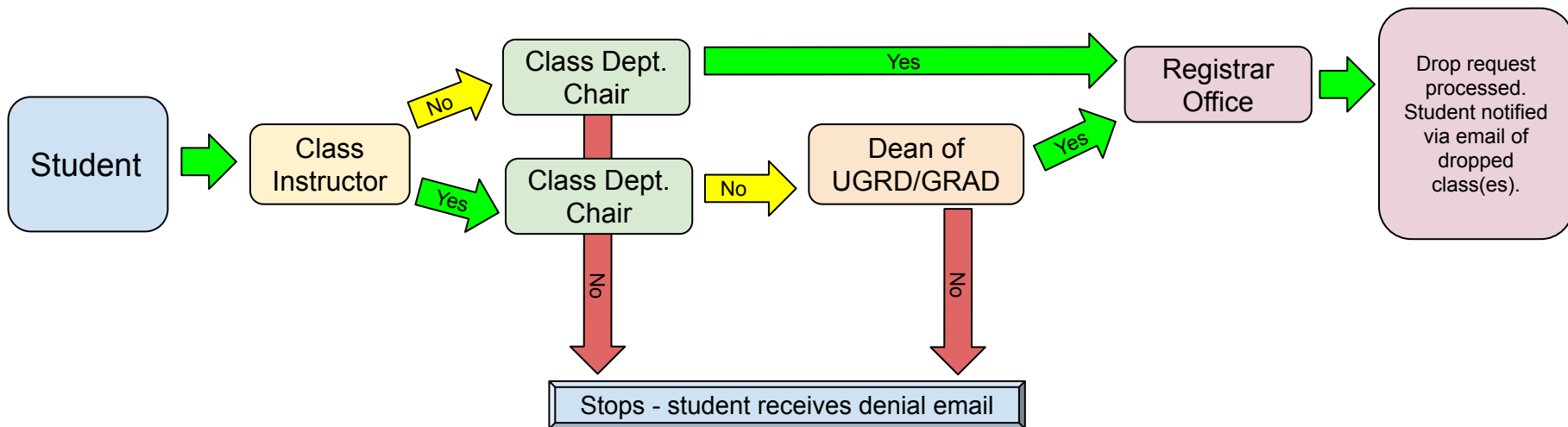

New Drop/Withdrawal Workflow

— 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.

A Drop Request is Ready for Your Review Σ Inbox x

no-reply@csufresno.edu

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

Student Name: [REDACTED]

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 fsregistrar@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.

The screenshot displays the My Fresno State homepage. At the top, there is a navigation bar with a back arrow and the text 'My Homepage'. Below this, a large green header reads 'Approvals & Worklists'. A list of menu items follows: 'Approve Payable Time', 'Approve Reported Absences', 'Approve Security Requests', 'Forms Worklists', 'HR Pending Approvals', and 'Student Systems Approvals'. The 'Student Systems Approvals' item is highlighted in yellow and has a hand cursor icon over it. A red arrow points from the 'Approvals & Worklists' icon in the top-left dashboard grid to the 'Approvals & Worklists' header. Another red arrow points from the 'Student Systems Approvals' menu item to the right.

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

Withdraw Limit	18.00	Units Used	0.00	Units Available	18.000
Pending Totals	12.000	Total Units	0.00	Remaining Units	6.00

Student ID	000070000	Seq No	1
Name		Row No	1
Term	Spring 2022		
Submitted On	05/20/2022 9:35:54AM	Status	Pending

Drop Request - Class Information

BA 105W-25 LEC (32100)	TuTh 12:30PM - 1:45PM Peters Business Bldg Room 106
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Drop Reason Other

Justification
Provide detailed justification.

Attach Supporting Documentation

Document Date	Attached File	View
1 05/20/2022	to_do.pdf	View

Comments Log

Date Time		Comment
1 05/20/22 10:06:59AM	Laura Yager	Not Recommended by Class Instructor.

[Add Comments](#)

Instructor Recommendation: Not Recommended by Class Instr

[Approve](#)
[Deny](#)

[Back](#)

Documentation Guidance

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.

All requests must include documentation that supports the circumstances that occurred during the semester in question, unless indicated otherwise.

Requests that meet the following criteria will be moved forward:

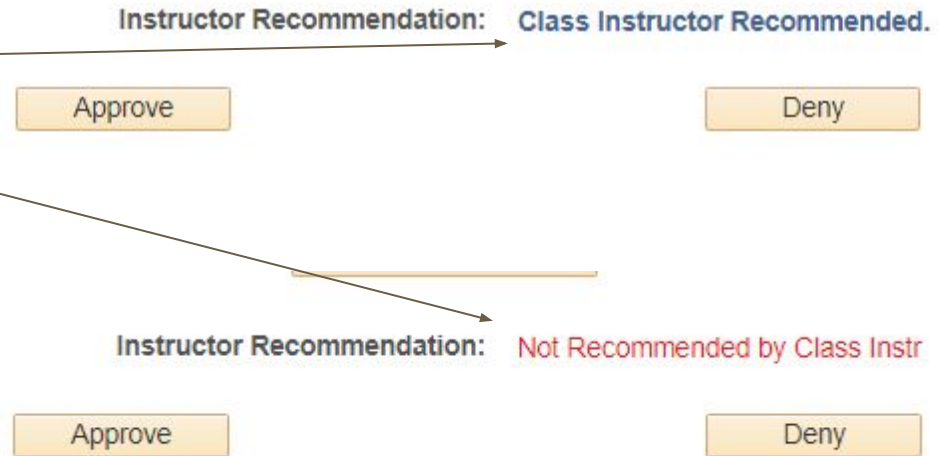
1. *Serious accident or illness.* Medical documentation does not need full diagnosis, but should support that the accident or illness were serious enough to prevent the student from completing the term. Documentation should be from a health provider, doctor, or therapist on appropriate letterhead and must be dated. An e-mail or text message of an appointment is **not** appropriate documentation.
2. *Military service.* Military Orders showing dates of activation or training must be provided.
3. *Death of a family member.* Proof of death and relationship to the requestor including the date. Student statement should address how this impacted the ability to complete the semester. A picture of the person in the hospital/funeral home is **not** appropriate documentation.
4. *Work-related.* Note from supervisor/manager with date that provides a compelling explanation that work responsibilities were incompatible with the student ability to complete the semester yet could not be foreseen earlier in the semester. A text message will **not** suffice.
5. *Legal issues.* Note from the court or lawyer with date. Student statements should address how this impacted their ability to complete the semester.
6. *Title IX accommodation.* Supportive measure or resolution with date. Student statement should address how this impacted the ability to complete the semester.
7. *Misadvisement.* If the student does not need the class to graduate and was recently advised of this, a letter of support from their advisor should be provided with a date.
8. *Food or shelter insecurities.* Given the difficulty of documenting these, a student's written statement will suffice.
9. *Caregiver responsibilities.* Given the difficulty of documenting these, a student's written statement will suffice. Student statements should address how this impacted the ability to complete the semester.

Requests that fall into the following circumstances will **not** be approved:

1. Any requests with documentation that does not support the timeframe of the semester.
2. Any requests where the only submitted documentation is a written statement by student (with the exception of those explicitly accepted above).

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.

Add Comments

Comment

Department Chair Recommended.

Submit Comment

Cancel Comment

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.