SACRAMENTO STATE

ADD/DROP/WITHDRAW PETITION APPROVAL PROCESSING TIMELINE

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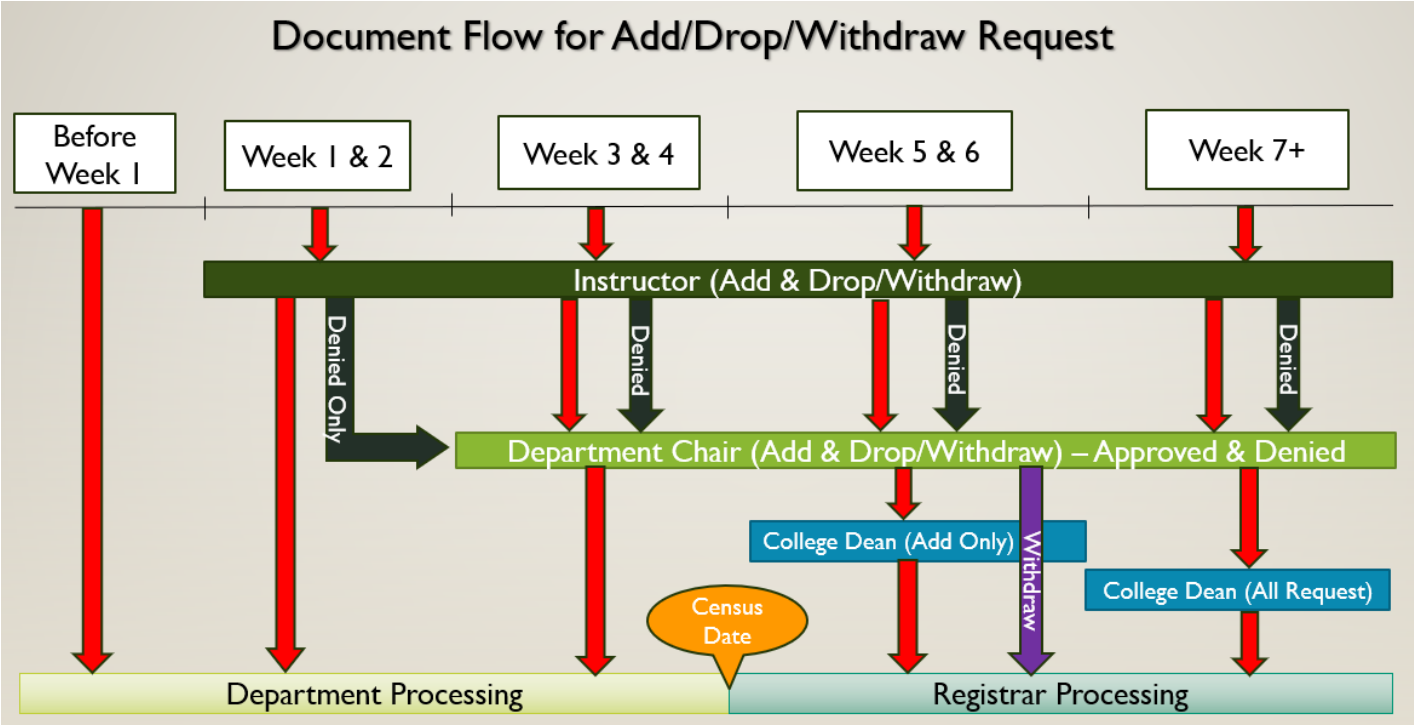
Depending on the week of the semester, the add/drop/withdraw form will need additional approvers. Below is the approval flow for each term.



ADD FORMS

Before Week 1: STUDENT – DEPARTMENT PROCESSING

Students adjust their schedule via My Sac State or Submit add/drop/withdraw request go directly to Academic Dept staff for processing

Starting from week 1, All instructor denied requests go to Department Chair for review

Weeks 1-2: STUDENT – INSTRUCTOR – (DEPARTMENT CHAIR IF REQUEST IS DENIED) - DEPARTMENT PROCESSING
If no instructor is assigned to the course, the add/drop/withdraw request go directly to Academic Dept staff for processing.

Weeks 3-4: STUDENT – INSTRUCTOR – DEPARTMENT CHAIR – DEPARTMENT PROCESSING

If no instructor is assigned to the course, the add/drop/withdraw request go directly to Department Chair for approval

Weeks 5-end of term: STUDENT – INSTRUCTOR – DEPARTMENT CHAIR – COLLEGE DEAN – REGISTRAR PROCESSING

DROP FORMS

Before Week 1: STUDENT – DEPARTMENT PROCESSING

Students adjust their schedule via My Sac State or Submit add/drop/withdraw request go directly to Academic Dept staff for processing

Starting from week 1, All instructor denied requests go to Department Chair for review

Weeks 1-2: STUDENT – INSTRUCTOR – (DEPARTMENT CHAIR IF REQUEST IS DENIED) - DEPARTMENT PROCESSING
If no instructor is assigned to the course, the add/drop/withdraw request go directly to Academic Dept staff for processing

Weeks 3-4: STUDENT – INSTRUCTOR – DEPARTMENT CHAIR - DEPARTMENT PROCESSING

If no instructor is assigned to the course, the add/drop/withdraw request go directly to Department Chair for approval

INDIVIDUAL CLASS WITHDRAWALS (DROPS AFTER THE 4TH WEEK OF SCHOOL)

Weeks 5 & 6: STUDENT – INSTRUCTOR – DEPARTMENT CHAIR – REGISTRAR PROCESSING

Weeks 7 – end of term: STUDENT – INSTRUCTOR – DEPARTMENT CHAIR – COLLEGE DEAN -- REGISTRAR PROCESSING

----------End of Instructions ----------