



SACRAMENTO
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California State University, Sacramento
Division of Social Work

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Division of Social Work Petition to Add/Drop/Withdraw Policy

Week 1 and 2

Monday, August 29th – Monday, September 9th

The Division of Social Work requires students to add and drop classes through their **Student Center** located in **MySacState** during this time. You do not need instructor permission to add or drop the course during this period.

- Although instructors may exercise their authority to administratively remove any student who fails to attend during the first two weeks of instruction, students should not assume they will be dropped. Students will receive a final grade of “F” or “WU” in courses they fail to drop officially.
- Students wishing to withdraw from all courses, should fill out the Semester Withdrawal Form (found in the OnBase Forms link within the MySacState Portal).

Week 3 and 4

Monday, September 10th – Monday, September 26th

During weeks 3 and 4 of the semester students are required to submit a **Petition to Add/Drop/Withdraw**, using their **MySacState**. The workflow for this form will request permission from the instructor and department chair. Enrollment is dependent on openings and instructor permission. To access the form, log into **MySacState** and navigate to the [OnBase Forms](#) page and select the “**Petition to Add/Drop/Withdraw from Courses**” form.

Census Date

Monday, September 26th

Drops after the fourth week of the semester (census date) are called withdrawals, and are only granted for serious, compelling reasons.

NOTE: After census date a W will be posted. For more information, please review the University Drop Policy: [Registration Policy](#)

Week 5 and 6

During weeks 5 and 6 of the semester students are required to submit a **Petition to Add/Drop/Withdraw**, using their **MySacState**. This form requires the signature of the course instructor and the department chair. Attachment of documentation and/or justification is required with submission.

- Reasons for dropping during this period include medical, carrying an excessive course load, student's inadequate academic preparation for the course, or the student having significant job or career changes.

Week 7 through 12

During weeks 7 through 12 of the semester students are required to submit a **Petition to Add/Drop/Withdraw**, using their **MySacState**. Signature of the course instructor, department chair, and college dean are required. Attachment of documentation and/or justification is required with submission.

- Reasons for withdrawal during this period include only medical or work-related reasons clearly beyond the control of the student; a student-initiated job change, carrying an excessive course load or inadequate preparation does not qualify.

Withdrawal is allowed after the 12th week of instruction only in exceptional cases, such as in cases of accident or serious illness where the cause is due to circumstances beyond the student's control. Withdrawals approved during the last three weeks of the semester will not count towards the 18 unit maximum; however, a grade of "W" is still recorded on the transcript.