FRESNO STATE
University Registrar

New Drop/Withdrawal Workflow

Fall and Spring Semesters

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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.

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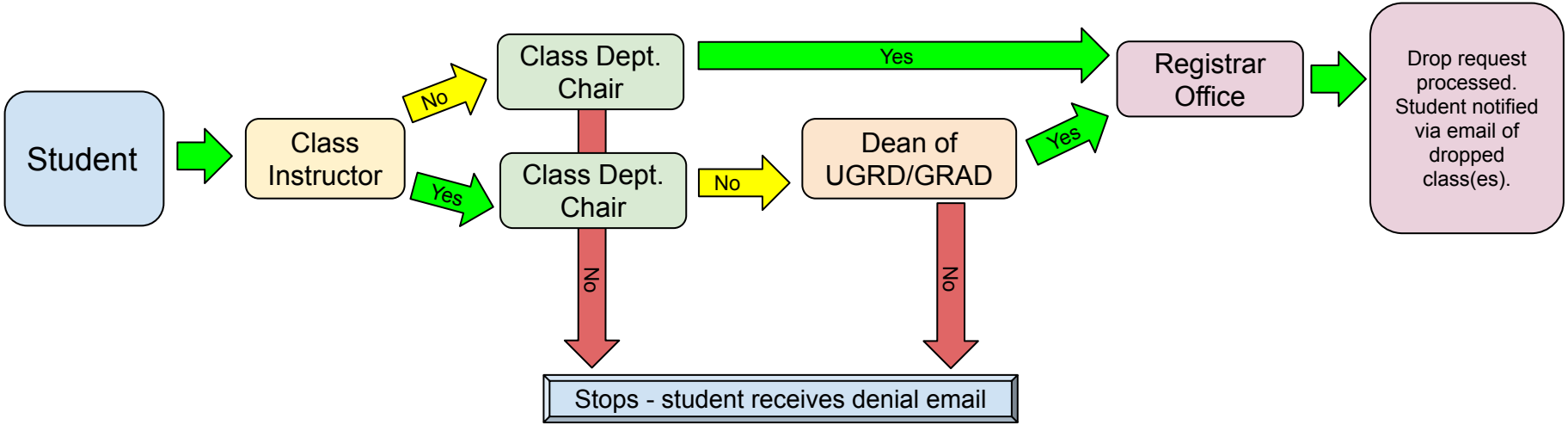
Fall/Spring Semester Drop Deadlines

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>



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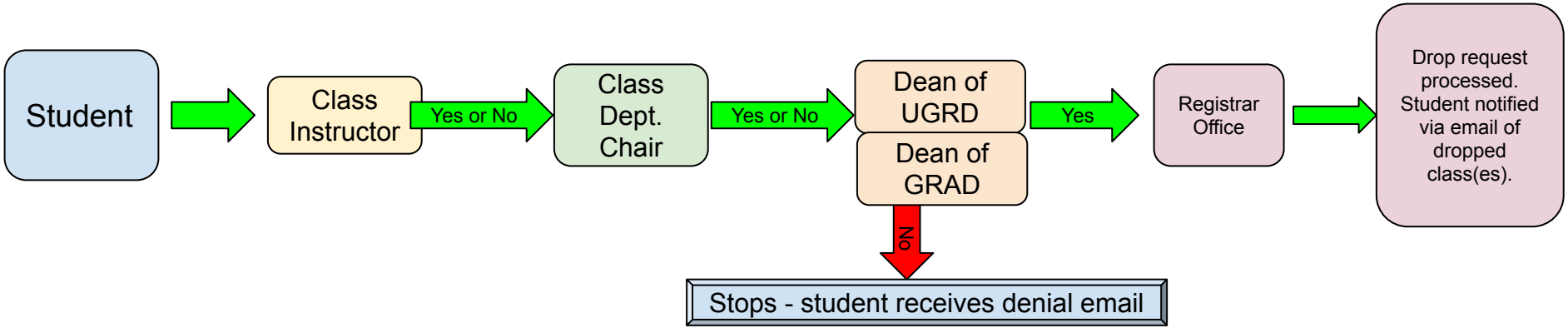
Fall/Spring Semester Drop Deadlines

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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Instructor Process

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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

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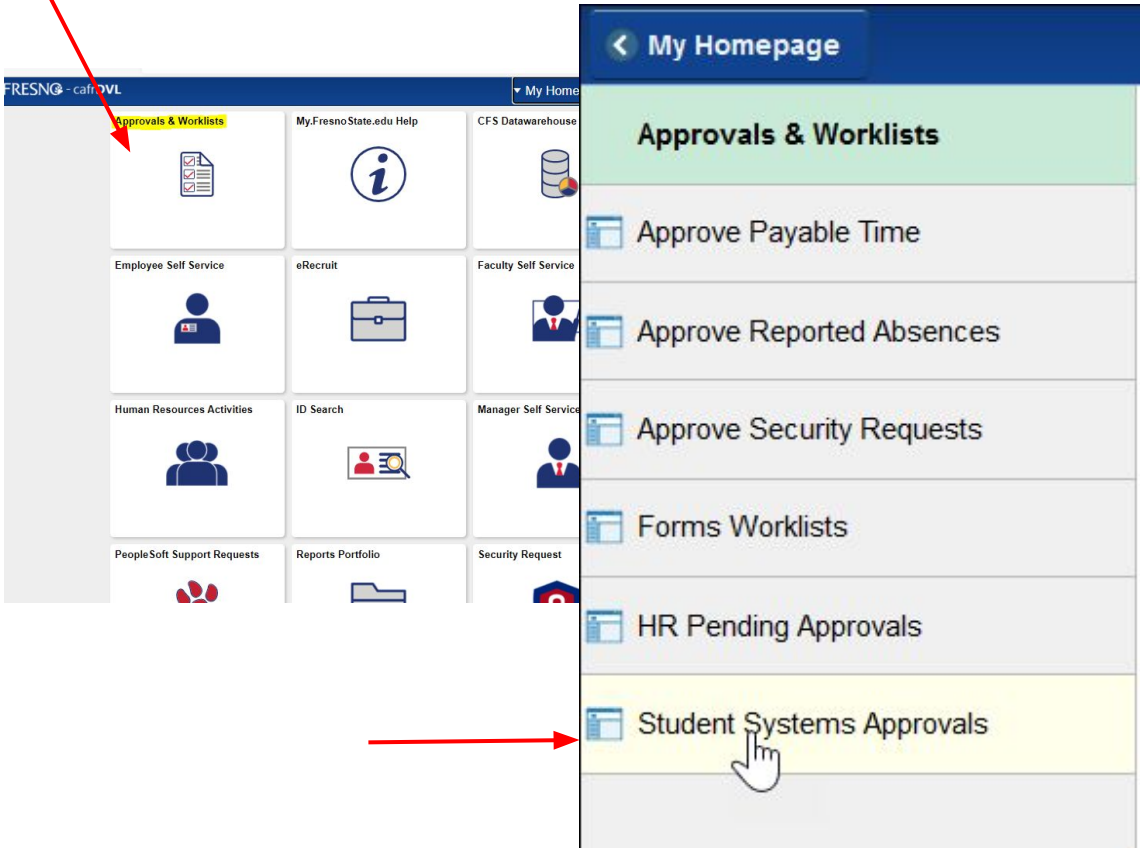
Worklist

- 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.



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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			Mark Worked	Reassign
	01/05/2022	Approval Routing	Approval Workflow			Mark Worked	Reassign
	01/05/2022	Approval Routing	Approval Workflow			Mark Worked	Reassign
	01/17/2022	Approval Routing	Approval Workflow			Mark Worked	Reassign
	01/17/2022	Approval Routing	Approval Workflow			Mark Worked	Reassign

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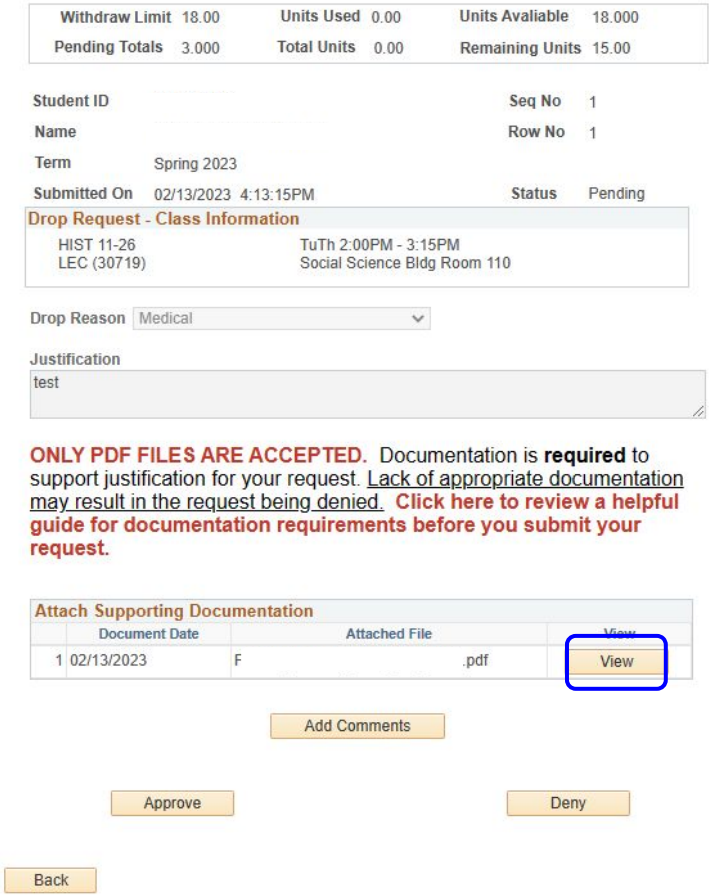
Reviewing Requests

- View documentation uploaded by the student
- Review drop reason and written justification provided by the student



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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 department if you have questions regarding documentation.

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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

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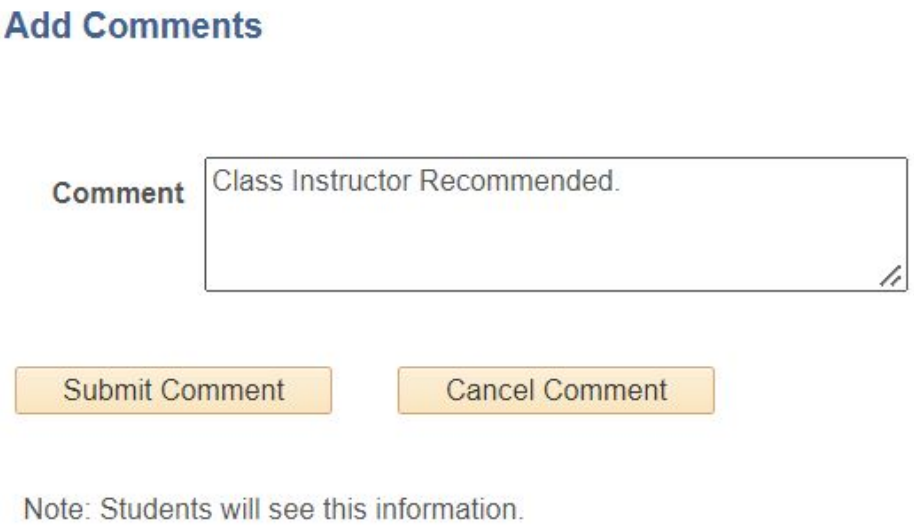
Approved Requests

- Comments will auto populate, but can add additional text here
- Comments are NOT required for approvals
- Once approved, the request will be routed directly to Dept. Chair for review and approval



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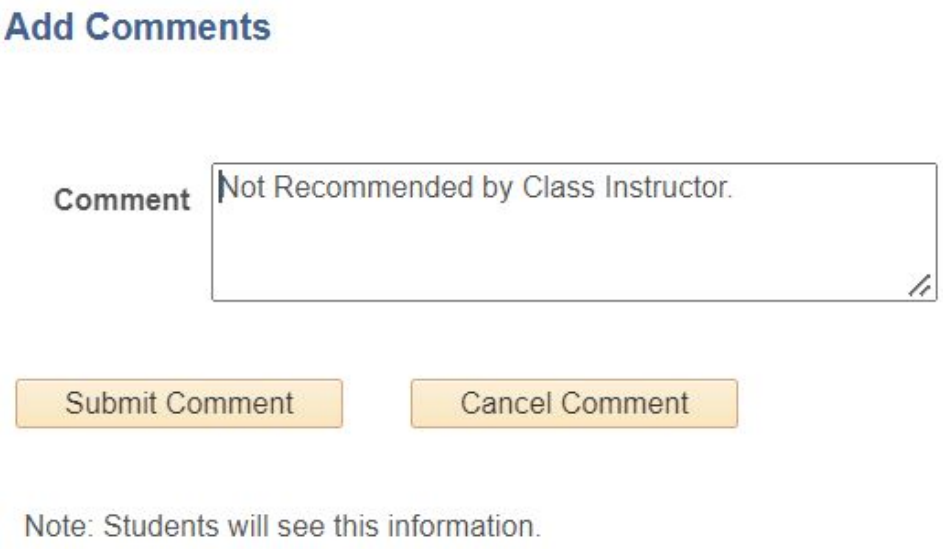
Denied Requests

- Comments will auto populate, but you can add additional text here
- Comments **ARE** required for denials
- Once denied, the request will be routed directly to Dept. Chair for review and approval
- Only comments made from the Dept. Chair or Dean will be shown and included in the email to the student



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Workflow Complete!

All approved and denied requests will automatically be routed to the Department Chair.