



SACRAMENTO STATE

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

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_  
Last Name First Name MI

**Instructions:**

Email \_\_\_\_\_

1. This policy applies only to the first term in which you received a "U" or "WU" grade(s). List course(s) below.
2. You may petition to have the first "U" or "WU" grade(s) earned dropped from your GPA calculation. A petition may be processed anytime up to degree conferral (i.e. posting on the transcript of a bachelor's or master's degree that includes the term in question).
3. You must meet with an academic advisor to discuss this petition. The advisor will certify on this form that you've discussed and understood the Sacramento State drop policy.
4. Submit the signed form to the Admissions and Records Office (Lassen Hall).

Department name(s) and course number(s)	Semester taken
Example: HIST 17B	Fall 2003

## UNIVERSITY 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 open registration through the first two weeks of classes, students drop classes on MySacState. 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 or accident report. After the fourth week of classes, students must deliver their approved petition to the Admissions and Records Office. Do not expect the department to submit your drop petition.

***After the Sixth Week***

Drops are approved only for medical or career-related reasons. A student-initiated job change does not qualify. You must 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 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 Registration and Advising hand book.

Advisor Certification: \_\_\_\_\_ Date: \_\_\_\_\_  
I have verified that the above "U" or "WU" grade(s) are the first received by the student and have not already been deleted, and that no degree has been conferred since these grades were earned. Dept: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Student: It is your responsibility to make a copy of this document before submitting to Records for action.**