New Drop/Withdrawal Workflow

Summer Semester
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

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@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.
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
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.

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. Misadventure. 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.