by SF State email and at [http://bursar.sfsu.edu/students\\_services](http://bursar.sfsu.edu/students_services). Students who do not pay their fees by the published deadline and are not covered by a waiver or financial aid are automatically dropped from all classes. Open Registration with no priority assignments is available a few days before classes begin.

### Adding Courses after Instruction Begins

If the student has paid sufficient fees and has instructor approval, he/she may add courses via the SF State Gateway at [gateway.sfsu.edu](https://gateway.sfsu.edu) (<https://gateway.sfsu.edu>) with instructor assigned permission numbers during the first three weeks of the semester.

### Dropping Courses after Instruction Begins

Students are responsible for dropping classes by the published drop deadline. After that point, students may withdraw from a course or courses only for serious and compelling reasons. Petitions for withdrawal are available on the Registrar's website <http://registrar.sfsu.edu/forms> and must be signed by the instructor and department chair. Some colleges also require college dean approval. College dean approval is always required if withdrawal is in the last three weeks of the semester.

### Withdrawal Policy

Beginning Fall 2009, an undergraduate student or second baccalaureate student may withdraw from a course a maximum of two times and from no more than 18-semester units of individual coursework. This does not include total semester withdrawals of all courses or classes taken in CEL (College of Extended Learning).

Satisfactory Academic Progress rules require a 67% completion rate (units completed out of units attempted) to receive financial aid. W and WM grades are considered attempted units in this calculation.

### Auditing Courses

A student who wishes to audit a course instead of enrolling for credit must apply to and be admitted by the University. Enrollment as an auditor is subject to permission of the instructor provided that enrollment in a course as an auditor shall be permitted only after students otherwise

eligible to enroll on a credit basis have had an opportunity to do so. Auditors are subject to the same fee structure as credit students and regular class attendance is expected. Once enrolled as an auditor, a student may not change to credit status unless such a change is requested no later than the last day to add classes. A student who is enrolled for credit may not change to audit after the second week of instruction.

Any student admitted to a class as an auditor will not be permitted to obtain credit by examination for that class. A student registered as an auditor may be required to participate in any or all classroom activities at the discretion of the instructor.

### Academic Load

Students are expected to include two hours of preparation for each hour of regular class work. During spring and fall, the normal academic load for undergraduates is 12 to 15 units per semester and in summer eight units. For graduates, the normal load during spring and fall is from nine to 12 units per semester and seven units during the summer. For international students in F1 visa status, immigration regulations require a minimum academic load of 12 units for undergraduates and eight units for graduates for spring and fall semesters.

### Enrollment Verification

A student may verify his/her enrollment via the SF State Gateway at [gateway.sfsu.edu](https://gateway.sfsu.edu) (<https://gateway.sfsu.edu>). A notice to check enrollment is sent via email during the first week of the semester. Official enrollment verifications are certified by the Registrar's Office after the last day to add and drop classes.

Verification for enrollment is calculated as follows:  
(including students receiving financial aid)

Level	Time	Units
Undergraduates	Full Time	12–19 units
	Three-quarter Time	9–11 units
	Half Time	6–8 units
	Less than Half Time	1–5 units
Graduates	Full Time	12 units or 8 units of all upper division or graduate level courses (300 level or above)
	Three-quarter Time	9 units or 6 units of all upper division or graduate level courses (300 level or above)
	Half Time	6 units or 4 units of all upper division or graduate level courses (300 level or above)
	Less than Half Time	1–5 units or 1–3 units of all upper division or graduate level courses (300 level or above)

### Financial Aid

All students requesting and accepting financial aid through San Francisco State must register for and complete twelve or more semester units as an undergraduate and eight or more upper division or graduate-level semester units as a graduate. Some financial aid programs allow a



reduced unit requirement. Additional information may be obtained from Financial Aid.

Students who wish to enroll in extension work with this University and/or to enroll in courses at other institutions at the same time as they are registered for courses at this university, should plan the combined program with their major advisor. Under no circumstances is the total unit load for all course registrations in all institutions being attended to exceed the maximum unit load restrictions for this institution without written approval in advance from either the dean of Undergraduate Studies or the dean of Graduate Studies. Failure to obtain such approval in advance will subject the student to possible loss of units taken here and/or a restriction of units for transfer from the other institutions.

**Academic Load for Veterans and Dependents of Veterans is calculated as follows:**

### Fall and Spring Semesters – Veterans Academic Load

Level	Time	Units
Undergraduates	Full Time	12 or more
	Three-quarter Time	9–11 units
	Half Time	6–8 units
	Less than Half Time	1–5 units
Graduates	Full Time	9 units or 8 units of all upper division or graduate level courses (300 level or above)
	Three-quarter Time	7 units or 6 units of all upper division or graduate level courses (300 level or above)
	Half Time	5 units or 4 units of all upper division or graduate level courses (300 level or above)
	Less than Half Time	1–4 units or 1–3 units of all upper division or graduate level courses (300 level or above)

**Note:** For purposes of Veterans and Dependents of Veterans Educational Benefits for graduate students, each upper division and graduate level course (courses numbered 300 and above) is worth 1.5 units. Each lower division course (courses numbered 100–299) is worth 1 unit.

### Summer Semester – Veterans Academic Load

Level	Time	Units
<b>R1 AND R3 SESSIONS</b> Five week sessions (Undergraduates and Graduates)	Full Time	4 units
	Three-quarter Time	3 units
	Half Time	2 units
	Less than Half Time	1 unit
<b>R2 SESSION</b> Eight week session (Undergraduates and Graduates)	Full Time	6 units
	Three-quarter Time	4–5 units

	Half Time	3 units
	Less than Half Time	1–2 units
<b>R4 SESSION</b> Ten week session (Undergraduates and Graduates)	Full Time	7 units
	Three-quarter Time	5–6 units
	Half Time	3–4 units
	Less than Half Time	1–2 units

**Note:** For purposes of Veterans and Dependents of Veterans Educational Benefits for graduate students, each upper division and graduate level course (courses numbered 300 and above) is worth 1.5 units. Each lower division course (courses numbered 100–299) is worth 1 unit.

### Veterans and Dependents of Veterans

In planning programs, students should observe Veterans Administration regulations concerning minimum academic loads. For certification under the Veterans Readjustment Benefits Act of 1966 (Public Law 89–358), undergraduates must register for and complete twelve or more semester units of credit to receive maximum benefits. Graduate students must register for and complete eight or more upper division or graduate-level semester units of credit each term to receive maximum benefits. If graduate students register for any lower division courses, they must register for and complete nine or more semester units to receive maximum benefits. Additional information may be obtained from the Veterans Services Center.

### Class Attendance

Students are expected to attend classes regularly because classroom work is one of the necessary and important means of learning and of attaining the educational objectives of the institution.

Students should not miss classes except for valid reasons, such as illness, accidents, or participation in officially approved university activities. When a student is absent from classes, it is his/her responsibility to inform his/her instructors of the reason for the absence and to arrange to make up missed assignments and class work insofar as this is possible.

Instructors make reasonable accommodation for students to observe religious holidays when such observances require students to be absent from class activities. The policy is available at <http://senate.sfsu.edu/content/policy-observance-religious-holidays>. It is the responsibility of the student to inform the instructor, in writing, about such holidays during the first two weeks of the class each semester. If such holidays occur during the first two weeks of the semester, the student must notify the instructor, in writing, at least three days before the date that he/she will be absent.

The instructor may consider regular attendance when assigning grades. In that case, the requirement for regular attendance must be stated in writing as part of the course requirements and distributed to students at the beginning of the semester.

### Planned Educational Leave of Absence

Continuing students who have been officially admitted to, and who are actively pursuing, a degree and/or credential program may qualify to absent themselves from enrollment in the institution for periods up to two academic years and still maintain the option of continuing student status. As a consequence of a leave of absence, it is expected

that a student will improve his/her ability to complete the degree program. A petition for the leave must clearly demonstrate that during the absence from the University the student will be doing something significantly relevant to his/her program. Requests for health, financial, or other personal reasons, or matriculation at another institution are not recognized for the purpose of granting a leave of absence. In the latter instances, students would need to reapply for admission when they are ready to resume their studies in the University. Undergraduate students should contact the Registrar's Office at the One Stop Student Services Center for more information.

Continuing students can be absent one fall or spring semester during a specific academic year and maintain their eligibility. Students do not have to submit an Application for Planned Educational Leave unless absent for two consecutive semesters, excluding summer.

To be eligible for an educational leave of absence, a graduate student must:

1. be a U.S. citizen or resident alien (foreign students ineligible);
2. have been officially admitted to a master's and/or credential program offered by the University;
3. have an Advancement to Candidacy (ATC) on file in the Division of Graduate Studies office or Credential Approved Program (CAP) on file in the Credentials Office in the College of Education;
4. be in good academic standing; and
5. have completed acceptable course work (at least nine units) toward the identified objective prior to the effective date of the leave.

Such a planned academic leave does not change the beginning or ending dates of the seven-year completion of degree requirements for master's degree candidates. For further information contact the Division of Graduate Studies office.

## Withdrawal Policy

### Cancellation of Registration and Withdrawals

Students who find it necessary to cancel their registration or to withdraw from all classes after enrolling for any academic term are required to follow the University's official withdrawal procedures. Failure to follow formal university procedures may result in an obligation to pay fees as well as the assignment of failing grades in all courses and the need to apply for readmission before being permitted to enroll in another academic term. Students who withdraw during the first three weeks of instruction are not considered enrolled for the current semester. Students who do not enroll for two consecutive semesters (excluding summer) must apply for readmission to the University. Information on canceling registration and withdrawal procedures is available from the Registrar's Office, in person or on the Registrar's Office website (<http://registrar.sfsu.edu>).

Students who receive financial aid funds must consult with the Office of Student Financial Aid prior to withdrawing from the University regarding any required return or repayment of grant or loan assistance received for that academic term or payment period. Students who have received financial aid and withdraw from the institution during the academic term or payment period may need to return or repay some or all of the funds received, which may result in a debt owed to the institution.

### Withdrawal from Course or Courses

**During the first three weeks of instruction**, dropping a course(s) is permitted without restriction or academic penalty. No symbol is recorded

on the student's permanent record. The procedure for dropping a course during this period is described in detail by the Registrar's Office. At SF State, dropping a course is the student's responsibility. However, faculty are authorized and encouraged to instructor-drop students who do not attend the first class meeting, are not attending before the end of the drop period, or do not meet the course criteria.

**After the first three weeks but before the 13<sup>th</sup> week of instruction**, withdrawal from a course is permissible, only for serious and compelling reasons, by consulting the instructor and obtaining the approval of the instructor, department chair/program director, and college dean. The student should submit the appropriate petition and supporting documents (including unofficial transcripts) to the instructor. The instructor will review, approve, or deny the petition. If the withdrawal is approved, the student will submit the signed petition to the department or college office for review. If the student has previously withdrawn from the same course two times, the petition will be denied. Undergraduate students may withdraw from no more than 18 semester units of individual courses taken in matriculated status at SF State. This limit does not apply to semester withdrawals, coursework completed via self-support enrollment, withdrawals approved prior to Fall 2009, or withdrawals permitted after the twelfth week of instruction (see below). The petition will be denied if approval would result in an undergraduate student exceeding the withdrawal limit. Should the instructor be unavailable despite the student's best effort to meet with him/her, the withdrawal request may be reviewed and determined by the department chair/program director in which the course is given.

Withdrawals are not permitted after the twelfth week of instruction except in cases, such as an 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 grade is not practical. Under these circumstances, a student may elect to withdraw from a course or from the university. The procedure to withdraw from a course under these circumstances is as described above, except that such requests must also be approved by the Board of Appeals and Review (BoAR). Requests for permission to withdraw from the university under these circumstances are submitted by the student directly to the Registrar for review by BoAR. Course withdrawals resulting from these requests will not count against the 18 unit withdrawal limit.

The student may receive a grade of 'W,' which will appear on his/her permanent record. However, a 'W' grade shall not be counted toward the student's GPA. The student may appeal a dean's denial of a withdrawal request to the Board of Appeals and Review (BoAR).

The symbol "W" indicates that the student was permitted to withdraw from the course after the second week of instruction with the approval of the instructor and appropriate campus officials. It carries no connotation of quality of student performance and is not used in calculating grade point average or progress points.

### Withdrawal from the University

A student may withdraw completely from the University for serious and compelling reasons or in verified cases of accident or serious illness. All requests for withdrawal or retroactive withdrawal from the University must be submitted and justified in writing to the registrar.

### Transcripts

Official transcripts of courses taken at the University are issued only with the written permission of the student concerned. Partial transcripts are not issued. Information on fees and how to order transcripts can

be found in the Transcripts section of the Registrar's website at <http://registrar.sfsu.edu/reg-transcripts>.

Transcripts show all San Francisco State University work completed and transfer units as of the date of application for the transcript. Students who want to include grades for the current or recently ended term should check that these grades are recorded on their unofficial transcripts before ordering their official transcripts. This is also true for students who have recently graduated and want to make sure their degree shows on their official transcripts.

Transcripts from other institutions, which have been presented for admission or evaluation, become a part of the student's permanent academic file and are not returned or copied for distribution. Students desiring transcripts covering work attempted elsewhere should request them from the appropriate institutions.