New Drop/Withdrawal Workflow

Summer Semester
Summer Semester Drop Deadlines

Once the online drop deadline has passed for your course, you will need to submit a request to drop using the workflow below. “W” grades are now recorded.
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.

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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.

<table>
<thead>
<tr>
<th>From</th>
<th>Date From</th>
<th>Work Item</th>
<th>Worked By Activity</th>
<th>Priority</th>
<th>Link</th>
<th>Mark Worked</th>
<th>Reassign</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/05/2022</td>
<td>01/05/2022</td>
<td>Approval Routing</td>
<td>Approval Workflow</td>
<td></td>
<td></td>
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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
ALL requests must include documentation that supports the circumstances that occurred during the semester in question, unless indicated otherwise. Please consult with your department and/or Dean if you have questions regarding documentation.
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 Dept. Chair approves, the workflow will stop here.
- If the Dept. Chair denies and the instructor approved, it will automatically route to the Dean of UGRD/GRAD Studies based on the student’s program.

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 denied decision is the same as the instructor, the workflow will stop here.
- If the denied decision is different than the instructor’s approved decision, it will automatically route to the Dean of UGRD/GRAD Studies based on the student’s program.

Add Comments

Comment: Not Recommended by Department Chair.

Submit Comment  Cancel Comment

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 to deny differs from an instructor’s approval, it will be automatically routed to the Dean of Undergraduate/Graduate Studies for final consideration. If denied, the Dean’s comments will show in the student’s email instead of the department chair’s.