New Drop/Withdrawal Workflow

Fall and Spring Semesters
Fall/Spring Semester Drop Deadlines

1st day of instruction through 19th day of instruction:

*Students drop themselves online 1st-19th day without permission. No “W” grade is recorded.
After the 19th day of instruction through before the last 3 weeks of instruction:

NEW WORKFLOW SYSTEM IN PLACE OF PAPER FORM. "W" grades are now recorded.
Last 3 weeks of instruction:

NEW WORKFLOW SYSTEM IN PLACE OF PAPER FORM. “W” grades are recorded, but do not count toward the 18-unit Undergraduate student limits.
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 fresnoregistrar@email.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 the first 80% of the term.
- 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.
- During the final 20% (last 3 weeks) all requests are automatically routed to the Dean for final consideration.
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 (or designee) will show on this page in blue text
- The Dean of UGRD/GRAD Studies decision is considered final
Documentation Guidance

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

Fresno State Drop/Withdrawal Documentation Clarification

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 and 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 insecurity. 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).

Last updated 02/09/2023
Approved Requests

- Comments will auto populate, but can add additional text here
- Comments are NOT required for approvals
- If approved, the workflow will be automatically routed directly to Registrar Office for processing
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
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(s).
Sample Denial Email to the Student

- Only the comments you enter in the student’s denial are included in the email to the student.

A Drop Request Has Been Denied

no-reply@csufresno.edu

to

The following Drop Request has been denied:

Student Name: [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