

WITHDRAWAL INFORMATION AND WITHDRAWAL FORM For Summer Semester 2008

Instructions

To withdraw from all of your Summer Semester 2008 classes you must complete both the Withdrawal Form and the Refund Form. Return the forms to the Admissions and Records Counter (Lassen Hall Lobby). If you cannot come in person you may fax both forms to the Admissions and Records Office at (916) 278-5603.

Deadlines

Withdrawals are not approved after the following dates:

- Session 6W1 – July 7 (formerly Session A - 1st 6 weeks)
- Session 6W2 – August 15 (formerly Session B - 2nd 6 weeks)
- Session 12W – August 15 (formerly Session C - 12 weeks)
- Session 6W3 – July 25 (formerly Session D - Education co-hort)

Refunds

To receive a 100% refund of your registration fees (less a \$10 processing fee) you must withdraw by **Friday, May 30** (Session 6W1 & 12W), **July 11** (Session 6W2) or **June 20** (Session 6W3). After these dates refunds are processed on a prorated basis beginning with the first day of each Session and ending when 60% of the Session has elapsed. If you are enrolled in more than one Session, the earliest deadline applies. For courses four weeks or less in length, you are not entitled to any refund unless you withdraw prior to the first day of the Session. Additional information on refunds can be found at <http://www.csus.edu/sfsc/>.

Your refund check will be mailed within 4-6 weeks to the address on file with the university. If you have moved, update your address on My Sac State or complete a Data Change Form at the Admissions and Records Office. Check with the Bookstore regarding refund policies for your books.

Financial Aid

If you are receiving financial aid it is important that you speak with an advisor in the Financial Aid Office in Lassen Hall 1006, (278-6554) to determine what repayment obligation you may have and what effect your withdrawal will have on your future financial aid. Drop-in counseling is available Mondays, Tuesdays, Thursdays and Fridays.

Results of Withdrawing

If you withdraw by June 13 for Session 6W1 or 12W, July 25 for Session 6W2, or July 7 for Session 6W3, your Summer 2008 courses are deleted from your record. If you withdraw after June 13 (Session 6W1 & 12W), August 1 (Session 6W2) or July 7 (Session 6W3), you will receive "W" (Withdrawal) grades in each class. The "W" grade has no effect on your GPA. However, if you withdraw two semesters in a row or a total of three semesters, you will be subject to administrative-academic probation and could be subject to administrative-academic disqualification.



SACRAMENTO
STATE

WITHDRAWAL FORM – Summer Semester 2008

Please print

Name: _____ SSN: _____
last name first name

Phone: (____) _____ Major: _____

I request withdrawal from all my classes this semester, Summer 2008:

Your Signature: _____ Date: _____

State in one or two sentences your reasons for withdrawing: _____

Check the **primary** reason for your decision to withdraw. Check only one.

- Medical Problems
- Financial Problems
- Personal Problems
- Family Problems
- Academic Problems
- Job-related Factors
- Availability of Classes
- Other: _____

Office Use Only

Date Withdrawn:

If you are unable to submit your withdrawal form in person you may fax it to:
(916) 278-5603