New Drop/Withdrawal Workflow

Effective Summer 2022
Summer Semester Drop Deadlines: Deadlines vary based on class dates over summer. It is important to refer to your class schedule or our website for more information.

First day of instruction PLUS four calendar days:
Students drop themselves online without permission. No “W” grade is recorded.
Summer Semester Drop Deadlines

6th calendar day from first day of instruction through the last day of instruction:

NEW WORKFLOW SYSTEM IN PLACE OF PAPER FORM. “W” grades are now recorded.
Once the course has ended, students will need to complete a Petition for Retroactive Withdrawal to request a retroactive withdrawal for the course.

**Summer Semester Drop Deadlines:** Deadlines vary based on class dates over summer. It is important to refer to your class schedule or our [website](#) for more information.
Dean of Undergraduate/Graduate Studies Process
Email Message

An email message will be sent when you have a drop request pending your approval. You will receive one email for each course requested by the student.

A Drop Request is Ready for Your Review

no-reply@csufresno.edu

A Drop Request has been submitted and is ready for your review.

Student Name:
Term: 2223
Course: ART 188
Class Number: 33510

Log into your My Fresno State (PeopleSoft) to approve/deny this request from your Worklist.

If you have any questions, please contact the Office of the University Registrar at (559) 278-4743 or fresno@mail.fresnostate.edu.

Sincerely,

Office of the University Registrar
Fresno State
Worklist

- Login to your My Fresno State
- From the home page, click on the Approvals & Worklists icon
- Then select ‘Student Systems Approvals’ from the left side menu

Please note: If you received an email with a drop request then go to your worklist and it is not there, the student may have canceled the request.
Worklist View (one request per class).
Click on the name link to continue.
Reviewing Requests

- Dean of UGRD/GRAD Studies signatures are not required for summer drop/withdrawal requests.
- Only if the decision of the instructor is different from the department chair will requests be automatically routed to the Dean.
- Deans will also be able to view documentation, as well as student DPR and unofficial transcripts.
Reviewing Requests

- Denied requests by the instructor or department chair will show on this page in red text
- Approved requests by the instructor or department chair will show on this page in blue text
- The Dean of UGRD/GRAD Studies decision is considered final
Approved Requests

- Comments will auto populate, but can add additional text here
- Comments are NOT required for approvals
- Once approved, the workflow will be automatically routed directly to Registrar Office for processing

Add Comments

Comment: Dean Approves

Submit Comment  Cancel Comment

Note: Students will see this information.
Denied Requests

- Comments will auto populate, but can add additional text here
- Comments ARE required for denials
- If denied, your comments will show in the student’s email for the reason their request was denied

Note: Students will see this information.
Workflow Complete!

If approved, the Office of the University Registrar will process the requests and the student will receive emails that they were successfully dropped from the course.
A Drop Request Has Been Denied

no-reply@csufresno.edu
to lyager

The following Drop Request has been denied.

Student Name:
Term: 2223
Course: ENGL 5B
Class Number: 37500

Denial Comment: Dean Denied.

Sincerely,

Office of the University Registrar
Phone number: (559) 278-4743
Email: fsregistrar@mail.fresnostate.edu