



CALIFORNIA STATE UNIVERSITY, SACRAMENTO PETITION TO DISCOUNT FIRST "WU" GRADE

Name: _____ Student ID Number: _____
Last Name First Name MI

Instructions:

1. You must meet with an academic advisor within six months of the end of the semester in which your "WU" grade was assigned. The advisor will certify on this form that you have discussed and understood the CSUS Drop Policy.
2. Submit the signed form to the Admissions and Records Counter (Lassen Hall). Retain your copy of this form with your advising records.
3. The "WU" grade(s) will remain on your transcript with a notation that the grade has been discounted from your grade point average (GPA).

This policy applies only to the first semester in which you received a "U" or "WU" grade(s). List course(s) below:

Department name(s) and course number(s)	Semester taken
Example: HIST 17B	Fall 2002

CSUS DROP POLICY

Procedures and deadlines are published in each semester's Class Schedule and Web Schedule.

Before Classes Begin and First Two Weeks of Classes

During CASPER Plus, which begins approximately one week before the first day of classes, and continues during the first two weeks of classes, students drop classes simply by calling CASPER or CasperWeb. No forms or signatures are needed.

After the Second Week

After the second week of classes, it is more difficult to drop classes. Dropping after the second week of classes is allowed only for "serious and compelling" reasons and requires the signatures of the instructor and department chair on a form called the Petition to Add/Drop After Deadline. Acceptable reasons during this period include carrying an excessive unit load, inadequate preparation for the course, significant job change, medical reasons, etc. Departments may require documentation of reasons, for example a letter from doctor or employer, accident report. After the fourth week of classes, students must deliver their approved petition to the Admissions and Records Counter. Do not expect the department to submit your drop petition.

After the Sixth Week

Drops are approved only for career-related or medical reasons. A student-initiated job change does not qualify. You must also obtain the approval of the appropriate college dean, in addition to the instructor and department chair. Written verification of the circumstances must be attached to the petition. No drops are permitted in finals week.

WITHDRAWAL FROM THE SEMESTER

Students who need to withdraw from all of their classes during the first two weeks of the semester must pick up and submit withdrawal forms at the Admissions and Records Office. After the second week of instruction students needing to withdraw from all of their classes must go to the Academic Advising Center to complete the withdrawal process. It is not necessary to petition each class separately. After the fourth week of instruction, courses will be listed with a "W" in each class. No withdrawals are permitted during the final three weeks of the semester.

Student Signature: _____

Your signature signifies that you have read and understand the drop and withdrawal policies outlined above and will adhere to drop deadlines and procedures described in the Class Schedule.

Advisor Certification: _____ Date: _____

I have verified that the above "WU" grade(s) are the first received by the student, have not already been deleted, and were assigned not more than six months before the date of this petition.

Dept: _____

Phone: _____

Student: It is your responsibility to make a copy of this document before submitting to A&R for action.