New Drop/Withdrawal Workflow

Summer Semester
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.

Student

Class Instructor

Class Dept. Chair

Yes

No

Yes

Dean of UGRD/GRAD

Yes

No

Registrar Office

Stop - student receives denial email

Drop request processed. Student notified via email of dropped class(es).
Once the course has ended, students will need to complete a Petition for Retroactive Withdrawal to request a retroactive withdrawal for the course.

**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.
Instructor Process
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

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 fresnogreg@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 if 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

- View documentation uploaded by the student
- Review drop reason and written justification provided by the student
Approved Requests

- Comments will auto populate, but can add additional text here.
- Comments are NOT required for approvals.
- Once approved, the request will be routed directly to Dept. Chair for review and approval.

Note: Students will see this information.
Denied Requests

- Comments will auto populate, but you can add additional text here
- Comments **ARE** required for denials
- Once denied, the request will be routed directly to Dept. Chair for review and approval
- Only comments made from the Dean or Dept. Chair will be shown and included in the email to the student

Note: Students will see this information.
Workflow Complete!

All approved and denied requests will automatically be routed to the Department Chair.