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.
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.

Once the course has ended, students will need to complete a Petition for Retroactive Withdrawal to request a retroactive withdrawal for the course.
Department Chair 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 in your department.

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 foregistrar@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

- View documentation uploaded by the student
- Review drop reason and written justification provided by the student
- You will also be able to view if the instructor approved or denied the student’s request on this page
Reviewing Requests

- Approved requests from the instructor will show in blue font
- Denied requests from the instructor will show in red font
- Text is defaulted, but the instructor can add additional comments if needed
Approved Requests

- Comments will auto populate, but you can add additional text here.
- Comments are NOT required for approvals.
- If the decision is the same as the instructor decision, the workflow will stop here.
- If the decision is different than the instructor’s decision, it will automatically route to the Dean of UGRD/GRAD Studies based on the student’s program.

Add Comments

Note: Students will see this information.
Denied Requests

- Comments will auto populate, but you can add additional text here.
- Comments ARE required for denials.
- If the decision is the same as the instructor decision, the workflow will stop here.
- If the decision is different than the instructor’s decision, it will automatically route to the Dean of UGRD/GRAD Studies based on the student’s program.

Note: Students will see this information.
Workflow Complete!

If your decision is in agreement with the instructor’s, the student will receive an email. If denied, your comments will show in the student’s email for the reason their request was denied.

If your decision is NOT in agreement with the instructor, it will be automatically routed to the Dean of Undergraduate/Graduate Studies. If denied, the Dean’s comments will show in the student’s email instead of the department chair’s.