CALIFORNIA STATE UNIVERSITY, SACRAMENTO
SEMESTER WITHDRAWAL INFORMATION
For Spring Semester 2016

Instructions
To withdraw from all of your Spring Semester 2016 classes you must complete the attached Semester Withdrawal Form. Return the form to the appropriate office, according to the date of your withdrawal:
• Through Friday, February 5, 2016 – Student Services Counter (Lassen Hall Lobby)
• Monday, February 8, 2016 through Friday, April 22, 2016 – Academic Advising and Career Center (Lassen Hall 1013). Note: During this period Withdrawal Forms must be signed by an advisor in the Academic Advising and Career Center.
• If you are an EOP student, you must see your EOP counselor before you meet with an academic advisor in the Academic Advising and Career Center.

Deadlines
Students withdrawing after the semester begins are subject to pay prorated registration fees. No grade is recorded on the student’s transcript for courses dropped during the first four weeks of instruction.

After the census date, February 19, 2016, students may petition to withdraw through April 22, 2016. A grade of “W” is recorded on the student’s transcript.

Withdrawals are not permitted after April 22, 2016 except in cases of documented emergencies beyond the student’s control which occur after April 22nd. Withdrawals after April 22, 2016 will be reviewed on a case-by-case basis. It is not possible to withdraw after the last day of instruction, Friday, May 13, 2016.

Results of Withdrawing
If you withdraw after February 19, 2016, you will receive “W” (Withdrawal) grades in each class. Your instructors will be sent notification of your withdrawal. The “W” grade has no effect on your GPA. If you withdraw two semesters in a row or a total of three semesters, you will be subject to administrative probation. Additional withdrawals could result in administrative disqualification.

Students may withdraw from no more than 18 units in their undergraduate career, unless an exception is granted. Any “W” grade received prior to the Fall 2010 semester does not count toward the 18 unit maximum.

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Petition for Exception
If you have reached or will reach the maximum 18 units permitted for withdrawal from the university, your request to withdraw from the semester cannot be processed until you complete the following supplemental material. This material will be reviewed by an Appeals Committee and you will be notified of their decision to approve or deny your withdrawal request within 3-5 days. Failure to submit the supplemental material will result in your request to withdraw being denied.

1. A typed, one-page statement explaining the reasons for withdrawing and why you must exceed the 18 unit limit.
2. Documentation to support your reasons for withdrawing, i.e., medical verification, employer verification, etc.
3. An explanation and academic plan of what changes you will make to help you be successful academically in the future.

Refunds
To receive a 100% refund of your registration fees (less a $10 processing fee) you must withdraw by Friday, January 22, 2016. If you withdraw between January 25, 2016 (the beginning of classes) and April 6, 2016 (the 60% point of the semester) you will receive a prorated refund based on the date your withdrawal form is received. No refunds are given for withdrawals after April 6, 2016.

Your refund check will be mailed to the address on file with the University. If you have moved, you must update your address on My Sac State or inform the Office of the University Registrar. Check with the Hornet Bookstore regarding refund policies for your books. Additional information regarding refunds can be found at www.csus.edu/sfsc.

Refunds and the Installment Plan
If you are paying fees by installment plan and withdraw late in the refund period, the fees you have paid in installments at the time you withdraw may not be enough to cover the amount of time you attended. If there is a balance due you must pay it to the Student Financial Services Center in Lassen Hall 1001 to avoid a “hold” on your registration and transcripts.

Financial Aid
If you are receiving financial aid it is important that you immediately contact 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 financial aid. Check the financial aid website for drop-in counseling hours: http://www.csus.edu/aid/aboutus.html#office.

Returning to Sacramento State
If this is your first semester at Sac State and you withdraw before January 25, 2016, you will need to reapply for admission.

Completing Your Degree
Most likely you have thought carefully about withdrawing and are making a good decision considering the circumstances you are facing at this time. Withdrawal can be viewed as only a temporary interruption; you may return to school to complete your degree when the time is right for you. We are here to help you achieve your academic goals. If you have any questions now or after you withdraw, talk with an advisor in the Academic Advising and Career Center in Lassen Hall 1013, (916) 278-6351.
SEMESTER WITHDRAWAL FORM – Spring Semester 2016
California State University, Sacramento
Please print clearly with a black or blue pen. Incomplete forms may be returned, delaying your withdrawal.

Name: ___________________________ Student ID #: ___________________________
First MI Last

Phone: ___________________________ Email: ___________________________ Major: ___________________________

Class Level: (Check One) Freshman Sophomore Junior Senior 2BA Graduate

I request withdrawal from all my classes this semester, Spring 2016:

Your Signature: ___________________________ Date: ___________________________

State in one or two sentences your reason for withdrawing:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

If you are unable to submit your withdrawal form in person you may fax it:
Through February 5 - (916) 278-6453 Beginning February 8 - (916) 278-7842
Note: If you fax your withdrawal form you should confirm receipt after two days by checking on My Sac State:
Check: Student Center > Academics

ACADEMIC ADVISING CENTER USE ONLY: TO BE COMPLETED BY AN ADVISOR

Check the primary reason for the student’s decision to withdraw. CHECK ONLY ONE.

☐ Academic Reasons ☐ Medical Reasons
☐ Availability of Classes ☐ Military Reasons
☐ Family Reasons ☐ Other: ___________________________
☐ Financial Reasons ☐ Personel Reasons
☐ Job-related Reasons

Academic Standing: _________
Total # of W units beginning F10: _______ (including current semester)

1. If EOP student:
EOP Counselor Signature (LSN 2205) ___________________________ Date: ___________________________

Note: Signature required from Academic Advising (Lassen Hall 1013) if withdrawal is after February 5th.

2. Advisor Signature (LSN 1013): ___________________________ Date: ___________________________

REGISTRAR’S OFFICE USE ONLY:
Date Entered: ___________________________ Date of Withdrawal: ___________________________

Original to Office of the University Registrar, 1 copy to student, 1 copy to Academic Advising and Career Center