New Drop/Withdrawal Workflow

Fall and Spring Semesters
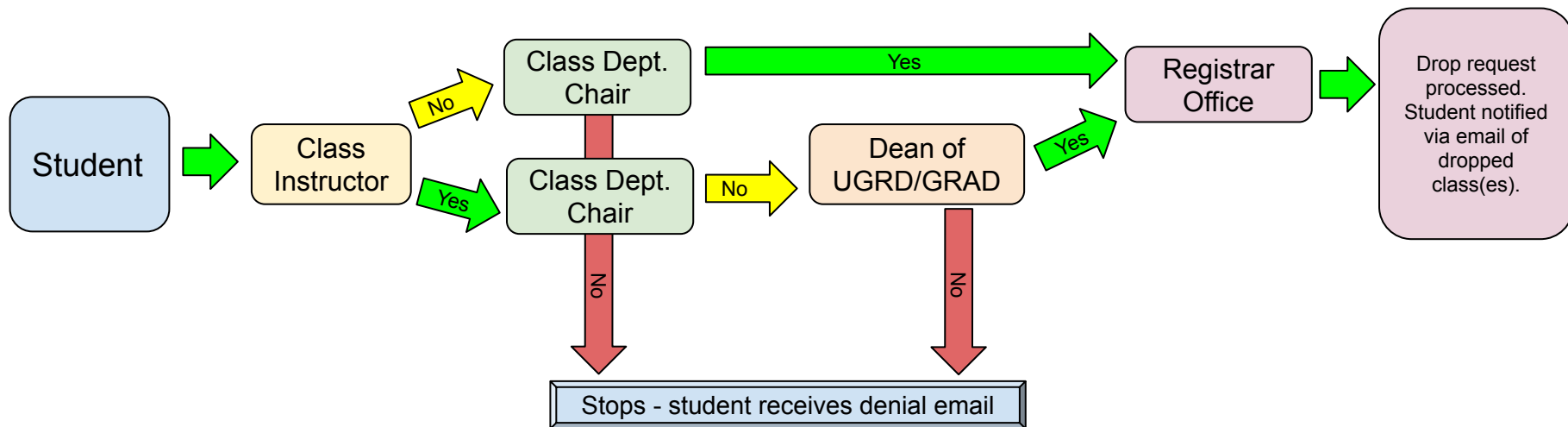
Fall/Spring Semester Drop Deadlines

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

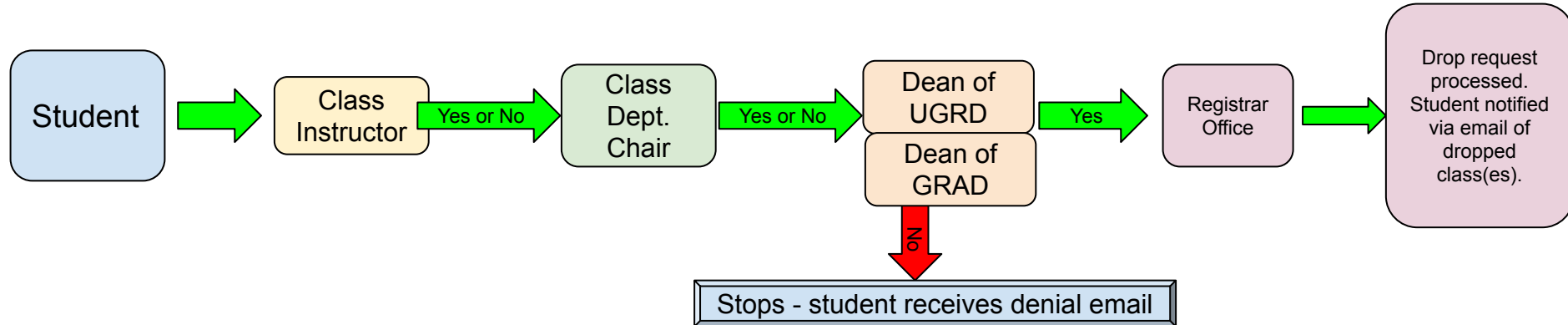**After the 19th day of instruction through before the last 3 weeks of instruction:**

NEW WORKFLOW SYSTEM IN PLACE OF PAPER FORM. <u>"W" grades are now recorded.</u>

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.

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Student → Class Instructor → [Yes or No] → Class Dept. Chair → [Yes or No] → Dean of UGRD / Dean of GRAD → [Yes] → Registrar Office → Drop request processed. Student notified via email of dropped class(es).

Dean of GRAD → [No] → Stops - student receives denial email
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Department Chair (or Designee) 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 🔁 [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.
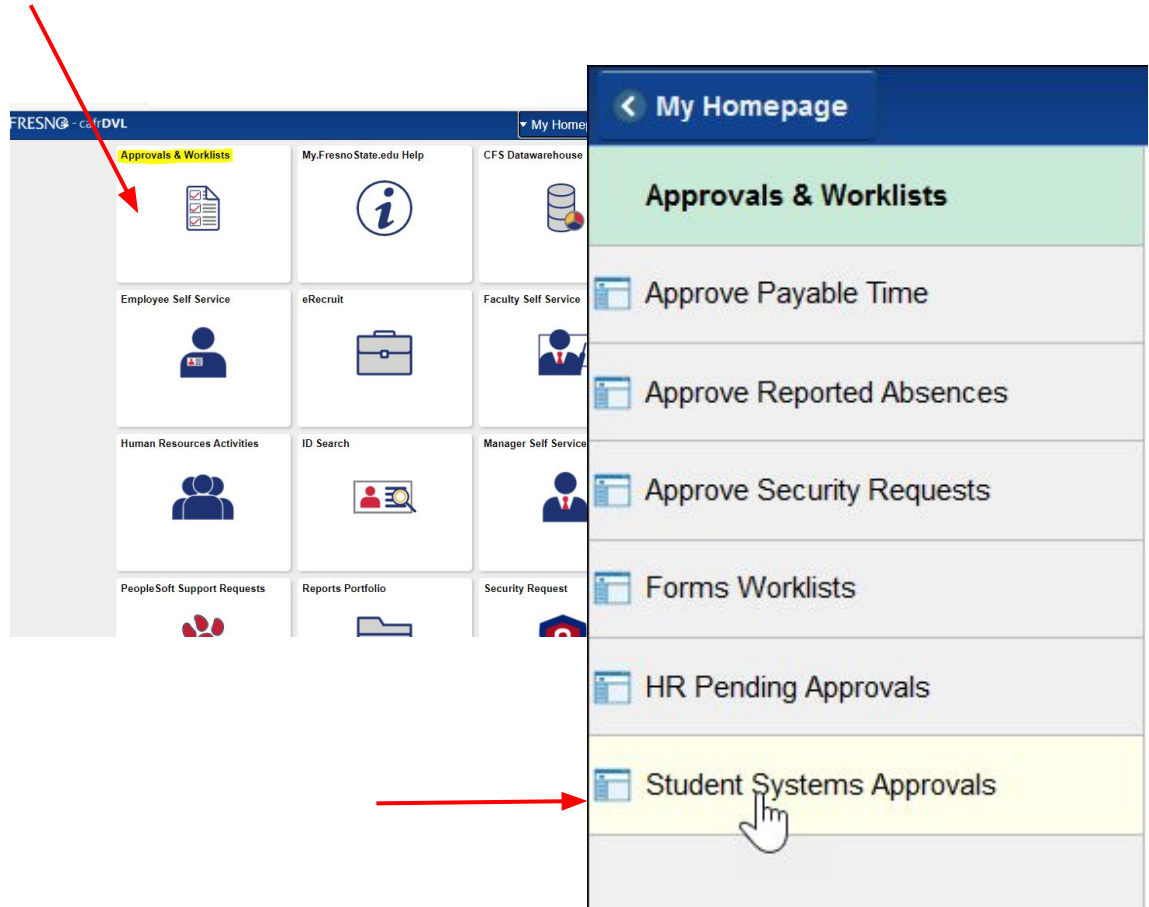
Sincerely,

Office of the University Registrar
Fresno State

FRESN⊛STATE.
University Registrar

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 <u>per class</u>).
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
- You will also be able to view if the instructor approved or denied the student's request on this page

Reviewing Requests

- Approved requests from the instructor will show in blue font
- Denied requests from the instructor will show in red font
- Text is defaulted, but the instructor can add additional comments if needed

Instructor Recommendation: Class Instructor Recommended.

Approve   Deny

Instructor Recommendation: Not Recommended by Class Instr

Approve   Deny
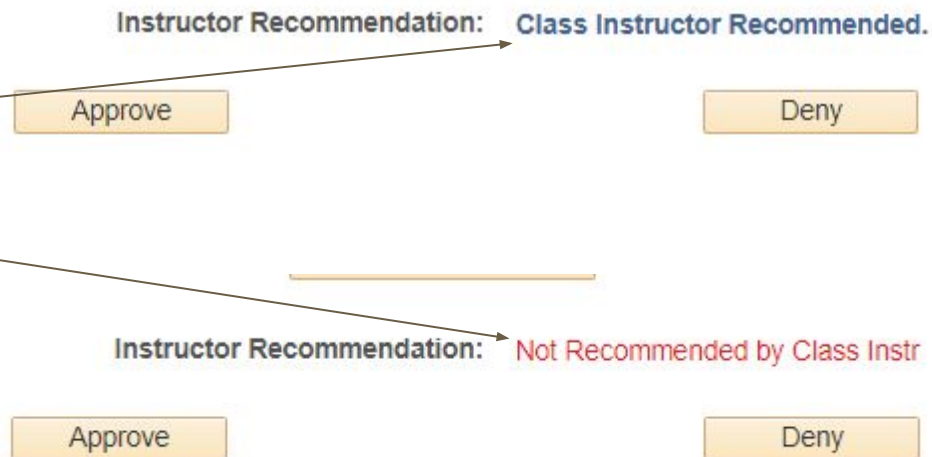
Documentation Guidance

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.

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:

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).

Last updated 02/09/2023

Approved Requests

- Comments will auto populate, but you can add additional text here.
- Comments are NOT required for approvals.
- If the decision is the same as the instructor decision, the workflow will stop here.
- If the decision is different than the instructor's decision, it will automatically route to the Dean of UGRD/GRAD Studies based on the student's program.

Add Comments

Comment | Department Chair (or Designee) 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.
- If the decision is the same as the instructor decision, the workflow will stop here.
- If the decision is different than the instructor's decision, it will automatically route to the Dean of UGRD/GRAD Studies based on the student's program.

Add Comments

Comment   Not Recommended by Department Chair (or Designee).

[Submit Comment]   [Cancel Comment]

Note: Students will see this information.

Workflow Complete!

If your decision is in agreement with the instructor's, the student will receive an email. If denied, your comments will show in the student's email for the reason their request was denied.

If your decision is NOT in agreement with the instructor, it will be automatically routed to the Dean of Undergraduate/Graduate Studies. If denied, the Dean's comments will show in the student's email instead of the department chair's.

During the last three weeks of instruction, all requests are automatically routed to the Dean of Undergraduate/Graduate Studies for a final decision.

Sample Denial Email to the Student

- If both the instructor and department chair deny a student's request, only the comments the dept. chair enters in the student's denial are included in the email to the student.

A Drop Request Has Been Denied

no-reply@csufresno.edu

to

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