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# **New Drop/Withdrawal Workflow**

**Summer Semester**

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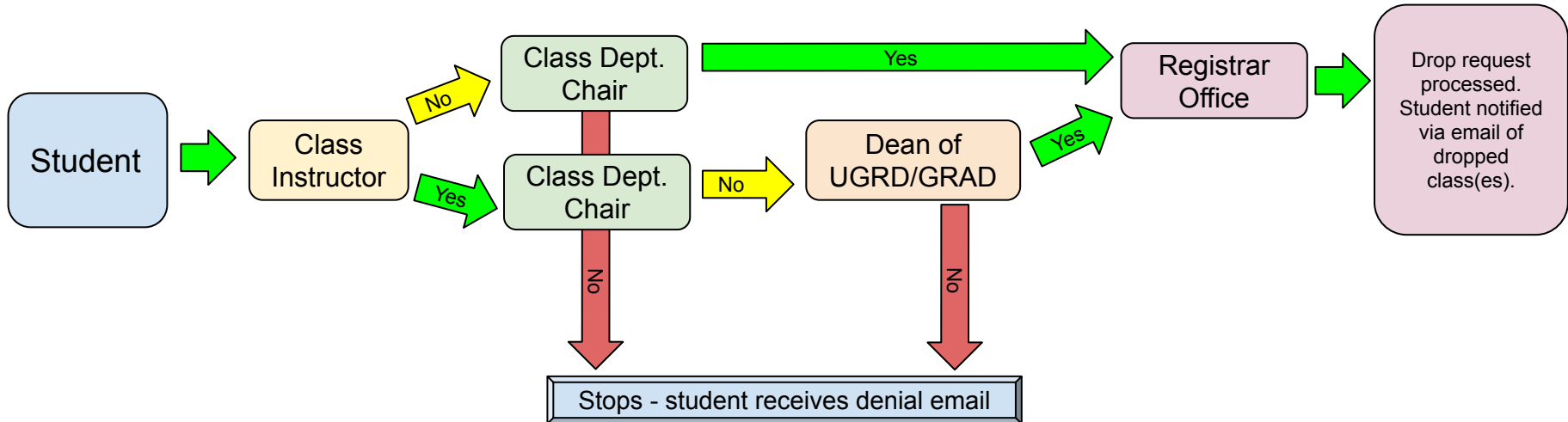
# Summer Semester Drop Deadlines

Drop deadlines vary by session (CST, REG, 9WK, 4W1, 4W2, and Summer Arts)  
It is important to refer to your class schedule or our [website](#) for a list of deadlines.

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

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.



# 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

### Student Center

**Click on each green arrow to expand the desired information.**

▼ **My Academic Records & Registration**

[Class Search](#)

[Class Wish List](#)

[Class Enrollment](#)

[Academic Info](#)

[My Grades](#)

[My Transcripts](#)

[Apply for Undergraduate Degree](#)

[View University Catalog](#)

[Degree Progress Report \(DPR\)](#)

[My Degree Plan](#)

[My Schedule Planner](#)

**Academic Deadlines**

**This Week's Schedule**

|  | Class                     | Schedule   |
|--|---------------------------|--|
|  | MATH 45-04<br>LEC (35466) | TuTh 2:00PM -<br>3:15PM<br>Virtual<br>Synchronous<br>Classroom |
|  | SOC 3-18<br>LEC (30731)   | TBA<br>Digital Campus  |

[weekly schedule ▶](#)

[enrollment shopping cart ▶](#)

other academic... ▶▶

- Class Schedule
- ContinGlobalEd Class
- Drop/Withdrawal Form
- Enrollment Verification
- Summer Arts Classes
- Transfer Credit Report
- Veterans Benefit
- Withdrawals/Repeats
- other academic...

# Main Page for Student Requests

- Please read this page carefully before continuing with your request.

## Drop/Withdrawal Form

Student Name

Student

### Drop/Withdrawal Policy Information:

Students are responsible to adhere to all University policies and deadlines. **A list of drop deadlines can be found on our [website](#) and are listed by summer session.** This request does not release you of any financial obligations.

Drops requested after the online period must use the Drop/Withdrawal Form and will have a grade of "W" listed on the student's transcript.

Request to drop/withdrawal from a term is for serious and compelling reasons only. **Documentation is required that substantiates the reason for the request.** The reason must be acceptable to and verified by the instructor of record and the department chair. Please have your document(s) ready to upload before continuing to the request (PDF format required).

The following unforeseen situations are likely to be serious and compelling reasons: prolonged and debilitating student illness or injury, terminal illnesses of family members and significant others, death or injury of family members and significant others, and other unforeseen events that arise that prevent a student from attending a course for a prolonged period of time.

**The following are NOT** considered serious and compelling reasons for withdrawing from a course after the above deadline: failure to acquire required course materials, performing poorly on course assignments, and dissatisfaction with the subject matter, class, or instructor.

**When a drop/withdrawal has been approved, a "W" grade will be recorded on the student's transcript. Undergraduate students may withdraw from no more than 18 total units throughout their undergraduate career at Fresno State.**

## 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

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.
- 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 Academic Regulations 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 click here to submit a petition form 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.

Name: | Student ID: |

|                | Student Career | UGRD        | Academic Program | UGRD            |        |
|----------------|----------------|-------------|------------------|-----------------|--------|
| Withdraw Limit | 18.00          | Units Used  | 0.00             | Units Available | 18.000 |
| Pending Totals | 0.000          | Total Units | 0.00             | Remaining Units | 18.00  |

Spring 2022

Withdraw From All Pending = Request Is Pending Approval  
Max Limit = Exceeds Withdrawal Limits

|                          |                           |  |  |
|--------------------------|---------------------------|--|--|
| <input type="checkbox"/> | BA 105W-25<br>LEC (32100) | TuTh 12:30PM - 1:45PM<br>Peters Business Bldg Room 106 (3.00 Units)  | <input type="checkbox"/> Pending<br><input type="checkbox"/> Max Limit |
| <input type="checkbox"/> | CM 105-03<br>LEC (37425)  | Tu 4:00PM - 5:50PM<br>Social Science Bldg Room 103 (3.00 Units)      | <input type="checkbox"/> Pending<br><input type="checkbox"/> Max Limit |
|                          | CM 105-04<br>ACT (37426)  | Th 4:00PM - 5:50PM<br>Social Science Bldg Room 103 (0.00 Units)      |  |
| <input type="checkbox"/> | MGT 110-01<br>LEC (32022) | MoWe 11:00AM - 12:15PM<br>Virtual Synchronous Classroom (6.00 Units) | <input type="checkbox"/> Pending<br><input type="checkbox"/> Max Limit |

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1 2 3 4 5

# 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

## Acknowledgements

Check here to acknowledge

### 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 will be viewed by the Instructor, Department Chair and/or Dean of Undergraduate or Graduate Studies.

### You are requesting to drop/withdrawal.

A student must provide documentation that substantiates the condition described in the justification. **Without sufficient and qualifying supporting documentation, your request may be denied.**

Please select a reason below for dropping that most closely matches the situation you are providing documentation for. You are also required to add additional justification describing your reason for the request.

Student ID

Withdraw from All      Term: Summer 2023

**Drop Request - Class Information**

|                           |  |
|---------------------------|--|
| BIOL 1A-01<br>LEC (50420) | MoTuWeThFr 10:00AM<br>McLane Hall Room 226 |
|---------------------------|--|

Drop Reason

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.](#)

Attach PDF file for documentation then hit "Submit" after upload completes.

|   | File Name | Add | View |   |
|---|-----------|-----|------|---|
| 1 |           | Add | View | - |

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Submit



## Fresno State Drop/Withdrawal Documentation Clarification

# 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).

# 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](#)

# 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. During the summer semester, drops are only routed to the Dean of Undergraduate/Graduate Studies if the instructor and chair do not agree on a decision. The Dean's decision is 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.

| Prior/Existing Requests |                         | First  | 1-2 of 2                     | Last |
|-------------------------|-------------------------|--|------------------------------|------|
| <b>Term</b>             | Fall 2021               | <b>Seq #</b>                                       | 2                            |      |
| <b>Submitted On</b>     | 01/14/2022 10:18:30AM   |  |                              |      |
|                         | <b>Pending</b>          | Drop Request                                       | <a href="#">View Request</a> |      |
|                         | COUN 206-01 SEM (74649) | Tu 4:00PM - 6:50PM Virtual Synchronous Classroom   |                              |      |
| <b>Term</b>             |                         | <b>Seq #</b>                                       |                              |      |
|                         | Fall 2021               |  | 1                            |      |
|                         | <b>Cancelled</b>        | Drop Request                                       | <a href="#">View Request</a> |      |
|                         | COUN 206-01 SEM (74649) | Tu 4:00PM - 6:50PM Virtual Synchronous Classroom   |                              |      |
| <b>Submitted On</b>     |                         |  |                              |      |
|                         | <b>Cancelled</b>        | Drop Request                                       | <a href="#">View Request</a> |      |
|                         | COUN 208-13 SEM (74591) | TuTh 1:00PM - 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.

|                |       |            |      |                 |        |
|----------------|-------|------------|------|-----------------|--------|
| Withdraw Limit | 18.00 | Units Used | 0.00 | Units Available | 18.000 |
| Pending Totals | 3.000 | Total This |      | Remaining Units | 15.00  |

Student ID \_\_\_\_\_ Seq No 2  
Name \_\_\_\_\_  
Term Fall 2021  
Submitted On 02/02/2022 12:25:36PM Status **Pending**

**Drop Request - Course(s) Selected**  
KAC 15-02 Tu 7:00PM - 8:50PM  
ACT (71798) North Gym Room 122 Kines Lab

Drop Reason

Justification  
See attached medical note from doctor

| Attach Supporting Documentation |   |               |   |                                     |
|---------------------------------|---|---------------|---|-------------------------------------|
|                                 | Description                               | Document Date | Attached File                             | View                                |
| 1                               | Fall_2020_Updated_Class_List_06262020.pdf | 02/02/2022    | Fall_2020_Updated_Class_List_06262020.pdf | <input type="button" value="View"/> |