

Contract Class General Information

Please Detach and Retain for Your Records!



We are pleased that you have chosen to enroll in a Contract Class sponsored by Sonoma State University. Enrolling in a contract course does not confer status as an enrolled student at Sonoma State University. Nor do contract courses make you eligible for loan deferment. For your benefit, take a moment to review the following policies that pertain to Withdrawals, Refunds and Grading for Contract Courses.

Withdrawals and Refunds

If a course is cancelled, you will be withdrawn from the course and the entire course fee will be refunded automatically.

When you find it impossible to attend a course after registration, it is necessary to file a "Class Drop and Refund Request Form" with the Office of Extended Education. If the class is already in session, it is your responsibility to obtain the instructor's signature on the drop form. The official time of withdrawal is the date that the Office of Extended Education receives the properly completed drop form. A stop payment order on a check DOES NOT constitute an official withdrawal, nor does it relieve your financial obligations for the course. Non-attendance in class or notifying the instructor without filing a drop form does not constitute withdrawal. Failure to follow the forementioned withdrawal procedures constitutes an unofficial withdrawal and results in an "F" grade.

Refund Schedule

This schedule details the amount of refundable fees:

1. All fees are refunded if you drop **PRIOR TO THE DAY OF THE FIRST CLASS MEETING.**
2. On or after the day of the first class meeting, fees are refunded in this manner:
 - For classes consisting of 4 meetings or less, no refund is given.
 - For classes consisting of 5, 6, 7 or 8 meetings, you will receive 65% of the fees collected if you drop **BEFORE THE DAY OF THE SECOND CLASS MEETING.** On or after the day of the second class meeting, no refund is given.
 - For classes consisting of 9, 10, 11 or 12 meetings, you will receive 65% of the fees collected if you drop **BEFORE THE DAY OF THE THIRD CLASS MEETING.** On or after the day of the third class meeting, no refund is given.
 - For classes consisting of 13, 14, 15 or 16 meetings, you will receive 65% of the fees collected if you drop **BEFORE THE DAY OF THE FOURTH CLASS MEETING.** On or after the day of the fourth class meeting, no refund is given.
3. You can expect to receive your refund check no later than six weeks from the date your request is received.
4. If you must withdraw after the refund deadlines cited above for reasons clearly beyond your control and can justify extenuation circumstances, you may withdraw with a grade of "W" by securing the approval and signature of the instructor on a drop form. However, no refund will be given.

Grading

Your work in each course is usually graded A, B, C, D or F. The A grade is reserved for outstanding achievement; the grade B represents commendable but not outstanding performance; and the C grade is awarded for satisfactory achievement. The grade D represents minimum performances acceptable for credit, while an F indicates failure. The Credit (CR)/ No Credit (NC) option is available in some classes at the discretion of the instructor. CR is awarded in undergraduate classes for work equivalent to a C- or better and for graduate work equivalent to B- or better. NC indicates work equivalent to D+ and below for undergraduate classes and C+ and below for graduate classes. Instructors will discuss attendance, participation and other requirements for grade and/or credit/noncredit.

I (incomplete) signifies that your work was satisfactory but not complete for reasons considered beyond your control. If you receive an incomplete, you may change that mark to a letter grade. Arrangements to do so must be made with your instructor.

The make-up on an incomplete is permissible only within the period of one calendar year following assignment of that mark. Continuing Education Unit (CEU) classes receive only CR/NC, not letter grades. A grade of CR signifies attendance for all class hours.

Grade reports are ordinarily received by students within four to six weeks after the end of class. All academic and CEU grades are on file in the Office of Admissions & Records where they are posted on a student's permanent record.

TRANSCRIPT REQUEST



PLEASE NOTE: This form cannot be processed without the student's signature authorizing the release of records.

Transcripts are free and are processed on a first-in, first-out basis. **We do not provide "Rush" or "Next Day" service.** The normal turn-around time for processing is five (5) to ten (10) working days from the date we receive your request in our office. However, during busy periods (December – February, and May – July) processing time may take longer due to the high volume of requests. **Transcripts must be requested well in advance to meet deadlines.**

Complete this form and submit it to Admissions & Records. You may bring it to our office in Salazar Hall, 2nd floor, **OR** mail **OR** fax it to the following address:

Sonoma State University
 Admissions and Records
 1801 East Cotati Avenue
 Rohnert Park, CA 94928-3609
 FAX (707) 664-2060

Please type or print with ballpoint pen

STUDENT'S LAST NAME (PRINT)	FIRST NAME	MIDDLE INITIAL	MAIDEN/FORMER NAME(S)
SSU ID (or SSN)	DAYTIME PHONE ()	E-MAIL ADDRESS	
HANDLING INSTRUCTIONS <input type="checkbox"/> Send Transcript Now <input type="checkbox"/> Hold for Degree <input type="radio"/> Bachelor's <input type="radio"/> Master's Expected date _____ <input type="checkbox"/> Hold for Final Grades <input type="radio"/> Fall <input type="radio"/> Winter <input type="radio"/> Spring <input type="radio"/> Summer Year _____	NUMBER OF COPIES (maximum of 10 copies per request)		
	TYPE OF ATTENDANCE <input type="checkbox"/> Regular Session <input type="checkbox"/> Extended Education <input type="checkbox"/> Both		DATES OF ATTENDANCE (term / year) From _____ To _____ Did you attend prior to 1990? <input type="radio"/> Yes <input type="radio"/> No
	STUDENT SIGNATURE (REQUIRED)		DATE
MAIL TRANSCRIPT TO:		STUDENT ADDRESS (required information):	
_____		_____	
_____		_____	
_____		_____	
_____		_____	

For Office Use Only	
Date sent:	No. of copies: