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.

Stops - student receives denial email
Fall/Spring Semester Drop Deadlines

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.

Student → Class Instructor → Class Dept. Chair → Dean of UGRD → Dean of GRAD → Registrar Office → Drop request processed. Student notified via email of dropped class(es).

Stops - student receives denial email
Student Process
Student Center Menu

- Navigate to the ‘My Academic Records & Registration’ section
- Click on the drop down menu
- Select Drop/Withdrawal Form
- Hit the blue double arrow button to the right of the drop down box
Please read this page carefully before continuing with your request.
Course Selection & Unit Limitation

- Shows how many units are remaining from UGRD 18 unit withdraw limit
- Will not allow student to select class(es) if over the unit limit
Acknowledgements

All students will receive the below acknowledgement. Only those students who are active in the following groups will receive additional acknowledgements:

- Financial Aid
- EOP
- International students
- Veteran students
- Student Athletes

**Drop Request**

You are initiating a request to drop a class(es) from the current semester. If approved, a grade of W (withdrawal) will be assigned.

Once the request has been approved and processed, it cannot be canceled.

**A Note Regarding Catalog Rights:** Any break in attendance of one calendar year or longer ends a student’s continuous attendance status. This results in the loss of catalog rights to all catalog choices prior to the break in attendance. If you have questions regarding this, please seek assistance with your advisor.
Submitting Request

- Select the reason that best categorizes why you are requesting to drop
  - Drop down menu will include:
    - Financial
    - Medical
    - Mental Health
    - Military
    - Other
    - Personal

- Must also provide more detailed justification

**Documentation is REQUIRED and only PDF files will be accepted.** Attachments will be viewed by the Instructor, Department Chair and/or Dean of Undergraduate or Graduate Studies.
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 advisor, faculty and/or department if you have questions regarding documentation.

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**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 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).
Your Request Has Been Submitted.

Request to Drop/Withdrawal.

Please note your request cannot be processed unless it is approved by the instructor, department chair, and/or Dean of Undergraduate or Graduate Studies. If you see your status as pending, we recommend you follow up with your instructor to see if they have reviewed your request.

You may return to the Drop/Withdraw Request page from your Student Center to view the status of this request. Additionally, an email notification to your Fresno State email account will be sent once the decision of this request is available. For questions or further assistance contact the Office of the University Registrar at (559) 278-4743.

NOTE: It is YOUR responsibility to cancel this request if you are no longer needing to be dropped. You may only "Cancel" this request while it is in "Pending" status. If you do not cancel and the request is approved and you are dropped, a grade of W (withdrawal) will be assigned. Return to the Drop/Withdraw Request page from your Student Center to cancel.

Return to Request Summary  Go to Student Center
Workflow Complete!

Once the student submits a request, it gets automatically routed to the instructor. After the instructor completes it, requests are automatically routed to the Department Chair of the class being requested. Drops are additionally routed to the Dean of Undergraduate/Graduate Studies if the instructor and chair do not agree on a decision. During the final three weeks of the semester, all requests are routed to the Dean of Undergraduate/Graduate Studies. The Dean’s decision is considered final and students will be sent an email of both approved and denied requests.
Student Process:
Viewing or Canceling Submitted Requests
**View Request Summary:**
Go back and check the status of your request.

<table>
<thead>
<tr>
<th>Prior/Existing Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term</td>
</tr>
<tr>
<td>Fall 2021</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term</th>
<th>Seq #</th>
<th>Cancelled</th>
<th>Drop Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2021</td>
<td>1</td>
<td>COUN 206-01 SEM (74649)</td>
<td>Tu 4:00PM - 6:50PM Virtual Synchronous Classroom</td>
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</table>

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<tr>
<th>Term</th>
<th>Seq #</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>COUN 208-13 SEM (74591)</td>
<td>TuTh 1:00PM - 2:50PM Virtual Synchronous Classroom</td>
</tr>
</tbody>
</table>
Change your mind? Students have an option to cancel a pending request.

Note: Requests cannot be canceled once they are processed and approved.