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.

Enrollment Request created & executed, Student notified via email of dropped class

Stops - student receives denial email
Once the course has ended, students will need to complete a Petition for Retroactive Withdrawal to request a retroactive withdrawal for the course.
Student Process
Student Center Menu

- Navigate to the ‘My Academic Records & Registration’ section
- Click on the drop down menu
- Select Drop/Withdrawal Form
- Hit the blue double arrow button to the right of the drop down box
Main Page for Student Requests

- Please read this page carefully before continuing with your request.

Drop/Withdrawal Form

Student Name

Drop/Withdrawal Policy Information:

Students are responsible to adhere to all University policies and deadlines. This request does not release you of any financial obligations.

**First day of instruction PLUS four calendar days:** Drops requested after the online period must use the Drop/Withdrawal Form and will have a grade of "W" listed on the student's transcript.

Request to drop/withdraw from a term is for serious and compelling reasons only. **Documentation is required that substantiates the reason for the request.** The reason must be acceptable to and verified by the instructor of record and the department chair. Please have your document(s) ready to upload before continuing to the request (PDF format recommended).

The following are NOT considered serious and compelling reasons for withdrawing from a course: **failure to acquire required course materials, performing poorly on course assignments, and dissatisfaction with the subject matter, class, or instructor.**

When a drop/withdrawal has been approved, a "W" grade will be recorded on the student's transcript. **Undergraduate students may withdraw from no more than 18 total units throughout their undergraduate career at Fresno State.**

Create New Request
Course Selection & Unit Limitation

- Shows how many units are remaining from UGRD 18 unit withdraw limit
- Will not allow student to select class(es) if over the unit limit
All students will receive the below acknowledgement. Only those students who are active in the following groups will receive additional acknowledgements:

- Financial Aid
- EOP
- International students
- Veteran students
- Student Athletes

You are initiating a request to drop a class(es) from the current semester. If approved, a grade of W (withdrawal) will be assigned.

Once the request has been approved and processed, it cannot be canceled.

A Note Regarding Catalog Rights: Any break in attendance of one calendar year or longer ends a student’s continuous attendance status. This results in the loss of catalog rights to all catalog choices prior to the break in attendance. If you have questions regarding this, please seek assistance with your advisor.
Submitting Request

- Select the reason that best categorizes why you are requesting to drop
  - Drop down menu will include:
    - Financial
    - Medical
    - Mental Health
    - Military
    - Other
    - Personal

- Must also provide more detailed justification

**Documentation is REQUIRED** and will be viewed by the Instructor, Department Chair and/or Dean of Undergraduate or Graduate Studies.
Submission Complete - DONE!

Your Request Has Been Submitted.

Request to Drop/Withdrawal.

Please note your request cannot be processed unless it is approved by the instructor, department chair, and/or Dean of Undergraduate or Graduate Studies. If you see your status as pending, we recommend you follow up with your instructor to see if they have reviewed your request.

You may return to the Drop/Withdraw Request page from your Student Center to view the status of this request. Additionally, an email notification to your Fresno State email account will be sent once the decision of this request is available. For questions or further assistance contact the Office of the University Registrar at (559) 278-4743.

NOTE: It is YOUR responsibility to cancel this request if you are no longer needing to be dropped. You may only “Cancel” this request while it is in “Pending” status. If you do not cancel and the request is approved and you are dropped, a grade of W (withdrawal) will be assigned. Return to the Drop/Withdraw Request page from your Student Center to cancel.
Workflow Complete!

Once the student submits a request, it gets automatically routed to the instructor. After the instructor completes it, requests are automatically routed to the Department Chair of the class being requested. During the summer semester, drops are only routed to the Dean of Undergraduate/Graduate Studies if the instructor and chair do not agree on a decision. The Dean’s decision is final and students will be sent an email of both approved and denied requests.
Student Process: Viewing or Canceling Submitted Requests
View Request Summary: Go back and check the status of your request.

<table>
<thead>
<tr>
<th>Term</th>
<th>Seq #</th>
<th>Pending</th>
<th>Drop Request</th>
<th>View Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2021</td>
<td>2</td>
<td>COUN 206-01 SEM (74649)</td>
<td>Tu 4:00PM - 6:50PM Virtual Synchronous Classroom</td>
<td>View Request</td>
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<tr>
<td></td>
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<tr>
<td>Fall 2021</td>
<td>1</td>
<td>COUN 206-01 SEM (74649)</td>
<td>Tu 4:00PM - 6:50PM Virtual Synchronous Classroom</td>
<td>View Request</td>
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<td>COUN 208-13 SEM (74591)</td>
<td>TuTh 1:00PM - 2:50PM Virtual Synchronous Classroom</td>
<td>View Request</td>
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</tbody>
</table>

Submitted On: 01/14/2022 10:18:30AM
Change your mind? Students have an option to cancel a pending request.

Note: Requests cannot be canceled once they are processed and approved.