
New Drop/Withdrawal Workflow

— **Fall and Spring Semesters** —

Fall/Spring Semester Drop Deadlines

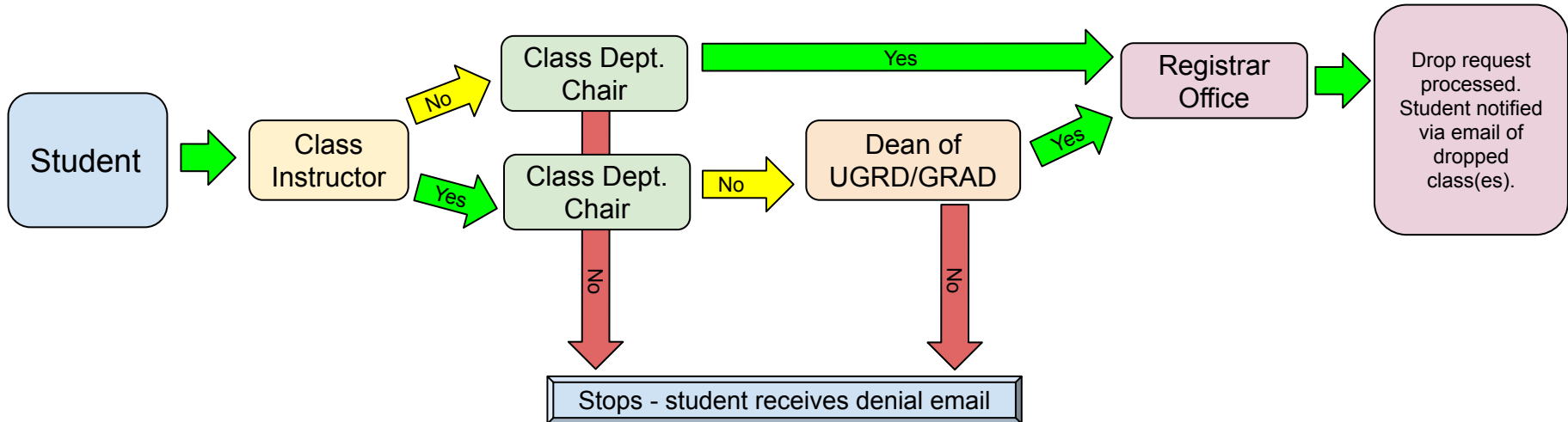
1st day of instruction through 19th day of instruction:

*Students drop themselves online 1st-19th day without permission. No “W” grade is recorded.

Fall/Spring Semester Drop Deadlines

After the 19th day of instruction through before the last 3 weeks of instruction:

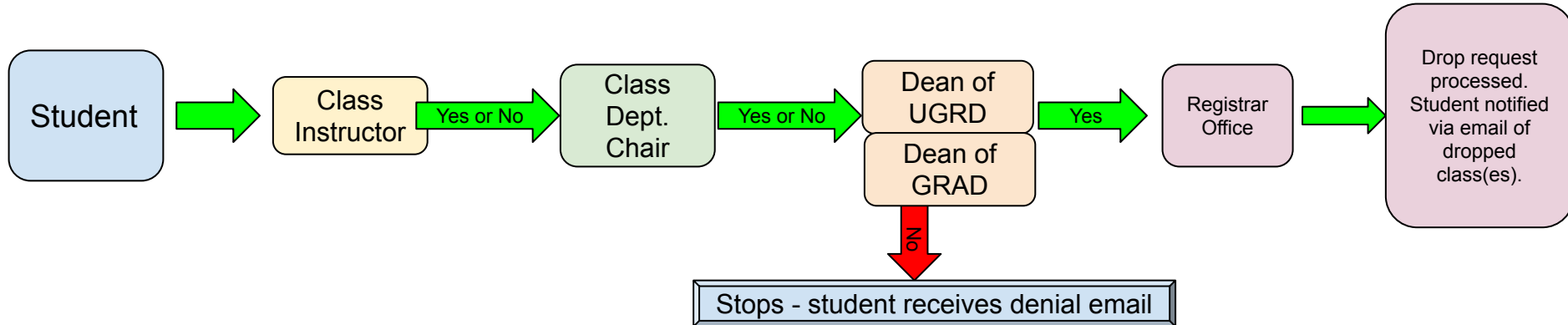
NEW WORKFLOW SYSTEM IN PLACE OF PAPER FORM. “W” grades are now recorded.



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.



Dean of Undergraduate/Graduate Studies 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 by the student.

A Drop Request is Ready for Your Review ▾ Inbox x

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 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 Fresno State homepage. At the top left, the text 'FRESNO STATE' and 'University Registrar' is visible. The main content area is a grid of service tiles. A red arrow points from the top left to the 'Approvals & Worklists' tile. To the right, a vertical sidebar titled 'My Homepage' contains a list of links. A red arrow points from the bottom of the grid to the 'Student Systems Approvals' link in the sidebar, which is highlighted in yellow and has a hand cursor over it.

Service	Icon
Approvals & Worklists	Checklist icon
Employee Self Service	Person icon
eRecruit	Briefcase icon
Human Resources Activities	Group of people icon
ID Search	Search icon
PeopleSoft Support Requests	Red flower icon
Reports Portfolio	Folder icon
Security Request	Shield icon

My Homepage

- Approvals & Worklists
- Approve Payable Time
- Approve Reported Absences
- Approve Security Requests
- Forms Worklists
- HR Pending Approvals
- Student Systems Approvals

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"/>	Link	<input type="button" value="Mark Worked"/>						<input type="button" value="Reassign"/>	
	01/05/2022	Approval Routing	Approval Workflow	<input type="text"/>	Link	<input type="button" value="Mark Worked"/>						<input type="button" value="Reassign"/>	
	01/05/2022	Approval Routing	Approval Workflow	<input type="text"/>	Link	<input type="button" value="Mark Worked"/>						<input type="button" value="Reassign"/>	
	01/17/2022	Approval Routing	Approval Workflow	<input type="text"/>	Link	<input type="button" value="Mark Worked"/>						<input type="button" value="Reassign"/>	
	01/17/2022	Approval Routing	Approval Workflow	<input type="text"/>	Link	<input type="button" value="Mark Worked"/>						<input type="button" value="Reassign"/>	

Reviewing Requests

- Dean of UGRD/GRAD Studies signatures are not required for the first 80% of the term.
- Only if the decision of the instructor is different from the department chair will requests be automatically routed to the Dean.
- Deans will also be able to view documentation, as well as student DPR and unofficial transcripts.
- During the final 20% (last 3 weeks) all requests are automatically routed to the Dean for final consideration.

Withdraw Limit	18.00	Units Used	0.00	Units Available	18.000
Pending Totals	3.000	Total Units	0.00	Remaining Units	15.000

Student ID		Seq No	2
Name		Row No	1
Term	Spring 2023		
Submitted On	02/13/2023 4:26:24PM	Status	Pending

[Degree Progress Report](#)
[View Unofficial Transcript](#)

Drop Request - Class Information

HIST 11-26 LEC (30719)	TuTh 2:00PM - 3:15PM Social Science Bldg Room 110
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Drop Reason Medical

Justification
test

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 Supporting Documentation

Document Date	Attached File	View
1 02/13/2023	FE 122.pdf	View

Comments Log

DateTime	Comment
1 02/13/23 4:27:09PM	A en Not Recommended by Class Instructor.
2 02/13/23 4:30:10PM	V i Department Chair (or Designee) Recommended.

[Add Comments](#)

Instructor Recommendation: Not Recommended by Class Instr
 Dept Chair Recommendation: Department Chair (or Designee)

[Approve](#)
[Deny](#)

[Back](#)

Reviewing Requests

- Denied requests by the instructor or department chair will show on this page in red text
- Approved requests by the instructor or department chair (or designee) will show on this page in blue text
- The Dean of UGRD/GRAD Studies decision is considered final

Instructor Recommendation: Not Recommended by Class Instr
Dept Chair Recommendation: Department Chair (or Designee)

Approve

Deny

Documentation Guidance

ALL requests **must include documentation** that supports the circumstances that occurred during the semester in question, unless indicated otherwise.

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. *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
- If approved, the workflow will be automatically routed directly to Registrar Office for processing

Add Comments

Comment

Dean Approves

Submit Comment

Cancel Comment

Note: Students will see this information.

Denied Requests

- Comments will auto populate, but can add additional text here
- Comments ARE required for denials
- If denied, your comments will show in the student's email for the reason their request was denied

Add Comments

Comment

Note: Students will see this information.

Workflow Complete!

If approved, the Office of the University Registrar will process the requests and the student will receive emails that they were successfully dropped from the course(s).

Sample Denial Email to the Student

- Only the comments you enter in the student's denial are included in the email to the student

A Drop Request Has Been Denied

no-reply@csufresno.edu

to [redacted]

The following Drop Request has been denied.

Student Name:

Term: 2223

Course: ENGL 5B

Class Number: 37500

Denial Comment: Dean Denied.

Sincerely,

Office of the University Registrar

Phone number: (559) 278-4743

Email: fsregistrar@mail.fresnostate.edu