

# 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 campuses 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 email 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 ([https://registrar.sfsu.edu/sites/default/files/documents/SFSU%20SSN%20Conversion\\_2009.pdf](https://registrar.sfsu.edu/sites/default/files/documents/SFSU%20SSN%20Conversion_2009.pdf)).

Students who have forgotten or do not know their SF State ID can look on the SF State Gateway (<http://bulletin.sfsu.edu/policies-procedures/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 SF 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 8 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 the Regular session summer semester.

## Readmitted

Students who have been absent from SF 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.

### 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 30 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

Undergraduate Education and Academic Planning (ueap@sfsu.edu) (ADM 447) 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 they have 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 (<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, 6 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 Nancy Gerber at [ngerber@sfsu.edu](mailto:ngerber@sfsu.edu).

### Maximum Units of Credit (CR) Grades

No more than 24 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 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 Senior Associate Vice President (SAVP) 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 SAVP, 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 senior 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 SAVP.

## Maximum Units in One Semester

15 units are considered an average semester course load for full-time undergraduate students. During priority registration, students may register for a maximum of 196 units of enrolled, including 12 units of wait-listed courses. Graduate students may register for a maximum of 16 units of enrolled, including 12 units of wait-listed courses. Undergraduate students on academic probation may enroll in a maximum of 13 units (this does not go into effect until a student's second semester on academic probation).

During the summer semester, undergraduate students may enroll in a maximum of 7 units in a five-week summer session, 9 units in an eight-week session, 12 units in a ten-week summer session, and a maximum of 14 units in any combination of summer semester sessions, including 5 units of wait-listed courses. 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 listed above must have a cumulative SF State grade point average of 3.0 or better and secure approval via the Exceed Maximum Units Petition. This petition must be signed by the student's major advisor, department chair, and college dean. The petition is turned into the Registrar's Office at the One Stop Student Service Center or by email from the student's SFSU email account to records@sfsu.edu before the add deadline for the semester. Undeclared and special majors must receive the approval of the Dean of Undergraduate Education and Academic Planning or designee. 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 approval of their advisor, their college dean, and the Dean of Undergraduate Education and Academic Planning using the Exceed Maximum Units Petition. Courses completed in auditor status, or at another university or through SF State's College of Professional & Global Education must be included on the petition.

Nursing majors who participate in the Advanced Placement Option for Registered Nurses are required to file an Exceed Maximum Units Petition 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.

## Repeating 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 SF State 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 repeat a course for 3 or more times require the consent of the instructor and department chair in which the course is offered. Some repeat exceptions also require approval from the college dean and/or the Board of Appeals and Review. See the Waiver of College Regulations for more information on required approvals.

## 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/>). 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 SF State is divided into distinct time periods as outlined below.

## Priority Registration (Continuing Students only)

Priority Registration is available in fall, spring, and summer terms. Continuing eligible students are assigned a priority day and time. All registration holds must be cleared before access is granted. Students may add their name to a waitlist during this period if all seats in a class are taken. If space becomes available, students on a waitlist may be automatically added to a class. Changes to registration are only allowed during priority and open registration, or as permitted during the add/drop period, for each term. 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://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 registration holds must be cleared before access is granted. Students are informed of fee payment deadlines by SF State email and at <https://bursar.sfsu.edu/students/drop-for-non-payment#fee-payment-deadlines>. (<https://bursar.sfsu.edu/students/drop-for-non-payment/#fee-payment-deadlines>) 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 (New and Continuing Students)

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://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. Unit limit increases for undergraduate students occur during open registration as well.

## Adding Courses after Instruction Begins

If the student has paid sufficient fees and has instructor approval, they 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

During the first three weeks of instruction, students are permitted to drop classes without restriction or academic penalty. Dropped courses do not appear on the academic transcript, do not count toward attempted units for a given term, and do not count toward the Undergraduate Withdrawal Limit. Please refer to the Dates & Deadlines page (<https://registrar.sfsu.edu/deadlines/>) on the Registrar's website for specific drop deadlines.

At SF State, dropping a course is the student's responsibility. However, faculty are authorized to instructor-drop students who do not meet the course prerequisites or who do not participate at all during the drop period (i.e. not attending or handing in assignments, or otherwise indicating they intend to take the course).

## 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 coursework. During spring and fall, the normal academic load for undergraduates is 12 to 15 units per semester and 8 units in the summer. For graduates, the normal load during spring and fall is from 9 to 12 units per semester and 7 units during the summer. For international students in F1 visa status, immigration regulations require a minimum academic load of 12 units for undergraduates and 8 units for graduates for spring and fall semesters.

## Enrollment Verification

A student may verify their 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 12 or more semester units as an undergraduate and 8 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 the Office of Financial Aid (<https://financialaid.sfsu.edu/>).

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 Education and Academic Planning 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

Academic Load	Undergraduate Units	Graduate* Units
Full Time	12 or more units	8 or more units**
Three-Quarter Time	9-11 units	6-7 units**
Half Time	6-8 units	4-5 units**
Less Than Half Time	1-5 units	1-3 units**

\* Masters, Doctoral, or Graduate-Level Certifications

\*\* More units required if taking lower-division units (courses numbered 100-299). Consult VA Certifying Official.

### Summer Semester – Veterans Academic Load

#### R1 and R3 Sessions - Five-Week Sessions

Academic Load	Undergraduate Units	Graduate* Units
Full Time	4 or more units	3 or more units**
Three-Quarter Time	3 units	2 units**
Half Time	2 units	–
Less Than Half Time	1 unit	1 unit**

#### R2 Session - Eight-Week Session

Academic Load	Undergraduate Units	Graduate* Units
Full Time	6 or more units	4 or more units**
Three-Quarter Time	4-5 units	3 units**
Half Time	3 units	2 units**
Less Than Half Time	1-2 units	1 unit**

#### R4 Session - Ten-Week Session

Academic Load	Undergraduate Units	Graduate* Units
Full Time	7 or more units	5 or more units**
Three-Quarter Time	5-6 units	4 units**
Half Time	3-4 units	2-3 units**
Less Than Half Time	1-2 units	1 unit**

\* Masters, Doctoral, or Graduate-Level Certifications

\*\* More units required if taking lower-division units (courses numbered 100-299). Consult VA Certifying Official.

### 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 12 or more semester units of credit to receive maximum benefits. Graduate students must register for and complete 8 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 9 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 and engage in classes. Class attendance facilitates learning in a variety of ways, impacts all students in a class, and is an important factor in students' academic success. Students are responsible for adhering to the attendance policy set by the instructor. Faculty may have an attendance policy but are not required to have one. It is the students' responsibility to make themselves aware of each faculty member's attendance policy by carefully reading the syllabus. 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 their responsibility to inform their instructors of the reason for the absence and to arrange to make up missed assignments and classwork insofar as this is possible.

## Excused Absences

Students may have a valid reason to miss a class. When any of the following reasons directly conflict with class meeting times, faculty shall consider an excused absence and no penalty shall be accrued. Students are responsible for informing faculty members of the reason for the absence and for arranging to make up missed assignments, tests, quizzes, and class work insofar as this is possible. Faculty are responsible for making accommodations such that students are not penalized for their excused absence. Examples can include but are not limited to students being given sufficient time to make up quizzes, exams, or papers, or provided alternative assignments. Excused absences include, but are not limited to:

- Jury duty or government obligation
- Intercollegiate athletic competitions
- University sanctioned or approved activities (examples include: artistic performances, forensics presentations, participation in research conferences, student government)
- Other extenuating non-academic reasons (e.g., bereavement, illness, unforeseen circumstances such as an automobile accident)

Faculty members may consider other grounds for excused absences. Faculty members may require students to provide documentation for excused absences.

## Multiple Absences

There are numerous classes offered on campus where attendance is crucial since student participation is essential. Absence from these courses may impact the work and participation of other students. Students who realize after enrollment that they will have planned extended or multiple absences are responsible for consulting with the faculty member within the first two weeks of the semester to see whether it will be possible to complete the course requirements. Students who realize after enrollment that they will have extended or multiple absences are responsible for consulting with the faculty member to see whether it will be possible to complete the course requirements.

## Notification

The earliest possible notification is preferred. In some circumstances, it may be possible for the student to notify the faculty member of anticipated absences (e.g., for scheduled intercollegiate athletic competitions) during the first week of enrollment. Advance notification (minimally one week in advance) is required for the following absences:

- Jury duty and other government obligation
- University sanctioned or approved activities

A student who expects to be absent from the University for any valid reason, and who has found it difficult to inform the instructor, should notify the academic department office. The department office shall notify the student's instructors of the nature and duration of the absence. This notice is for the instructor's information only and does not relieve the student of contacting instructors as soon as possible. It also remains the responsibility of the student to arrange with instructors to make up any academic work missed.

## 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 their 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 their 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:

- a. be a U.S. citizen or resident alien (foreign students ineligible);
- b. have been officially admitted to a master's and/or credential program offered by the University;
- c. 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;
- d. be in good academic standing; and
- e. have completed acceptable coursework (at least 9 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 (<https://registrar.sfsu.edu/withdrawal/>). 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 drop all their classes 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. Additional information is available 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 a 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 on the Registrar's Office website (<http://registrar.sfsu.edu/>). At SF State, dropping a course is the student's responsibility. However, faculty are authorized to instructor-drop students who do not meet the course prerequisites or who do not participate at all during the drop period (i.e. not attending or handing in assignments, or otherwise indicating they intend to take the course).

**During the fourth through the twelfth week of instruction**, students may request to withdraw from courses for serious and compelling reasons, as specified by the student. Such withdrawals require approval from the instructor and the chairperson of the department offering the class. If the request is approved, the student will receive a W on their transcript for the class, indicating that they attempted the class but withdrew before completing it for a letter grade. W grades are not included in the student's GPA.

Undergraduates may withdraw from a maximum of 18 units throughout their entire SF State undergraduate career (see Grading Policy (<http://bulletin.sfsu.edu/policies-procedures/grading/>)). Be aware that withdrawing from one or more classes may negatively affect a student's financial aid (Satisfactory Academic Progress (SAP) (<https://financialaid.sfsu.edu/newsapu/>) and financial aid eligibility).

More information on the withdraw process, including instructions for requesting a withdrawal, can be found on the Registrar's website. (<https://registrar.sfsu.edu/withdrawal/>)

**From the thirteenth week through the last week of instruction**, students may **only** request to withdraw 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 is not practicable. Such requests require documentation, as well as approval from the instructor, the chairperson of the department offering the class, and the Dean of Undergraduate Education and Academic Planning.

Requests to withdraw approved under this criterion during the final 3 weeks of the term will not count against the undergraduate withdrawal limit of 18 semester-units.

More information on the withdraw process, including instructions for requesting a withdrawal can be found on the Registrar's Office website. (<https://registrar.sfsu.edu/withdrawal/>)

## **Appeals for Requests to Withdraw**

### **Appeal of the Denial of a Request to Withdraw**

If a student's request to withdraw from a course or courses was denied, they may appeal this decision by the last day of finals of that term. Appeals will be reviewed by the Board of Appeals and Review committee. They will make a recommendation to the academic administrator appointed by the president for a final determination. For more information on the appeals process please refer to the Registrar's Office website (<https://registrar.sfsu.edu/withdrawal/>).

### **Appeal of the Deadline to Submit a Request for Withdrawal (formerly known as retroactive withdrawal)**

Academic Policy requires that all requests to withdraw from a course must be submitted no later than the last day of instruction of that term. If circumstances clearly beyond a student's control prevented them from meeting this deadline, they may appeal for consideration. For more information on the appeals process and required documentation, please refer to the Registrar's Office website (<https://registrar.sfsu.edu/withdrawal/>).

Appeals that are incomplete or which are based on circumstances within a student's control will be denied. Appeals for a full semester will be reviewed by the Board of Appeals and Review committee as appropriate. They will make a recommendation to the academic administrator appointed by the president for a final determination for withdraw requests after the thirteenth week of the semester.

## **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 <https://registrar.sfsu.edu/transcripts> (<https://registrar.sfsu.edu/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.