



## CALIFORNIA STATE UNIVERSITY, SACRAMENTO SEMESTER WITHDRAWAL INFORMATION For Spring Semester 2019

### Instructions

To withdraw from all of your Spring Semester 2019 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, February 1, 2019 – Student Service Center (Lassen Hall)
- Monday, February 4, 2019 through Friday, April 19, 2019 – Student Service Center (Lassen Hall). **Note:** During this period Withdrawal Forms must be signed by a 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, **February 18, 2019**, students may petition to withdraw through **April 19, 2019**. A grade of "W" is recorded on the student's transcript.

Withdrawals are not permitted after **April 19, 2019** except in cases of documented emergencies beyond the student's control *which occur after April 19th*. Withdrawals after April 19, 2019 will be reviewed on a case-by-case basis. It is not possible to withdraw after the last day of instruction, **Friday, May 10, 2019**.

### Results of Withdrawing

If you withdraw after February 18, 2019, 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 **Monday, January 21, 2019**. If you withdraw between **January 22, 2019** (the beginning of classes) and **April 3, 2019** (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 April 3, 2019.**

Your refund check will be mailed to the address on file with the University. If you have moved, you must update your address on My Sac State or inform the Office of the University Registrar. Check with the Hornet Bookstore regarding refund policies for your books. Additional information regarding refunds can be found at [www.csus.edu/bursar](http://www.csus.edu/bursar).

### **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 Bursar's Office 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 your 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 January 22, 2019**, you will need to reapply for admission.

# SEMESTER WITHDRAWAL FORM – Spring Semester 2019

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: (Check One)    Freshman    Sophomore    Junior    Senior    2BA    Graduate

I request withdrawal from all classes this semester, Spring 2019:

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 February 1 - (916) 278-6453    Beginning February 4 - (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

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**STUDENT SERVICES CENTER USE ONLY:  
TO BE COMPLETED BY AN ADVISOR**

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

- |  |   |
|--|---|
| <input type="checkbox"/> Academic Reasons        | <input type="checkbox"/> Medical Reasons  |
| <input type="checkbox"/> Availability of Classes | <input type="checkbox"/> Military Reasons |
| <input type="checkbox"/> Family Reasons          | <input type="checkbox"/> Personal Reasons |
| <input type="checkbox"/> Financial Reasons       | <input type="checkbox"/> Other: _____     |
| <input type="checkbox"/> Job-related Reasons     |   |

Academic Standing: _____
Total # of W units beginning F10: _____ (including current semester)

**1. If EOP student:**

EOP Counselor Signature (LSN 2205) \_\_\_\_\_ Date: \_\_\_\_\_

**Note: Signature required from Student Services Center (Lassen Hall) if withdrawal is after February 1.**

**2. Student Services Center**

Advisor Signature (LSN): \_\_\_\_\_ Date: \_\_\_\_\_

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**REGISTRAR'S OFFICE USE ONLY:**

Date Entered: _____	Date of Withdrawal: _____
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