Instructions
To withdraw from all of your Fall 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, September 9, 2016 – Student Services Counter (Lassen Hall Lobby)
- Monday, September 12, 2016 through Friday, November 18, 2016 – Student Service Center Counselor (Lassen Hall). Note: During this period Withdrawal Forms must be signed by Student Service Center Counselor.
- If you are an EOP student, you must see your EOP counselor before you meet with a Student Service Center Counselor.

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, September 26, 2016 students may petition to withdraw through November 18, 2016. A grade of “W” is recorded on the student’s transcript.

Withdrawals are not permitted after November 18, 2016 except in cases of documented emergencies beyond the student’s control which occur after November 18th. Withdrawals after November 18, 2016 will be reviewed on a case-by-case basis. It is not possible to withdraw after the last day of instruction, Friday, December 9, 2016.

Results of Withdrawing
If you withdraw after September 26, 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.
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, August 26, 2016. If you withdraw between August 29, 2016 (the beginning of classes) and November 2, 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 November 2.
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 set up a meeting with a Student Service Center Counselor to discuss what effect your withdrawal may have on our financial aid. Visit the Student Service Center website at http://www.csus.edu/ssc for drop in counseling hours.

Returning to Sacramento State
If this is your first semester at Sac State and you withdraw before August 29, 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 – Fall 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: (Circle One) Freshman Sophomore Junior Senior 2BA Graduate

I request withdrawal from all my classes this semester, Fall 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 September 9 - (916) 278-6453  Beginning September 12 - (916) 278-7473

Note: If you fax your withdrawal form you should confirm receipt after two days by checking on My Sac State:
Check: Student Center > Academics

STUDENT SERVICE CENTER USE ONLY:
TO BE COMPLETED BY AN COUNSELOR

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

☐ Academic Reasons ☐ Medical Reasons  Academic Standing: _________
☐ Availability of Classes ☐ Military Reasons  Total # of W units beginning F10: ________
☐ Family Reasons ☐ Personal Reasons  (including current semester)
☐ Financial Reasons ☐ Other: ___________________________
☐ Job-related Reasons

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

Note: Signature required from a Student Service Center Counselor (Lassen Hall) if withdrawal is
after September 9th.

2. Student Service Center (LSN): ___________________________ Date: ___________________________

REGISTRAR’S OFFICE USE ONLY:

Date Entered: ___________________________ Date of Withdrawal: ___________________________

Original to Office of the University Registrar, 1 copy to student