



## CALIFORNIA STATE UNIVERSITY, SACRAMENTO WITHDRAWAL INFORMATION For Fall Semester 2009

### Instructions

To withdraw from all of your Fall Semester 2009 classes you must complete the attached Withdrawal Form. Return the form to the appropriate office, according to the date of your withdrawal:

- Through Friday, September 11, 2009 – Admissions and Records Counter (Lassen Hall Lobby)
- Monday, September 14 through Wednesday, November 25, 2009 – 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

### Deadline

Withdrawals are not approved after **November 25, 2009** except in cases of verifiable medical emergencies which occur after November 25th. It is not possible to withdraw after the last day of instruction, **Friday, December 11, 2009**.

### Results of Withdrawing

If you withdraw after September 28, 2009, 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 and is not viewed negatively by graduate schools or prospective employers. 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.

### Refunds

To receive a 100% refund of your registration fees (less a \$10 processing fee) you must withdraw by **Friday, August 28, 2009**. If you withdraw between **August 31** (the beginning of classes) and **November 4** (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 November 4. Your refund check will be mailed to the address on file with the University. If you have moved, update your address on My Sac State or inform the Admissions and Records Office. Check with the Hornet Bookstore regarding refund policies for your books. Additional information regarding refunds can be found at [www.csus.edu/sfsc](http://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 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 future financial aid. Drop-in counseling is available Mondays, Tuesdays, Thursdays and Fridays, from 9:00 – 11:30 a.m. and 1:00 – 4:00 p.m.

### Returning to Sacramento State

You are eligible to return to Sacramento State next semester or the following semester without reapplying.

### 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.

# WITHDRAWAL FORM – Fall Semester 2009

California State University, Sacramento

Please print clearly with a black pen. Incomplete forms may be returned, delaying your withdrawal.

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
last name first name

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_ Major: \_\_\_\_\_

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

I request withdrawal from all my classes this semester, Fall 2009:

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

State in one or two sentences your reasons for withdrawing:

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If you are unable to submit your withdrawal form in person you may fax it:

**Through September 11 - (916) 278-6453 After September 11 - (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

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## ACADEMIC ADVISING OFFICE USE ONLY:

### TO BE COMPLETED BY AN ADVISOR

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

- Academic Reasons
- Availability of Classes
- Family Reasons
- Financial Reasons
- Job-related Reasons
- Medical Reasons
- Military Reasons
- Personal Reasons
- Other: \_\_\_\_\_

**Note: Signature required from Academic Advising (Lassen Hall 1013) if withdrawal is after September 11.**

Advisor Signature (LSN 1013): \_\_\_\_\_ Date: \_\_\_\_\_

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### REGISTRAR'S OFFICE USE ONLY:

Date Entered:
Date of Withdrawal: