

DEPARTMENT OF PHILOSOPHY
PROCEDURES FOR STUDENT REQUESTS
TO DROP COURSES FOR A SERIOUS AND COMPELLING REASON

1. Make sure you submit the University drop form; complete *all* sections required from you, obtain the *signed* approval of the instructor, and *sign* the form. This form is available at the following link:

http://www.csufresno.edu/are/forms/Drop_Withdrawal_Form.pdf

Be sure your form legibly includes your email address and phone number, as you will leave your request in the Department Office for later review by the Department Chair. You will be notified when the review is complete and the form can be returned to you.

2. Attach verifying documentation. THIS IS IMPORTANT AND REQUIRED. Without sufficient and qualifying supporting documentation, your request will be denied by the Department Chair. Examples of what will be minimally expected for documentation:

Family or Personal Problems: A signed statement from a qualified medical professional (e.g., doctor/psychologist) or qualified campus Division of Student Affairs counselor both confirming your condition AND stating explicitly that, in their qualified opinion, your condition is so serious and sustaining that you are unable to complete this course.

Change in Work Schedule: A signed statement from your employer that (1) states the full hours of your work schedule, (2) acknowledges you are a student and you are being forced to drop a class by a change in work schedule, (3) identifies the date when the employer first informed you of the change that created the course conflict, (4) states why this change was not made known to you until after the fourth week of the semester, and (5) states why this change cannot be postponed until the close of the current semester.

Death in Immediate Family: An obituary, funeral program, or other formal document identifying the deceased and the date of death AND a statement as to the relationship between you and the deceased that indicates the deceased is in your immediate family (i.e., parent, sibling, or child) AND a statement from you why you must drop the class for the semester rather than take a few, excused student absences and make up missed work.

NOTE: The following reasons are not regarded as “serious and compelling reasons” by the University: poor grades in a class, dissatisfaction with the instructor, or you missed the drop deadline.

3. **Your request will be reviewed by the Department Chair solely based on the written documentation you provide.** You will not present your request and evidence verbally in a meeting with the Department Chair. Therefore, if the small space on the University form is not sufficient for you to make a personal statement as to why your reason qualifies under the campus policy, please state your reason in writing and attach that to the form and verifying documentation.

4. This decision can be appealed to the Associate Dean and/or Dean of the School/College.