

Fresno State Drop/Withdrawal Documentation Clarification

All requests must include documentation supporting the circumstances 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 a 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 the student (with the exception of those explicitly accepted above).