



CALIFORNIA STATE UNIVERSITY, SACRAMENTO
SEMESTER WITHDRAWAL INFORMATION
Fall Semester 2020

Instructions

To withdraw from all of your Fall Semester 2020 classes you must complete the attached Semester Withdrawal Form. Return the form to the Student Service Center (Lassen Hall 1000):

- Through Friday, September 11, 2020 – Only student signature is required.
- Monday, September 14, 2020 through Friday, November 20, 2020 – Student signature and Student Service Center Counselor signature are required.
- **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 28, 2020**, students may petition to withdraw through **November 20, 2020**. A grade of "W" is recorded on the student's transcript.

Withdrawals are not permitted after **November 20, 2020** except in cases of documented emergencies beyond the student's control *which occur after November 20th*. Withdrawals after November 20, 2020 will be reviewed on a case-by-case basis. It is not possible to withdraw after the last day of instruction, **Friday, December 11, 2020**.

Results of Withdrawing

If you withdraw after September 28, 2020, you will receive "W" (Withdrawal) grades in each class. 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 28, 2020**. If you withdraw between **August 31, 2020** (the beginning of classes) and October 30, 2020 (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 October 30, 2020.**

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.

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 August 31, 2020**, you will need to reapply for admission.

