

New Drop & Withdrawal Workflow

Fall and Spring Semesters



Fall and 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.



Fall and Spring Semester Drop Deadlines

After the 19th day of instruction through before the last 3 weeks of instruction new workflow system in place of the paper form:

- 1. Student drop/withdrawal request is sent to their Class Instructor.
- 2. Class Instructor approves or denies the request, it is sent to the Class Department Chair for approval.
- 3. Class Department Chair approves, the request is sent to the Registrar's office to process the drop request and notify the Student.
- 4. Class Department Chair denies the request it is sent to the Dean of Undergraduate and Graduates office for approval.
 - a) Approved by the Dean it is sent the Registrar's office, and the drop request is processed.
 - b) Denied by the Dean the process stops, and the student is notified.



"W" grades are now recorded.



Fall/Spring Semester Drop Deadlines

Last 3 weeks of instruction new workflow system in place of paper form:

- 1. Student submits the request and it is sent to their Class Instructor.
- 2. Class Instructor will say Yes or No and send it to the Class Department Chair.
- 3. Class Department Chair will say Yes or No and send it to the Dean of Undergraduate or Graduates.
- 4. Dean of Undergraduate and Graduate Approval or Denial Process:
 - a) Dean Approves and sends it to the Registrar's Office to process the request and notify the Student.
 - b) Dean Denies the request and the process Stops and the Student is notified.



"W" grades are recorded, but do not count toward the 18-unit Undergraduate student limits.



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

	S	tudent Se	If Service
Student Center			
lick on each green arrow to	expar	nd the desired	information.
My Academic Records & R	egistrat	ion	
Class Search	(i)	🐻 Acad	ernic Deadlines
Class Wish List	This 1	week's Schedule	
Class Enrollment	Enderstadin	Class	Schedule
<u>Academic Info</u> <u>Mv Grades</u> <u>Mv Transcripts</u> Acolv for Undergraduate Degree	B	MATH 45-04 LEC (35466)	TuTh 2:00PM - 3:15PM Virtual Synchronous Classroom
View University Catalog	1	50C 3-18 LEC (30731)	TBA Digital Campus
Mv. Deoree Plan Mv. Schedule Planner other academic			weekly schedule enrollment shopping cart
Class Schedule ContinGlobalEd Class Progra	m Appli	cations	
Drop Withdrawal Form Enrollment Verification Summer Arts Classes Transfer Credit Report Veterans Benefit Withdrawals/Repeats other academic	ligation	s and Financial	Aid)



Main Page for Student Requests

Please read the Drop/Withdrawal page carefully before continuing with your request.

- This page covers the drop/withdrawal policy information.
- After the 19th day of instruction through to before the last three weeks of instruction the following are considered examples of some compelling reasons:
 - Debilitating student illness or injury
 - · Terminal illness of family members/significant others
 - Death or injury of family member/significant others
- The following examples are not what would be considered a compelling reason:
 - Failure to acquire course materials
 - Performing poorly in class or on assignments
 - · Dissatisfaction with the subject matter, class, or instructor
- After the last three weeks of instruction:
 - Drop/withdrawals are not permitted except when circumstances are beyond student's control.
 - When approved a "W" grade will be recorded and are not included in the 18-unit limitation.

Drod/Withdrawal Form	
Student Name	Student ID:
Drop/Withdrawal Policy Information:	
Students are responsible to adhere to all University policie obligations.	es and deadlines. This request does not release you of any financial
After the 19th day of instruction and through before th	ne last three weeks of instruction:
Request to drop/withdrawal from a term is for serious and substantiates the reason for the request. The reason r department chair. Please have your document(s) ready to	compelling reasons only. Documentation is required that nust be acceptable to and verified by the instructor of record and the upload before continuing to the request (PDF format recommended).
The following unforeseen situations are likely to be seriou: injury, terminal illnesses of family members and significant other unforeseen events that arise that prevent a student i	s and compelling reasons: prolonged and debilitating student illness or others, death or injury of family members and significant others, and from attending a course for a prolonged period of time.
The following are NOT considered serious and compelling instruction: failure to acquire required course materials, pe subject matter, class, or instructor.	reasons for withdrawing from a course on or after the 19th day of rforming poorly on course assignments, and dissatisfaction with the
When a drop/withdrawal has been approved, a "W" grade may withdraw from no more than 18 total units throug	will be recorded on the student's transcript. Undergraduate students hout their undergraduate career at Fresno State.
Last three weeks of instruction:	
Drop/withdrawals are not permitted except in cases where student's control and the assignment of an incomplete g	the cause of the drop/withdrawal is due to circumstances beyond the rade is not practical.
When a drop/withdrawal has been approved, a "W" grade last three weeks of instruction are not included in the 18 u	will be recorded on the student's transcript. Drop/withdrawals during thit limitation.
Note: Drop/withdrawals during finals week are not per	mitted.
Croate New Permet	



Course Selection & Unit Limitation

This form lists the classes eligible to withdrawal from.

- It shows how many units are remaining from Undergraduate (UGRD)18 unit withdraw limit.
- Will not allow student to select classes if over the unit limit.

Select the box for the class(es) from the list below or select "Withdraw From All" to select all classes.

Please Note:

- · Only classes available to be withdrawn can be selected.
- Classes that are considered corequisites may require additional approvals and may not be processed in the workflow.
- · Pending and withdrawn classes cannot be selected.
- Undergraduates ONLY: Classes that will exceed the maximum withdrawal limit (18 units) cannot be selected. Refer to the Fresno State catalog under the Explanation of Grades heading within the <u>Academic Regulations</u> section for more information.
- If you have an extenuating circumstance with documentation and would like to petition to exceed the 18-unit withdrawal limit, please <u>click here</u> to submit a petition to our office. You will be notified via email of the decision and if approved, will be directed to complete this online drop request again.

With		ient Career UGRD	Acedemie Program U	ene
Done	ding Totals	18.00 Units Used	0.00 Units Available	18.000
Spring 2	2022 thdraw From	All	Pending = Requ Max Limit = Exc	uest Is Pending Approve
	BA 105W-25 LEC (32100)	TuTh 12:30PM - Peters Business	1:45PM Bldg Room 106 (3.00 Units)	PendingMax Limit
	CM 105-03 LEC (37425)	Tu 4:00PM - 5:5 Social Science B	0PM 3ldg Room 103 (3.00 Units)	Pending Max Limit
	CM 105-04 ACT (37426)	Th 4:00PM - 5:5 Social Science B	0PM Bldg Room 103 (0.00 Units)	
	MGT 110-01 LEC (32022)	MoWe 11:00AM Virtual Synchror	- 12:15PM nous Classroom (6.00 Units)	Pending Max Limit



Acknowledgements

All students will receive the acknowledgement shown in the image. Check the box to acknowledge the drop request.

Only those students who are active in the following groups will receive additional acknowledgements:

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

Ack	nowledgements
	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.



University Registrar 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.

A student must provide of iustification. Without s	locumentation that substantiates	s the condition des	cribed in the
request may be denie	d.	or any accument	actori, pour
Please select a reason be providing documentation your reason for the requ	low for dropping that most close for. You are also required to ad est.	ely matches the site d additional justific	uation you ar cation describ
Name:	Stud	ent ID:	
Withdraw from All	Term: Spring 2023		
Drop Request - Class Inf	ormation		
HIST 11-26 LEC (30719)	TuTh 2:00PM - 3:15PM Social Science Bldg Roo	m 110	
Drop Reason	*		
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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.

Here is a link to view or download the document shown in the image:

Fresno State Drop/Withdrawal Documentation Clarification

FRESN@STATE.

University Registrar 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:

 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.

 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.

 Legal issues. Note from the court or lawyer with date. Student statements should address how this impacted their ability to complete the semester.

 Title IX accommodation. Supportive measure or resolution with date. Student statement should address how this impacted the ability to complete the semester.

 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.

 Food or shelter insecurities. Given the difficulty of documenting these, a student's written statement will suffice.

 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:

 Any requests with documentation that does not support the timeframe of the semester.
Any requests where the only submitted documentation is a written statement by student (with the exception of those explicitly accepted above).



Submission Complete - Done!

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

Once the submission is completed, you will get a confirmation message (as seen in the image provided).

Key Request Submission Points:

- You may return to the Drop/Withdrawal Request page from your Student Center to view the status.
- Please note it is your responsibility to cancel the request if no longer needed. Request may only be canceled while in the "pending" status.



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:

Students may go back and check the status of their request.

On the Prior/Existing Requests screen click on the View Request button next to the request you are trying to check on.

or/Existing Requests				First 🕚 1-2 of 2 🕑 L
Term Fall 2021 Submitted On 01/14/2	Seq # 2	Pending	Drop Request	View Request
		COUN 206-01 SEM	(74649) Tu 4:00PM - 6:5	0PM Virtual Synchronous Classroom
Term	Seq #	Cancelled	Drop Request	View Request
Fall 2021	1	COUN 206-01 SEM	(74649) Tu 4:00PM - 6:5	0PM Virtual Synchronous Classroom
		Cancelled	Drop Request	View Request
Submitted On		COUN 208-13 SEM	(74591) TuTh 1:00PM - 1	2:50PM Virtual Synchronous Classroom



Change your mind?

Students have an option to cancel a pending request

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

The image provided highlights where to find the status and where to click Cancel Request.

Withdraw	Limit	18.00	Units Used	0.00	Units Avaliable	18.000
Pending To	otals	3.000	Total Units		Remaining Units	15.00
Student ID					Seq No	1
Name					Row No	1
Term	Spr	ing 2023				
Submitted On	02/	13/2023 4:	13:15PM		Status	Pending
Drop Reques	t - Cla	ass Inform	nation			
HIST 1 LEC (3			TuTh 2:00 Social Sc)PM - 3:15 ience Bldg	PM Room 110	
Drop Reason	Medio	al		~		
Justification						

ONLY PDF FILES ARE ACCEPTED. Documentation is required to support justification for your request. Lack of appropriate documentation may result in the request being denied. Click here to review a helpful guide for documentation requirements before you submit your request.

	Document Date	Attached File	View
1 (02/13/2023	Documentation.pdf	View
		Cancel Request	