

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).