

WITHDRAWAL INFORMATION AND WITHDRAWAL FORM

For Summer Semester 2009

Instructions

To withdraw from all of your Summer Semester 2009 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 accepted during the last week of instruction or after the class has ended.

Summer 2009 session dates are June 1 through August 23, 2009. Within this twelve week time period, however, there may be courses offered during the first 6-week, second 6-week, a three week time period variation or weekends only. Therefore, it is extremely important that you look for the begin and end date of each course when registering. If no special session dates are indicated then it is a full 12-week course.

Refunds

To receive a 100% refund of your registration fees (less a \$10 processing fee) you must withdraw before classes begin. After the first day of class, refunds are processed on a prorated basis, beginning with the first day and ending when 60% of course instruction has elapsed. If you are enrolled in more than one class, 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 term.

Your refund will be mailed within 4-6 weeks to the address on file with the University. Please make sure that your most current address is updated on you're My Sac State account. E-Refund (electronic refund) is available for you to sign up for on you're My Sac State account. Additional refund information can be found at <http://www.csus.edu/sfsc/>. 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 26, 2009, your Summer 2009 courses are deleted from your record. If you withdraw after June 26th, 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 2009

Please print

Name: _____ Sac State ID or
last name first name SSN: _____ - _____ - _____

Phone: (_____) _____ Major: _____

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

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 the Office of the University Registrar at (916) 278-5603.

The effective date of the transaction is the date received by the Registrar, not the date signed or postmarked.