



Approving a Request for Course Withdrawal

A guide for users in the schools' Offices of Academic Services



User Guide – Approving a Request for Course Withdrawal – Grad/Prof OAS

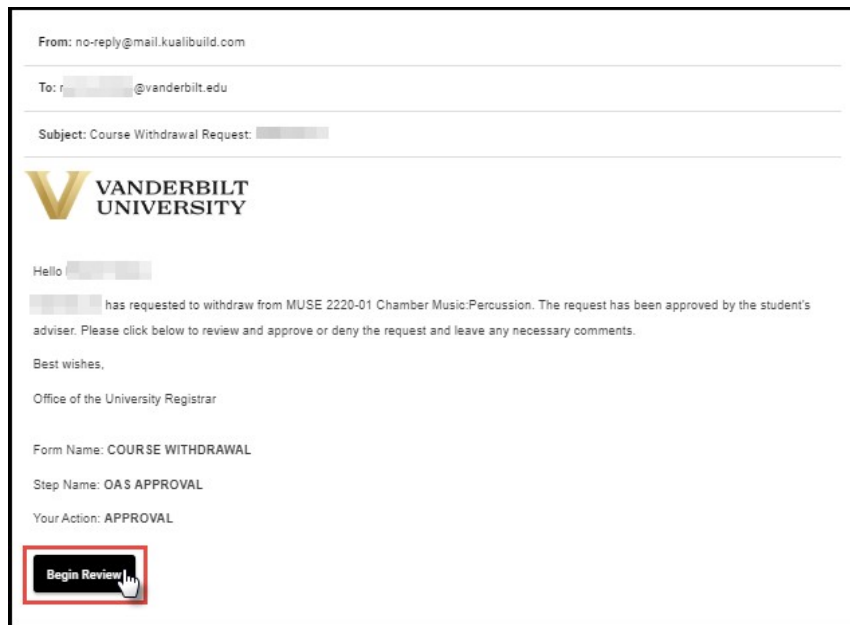
The Kualu workflow application has been implemented for students in the Divinity School, Graduate School, School of Nursing, and Owen Graduate School of Management, as well as professional and distance learning students in the School of Engineering, to request withdrawal from classes. A link to the course withdrawal webform is available in YES to students in these schools who have courses eligible for withdrawal during the withdrawal period (after the end of the Open Enrollment period in YES and extending to the withdrawal deadline indicated in the Undergraduate Academic Calendar). Users in the schools’ Offices of Academic/Student Services will utilize the Kualu workflow application to review withdrawal requests for students in their schools.

Contents

Reviewing the Withdrawal Request	3
Approval Workflow/Timeline.....	4
Approving the Withdrawal Request	5
Denying the Withdrawal Request	6
Sending the Withdrawal Request Back to the Student	7
Accessing Your Work Queue.....	8

Reviewing the Withdrawal Request

1. Once a student in your school has submitted a request for course withdrawal, you will receive an email with information about the student and the course. Click Begin Review to access the form.



2. Information about the student is pre-populated in the Student Information section.

The screenshot shows the 'Course Withdrawal' form with the following pre-populated information:

Student Information					
Student EMPLID *	VUnetID	First Name	Last Name	Current Class	
000 [redacted]	[redacted]	[redacted]	[redacted]	FR	
International Student	Current Athlete	Current Undergraduate Student	Current Graduate Student	Current Professional Student	Current Non-Traditional Student
N	N	Y	N	N	N
Select your home school: *			Adviser		
Blair School of Music			[redacted]		

User Guide – Approving a Request for Course Withdrawal – Grad/Prof OAS

3. Details about the course from which the student has requested to withdraw will appear in the Course Selection section. All course details populate from PeopleSoft.

Course Selection

Only courses eligible for withdrawal this term are listed below. Please contact your school's Office of Academic Services (<https://registrar.vanderbilt.edu/registration/school-contacts.php>) or registrar@vanderbilt.edu if you have questions or need additional information.

Select the course you wish to drop: *

MUSE 2220-01 Chamber Music:Percussion

Term	Session Code	Course Career
0995	1	UGRD


Class Number	Start Date	End Date	Enrolled Status
3235	2022-08-24	2022-12-08	E

4. Students are advised that withdrawing from a course can affect billing, financial aid, immigration status, and/or athletic eligibility. Contact information is provided.

Please be advised that withdrawing from a course could have implications for billing, financial aid, immigration status, and/or athletic eligibility. Please contact the following office(s) with questions:

Office of Student Accounts: 615-322-6693
Office of Student Financial Aid and Scholarships: 615-322-3591
International Student and Scholar Services: 615-322-2753
Athletics Student Services: 615-343-0444

Student Signature *



Students will receive an email notification to their Vanderbilt email account when withdrawal requests are approved and processed.

Approval Workflow/Timeline

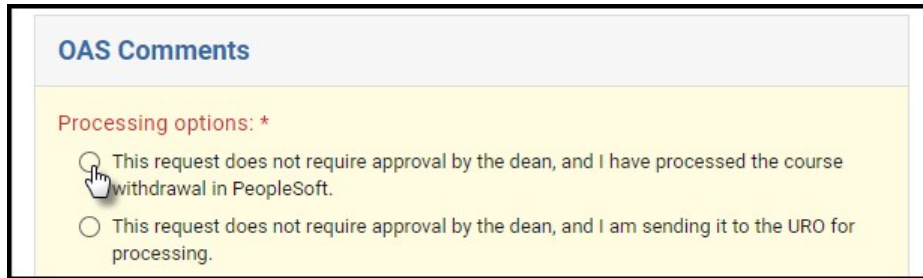
The Office of Academic Services is the first step in the course withdrawal workflow process. Once the OAS approves a request, it may need to route to associate dean, the Office of International Student and Scholar Services, or Athletics Student Services before it can be processed. All approvals for withdrawal requests must be finalized **within seven days** of the date the request is submitted. Please take care to note the date that the student submitted the form request.

Office Use Only

Date submitted
9/22/2022

Approving the Withdrawal Request

1. If the request does not require additional approval by an associate dean, you can either process the request yourself in PeopleSoft or send it to the URO for processing. Select the appropriate processing option.



OAS Comments

Processing options: *

- This request does not require approval by the dean, and I have processed the course withdrawal in PeopleSoft.
- This request does not require approval by the dean, and I am sending it to the URO for processing.

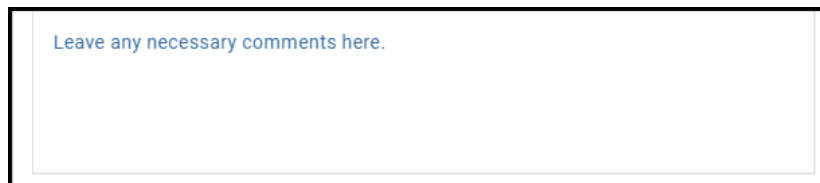
NOTE: If you are processing the withdrawal request in PeopleSoft, please take care to note the Date submitted—this is the effective date that should be utilized for processing the request in PeopleSoft.



Office Use Only

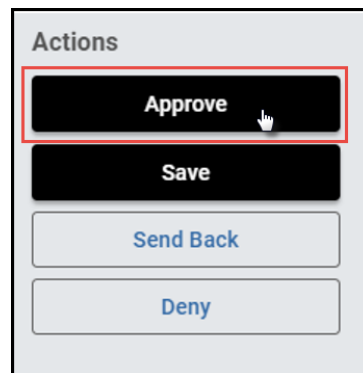
Date submitted
9/22/2022

2. Leave a comment in the comments box, if desired. Comments will be visible to administrators (Associate Dean, Office of the University Registrar, etc.), but not to the student.



Leave any necessary comments here.

3. Click Approve.



Actions

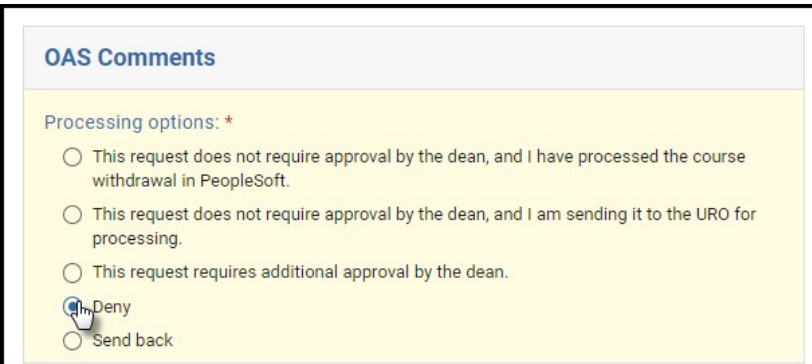
- Approve
- Save
- Send Back
- Deny

User Guide – Approving a Request for Course Withdrawal – Grad/Prof OAS

4. The request will now be routed to the Office of the University Registrar:
 - a. Requests that the OAS processed in PeopleSoft will be indexed in DocFinity.
 - b. Requests that the OAS sent to the URO for processing will be processed and indexed in DocFinity.

Denying the Withdrawal Request

1. Select Deny from the Processing Options.

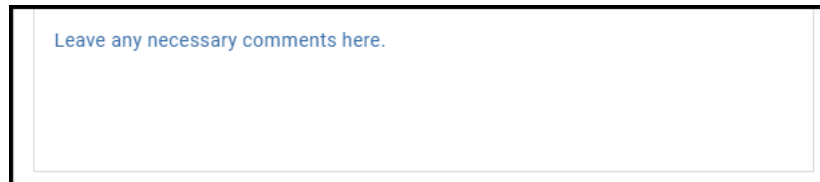


OAS Comments

Processing options: *

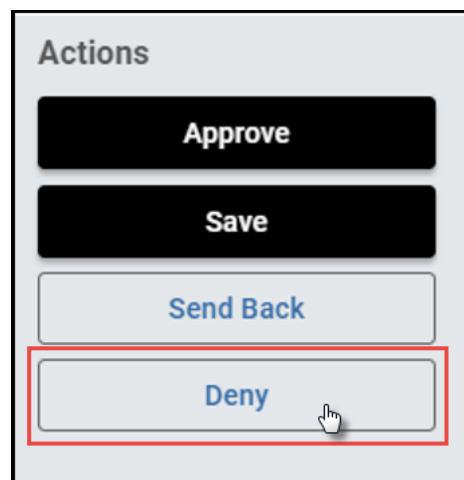
- This request does not require approval by the dean, and I have processed the course withdrawal in PeopleSoft.
- This request does not require approval by the dean, and I am sending it to the URO for processing.
- This request requires additional approval by the dean.
- Deny
- Send back

2. Leave a comment in the comments box, if desired. Comments will be visible to administrators (Associate Dean, Office of the University Registrar, etc.), but not to the student.



Leave any necessary comments here.

3. Click Deny.



Actions

Approve

Save

Send Back

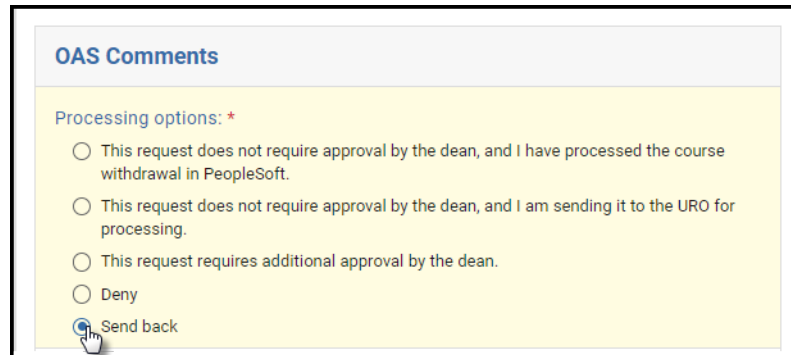
Deny

4. The student will be notified via email that the request has been denied.

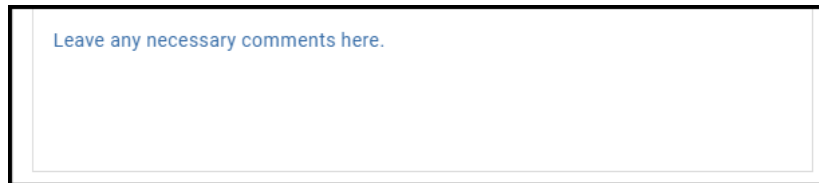
Sending the Withdrawal Request Back to the Student

If, during the course of your review, you notice something that requires the student to update the request, you can send the request back.

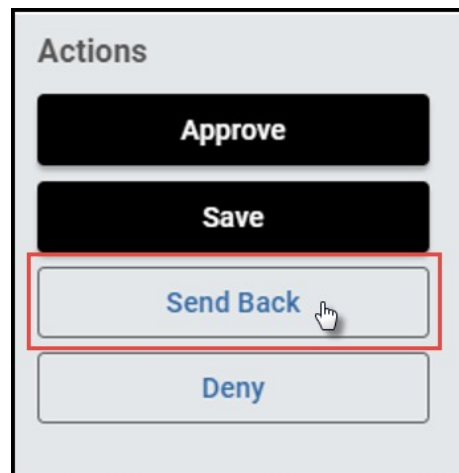
1. Select Send Back from the Processing Options.



2. Leave a comment in the comments box, if desired. Comments will be visible to administrators (Associate Dean, Office of the University Registrar, etc.), but not to the student.



3. Click Send Back.



4. The student will be notified via email that the request has been sent back for additional action.

Accessing Your Work Queue

In addition to clicking on the “Begin Review” button embedded in the notification emails, you can access your work queue at the following web address: <https://vanderbilt.kualibuild.com/app/builder/#/actions>.

Please contact the YES Help Line at yes@vanderbilt.edu or 615-343-4306 if you have questions or need additional assistance.