



# PETITION TO ADD/DROP/WITHDRAW FROM COURSES AFTER DEADLINE

Semester  Year

NAME    STUDENT ID NUMBER

Last, First M.I.

ADDRESS  CITY  STATE  ZIP

DAY OR MESSAGE PHONE  SACLINK EMAIL  @saclink.csus.edu WITHDRAWAL "W" UNITS TO DATE \*

1. Read the University add and drop policies on the back of this form.
2. The accuracy of your registration is your responsibility. You must obtain necessary signatures and deliver the signed form to the proper offices.
3. Write or type your reasons for requesting a late add/drop on a separate page, and attach with documentation to the signed petition.
4. Use a separate form for each academic department.
5. Verify the accuracy of your classes by checking "My Sac State" (<https://www.my.csus.edu>) or at the Student Services Center, Lassen Hall Lobby.
6. Students are responsible for meeting all University add/drop deadlines by delivering this petition to the Registrar's Office. A \$10 late fee (check/money order only) applies to add transactions completed after the fourth week of instruction. A \$100 re-enrollment fee will be charged to students previously enrollment cancelled due to non-payment of fees.

ADD COURSE					
CLASS NO (ex: 35609)	Dept & CAT NO (ex: SOC 130)	SECT (ex: 1)	UNITS (ex: 3)	INSTRUCTOR SIGNATURE	DATE

DEPARTMENT CHAIR \_\_\_\_\_ DATE \_\_\_\_\_  
(required after the 2<sup>nd</sup> week of the semester)

COLLEGE DEAN \_\_\_\_\_ DATE \_\_\_\_\_  
(required after the 4<sup>th</sup> week of the semester)

VP DESIGNEE \_\_\_\_\_ DATE \_\_\_\_\_  
Registrar's Office, Lassen Hall 2000 (required after the 4<sup>th</sup> week of the semester)

DROP/WITHDRAW FROM COURSE					
CLASS NO (ex: 35609)	Dept & CAT NO (ex: SOC 130)	SECT (ex: 1)	UNITS (ex: 3)	INSTRUCTOR SIGNATURE	DATE

DEPARTMENT CHAIR \_\_\_\_\_ DATE \_\_\_\_\_  
(required after the 2<sup>nd</sup> week of the semester)

COLLEGE DEAN \_\_\_\_\_ DATE \_\_\_\_\_  
(required after the 6<sup>th</sup> week of the semester)

**OFFICE USE ONLY**

Class added: Initials \_\_\_\_\_ Date \_\_\_\_\_

Class not added: Initials \_\_\_\_\_ Date \_\_\_\_\_

Reason: \_\_\_\_\_

**OFFICE USE ONLY**

Class dropped: Initials \_\_\_\_\_ Date \_\_\_\_\_

Class not dropped: Initials \_\_\_\_\_ Date \_\_\_\_\_

Reason: \_\_\_\_\_

\*If 18 units of W grades have been or will be reached with this drop, or drops, a supplemental Petition for Exception is required. See back for details.

### ADD POLICY:

- Students are expected to add courses by using “My Sac State” (<https://www.my.csus.edu>) until the end of the second week of the semester. Course adds that require instructor permission must be added using an add permit available from the academic department.
- Adds in weeks three and four of the semester are processed through the academic department and require approval by the instructor and department chair.
- Adds are not approved after week four (the census date) unless students present evidence of University error that prevented their timely registration. University error does not include failure to meet all payment deadlines. State your reasons for a late add request on a separate page and attach to this petition along with verification of the circumstances. Obtain signatures of the instructor, department chair, and college dean.
- Submit petition to the Registrar’s Office, Lassen Hall 2000, for consideration by the vice president (or designee). **A late fee of \$10 will be collected (check/money order only)**. Check back with the Registrar’s Office two business days after submitting the petition. If the add is not approved, the fee will be returned to you. If approved, the Registrar’s Office will add the course to your schedule.
- Adds for audit must be noted on the petition, and the petition must be submitted to the Registrar’s Office. No adds for audit are permitted after the census date.

### DROP POLICY:

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 (<http://www.csus.edu/registrar/assets/pdf-misc/Spring2017WithdrawalForm3.pdf>).
- Until the end of the second week of instruction of the semester, students are expected to drop courses by using “My Sac State” (<https://www.my.csus.edu>). Students will be charged registration fees for all courses not dropped prior to the first day of instruction. The drop in units refund deadline is the end of the second week of instruction.
- Drops during the third and fourth weeks of instruction are processed in the academic department offering the course and require instructor and department chair approval.

### WITHDRAWAL POLICY:

Drops after the fourth week of the semester (census date) are called withdrawals. The approved Add/Drop/Withdraw petition must be submitted to the Registrar’s Office (Lassen Hall) after the fourth week.

- Students may withdraw from no more than 18 units in their undergraduate career, unless an exception is granted (any “W” grades received prior to the Fall 2010 semester do not count towards the 18 unit maximum).
- If you are seeking to drop/withdraw from an individual course(s) after the fourth week of the semester and have reached the University maximum of 18 units of “W” grades allowable, then you must submit this approved Add/Drop/Withdraw petition as a supplement to your Petition for Exception: Withdrawal in Excess of 18 Units.
- Withdrawals after the fourth week of the semester are granted only for “serious and compelling” reasons.
  - Withdrawal during the 5th and 6th week of the semester requires the signature of the course instructor and the department chair. Reasons for dropping in 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.
  - Withdrawal during the 7<sup>th</sup> through the 12<sup>th</sup> week requires the signature of the course instructor, the department chair, and the college dean. 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 12<sup>th</sup> 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. All signatures are required and the student must meet with an Academic Advisor in the Academic Advising Center. 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.