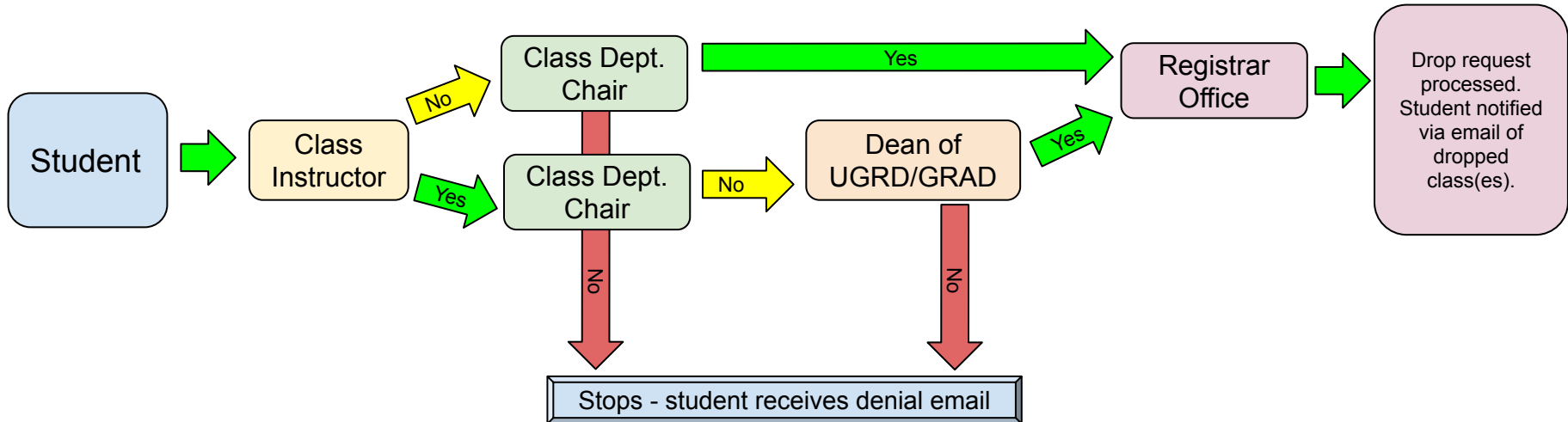

New Drop/Withdrawal Workflow

— 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.



Instructor 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 Homepage' interface. At the top, there is a navigation bar with a back arrow and the text 'My Homepage'. Below this, a green header bar 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 'Student Systems Approvals' menu item. Another red arrow points from the top-left dashboard grid to the 'Approvals & Worklists' header bar.

Worklist View (one request per class).

Click on the name link to continue.



Worklist

Worklist for

[Detail View](#)

Worklist Filters

 Feed

Worklist Items						Personalize	Find	View All			First	1-5 of 5	Last
From	Date From	Work Item	Worked By Activity	Priority	Link								
	01/05/2022	Approval Routing	Approval Workflow	<input type="text"/>		<input type="button" value="Mark Worked"/>	<input type="button" value="Reassign"/>						
	01/05/2022	Approval Routing	Approval Workflow	<input type="text"/>		<input type="button" value="Mark Worked"/>	<input type="button" value="Reassign"/>						
	01/05/2022	Approval Routing	Approval Workflow	<input type="text"/>		<input type="button" value="Mark Worked"/>	<input type="button" value="Reassign"/>						
	01/17/2022	Approval Routing	Approval Workflow	<input type="text"/>		<input type="button" value="Mark Worked"/>	<input type="button" value="Reassign"/>						
	01/17/2022	Approval Routing	Approval Workflow	<input type="text"/>	1X - COURSE - (REG) - 00012112	<input type="button" value="Mark Worked"/>	<input type="button" value="Reassign"/>						

Reviewing Requests

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

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 [redacted] **Seq No** 1
Name [redacted] **Row No** 1
Term Spring 2022
Submitted On 05/20/2022 9:35:54AM **Status** Pending

Drop Request - Class Information

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

Drop Reason Other

Justification

Provide detailed justification.

Attach Supporting Documentation

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

Add Comments

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).

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

Add Comments

Comment

Class Instructor 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
- 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

Add Comments

Comment

Not Recommended by Class Instructor.

Submit Comment

Cancel Comment

Note: Students will see this information.

Workflow Complete!

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