

Important Information Regarding Drop/Withdrawal Process

September 18, 2020

As we are continuing to adapt to COVID-19 community changes, we will continue to adjust our policies and procedures as necessary. If you have any additional questions, please feel free to reach out to our office at 559-278-4743.

Student signatures: Our office will be accepting electronic signatures or an email from your Fresno State email account. You can also print the form, sign it, and scan it to us. **Instructor/Chair signatures:** Our office will be accepting electronic signatures or an approved email from a Fresno State email account. Please attach any faculty approvals you receive via email to the form.

For Undergraduate student complete withdrawals (dropping ALL classes):

Financial Aid office signature: Please email hmann@csufresno.edu directly and you will be referred to a counselor for additional information and sign-off.

University Advising office signature: Please email angelab@csufresno.edu directly and you will be referred to a counselor for additional information and sign-off.

International Student Services & Programs office signature: Please email your International Advisor: Tasha Cummings tashacummings@mail.fresnostate.edu; Jasmine Cao Jcao@csufresno.edu; or Jamie Jones jamiej@csufresno.edu.

Educational Opportunity Program (EOP) signature: Please email your EOP counselor or EOP Office at eop@csufresno.edu for additional information and sign-off.

Veterans Resource Center signature: Please email fsveterans@mail.fresnostate.edu and a staff member from the VRC will review your request and be in contact with you regarding sign-off.

For Graduate student complete withdrawals (dropping ALL classes):

Financial Aid office signature: Please email hmann@csufresno.edu directly and you will be referred to a counselor for additional information and sign-off.

If you participate in a program listed above, additional signatures indicated previously are required.

For drop/withdrawal forms completed after serious and compelling deadline:

Undergraduates: To obtain the Dean of Undergraduate Studies signature, please email form directly to undergradstudiesassist@csufresno.edu

Graduates: To obtain the Dean of Graduate Studies signature, please email form directly to 5592784658@fax.csufresno.edu

Once you have obtained all required signatures, **you can submit the Drop/Withdrawal form to our office via a secure email 5592786020@fax.csufresno.edu. ALL FORMS SUBMITTED MUST BE SENT FROM YOUR FRESNO STATE EMAIL ACCOUNT, OTHERWISE THEY WILL NOT BE ACCEPTED.**

If you have any further questions regarding this process, please call us at 559-278-4743 during regular business hours or email us at fsregistrar@mail.fresnostate.edu.

Thank you,

Office of the University Registrar

Drop/Withdrawal Form Instructions

Please Note:

- Students are responsible to adhere to all University policies and deadlines. For complete list of registration and payment deadlines visit: <http://www.fresnostate.edu/paymentdeadlines>. This form does not release you of any financial obligations.

Before Instruction Begins:

- **Individual course drops and complete withdrawals:** Can be made on-line through the Student Center. The Drop/Withdrawal form is not necessary.

First day and up through the twentieth (20th) day of instruction (census):

- **Individual course drop:** All individual course drops can be made on-line through the Student Center. The Drop/Withdrawal form is not necessary as permission/signatures are NOT required. No record of enrollment in the course will appear on the student's record (no "W" grade). The form is emailed to 5592786020@fax.csufresno.edu.
- **Complete withdrawal:** Student should or may fill out the Drop/Withdrawal form. Permission/signatures from instructor(s) are NOT required. No record of enrollment in the course will appear on the student's record. Student must have an exit interview with the Financial Aid Office and other offices, as appropriate. Once the form is filled out the form is emailed to 5592786020@fax.csufresno.edu.

Serious and Compelling Drop/Withdrawal Period (After census and before the last three weeks of instruction):

All drops/withdrawals must be for a serious and compelling reason which makes it impossible for the student to complete course requirements. A serious and compelling reason is defined as a medical, emotional, or other condition acceptable to and verified by the instructor of record and the department chair in which the course is offered. Failing or performing poorly in a class is not an acceptable "serious and compelling" reason within the University policy, nor is 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. **An undergraduate student may withdraw from no more than 18 total units throughout their undergraduate career at Fresno State.**

- **Individual course drop:** Student must fill-out the Drop/Withdrawal form and indicate the reason for the drop. Student must obtain the approval of the instructor(s) and department chair(s). **The Student must provide written documentation that substantiates the condition. The reason must be acceptable to and verified by the instructor(s) of record and the department chair(s).** Without sufficient and qualifying supporting documentation, your request will be denied. Once the form is filled out and all appropriate approvals are obtained, the form and documentation are emailed to 5592786020@fax.csufresno.edu.
- **Complete withdrawal:** Student must fill-out the Drop/Withdrawal form and indicate the reason for the withdrawal. **The Student must provide written documentation that substantiates the condition. The reason must be acceptable to and verified by the instructor(s) of record and the department chair(s).** Without sufficient and qualifying supporting documentation, your request will be denied. Student must obtain the approval from each instructor and department chair for every enrolled class. Student must also have an exit interview with the Financial Aid Office and other offices, as appropriate. Once the form is filled out and all appropriate signatures are obtained, the form and documentation are emailed to 5592786020@fax.csufresno.edu.

Last three weeks of instruction:

DROPS/WITHDRAWALS WILL NOT BE PERMITTED except in cases where the cause of the drop/withdrawal is due to circumstances CLEARLY BEYOND THE STUDENT'S CONTROL and the assignment of an Incomplete grade is not practical. When a drop/withdrawal has been approved, a "W" will be recorded on the student's transcript. Drops/withdrawals during the last three weeks of instruction may be included in the 18 unit limitation. **NOTE: Drops/Withdrawals during finals week are not permitted.**

- **Individual course drop:** Student must fill-out the Drop/Withdrawal form and indicate the reason for the drop. Student must obtain the approval of the instructor(s), department chair(s), and the Dean of Undergraduate Studies/Graduate Studies. **The Student must provide written documentation that substantiates the condition. The reason must be acceptable to and verified by the instructor(s) of record and the department chair(s).** Without sufficient and qualifying supporting documentation, your request will be denied. Once the form is filled out and all appropriate approvals are obtained, the form and documentation are emailed to 5592786020@fax.csufresno.edu.
- **Complete withdrawal:** Student must fill-out the Drop/Withdrawal form and indicate the reason for the withdrawal. Student must obtain the approval from each instructor and department chair for every enrolled class and the Dean of Undergraduate Studies/Graduate Studies. **The Student must provide written documentation that substantiates the condition. The reason must be acceptable to and verified by the instructor(s) of record and the department chair(s).** Without sufficient and qualifying supporting documentation, your request will be denied. Student must also have an exit interview with the Financial Aid Office and other offices, as appropriate. Once the form is filled out and all appropriate signatures are obtained, the form and documentation are emailed to 5592786020@fax.csufresno.edu.